

FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING

Altadena Town & Country Club
2290 Country Club Drive, Altadena, CA 91001

MINUTES OF APRIL 6, 2017 FWDB MEETING

Present - FWDB

Tina Carey, Amada Miyachi America Inc.
Ron Carter, The Carter Agency
Carolyn Dallas, Kaiser Permanente
Steven Gutierrez, Rager's Abbey Flooring & Window Covering
Robert Helbing, Air Tro, Inc.
Gene Hurd, UAW Local 509
Daniel Lien, Plaza Bank
Denise McKnight, Department of Rehabilitation
Betty McWilliams, Foothill Unity Center, Inc.
Alfredo Mejia, CIBA Real Estate
Laura Pancake, Pacific Clinics
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.
Cesar Valladares, Employment Development Department
Laurie Wheeler, South Pasadena Chamber of Commerce

Absent - FWDB

Tony Tartaglia, Chair, The Gas Company (Excused)
Jeff Allred, San Gabriel Valley Economic Partnership (SGVEP) (Excused)
Hector Delgado, Teamsters Local Union No.396
Salomon Davila, Pasadena City College
Matt Dunphy, Southwest Carpenters Training Fund (Excused)
Flint Fertig, Monrovia Unified School District (Excused)
Patricia Flores, City of Hope (Excused)
Jennifer McLain, City of Glendale, Community Development Dept (Excused)
Sandra Mejia, M & R Professional Services (Excused)
Tom Selinske, FocusOut LLC (Excused)
Jane Templin, NECA/IBEW Electrical Training Trust (Excused)

Staff Present

Joumana Barakat, Rita Magno, Julie McElrath, Robert Mejia, Mario Real and Dianne Russell-Carter, Interim FWDB Executive Director

Guests Present

Rachelle Arizmendi, City of Sierra Madre
Tina Camiling, New York Life Insurance Company
John Fasana, City of Duarte
Bill Huang, City of Pasadena
Jack Locs, Pasadena Unified School District
Daina Moore, Los Angeles County Economic Development Corporation (LAEDC)
Koko Williams, Pasadena Unified School District

APPROVAL OF MINUTES

The minutes of the December 8, 2016 meeting were approved as submitted.

M/S Helbing/Hurd Approved unanimously

VICE CHAIR'S REPORT

Vice Chair Brenda Trainor welcomed the FWDB members and called the meeting to order at 8:40 a.m. She relayed that Chair Tony Tartaglia sends his apologies as he was called to Jury duty and could not attend the meeting.

After a brief self-introduction of the members and guests, Vice-Chair Trainor made special mention that there were two (2) FETC Policy Board members present in the meeting, Mayor Rachelle Arizmendi of Sierra Madre and Mayor Pro Tem John Fasana of Duarte.

Vice-Chair Trainor mentioned that there have been a lot of changes since the last FWDB meeting in December 8, 2016. With Phil Dunn and Steve Chase retirements in December 2016, Vice-Chair Trainor announced that Dianne Russell-Carter is now the Interim Executive Director for the FWDB. Dianne has stepped up to handle the new WIOA regulations and requirements for the FWDB.

Vice-Chair Trainor then reviewed the Foothill Employment and Training Consortium (FETC) structure which is authorized under a Joint Powers Agreement with the six (6) cities of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena. The FETC is governed by two boards - the Foothill Policy Board and Foothill Workforce Development Board (FWDB). The City of Pasadena is the administrative entity for FETC and the City of Pasadena's Career Services Division in the Housing Department is the grant recipient and manages the day to day operations of the program.

Vice-Chair Trainor reported that the Executive Committee met on April 3, 2017 and discussed the implementation of the WIOA rules with regards to the Local Plan and Regional Plan and how it is going to be incorporated into the State-wide Plan. She stated that she, Dianne Russell-Carter and Pasadena Councilmember Tyron Hampton also attended the NAWB Conference in Washington DC on March 25 – 28, 2017. She reported that the group attended meetings in Capitol Hill and met with Congresswoman Judy Chu.

Lastly, Vice-Chair Trainor disclosed that the search for a permanent FWDB Executive Director/Career Services Administrator is on-going and Housing Director Bill Huang will discuss the details of the hiring process.

DIRECTOR'S REPORT

Interim Director Dianne Russell-Carter announced that the FWDB Local Plan and Los Angeles Basin Regional Plan have been submitted to the State for approval. The final deadline for all completed and signed plans is on August 1, 2017. FWDB has complied with all the needed requirements for the Local and Regional plans. The State has mandated that by September 1, 2017, all the plans should have been signed, approved and ready to be implemented.

Interim Director Dianne Russell-Carter reported that she attended 2017 Building Workforce Partnerships Conference with the theme "Breaking Barriers / Making Connections: Building a Middle-Class Economy for All" sponsored by The Workforce and Economic Development Program of the California Labor Federation on March 21 – 23, 2017 in Costa Mesa, CA. She reported that it was a very good conference and emphasized that with new Workforce Innovation and Opportunity Act (WIOA), the call for workforce development to work and partner with the unions has now become a law. She shared that she was tasked to open one conference meeting and FWDB staff, Joumana Barakat and Julie McElrath, presented two (2) workshops at the conference.

Interim Director Dianne Russell-Carter then reported on the National Association of Workforce Boards (NAWB) Conference in Washington D.C. and mentioned that there was a sense of uncertainty on the budget cuts for workforce development. Vice Chair Trainor and Interim Director Dianne Russell-Carter met with Congresswoman Judy Chu in Washington D.C. and Congresswoman Chu expressed her continued support for FWDB. Congresswoman Chu explained that the proposed budgets cuts (skinny budget) might be hard to pass and reassured Dianne and Vice Chair Trainor of her open door policy for the FWDB.

Next, Interim Director Dianne Russell-Carter reported on the status of the Request for Proposal (RFP) for the One-Stop Operator for FWDB. She stated that FWDB RFP is currently going through the City Purchasing Department for approval. The One Stop Operator must be on board by July 1, 2017.

Also, she updated the board on the status of the WIOA Phase II MOU process and announced that FWDB had submitted a grant application to the State for \$500,000 to serve veterans. If awarded, this will be FWDB's 4th grant to specifically serve veterans. There is also an interest and effort being made to work with the County of Los Angeles Workforce Development Board to serve the residents of the Altadena Community, unincorporated areas of Monrovia, Duarte, Irwindale and Azusa. These areas were served by a County contractor who has since closed an office serving these areas.

Lastly, Dianne Russell-Carter thanked the Board for their support and assured them of her continued commitment and hard work as Interim Executive Director of the FWDB.

INFORMATION ITEMS

A. Highlights of the WIOA Phase II Process

Robert Mejia updated the board on the status of the Memoranda of Understanding (MOU) between the FWDB and the America's Job Center of California (AJCC) partners. He explained that the State has broken up the process of MOU's into two (2) phases. The 1st phase dealt with developing a MOU between the local boards the AJCC partners in order to establish goals, relationships and responsibilities. This 1st phase was completed last year.

He explained that the 2nd phase of the MOU deals more with the costs of partners participating in the One Stop delivery system. The deadline for phase II is September 1, 2017.

Robert Mejia explained that putting together phase II of the MOU process will result in a more robust delivery system for employment and training services that will provide more responsive services to job seekers to all cities in the Foothill consortium.

B. Status update on FWDB Executive Director Hiring Process

Housing Director, Bill Huang, updated the board on the status and timetable of the hiring process for the FWDB Executive Director/Career Services Administrator. He explained that the hiring process is handled by the City of Pasadena Human Resources department and will go through the timetable outlined in page 8 of the meeting packet. He explained that the hiring for the Financial Planning Manager position vacated by Steve Chase will happen after the FWDB Director has been completed.

C. Announcement from Betty McWilliams, Executive Director of Foothill Unity Center

(CORRECTED)

Betty McWilliams shared that that Foothill Unity Center, Inc. celebrates yearly their 2017 Golden Plate Awards. One of the awards is the *Neighbors Helping Neighbors Award*. She announced that the FWDB Youth Program garnered the *Youth Award* and the award will be presented on September 28, 2017.

After enjoining everyone to enjoy a Happy Spring, Vice-Chair Brenda Trainor adjourned the FWDB meeting at 9:51 am.