



Joint Personnel Committee (JPC) of
The San Diego Consortium Policy Board and
The San Diego Workforce Partnership - Workforce Development Board (WDB)

Date: Thursday, June 6, 2024

time: 01:00 pm

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

<https://workforce-org.zoom.us/j/82949223259>

Meeting ID: 829 4922 3259

Instructions for Public Meetings

- Members of the public – Please complete a “Request to Speak” form

Welcome and Introductions

- Chair calls the meeting to order
- Non-agenda public comment

AGENDA

CALL TO ORDER AND NOTE OF ATTENDANCE

ACTION ITEMS

Open Session:

Item 1: Minutes of April 23, 2024 JPC Meeting

Item 2: CEO Search Firm Selection

Closed Session:

Item 3: PUBLIC EMPLOYMENT

Government Code Section 54957(b)

Title: Executive Director of the San Diego Consortium and President and Chief Executive Officer of the San Diego Workforce Partnership, Inc.

Adjournment

Next Meeting: Thursday, June 20, 2024

Public Comment

Members of the public may address the JPC on issues on this agenda (three minutes per speaker) and/or other items within the JPC’s scope. To speak, submit a “Request to Speak” form prior to the meeting. The Workforce Partnership will provide accommodations to persons who require assistance. If you require assistance, please call (619) 228-2900.

Item 1: Minutes of April 23, 2024 JPC Meeting

ACTION ITEM – VOTE REQUIRED:

**The Joint Personnel Committee (JPC) of
The San Diego Consortium Policy Board and
The San Diego Workforce Partnership - Workforce Development Board (WDB)
Minutes of the April 23, 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
Kurling Robinson, Workforce Development Board, Chair

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

Khaleda Atta, COO

Location

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

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 1:39 pm, with a quorum.

Non-Agenda Public Comment

Action Items:

Item 1

San Diego Workforce Partnership Permanent Executive Director of the San Diego Consortium and President and Chief Executive Officer of the San Diego Workforce Partnership, Inc., Search Process and Timeline.

K. Atta summarized the latest situation with the JPC noting delays that affected the permanent CEO search process to advance including the need to await confirmations of both WDB and PB Chair & Vice-Chairs, and both Boards appointing their third representatives to the JPC which took several months to go through the process. She discussed the efforts made by staff in the meantime to maintain continuity in the process.

In addition, she reminded the new JPC members on the status of the grant from Irvine Foundation, which awarded \$75,000 to SDWP a year ago, ending in May 2024, in support of the permanent CEO Search. Given the delays, she has been maintaining regular updates on the status of the search process with the funder, including on the need for potential extensions due to the current situation. She indicated that the fund could also be repurposed for other capacity development needs if necessary, such as organizational development and learning initiatives.

K. Robinson highlighted the need for clarity and feedback on the project timeline, particularly given the new leadership's first involvement. The intent was to avoid advancing any previous timelines without a thorough understanding of past actions. He emphasized the importance of caution and a structured approach. Therefore, the presentation on the timeline was postponed ensuring an informed and collaborative decision-making process.

M. Montgomery Steppe emphasized the need for a transparent search process for new leadership, especially in light of a public complaint. She reaffirmed her commitment to the expressed process and suggested the organization request an extension from the Irvine Foundation for the grant. Additionally, she proposed that two JPC members (M. Montgomery Steppe, Policy Board Chair, and K. Robinson, WDB Chair) work with the SDWP staff to review necessary steps to advance the process and present back to the Committee.

K. Lee acknowledged the longstanding uncertainty within the organization due to recent events. He expressed his support for moving forward with the permanent CEO search process promptly. In addition, he emphasized that having a clear and expedited process would stabilize the organization. A recommendation was made to allow

designated JPC Co-Chairs to lead the process of identifying a recruitment partner.

S. Elo-Rivera inquired about the fund requirements and involvement.

K. Atta highlighted the unique opportunity presented by having dedicated resources for a third-party entity to manage these tasks effectively and objectively. She suggested that the grant could help balance the need for speed with the requirement for thoroughness.

The committee members emphasized the importance of expediting the process and the potential flexibility required from the JPC to allow the Co-Chairs authority in this matter.

M. Montgomery Steppe proposed to launch a Request for Proposal (RFP) to gather responses from potential respondents, even if only for a short duration, to ensure transparency and integrity.

R. Shabazz provided a public comment regarding the selection process, emphasizing the importance of including SDWP staff in the process.

C. Kim provided a public comment supporting Dr. Shabazz's suggestion and added a suggestion that the interview process could include individuals selected by their peers, similar to how union or council heads are chosen, to ensure genuine representation.

K. Lee discussed the need to determine the scope and format of the upcoming CEO search. He acknowledged that further steps are required even though some pre-work has been done. He proposed a motion for the JPC members, to designate authority to both Policy Board and WDB Chairs to collaborate with staff to draft recommendations and lead the process. These recommendations could cover the scope and format of the search process, identify prospective search firms, present a timeline, and recommend a budget for the process. This approach would provide the necessary latitude to accomplish the outlined objectives effectively and timely. The motion aims to streamline the process by enabling these members to return with a concrete recommendation for JPC approval.

D. Powell clarified that the initial step involves drafting the RFP, securing funding, and handling the extension process.

The Committee delved into a detailed discussion about the upcoming CEO search process, emphasizing the need for an inclusive, transparent, and professional approach. The committee members agreed on the importance of involving a search firm to manage the process, ensuring it is handled professionally and objectively.

Additionally, there was a commitment to ensure representation from staff in the process, reflecting the organization's inclusive values.

D. Powell clarified that the JPC is solely responsible for the final selection, although the committee can involve members of the Workforce Development Board (WDB) or delegate authority to a smaller interview committee if desired. However, this involvement must be explicitly decided and delegated by the JPC.

Motion: The JPC delegates authority to both Policy Board Chair, Supervisor M. Montgomery Steppe, and WDB Chair, K. Robinson to work with staff to determine the scope and format of the search process, draft the RFP, identify potential search firms, and present recommendations.

Moved (K. Lee), Seconded (S. Elo-Rivera) Carried Unanimously

Item 2: **2024 JPC Calendar & Meeting Frequencies**

K. Atta discussed the scheduling of future meetings to maintain momentum. She proposed that JPC meetings coincide monthly with Policy Board meetings, with a specific request to schedule a meeting in mid-July due to the August recess. This scheduling aims to ensure continuity and efficiency in their processes. The committee members agreed on the importance of having at least three meetings to navigate the process effectively.

Adjournment: The meeting was adjourned at 2:14 pm for a closed session.

Next Meeting: 5/23/2024

Item 2: CEO Search Firm Selection

ACTION ITEM – VOTE REQUIRED:

Recommendations: Upon recommendation by the JPC Co-Chairs, the JPC to select a CEO search firm, DRi Waterstone Human Capital.

Background: A thorough Request for Proposal (RFP) process launched in March 2024 and closed in April 2024 to identify a best suited and most qualified recruitment partner for guiding and leading the SDWP Permanent CEO search process.

The RFP process included:

- **Public Issuance:** the RFP was publicly released on SDWP website and social media, inviting qualified contractors to submit their proposals.
- **Proposal Submission:** Respondents interested in undertaking the project submitted their proposals by the specified deadline.
- **Evaluation:** Each proposal was evaluated by an evaluation panel led by the JPC Co-Chairs, based on a set of defined criteria, including cost, timeline, experience, capacity, and approach.
- **Shortlisting:** Respondents were shortlisted according to their scores.

As a result of the process, the JPC Co-Chairs are now ready to present their recommendation to the JPC to make the final decision and select the firm to work with that will perform the services outlined in RFP.