

**FOOTHILL EMPLOYMENT TRAINING CONSORTIUM
POLICY BOARD MEETING**

Virtual Zoom Meeting

MINUTES OF NOVEMBER 10, 2022 FETC POLICY BOARD MEETING

INTRODUCTION AND ROLL CALL

The Foothill Employment Training Consortium (FETC) Policy Board Chair, Rachele Arizmendi, welcomed the Board members, staff members and guests and called the meeting to order at 9:03 a.m. FWDB staff member, David Eder, took roll call and stated a quorum of the Policy Board was established.

Present - FWDB

Rachele Arizmendi, Policy Board Chair, City Councilmember, City of Sierra Madre
Tyrone Hampton, City Councilmember, City of Pasadena
Vinh Truong, City Councilmember, City of Duarte
Sho Tay, Mayor, City of Arcadia
Evelyn Zneimer, City Councilmember, City of South Pasadena

Absent - FWDB

(None)

Staff Present

Dianne Russell-Carter, FWDB Executive Director, David Eder, Paul Enge, Alma Estevez, Alex Joya
David Klugh, Office of Economic Development, City of Pasadena

Guests Present

Dan Lien, Chair, FWDB
Tom Selinski, Vice Chair, FWDB
Salvatrice Cummo, Pasadena City College, FWDB Board member
David Baquerizo, ProPath Inc., One-Stop operator
Brandon Anderson, California Workforce Association
Nancy Fawakhiri, Workforce Development Solutions

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The minutes of the June 28, 2022, Policy Board meeting were approved.

Motion: Vinh Truong Seconded: Tyrone Hampton

Roll call vote: Ayes- 6 (Tay, Truong, Spicer, Hampton, Arizmendi, Zneimer);

Nays – 0; Abstentions- 0

Chair Rachele Arizmendi asked if Monrovia was part of the Foothill Employment Training Consortium. Dianne Russell-Carter stated Monrovia had departed the FETC effective July 1,

2022. The Chair noted that the Policy Board should revisit its by-laws for any necessary changes due to this departure.

PRESENTATION OF FETC'S CHAIR'S REPORT

None. Chair Rachelle Arizmendi noted she wanted the meeting to focus on the discussion item of the Pasadena City College (PCC) Proposal.

FWDB EXECUTIVE DIRECTOR'S REPORT

Dianne Russell-Carter stated she would give a brief assessment of FWDB's performance, successes and achievements during the past five years. She stated that while she was not 100% in support of PCC proposal, she wanted to focus on the work that has been done.

Dianne Russell-Carter highlighted some statistics of the FWDB America's Job Center of California (AJCC) performance for the period July 1, 2016 through November 9, 2022:

1,684 participants were provided Occupational Skills Training

1,140 participants were provided Objective Assessments

7,292 participants had development of Individualized Employment Plan/ISS/EDP

1,066 participants were provided Support Services

8,287 were "distinct users"

1,289 participants were served as COVID-19 Impacted

Total services during this time period was 14,777 services to over 2,000 participants

She also highlighted FWDB's Workforce Innovation and Opportunity Act (WIOA) performance for the Program Year 2020:

(Adult Program)

-Employment Rate 2nd Quarter After Exit Adjusted Level of Performance – 80.5%

-Employment Rate 2nd Quarter After Exit Performance Score – 88.9%

-Median Earnings Adjusted Level of Performance - \$7,330

-Median Earnings Performance Score – 124%

(For Dislocated Worker)

-Employment Rate 2nd Quarter After Exit Adjusted Level of Performance – 68.7%

-Employment Rate 2nd Quarter After Exit Performance Score – 84.6%

-Median Earnings Adjusted Level of Performance - \$6,705

-Median Earnings Performance Score – 148.4%

She stated that the FWDB had been designated a High-Performance Workforce Development Board by the California WDB.

She stated that the FWDB was the third highest in the state in terms of Youth program performance. Youth program PY 2020 highlights included:

-Youth Employment Rate 2nd Quarter After Exit Adjusted Level of Performance – 55.0%

-Employment Rate 2nd Quarter After Exit Performance Score – 141.3%

-Median Earnings Adjusted Level of Performance - \$2,480

-Median Earnings Performance Score – 186.5%

She noted that FWDB's AJCC partners include: Foothill Unity, Employment Development Department, Department of Public Social Services, CA Department of Rehabilitation, Pasadena Unified School District, Pasadena City College, United American Indian, Inc., Anti-Recidivism Coalition, Pasadena Housing Authority and Job Corp. She noted that FWDB has a full-service, co-location with EDD.

Paul Enge, Interim Fiscal Manager of FWDB, provided a highlight of the City of Pasadena's portion of all FWDB's funds. In Fiscal Year (FY 2019), the Pasadena only revenue was \$1.3 million; FY 2020 was \$1.4 million; FY 2021 was \$2.1 million; FY 2022 was \$2.59 million; FY 2023 is anticipated to be \$2.52 million. This totals \$10,063,763 in funds, \$9,368,687 which was utilized programmatically and \$695,076 was program income.

Chair Rachelle Arizmendi asked if there any questions from the Policy Board. She asked what is the expenses and potential costs to the City of Pasadena, the operating costs of the program and what administrative cost go towards the City of Pasadena? Paul Enge noted the total program expense, all the way back from 2019, was the \$9.3 million figure displayed on the screen. She asked if he had the administrative cost or any indirect costs. Paul Enge stated he did not have that readily available but that he had provided this at the last FWDB Executive Committee meeting. He stated he could follow-up with this information. She agreed and stated that could be followed up with an email to the board members. She stated that while the Policy Board is policy, it would be helpful for members to have access to some of the details, programmatic and budget.

Vinh Truong stated we have a great advantage as the program is located within the EDD office and he asked if we have specific numbers showing how we capitalize this advantage. How have we assisted individuals these individuals and recognizing that services have gone virtual since COVID, do we have numbers on the unemployed and how we have assisted them? Dianne Russell-Carter stated the COVID-impacted clients, March 2020 through now, were really a tough number to assist. Staff ensured that clients were served. Also, the statistics of Development of IEP, shows the level as all clients must have an IEP. She will find the statistic of the total number of customers that came through the door. Vinh Truong stated that being able to show these numbers to the public, it would be impactful. Chair Rachelle Arizmendi stated a helpful way to communicate this out is in the form of a public annual report, that it will underscore the work being done and something to think about.

CONTINUATION OF DISCUSSION ITEM: PASADENA CITY COLLEGE (PCC) PROPOSAL

Chair Rachelle Arizmendi noted that Policy Board's last meeting had Michelle Garrett, City Manager Office, City of Pasadena and Salvatrice Cummo, Pasadena City College (PCC) address the board as to the PCC proposal. As a follow-up to the discussion and questions, they prepared a white paper or proposal paper to the proposed action, which was emailed to the Policy Board members. She noted that some of the items she requested were: a background on the proposal, what the benefits would be, what the proposed structural change would be and some different proposals as to how the structure would look, and what the process would be. She stated she wanted to focus on the two differing proposals of the structure. Pasadena has been

the fiscal administrator, FWDB handles the operations, Dianne Russell-Carter is the Executive Director of the operations, and the funds go through the City of Pasadena to the Center. City of Pasadena proposes that the funds would go to PCC instead. PCC's job training arm is called the PCC Workforce and Economic Development, which, under this proposal, would be where the funds would go. The first proposal option structure proposes that PCC would do what FWDB/City of Pasadena currently does, the second proposal structure would place PCC as a partner in a new Joint Powers Agreement (JPA). She stated she wanted to have a discussion with the board members as to transferring the operations of from FWDB to PCC and what this structure might look like. She asked about other possible structures - whether there is an appetite from any of the other cities to take on the fiscal administrator role. She asked, if there is appetite for this from any of the other cities for this role, where would the management of the program and the service delivery be, with FWDB or PCC?

Vinh Truong stated he had conversations with his city manager and Duarte is not interested in being fiscal agent, that there is no capacity for that role with his city. His question, if it does move to PCC, would the FWDB budget go into PCC's whole budget or would it be kept separate, as its own entity? Chair Rachelle Arizmendi stated she wanted to correct her earlier statement, that the first option proposes PCC as a party to a new JPA, with a Policy Board member. Option two proposes to just keep the five cities in the JPA. With respect to budget, in her former role as someone who operated a WIOA program, she stated the budget would be part of PCC but it would have to be standalone. While services can be integrated, the funds cannot be co-mingled. (In this proposal) Pasadena gives 90% of funds to PCC, with 10% left with Pasadena for administrative expenses, hypothetically. PCC would take these funds, incorporate with overall workforce budget, but it would need to be monitored separately.

Evelyn Zneimer asked if there was an oversight committee that would ensure the funds would be spent appropriately. Chair Rachelle Arizmendi stated that the Policy Board serves some oversight responsibilities and the FWDB also serves an oversight role. Additionally, City of Pasadena, as Fiscal Agent, still has fiscal review responsibility, including audits, etc. There are different tiers and everyone has some responsibility in this oversight. This would remain whether either of these two options are implemented.

Vinh Truong asked if the program moved to PCC, would it give an opportunity for our students to take advantage of programs (at PCC). Additionally, if the program moves to PCC, would there be a possibility for more funding for more services?

Chair Rachelle Arizmendi stated she wanted Policy Board members first have opportunity to ask questions and she also wanted a follow-up meeting to this meeting discussion. She stated that whoever the program operator is, FWDB or PCC, there are regulations as to who can be served. We can add additional services, but the basic services cannot be changed. FWDB has been able to secure additional grants to provide additional services on top of the basic services. PCC is saying they can do the same and there may additional funds there. No matter who the operator is, you can always add on additional services to the basic services. She stated that the argument PCC has is they said they can add on more services and acquire more dollars. Whether that is the case or not, she wanted to share this is their argument as they have

infrastructure. She stated that, fairly, FWDB has done the same thing, bring in other funds based on their structure, experience, etc. People who are serving still need to meet the federal guidelines. Vinh Truong agreed that a separate meeting, where we can ask these questions, will be good.

Chair Rachelle Arizmendi noted that non-Policy Board members had questions but first wanted all the Policy Board members to ask their questions first. She stated that she would ask representatives from the Mayor's office City of Pasadena and from PCC to attend the next Policy Board meeting to answer these questions. We can invite others to this meeting, including representatives from the State or other boards.

Sho Tay stated that his term will soon be up and he will relay this information to Dominic (Dominic Lazzaretto, Arcadia City Manager) and whoever will be assigned to the Policy Board can discuss this more. Chair Rachelle Arizmendi thanked Sho Tay for his service and contributions to this board and hoped he can join for the next meeting.

Tyrone Hampton says we should understand what level PCC's financials are and what they are currently spending on workforce programs. If this results in a vote to move the program to PCC, this should be a value added, an increase to the program, not a something to pay their employees for their existing program. We are a high-performing board, we don't want to lose this status. He stated he would like to see the financials from PCC. Chair Rachelle Arizmendi agreed, that why would we make the move if there was no value added.

Chair Rachelle Arizmendi commented that the current structure of FETC and FWDB, the two entities provide oversight. If there is a move to PCC, does that mean that the board only has oversight on the WIOA AJCC funds and how does this look like in relationship to the rest of PCC workforce development unit? It would be limited and this needs to be fleshed out. She stated that she is adamantly opposed to PCC being added to the JPA (Joint Powers Agreement). She thinks that Tyrone Hampton does a great job representing Pasadena and that we don't need another representative for Pasadena. There is a reason the JPA was put together so that the cities are represented. Especially if you are a policy board member and you are receiving the funding, this would be a conflict. She stated she does not believe PCC should have a seat on the JPA or the Policy Board.

Evelyn Zneimer stated she wanted to hear what Dianne Russell-Carter has to say about the proposal. Chair Rachelle Arizmendi stated that Dianne Russell-Carter would have an opportunity to share her view on the proposal at the follow-up meeting and that she wanted to reserve this time for all parties that these impacts. Evelyn Zneimer stated that she agreed with her that PCC would have a conflict and should not be on the JPA.

Tyrone Hampton asked what PCC's service are is and does it overlap ours. PCC serves Altadena and Alhambra and we don't. Also, he stated he wanted to know what is the percentage of PCC students we are within our service area that can also serve. Does PCC plan to move its operations to the EDD office? This is a value add, being in the EDD office. Chair Rachelle Arizmendi stated she agreed, as having been a WIOA operator, having EDD collocated is so

valuable, especially if clients need unemployment services. She stated that whoever is providing services under our JPA, must provide services to all the JPA service area. Additionally, anyone can walk into our center's door and we are required to serve them. No one is excluded from our service area, it is customer choice. Dianne Russell-Carter stated that FWDB serves Altadena, for dislocated workers and for youth, homeless and Prison-to-Employment, we can serve residents or homeless from any area in the county.

Tom Selinski stated that while proposal is fairly recent and the FWDB has discussed the item, it has not taken any formal position or action. He stated that a guiding principle should be how does this proposal add value for our constituents. He stated that he has worked with other organizations that have worked with PCC and he is aware that they had to comply with PCC's pay structure. He would like to know pay is structured and their employment requirements, which may be different from Pasadena's, and we should understand if this increases costs or is an opportunity to reduce costs.

Brandon Anderson, California Workforce Association (CWA), stated he was not familiar with any other workforce development systems with a community college on its JPA, especially when we talk about the community college having voting authority and not held under a local elected official. A community college also has a focus of butts in seats and not so much as employment placement and retention, as the focus under WIOA services, so there is a little rub as to mission. The community colleges are also already significantly well-funded to provide workforce development services through other funding sources. He stated he would be worried to have them on the JPA as it relates towards customer choice for training as it could possibly show preference to its own training programs. This could be a problem for customer choice. He stated that CWA provides advocacy, capacity building, technical assistance and convening strategic partnerships for the WDBs of California.

David Eder stated that he agrees with Chair Rachelle Arizmendi that option one would be neither feasible or desirable as it would place the PCC Board of Trustees at the same level as the mayors and other elected officials and this is not the intent of the WIOA program. This is not done in other places and probably for a reason of lack of accountability. While the PCC Board of Trustees is accountable to the voters, it is not the same as a Mayor or a City Council. Labor Market Information data is aggregated back to the localities and the local elected officials, the Board of Supervisors, cities and counties but not the community college districts. It would just be the wrong way to go to consider option one. He stated that if this proposal goes further, the delineation of the operational unit within PCC - the administrator of the program - would decisions of the JPA and FWDB have to go through the PCC's own management structure for approval? Community colleges are extremely complex. Not everyone here doesn't necessarily understand them like city councils and mayors, which are pretty straightforward. Not that community colleges aren't straightforward, but there needs to be more definition of how decisions go up and down to know if they enhance or distract. Chair Rachelle Arizmendi stated this needed to be a consideration for the Policy Board as the last thing we need is more bureaucracy and red-tape and another tier of administration could be extremely concerning.

Dan Lien stated that he wants to start with old-fashioned logic: he doesn't believe in fixing something that is not broken. We have a high performing, tried-and-true legacy group, held in high regard at the state and national levels. That is the first thought in this process. There have been a lot of great comments here. Years ago, when he was on the Pasadena Unified School District's Academies Program, and we were trying to get students into PCC before they left high school, we found that the main feeder to PCC then was Alhambra and to the south. Now we do have open door at FWDB. But when you're running an entity, and you're working for PCC, you have a tendency to follow in those same steps. While he applauds PCC's great performance as a higher performing community college, your main goal is to keep the student numbers up and wherever your main feeder is. But this becomes a double-edged sword because students that are already seeking post-secondary education at a community college to catapult into another form of post-secondary education, that is really not our audience. There won't be a strong focus on the type of clientele that we serve. If we sit under the bell hat of an educational institution, he stated he feared that many of the training certifications that we have created and have been applauded for are certification programs that are not within the mix of a regulatory, established post-secondary education system. We come up with one-offs and value-added on lifestyles. It would be difficult for PCC to delve into lifestyle issues as we've done programs with homeless, borderline homeless, veterans, with WIOA funds. He stated that in his role as banker and as self-employed, working with front-line workers, especially helping financially through COVID, 90% of who he works with – small mom-and-pop employers - he doesn't believe they are going to be receptive to working with an educational entity, whether that be a four year, community college, or a vocational college. He stated he doesn't understand why we would want to fix it if it's not broken. If it's not broken, then we would want to buy aftermarket, enhance it, and support it more, try to find more funding. You don't go to your mechanic to get your haircut and you don't go to your barber to get your car fixed!

Chair Rachelle Arizmendi proposed the follow-up meeting of the Policy Board be November 16, 2022 at 9 a.m. The Policy Board members agreed this date and time.

Chair Rachelle Arizmendi invited Dianne Russell-Carter to give thoughts. Dianne Russell-Carter stated it would be hard for her not to support the system as it is currently because for 30 years, she has helped designed the system. She and her predecessor helped create the system through four different sets of laws. The legislation loosened up over the years to help serve more clients. She stated that she honestly found out about this proposal initially through a third party. But if there are benefits that can be made, this can be done through partnerships. There is no need for takeover, unless there is some other external element out there, that all of us don't know of, which prompts, necessitates or supports this proposal. Otherwise, she agrees with FWDB Chair Dan Lien, if it's not broke, there is no need to fix it. We have two distinct sets of customers, the FWDB and the community college. Everyone has a place. At one point, it was the consideration that the administration of the FWDB that the City of Pasadena, as fiscal agent, wanted to look at. But we bring money, we don't come and ask for money. For thirty years, she stated she has been the primary grant writer and has brought additional grant funds to the program. She stated that whatever happens, she is a short timer, as she is of retirement age. But she would hate to see something dismantled and turned over

when it was completely unnecessary or that the reasoning behind it has not been brought forward and not validated. She stated that as the executive director, she is an employee of the City of Pasadena and she does serve the Policy Board and the Workforce Development Board, and she believes this allows her to make comments from her own perspective and not be beholden to each. She stated she has always kept it truthful. She thanked everyone for debating this important matter. She would continue to serve our customers.

Chair Rachelle Arizmendi stated that one of her questions was about the existing staffing and what would happen if operations. She stated the City of Pasadena expressed that the staff would be retained. Dianne Russell-Carter stated that FWDB has two types of staff, full-time/permanent employees and limited-term employees, which means employment and benefits as long as the grant exists. As we move forward into our next budget season, workforce development is a big item on both political sides and CWA monitors these matters. She stated that the City of Pasadena had stated it would look to absorb full-time/permanent employees while PCC would absorb the limited-term employees.

FETC ROUNDTABLE

Rachelle Arizmendi asked Brandon Anderson to describe CWA's liaison and legislative monitoring. Brandon Anderson stated there is funding coming up, particularly the CHIPS Act, which seeks to bring semi-conductor manufacturing back to the US. There is an opportunity for direct funding in this act and CWA is monitoring it. CWA will receive an earmark of \$1 million to build a youth apprenticeship program. All of this is good opportunity for WDBs to coalesce around youth apprenticeship programs. Additionally, CWA is monitoring any potential layoff situations in the state.

The meeting adjourned at 10:22 AM.