

Policy Board Agenda

Date: Tuesday, April 23, 2024

Time: 1:00 pm

Place: San Diego County Administration Center Board of Supervisors Chamber, Room 302
1600 Pacific Highway, San Diego CA 92101

AGENDA ITEMS – OPEN SESSION:

Item 1: Non-Agenda Public Comment

ACTION ITEMS:

Item 2: Minutes of the March 20, 2024 Meeting

Item 3: Relocation of South County Career Center - New Lease

INFORMATION ITEMS:

Item 4: SDWP Organizational Updates

PUBLIC COMMENT: Members of the public may address the Board on issues on this agenda (three minutes per subject) and/or other items within the Board's scope. To speak please complete a Public Comment Form. The SDWP will provide accommodations to persons who require assistance. Questions: (619) 228-2900.

Item #1: Non-Agenda Public Communication

Opportunity for members of the public to speak to the Policy Board on any subject matter within the Policy Board's jurisdiction but not an item on today's agenda.

Item #2: Minutes of the March 20, 2024 Meeting

ACTION ITEM – VOTE REQUIRED:

San Diego Workforce Partnership
Consortium Policy Board
Minutes of the March 20, 2024 Meeting

Members Present

Monica Montgomery Steppe, Supervisor, County of San Diego, District 4 (Chair)
Sean Elo-Rivera, Council President, City of San Diego, District 9 (Vice Chair)
Kent Lee, Council Member, City of San Diego, District 6
Nancy Sasaki, CEO, United Way of San Diego County

Legal Counsel Present

David Powell, Deputy City Attorney, City of San Diego
Randall Sjoblom, Senior Deputy County Counsel, County of San Diego
Audie de Castro, General Counsel, SDWP

Staff Present

Tony Young, Interim President, and CEO
Khaleda Atta, COO
Miguel Vasquez, VP Client Services

Location

City Hall 202 C St, San Diego, California 92101
City Council Committee Room – Floor 12

All reports, memoranda, and letters contained in the agenda or distributed at the meeting shall by this reference become part of the original minutes.

The meeting was called to order by Supervisor Montgomery Steppe at 1:10 pm, with a quorum.

Non-Agenda Public Comment

Item 1 **Non-Agenda Public Communication**
None

Action Items

Item 2

Minutes of the February 22, 2024 Meeting

Motion: The Board approves the meeting minutes.

*Moved (S. Elo-Rivera), Seconded (M. Montgomery Steppe) N. Sasaki
abstained*

Item 3

JPC Membership Selection

A. De Castro presented the item of the Joint Personnel Committee (JPC) membership selection and highlighted the Committee composition. The JPC committee consists of six members in total, three members representing the WDB (WDB Chair, Vice Chair, and WDB member) and three members representing the Policy Board (Policy Board Chair, Vice Chair, and Policy Board member).

K. Robinson mentioned that the three members representing the WDB side are the WDB Chair, Kurling Robinson, the WDB Vice Chair, Dr. Ricky Shabazz, and Carol Kim.

S. Elo-Rivera inquired about the JPC guidance and whether the committee needs to adhere to the Brown Act guidance. D. Powel clarified that the JPC will adhere to the Brown Act and any confidential personnel matters will be discussed within a closed session.

Motion: The Board approves the appointment of Council Member Kent Lee as the third member representing the Policy Board in the JPC.

Moved (M. Montgomery Steppe), Seconded (N. Sasaki) Carried Unanimously

Item 4

WDB Status and Nomination

WDB Chair, K. Robinson, highlighted the WDB's current composition, recent resignation, and new nomination of Caroline Smith. T. Young added that this nomination was recommended by the County of San Diego's supervisor and former Policy Board member T. Lawson-Remer.

Council Member K. Lee inquired about the composition of the WDB and its representation of the private sector. A. de Castro clarified that the WDB currently consists of 22 members with nine (9) members representing the private sector. A. de Castro also noted that WIOA requires 51% representation from the private sector, which extends beyond just businesses to include entities like chambers for commerce.

The Policy Board expressed their enthusiasm due to the new nominee's diverse perspective and active involvement in flood response efforts. The board acknowledged Caroline's expertise and welcomed her addition to the WDB.

Motion: The Board approves the new WDB nomination of Caroline Smith.

Moved (K. Lee), Seconded (M. Montgomery Steppe) Carried Unanimously

Item 5

SDWP Organizational Updates

T. Young updated the board on the Strategic Plan RFP process, which has officially been launched and will be open until April 5th. The goal is to involve a wide range of partners to define a new strategy and vision, with a focus on leveraging staff, community partners, and the organization's assets. The vision is to go beyond previous efforts and include partners throughout the county, region, and partners we do work with. The aim is to strategically position the organization for the future. He expressed the organization's desire to collaborate with the board to strategically position the organization for future endeavors.

T. Young highlighted the organization's efforts in organizational development. He added that the organization is currently top-heavy and lacks sufficient staff on the front lines to provide necessary services and interact with the community. As a result, some redundant positions at the high level have been eliminated, and the savings will be used to create 15 frontline positions. Additionally, there are plans to identify a VP of programs, a director for the IT department to bring the organization forward, and an accounting manager to ensure financial stability. The internal efforts have been focused on preparing for a fund response. Which has presented challenges in redefining staff roles and responsibilities.

Additionally, T. Young highlighted the organization's readiness to respond to floods in San Diego. He discussed funding, training workers, engaging with community colleges, and partnering with other disaster agencies and organizations to support rebuilding efforts. He also emphasized the importance of transparency in fund allocation and collaboration with various partners.

A significant fund of \$500,000 has been awarded to fund construction and career jumpstart programs, receiving positive feedback from partners like the Labor Council.

Enhance engagement with the San Diego County Community College District, aiming to develop strategies for collaboration and co-enrollment.

Increased partnerships with disaster agencies and resource centers, including the use of funding for emergency response and collaboration with various organizations such as the Harvey Family Foundation, Urban Core, Rise Up, and the Black Contractors Association.

Plans are in place to ensure transparency in fund allocation and utilization through the development of a dashboard and website updates to track spending.

N. Sasaki inquired about a potential Conflict of Interest stemming from C. Kim's involvement in both the organization's development board and the JPC, particularly about the Foundation for Community Colleges and its connection with the building trades union.

A. de Castro provided clarification on the SDWP's conflict of interest policy. He emphasized the requirement for board members to disclose any conflict of interest and outlined the measures in place to protect the organization's interests.

He added that the current policy is under review and stated for voting the following month, with existing guidelines still in effect. T. Young added that C. Kim recused herself from discussion on matters that may impact her interests. Including her role as the executive director for the building trades.

N. Sasaki requested more clarification about shifts in the organizational structure and budget savings resulting from structural changes.

T. Young discussed ongoing transition efforts, acknowledging a reported backlog that has been reduced by 60-70% but remains. Therefore, it was decided to increase the frontline staff to aid the process.

M. Vasquez shared his awareness of the impact on clients and the need for continuous improvement in efficacy. While progress has been made in reducing backlogs and improving systems, there is still work to enhance staffing and streamline processes. The goal is to ensure prompt service delivery to clients.

The Board members expressed their gratitude to T. Young and the organization for their efforts in supporting those impacted by recent challenges and acknowledged their role in providing resources and aid.

T. Young emphasized the importance of utilizing funds purposefully and working together as a community to aid recovery efforts. He highlighted the resilience and unity within the community, aiming for a robust response to the situation.

Adjournment: The meeting was adjourned at 1:40 pm for a closed session.

Next Meeting: 4/23/2024

Item #3: Relocation of South County Career Center – New Lease

ACTION ITEM – VOTE REQUIRED:**RECOMMENDATION(S):**

Request for the Policy Board to authorize SDWP management to sign an 84-month (7-year) lease agreement from April 1, 2025 - March 31, 2032, with Scripps Health to relocate our South County Career Center to 333 H Street Chula Vista, CA 91910. Key terms of the new lease include a total amount of \$3,630,400.53 base rent for the lease term and a tenant improvement allowance of \$1M to support the customization of the new site to meet our client's needs. During the February PB meeting, it was approved for the current location lease to be extended by 1 year, which expires on 3/31/2025. The current site of 19,867 sq feet and \$55,230 a month in base rent (\$2.32 per sq ft), plus electricity was not meeting the business needs of the center for a variety of reasons. If approved, we would expect to occupy the new site by 4/1/2025 which reduces our footprint to a more manageable size of 12,963 sq ft with a lower monthly rent of \$38,889 a month in base rent, plus electricity. This would result in 30% rent savings, a secure parking garage, and better access to public transportation for our clients.

Background

The current South County Career Center is located at 111 Bay Blvd. Suite E, Chula Vista. The new site which we are seeking approval to relocate to will be located at 333 H Street Chula Vista as part of the One-Stop Career Center Network serving the Southern region of San Diego County. This will be an 84-month lease term that includes 12,963 sq ft of rentable space. The rental rate will start at \$3.00 per square foot and will end at \$3.69 per square foot in 2032. That translates to monthly base rent being \$38,889 the first year of the lease and ending at \$47,804.51 at the end of the lease. There is also \$1,037,040 of tenant improvement funds that will be used to customize the first and second floors to best fit the usage needs of SDWP. The security deposit is \$47,804.51.

Fiscal Impact

Lease Term:	Annualized Base Rent:	Monthly Installment of Base Rent:	Rental Rate per RSF (3.5% incr annual)
04/01/25 thru 03/31/26	\$466,668.00	\$38,889.00	\$3.00
04/01/26 thru 03/31/27	\$483,001.38	\$40,250.11	\$3.11
04/01/27 thru 03/31/28	\$499,906.43	\$41,658.87	\$3.21
04/01/28 thru 03/31/29	\$517,403.15	\$43,116.93	\$3.33
04/01/29 thru 03/31/30	\$535,512.26	\$44,626.02	\$3.44
04/01/30 thru 03/31/31	\$554,255.19	\$46,187.93	\$3.56
04/01/31 thru 03/31/32	\$573,654.12	\$47,804.51	\$3.69
Holdover Rent: 04/01/32		\$71,706.77	

*Tenant Improvement

\$80.00

\$1,037,040.00

Item #4: SDWP Organizational Updates

INFORMATION ITEM – NO VOTE REQUIRED:

CEO Tony Young and staff to provide updates on Staffing updates, Emergency Flood Response, latest progress on the Strategic Plan RFP, and other key operational highlights. These updates aim to keep board members informed on the latest developments with SDWP's progress and plans, fostering transparency and collaboration with the Board.