



## FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM

### FETC POLICY BOARD MEETING

Thursday, August 13, 2020

9:00 am – 10:00 am.

### AGENDA

- I. CALL TO ORDER
- II. OFFICIAL ROLL CALL AND VISITOR INTRODUCTIONS
- III. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
- IV. APPROVAL OF MINUTES OF MARCH 9, 2020 MEETING
- V. PRESENTATION OF FETC CHAIR'S REPORT – Rachele Arizmendi, FETC CLEO
- VI. ACTION ITEMS
  - A. Approval of FETC Operating Budget for Fiscal Year 2021
  - B. Approval of FWDB Membership Applications
- VII. 3 WAY AGREEMENT UPDATE
- VIII. POLICY BOARD ROUNDTABLE – OPEN DISCUSSION
- IX. ADJOURNMENT

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PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FETC MEETING FOR AUGUST 13, 2020 AT 9:00 A.M. WILL TAKE PLACE SOLELY BY VIDEOCONFERENCE/TELECONFERENCE.

IN ORDER TO FACILITATE PUBLIC PARTICIPATION ON ZOOM, COPY AND PASTE THE FOLLOWING LINK:

Join Zoom Meeting

<https://us02web.zoom.us/j/81821791333?pwd=MGJxOUVhNXp5UUJMSDJKaDIHZVp6UT09>

**Meeting ID: 818 2179 1333**

**Passcode: 712670**

One tap mobile

+16699009128,,81821791333#,,,,,0#,,712670# US (San Jose)

+13462487799,,81821791333#,,,,,0#,,712670# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

Passcode: 712670

Find your local number: <https://us02web.zoom.us/j/kcGUlo5b1Z>

For assistance, please contact FETC Staff at (626) 584-8395 or email [rmagno@foothilletc.org](mailto:rmagno@foothilletc.org)



## **POLICY BOARD MEETING**

AJCC One-Stop Pasadena  
1207 E. Green Street  
Pasadena, CA 91106

### **MINUTES OF MARCH 9, 2020 MEETING**

#### **Present**

Mayor Pro Tem Rachelle Arizmendi, Chair, Sierra Madre  
Mayor Pro Tem Bob Joe, South Pasadena  
Councilmember Sho Tay, Arcadia  
Mayor Sam Kang, Duarte  
Mayor Pro Tem Larry Spicer, Monrovia

#### **Absent**

Vice Mayor Tyron Hampton, Pasadena

#### **Staff Present**

Dianne Russell-Carter, FETC Administrator, Rey Okamoto, Rita Magno

#### **FWDB Member Present**

Dan Lien, Chair

#### **Chair's Report**

Mayor Pro Tem Rachelle Arizmendi, FETC Policy Board Chair welcomed the Board members and called the meeting to order at approximately 9:10 a.m. The Chair proceeded to welcome public comments. There were no public comments.

Chair Arizmendi proceeded to ask Dianne Russell-Carter to report on the status of the City Council presentations for the six consortium cities. Dianne reported that she and FWDB Chair, Dan Lien, finished presenting at the council meetings of the Cities of Arcadia and Monrovia. Dianne stated that they were presenting tomorrow night at the City of Sierra Madre council meeting. She and Chair Dan Lien will also be scheduling the City council presentations for Duarte, South Pasadena and Pasadena soon.

On the Federal level, Dianne Russell-Carter talked about President Trump's 2021 budget and stated that there is a proposed increase funding for career and technical education programs close to 700 million. This funding will also be used to increase high quality vocational training programs and career

pathways in high schools that will lead to high paying jobs. On the State level, Dianne reported that the Employment Development Department will be changing its name to “The State Department of Better Jobs and Higher Wages.” On the Regional and Local level, Dianne Russell-Carter announced that the FWDB was awarded the position as Regional Organizer by the other six local workforce boards. FWDB will be handling the Regional Planning Initiative 3.0 (RPI 3.0) and as organizer, FWDB will act basically as the conduit between the State and the LA Basin Region.

Chair Arizmendi asked the board about establishing standing meetings dates throughout the year and the board decided on holding the meetings every quarter on the 2<sup>nd</sup> Wednesday of the month. The meetings dates set were for June 10, September 16 and December 9, 2020.

Chair Arizmendi reported that on March 27, 2020, there will be WIOA 101 Training facilitated by John Chamberlin at the City of Sierra Madre conference room. There will also be a work group of the FETC Policy Board members to discuss the updates of the 3-Way Agreement.

#### 2019 – 2020 Budget and Financial Projections

Rey Okamoto, FWDB Budget Analyst reported to the Policy Board the year to date expenditures balances, the various grant budgets and projections for the remainder of this fiscal year . He stated that FWDB is expecting a budget deficit of approximately \$350,00 for this fiscal year. He reported that FWDB is taking measures to cut costs by aggressively negotiating prices with vendors and suppliers, procuring more competitively, making cuts for discretionary spending accounts including marketing, supplies and equipment.

Chair Arizmendi adjourned the meeting at approximately 10:10 am.

**AGENDA REPORT**

**TO:** FETC Policy Board **DATE:** August 13, 2020  
**FROM:** Dianne Russell-Carter, FETC Administrator  
**SUBJECT:** **APPROVAL OF FETC OPERATING BUDGET FOR FISCAL YEAR 2021**

**RECOMMENDATION:**

It is recommended that the Foothill Employment and Training Consortium Policy Board (FETC):

- 1) Approve the Fiscal Year 2021 Foothill Employment and Training Consortium Operating Budget to recognize revenues and appropriate expenditures in the amount of \$6,626,338.
- 2) Authorize the Foothill Employment and Training Consortium to accept grant funds for the receipt of:
  - a. Workforce Innovation and Opportunity Act Adult Program Year 2020-21 grant funds in the amount of \$518,652.00 over a 27-month term; and
  - b. Workforce Innovation and Opportunity Act Dislocated Worker Program Year 2020-21 grant funds in the amount of \$502,874.00 over a 27-month term; and
  - c. Workforce Innovation and Opportunity Act Youth Program Year 2020-21 grant funds in the amount of \$501,323.00 over a 27-month term; and
  - d. Workforce Innovation and Opportunity Act Rapid Response Program Year 2020-21 grant funds in the amount of \$340,056.00 over a 27-month term; and
  - e. Workforce Innovation and Opportunity Act Veterans' Employment Related Assistance Program grant funds in the amount of \$288,635.00 over a 9-month term; and
  - f. Los Angeles County Department of Workforce Development, Aging and Community Services Youth at Work grant funds in the amount of \$205,650.00 over a 12-month term; and
  - g. South Bay Workforce Investment Board Prison to Employment grant funds in the amount of \$258,222.00 over a 21-month term; and

- h. Regional Planning Implementation 3.0 grant funds in the amount of \$400,000.00 over an 18-month term; and
  - i. Workforce Innovation and Opportunity Act Additional Assistance Hire Path grant funds in the amount of \$2,493,126.00 over a 9-month term; and
  - j. Workforce Innovation and Opportunity Act COVID-19 Employment Recovery National Dislocated Worker Grant in the amount of \$525,000.00 over a 24-month term; and
  - k. Workforce Innovation and Opportunity Act Additional Assistance Underserved COVID-19 Impacted Individuals Grant in the amount of \$450,000.00 over a 7-month term; and
  - l. Southbay Workforce Investment Board Transitional Subsidized Employment Grant in the amount of \$142,800.00 over a 12-month term; and
- 3) Authorize the Foothill Workforce Development Board to enter into a contract amendment with the South Bay Workforce Investment Board ITRAIN for an increase of \$1,860,000 for a new contract amount not to exceed \$2,860,000.

**BACKGROUND:**

Attached is the fiscal year 2020-21 budget which summarizes FWDB’s revenues and appropriated expenses for the year. FWDB staff would like to share the following points:

- The 2020-2021 budget is currently \$6.6 Million which is an increase of \$3.5 million over last year’s budget. FWDB’s formula allocation (which is its base allocation) makes up approximately 30% of the total budget.
- 60% of the total budget is comprised of new grants obtained competitively. These include the Higher Path Program, COVID-19 Impacted Individuals Program, National Dislocated Worker Program, Prison to Employment and Regional Planning Implementation 3.0.
- FWDB received reductions in allocation under formula Rapid Response and LA County Youth at Work programs.
- With the exception of a modest amount of administrative overhead costs, the Foothill WDB operating budget is fully funded by a series of Federal, State and Local Grants.

The following figures represent the budget for the period of July 1, 2020 through June 30, 2021.

Funding Source	2019-20	2020-21
Adult	\$486,437	\$518,652
Dislocated Worker	\$502,137	\$502,874

Youth	\$468,883	\$501,323
Rapid Response	\$459,211	\$340,056
VEAP	\$200,000	\$288,635
Youth@Work	\$420,200	\$205,650
Prison to Employment (P2E)	-	\$258,222
Regional Plan Implementation 3.0 (RPI)	-	\$400,000
Hire Path	\$493,125	\$2,493,126
COVID-19 National Dislocated Worker Grant	-	\$525,000
COVID-19 Impacted Individuals	-	\$450,000
Transitional Subsidized Employment Program	\$110,000	\$142,800
Totals:	\$3,139,993	\$6,626,338

New Grants Previously Not Reported On

WIOA DISLOCATED WORKER FUNDS FOR UNDERSERVED COVID-19 IMPACTED INDIVIDUALS

To act swiftly to help workers most impacted financially by the Coronavirus (COVID19) pandemic, the Employment Development Department (EDD) made available funds to provide supportive services to individuals impacted by COVID-19. English Language Learner (ELL) and ELL Navigator programs participants are a priority.

In order to implement and deliver services quickly through this grant, local boards were able to supersede their standard services policies and eligibility requirements. FWDB plans to serve 500 individuals through this program.

The eligibility for this program is as follows:

- Individuals must be enrolled in Title I Dislocated Worker services
- Individuals have not received wages above 400% of the federal poverty level (FPL) for the last six months of income. Individuals meet one of the following situations:
  - Laid off due to COVID-19
  - Experienced a reduction in hours and/or pay due to COVID-19
  - Unable to work for any of the following COVID-19 related reasons:
    - > Subject to quarantine
    - > Caregiver for someone who is subject to quarantine
    - > Need to care for children because of school closure or closure of childcare provider

- > At higher risk of getting seriously ill from COVID-19, or lives with someone at higher risk, as outlined on the California Department of Public Health COVID-19 website
- > Required to telework, but does not have the necessary equipment

Supportive services provided under this program may include, but are not limited to, equipment necessary to telework (e.g. computer, internet, etc.), housing assistance, utility assistance, childcare assistance, and transportation assistance. Supportive services are available in two tiers: 1) Individuals receiving at least 50% of their previous wages either from their employer directly, or with Unemployment Insurance (UI) payments, may receive supportive services totaling \$400. 2) Individuals who are not receiving at least 50% of their wages from their employer directly, or with UI payments, may receive supportive services totaling \$800.

#### NATIONAL DISLOCATED WORKER GRANT (NDWG)

The U.S. Department of Labor made available availability of up to \$100 million for Dislocated Worker Grants (DWGs) to help address the workforce-related impacts of the public health emergency related to COVID-19, also known as novel coronavirus. The Disaster Recovery Grants (DWGs) can provide eligible participants with disaster-relief employment and/or classroom training. and training activities. These participants can include dislocated workers, workers who were laid-off as a result of the disaster, self-employed individuals who are unemployed or underemployed as a result of the disaster, and long-term unemployed individuals.

FWDB applied for these funds through the State of California Employment Development Department and received \$525,000 with a term of April 10, 2020 through March 31, 2022. The funding is intended to provide services to individuals dislocated by the COVID-19 virus. Services will focus on dislocated workers and members of the US Armed Forces. Training will be offered to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Support service payments will be offered to ensure the clients ability to successfully receive workforce services and meet their basic needs such as shelter, transportation, and other needs-related payments.

#### REGIONAL PLANNING IMPLEMENTATION 3.0 PROGRAM

In January 2020, the FWDB submitted a grant application to the State of California Employment Development Department on behalf of the Los Angeles Regional Planning Unit. The Foothill WDB along with the seven local workforce development boards in the County of Los Angeles, have come together under this initiative as partners to develop regional plans that will help improve and expand reentry services. In May 2020, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the Foothill WDB for Regional Planning Implementation 3.0 funding in the amount of \$400,000 with a term of April 2020 through September 2021.

The funding is intended for the Los Angeles Regional Planning Unit to strategize and develop initiatives and support continued efforts in implementing the three policy objectives of the California's Strategic Workforce Plan: fostering demand-driven skills attainment in high road jobs, enabling upward mobility for populations with barriers, and aligning, coordinating, and integrating programs and services. Services will be focused on the English language learner, formerly incarcerated, individuals with disabilities, veterans, disconnected youth, and low-wage workers and create opportunity through apprenticeship or career pathways for high road jobs.

#### SOUTH BAY WORKFORCE INVESTMENT BOARD CONTRACT AMENDMENT

The FWDB and the South Bay Workforce Investment Board entered into agreement No. 31641, dated as of March 5, 2020 for an amount not to exceed \$1,500,000 over a two-year term. Since the execution of the original contract, the Foothill WDB has been awarded additional funding to be utilized to provide training. The Foothill WDB desires to amend the original contract with an increase of \$1,860,000 for a total contract amount not to exceed \$2,860,000 to provide additional funding for training services.

Under the Workforce Innovation and Opportunity Act (WIOA), Section 122 requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I funds for training services. An America's Job Center of California (AJCC) may issue an Individual Training Account (ITA) to a WIOA Title I, subtitle B eligible individual (out of school youth age 16-24, adult or dislocated worker) to fund training services. The training provider must be selected from those listed on the List (ETPL). Under the federal WIOA, most vocational classroom training must be provided through vouchers known as Individual Training Accounts (ITAs). The State of California has established a policy that requires Local Workforce Development Boards to develop procedures for accepting applications of ITA training providers, contracting, payment, and monitoring of performance.

In accordance with state policy, Local Boards may authorize a single Local Board to act on their behalf in making determinations for initial and/or subsequent eligibility of training providers. The South Bay Workforce Investment Board ("South Bay WIB") is the Local Board in the Los Angeles County Area that has acted on the behalf of local workforce development areas, including the Foothill WDB for the past seventeen (17) years.

Respectfully submitted,



Dianne Russell-Carter  
FETC Administrator



**AGENDA REPORT**

**TO:** FETC Policy Board **DATE:** August 13, 2020  
**FROM:** Dianne Russell-Carter, FETC Administrator  
**SUBJECT:** **APPROVAL OF FWDB MEMBERSHIP RENEWALS AND NEW FWDB MEMBERSHIPS**

**RECOMMENDATION:**

It is recommended that the Foothill Employment and Training Consortium (FETC) Policy Board confirm the membership renewals for nine (9) members and approve three (5) new membership applications.

**BACKGROUND:**

A. Membership Renewals

In February 2020, the Foothill Workforce Development Board a total of nine members reached the end of their board term. The Board Members are:

1. **Dan Lien**, DJL Professional Services - Category - Private Sector
2. **Carolyn Dallas**, Kaiser Permanente - Category - Private Sector
3. **Steven Gutierrez**, Contract Manager - - Category - Private Sector
4. **Robert Helbing**, Air Tro, Inc. - Category - Private Sector
5. **Betty McWilliams**, Foothill Unity Center- Category - Private Sector
6. **Sandi Mejia**, M & R Professional Services - Category - Private Sector
7. **Tom Selinske** - Category - Private Sector
8. **Brenda Trainor**, Frontier Trail Inc. - Category - Private Sector
9. **Laurie Wheeler**, South Pasadena Chamber of Commerce - Category - Private Sector

As per the Foothill Workforce Development Board By-Laws, "Members shall be appointed for fixed and staggered terms as set out in Agreement between the Foothill Employment and Training (FETC) Policy Board and Foothill Workforce Development Board (FWDB) so not all member terms expire at the same time. Members may apply for reappointment."

Each member received a letter regarding their interest in reappointment to the FWDB. All nine members confirmed their intention to renew their board status.

B. New FWDB Membership Applications

In addition, the FWDB has received new membership applications from five individuals who are applying to the FWDB. They are:

1. **Victor LaGroon**, Director of Strategic Partnerships and Alliances, **City of Hope**- Category – Private Sector
2. **Michael Wangler**, Dean of Career Technical and Continuing Education, **Citrus College**- Category - Education Sector
3. **Helen Romero Shaw**, Public Affairs Manager, **Southern California Gas Company**- Category - Private Sector
4. **Kieshia Bowen**, Owner, **Simply Divine Hair Salon**- Category - Private Sector
5. **Shomari Davis**, Business Representative, **IBEW Local 11** – Category - Labor

As per the Foothill Workforce Development Board By-Laws,

Section III.6 Nominations

A. Nominations to the private sector seats on the FWDB may be made by business, professional, or trade organizations in the workforce development area. There shall be at least one (1) nomination for each vacancy.

B. Nominations to the non-private sector categories of membership may be made by organizations representing that category.

C. The WIOA Core Partner seats on the FWDB shall be filled by the highest-ranking representative of the local partner agency or their designee.

D. Membership categories may change from time to time and shall be filled in accordance with the governing law at the time of nomination, selection and appointment.

E. Where a member represents more than one category, the Foothill Employment and Training Consortium (FETC) Policy Board may appoint him or her to represent both categories in accordance with applicable law.

F. The FWDB may nominate individuals for board membership in accordance with applicable law.

G. So long as the categories of membership are met, the Foothill Employment and Training Consortium (FETC) Policy Board may appoint individuals to the FWDB that they believe will be of value to the implementation of workforce activities in the local workforce area.

Therefore, the FWDB must follow the above referenced Foothill Workforce Development Board By-Laws section to reappoint the members identified.

Again, as per the Foothill Workforce Development Board By-Laws,

Section IV.6 Rules “Roberts Rules of Order shall govern the FWDB's actions, unless inconsistent with these Bylaws, the FETC Joint Powers Agreement, or the Agreement between the Foothill Employment and Training Consortium (FETC) Policy Board and all applicable laws or regulations.”

According to Roberts Rules of Order, if the bylaws do not require an election by ballot, and if candidates are unopposed or there's no major contest for an office, the board may voice vote (or viva voce). After nominations are closed, the vote is taken on each nominee in the order in which they were nominated.

Respectfully submitted,

A handwritten signature in black ink that reads "Dianne Russell-Carter". The signature is written in a cursive, flowing style.

Dianne Russell-Carter  
FETC Administrator



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

Daniel J. Lien Commercial Financing & Consulting  
 (Name) (Business Title)  
DJL Professional Services www.djprofessional.com  
 (Employer/Firm Name)  
31 Woodlyn Lane Bradbury, CA 91008  
 (Business Address) (Zip Code)  
bankwithdan58@yahoo.com 626. 773. 1022  
 (Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.  
 As a business owner and resident of the San Gabriel Valley, I am dedicated to sustaining and growing the local economy. Thus, quality employees and employers are the foundation of economic stability. Employment and Training Programs build a better community.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

See attached resume.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.  
 See attached resume

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
See attached resume	_____	_____
_____	_____	_____
_____	_____	_____

Please check and complete one category that qualifies you for membership on the Workforce Development Board

- Private Sector Business Representative** ( If yes, check all that apply)
- Owner
  - Chief Executive or Chief Operating Officer
  - Executive with Substantial Management or Policy Responsibility
  - Minority Business
  - Small Business\*
  - Other Specify \_\_\_\_\_

- Public Sector Representative** ( If yes, check all that apply)
- Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ Lic Private
  - Public Employment Service
  - Organized Labor - Apprenticeship
  - Rehabilitation Agency
  - Economic Development Agency
  - Community Based Organization\*\*
  - Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees  
 \*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
See attached resume.				

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.  
 Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

*Daniel J. Lien* 02/24/2020  
 (Signature) (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-8782

**Daniel (Dan) J. Lien**

31 Woodlyn Lane  
Bradbury, CA 91008-1128  
626. 773. 1022 [dlien@djlprofessional.com](mailto:dlien@djlprofessional.com)

Strengths: Strategic Planning & Implementation – Financial Analysis & Budgeting – Portfolio Management - Marketing & Promotions - Team Development & Management – Training - Relationship Development & Retention - Customer Service - Operations -Public Speaking - Community Involvement.

- **DJL Professional Services** [www.djlprofessional.com](http://www.djlprofessional.com)  
September 2018 to Present  
Facilitate commercial loan & relationship placements. \$19 million current pipeline. \$18.9 million completed approval. Combined pipeline and approvals mix is approximately 35% C&I, 45% CRE and 20% SBA.
- **Plaza Bank/Pacific Premier Bank**  
January 2016 to August 2018  
Senior Relationship Manager. Leadership role in sales and customer service resulting in personal production of \$12 million in new loans and \$42 million in new deposits for 2017. Designed/developed a highly competitive depository account for Local Agencies including contracts, policy/procedures, monitoring systems, front-line sales training via a corporate PlayBook while maintaining the product sales pipeline. Led and supported the bank-wide sales team of 18 with detailed prospect research, produced prospect-specific collateral materials and attended joint sales calls as the closer. Interactive weekly sales conference calls of motivational and mentorship management focused on seasoned best practices/approaches to sales, service and cross-sales across the seven offices from Las Vegas to San Diego. Results: Local Agency prospect pipeline in excess of \$100 million with a greater than 50% opportunity close- rate. Successful retention of Pasadena branch client portfolio through transition of new Team Members and the recent Bank of Manhattan merger. Portfolio Management; redesign folder compilation, documentation review, covenant monitoring and term reviews. Assist Special Assets Group as needed with challenging credits to minimize losses.
- **Daniel J. Lien Professional Services**  
September 2013 to December 2015  
Provided commercial clients loan packaging/placement service. Consulting services included: financial performance analysis, strategic planning, business plans and sales & customer service training programs. Results; packaged, placed and funded \$5.7 million in commercial loans, active pipeline of \$14.7 million of which \$5.9 million was at a greater than 50% opportunity and consulted with a multi-media firm for future expansion plans. Continued to remain in contact with past clients and network of centers of influence, engaged in

community service and maintained in depth knowledge of the Pasadena/Greater San Gabriel Valley commercial core/economic activities. Business closed effective December 2015 to return to traditional banking.

- **Inland Community Bank/AmericanWest Bank**  
August 2009 to September 2013  
FVP/Regional Manager of ICB's Duarte & Pasadena branch offices. Management of the two offices with a total staff of 21 including responsibilities for staffing, sales, sales training & management. The Duarte office with one other Sales Team member resulted in an average annual growth of 13% in deposits and 16% in loan originations. Successfully located, designed and opened the new downtown Pasadena office in April 2012. As sole sales person of the Pasadena office, within eight months the portfolio grew to \$20 million in deposits and \$15 million in loan commitments with \$13 million in outstanding balances. Develop and implement new Portfolio Managements standards with file compilation, documentation review, term reviews and tickler system for ongoing monitoring,
- **Community Bank/Pasadena, CA**  
August 1984 to August 2009  
(Acquired Pasadena First Nat'l Bank 1989)  
Vice President/Senior Relationship Manager since 1994 assigned to a \$38MM loan portfolio and \$81MM deposit portfolio. Results were 13 years of placing within the top four of the corporate-wide producers. 14 years as Chairman's Circle Award winner for excellence in production. Personal growth of the portfolio averaged 12% year over year. Responsibilities included sales/cross selling, servicing, client retention and business development. Portfolio was centered in Medical, Professional and Institutional entities.  
Vice President/Branch Administration Manager 1986 to 1994 managing a staff of up to 32 people in the operations division of two Pasadena Branches. Regional VP Operations for six branches of Community Bank with oversight and management of 82 employees.
- **Norwest Bank Central/Minneapolis, MN**  
May 1978 to December 1983  
Numerous positions and completion of Management Training Program.
- **Memberships/Community Involvement**  
Foothill Workforce Development Board/Chair of the Board of Directors  
Pasadena Playhouse District Association (PBID) Economic Enhancement Committee  
Pasadena City College Business Division Advisory Board  
Hill Avenue Grace Lutheran Church/Pasadena – Member
- **Education**  
Degree of Occupational Proficiency – St. Cloud College/St. Cloud, MN  
Numerous college courses (University of MN, Metro State University, Florida State/Jacksonville) concentrated in Business, Finance, Sales, Accounting and Theatre. BMA – Graduate of The School of Bank Marketing/Boulder, CO  
*References are available upon request.*



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

<u>Robert Helbing</u>	<u>President</u>
<small>(Name)</small>	<small>(Business Title)</small>
<u>Air-Tro, Inc.</u>	
<small>(Employer/Firm Name)</small>	
<u>1630 S. Myrtle Ave. Monrovia CA</u>	<u>91016</u>
<small>(Business Address)</small>	<small>(Zip Code)</small>
<u>bobhelbing@airtro.com</u>	<u>(626) 357-3535</u>
<small>(Email Address)</small>	<small>(Business Phone Number)</small>

**Statement of Interest:** Please state briefly your interest in employment and training programs.

My concern is the development of skilled trades. I want to advocate for the value of these trades (construction, nursing, machining, etc.) to potential workers and to the community at large. Many members of the work force prefer a hands-on, learn-by-doing style of skill acquisition that college isn't well suited for, and skilled workers can earn excellent wages and benefits in the trades.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

Past President, Institute of Heating & Air Conditioning Industries (IHACI)  
 Past President, Monrovia Chamber of Commerce  
 Past President, Monrovia Rotary Club  
 Past Advisory Board Member, Citrus College HVAC Programs  
 Past Advisory Board Member, Wyotech HVAC Programs

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

The Monrovia Rotary Club partners with the Monrovia Adult School in construction scholarships

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
<u>California Institute of Technology (Caltech)</u>	<u>1200 E. California Pasadena</u>	<u>BS, Engineering</u>
<u>California State License Board</u>	<u>9821 Business Park Dr Sacramento</u>	<u>General Contractor, Plumber</u>
_____	_____	_____
_____	_____	_____

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** ( If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- \_\_\_\_\_ Executive with Substantial Management or Policy Responsibility
- \_\_\_\_\_ Minority Business
- \_\_\_\_\_ Small Business\*
- \_\_\_\_\_ Other Specify \_\_\_\_\_

**Public Sector Representative** ( If yes, check all that apply)

- \_\_\_\_\_ Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ ic Private
- \_\_\_\_\_ Public Employment Service
- \_\_\_\_\_ Organized Labor - Apprenticeship
- \_\_\_\_\_ Rehabilitation Agency
- \_\_\_\_\_ Economic Development Agency
- \_\_\_\_\_ Community Based Organization\*\*
- \_\_\_\_\_ Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
11/01/1987	Air-Tro, Inc.	65	President	Owner/Manager

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

Robert Helbing  
 \_\_\_\_\_  
 (Signature)

1/31/2020  
 \_\_\_\_\_  
 (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-6782



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

**Betty R. McWilliams** Executive Director  
 (Name) (Business Title)  
 Foothill Unity Center, Inc. CAA of the Foothills  
 (Employer/Firm Name)  
 790 W. Chestnut Avenue, Monrovia, CA 91016  
 (Business Address) (Zip Code)  
 betty@foothillunitycenter.org 626-358-3486  
 (Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

Foothill Unity Center is the Community Action Agency of the Foothills serving the low income residents of the same service area of the FWDB. We are committed to collaborating with the FWDB in providing needed services to this population and others. The community is best served by our working together to fill gaps and link individuals to needed programs. By being on the board we can keep each organization up to date and better understand how best to work together in meeting the community needs.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

San Gabriel Valley Volunteer Center - Nominations Committee Chair  
 Arcadia Interfaith Action Group  
 Monrovia, Arcadia, Duarte Coordination Councils  
 Pasadena Executive Roundtable

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

Foothill Unity Center, Inc.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
University of Southern California	Los Angeles, California	BS in Gerontology
National Paralegal Institute	Los Angeles, California	Certificate
_____	_____	_____
_____	_____	_____

Please check and complete one category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** (If yes, check all that apply)

- \_\_\_\_ Owner
- \_\_\_\_ Chief Executive or Chief Operating Officer
- \_\_\_\_ Executive with Substantial Management or Policy Responsibility
- \_\_\_\_ Minority Business
- \_\_\_\_ Small Business\*
- \_\_\_\_ Other Specify \_\_\_\_\_

**Public Sector Representative** (If yes, check all that apply)

- \_\_\_\_ Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ Lic Private
- \_\_\_\_ Public Employment Service
- \_\_\_\_ Organized Labor - Apprenticeship
- \_\_\_\_ Rehabilitation Agency
- \_\_\_\_ Economic Development Agency
- Community Based Organization\*\*
- \_\_\_\_ Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/Responsibilities
------	----------	-----------------------	-----------	-------------------------

Resume attached

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

*Betty R. McWilliams*  
 (Signature)

1-27-2020

(Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-6782

Résumé

**Betty R. McWilliams**

169 North Primrose Avenue, Monrovia, California 91016 ~ (626) 357-5196

**EXECUTIVE DIRECTOR**

**June 2012 - Present**

*Foothill Unity Center, Inc., 415 West Chestnut Avenue, Monrovia, Ca. ~ (626) 358-3486*

A Non-Profit Agency providing food, job development, housing/shelter, health, case management, and crisis services to low income and homeless families. Responsible for the overall administration of the non-profit corporation; which includes: board of director's, public relations, personnel and financial management; contract administration, budget and program development, fund raising and coordination with community.

**DEPUTY DIRECTOR – Foothill Unity Center, Inc.**

**September 1998 – June 2012**

Responsible for program operations and development, oversee contracts, data collection, reports and personnel supervision for the organization. Provide corporate and community interfacing and presentations, management support for all special events, fundraisers and marketing programs and administrative support and backup for the Executive Director. Last year volunteers of all ages provided over 43,000 hours of service from community individuals, organizations and businesses. Over four million pounds of food is distributed annually and 94% of funds raised go to program support.

**DIRECTOR OF ADMINISTRATION**

**March 1989 – July 1996**

*Standard Industries, Inc., 1440 South Allec Street, Anaheim, Ca. 92805 ~ (714) 956-7110*

SI is a privately-held manufacturer of electronic components with annual sales of \$3 to \$4 million and employs about 80 people. Responsible for all personnel functions, including employee benefits, office management, safety program and administration of all accounts receivable. From 1994-96 provided FT/PT as needed administrative support for computer and accounting program conversions.

**EXECUTIVE DIRECTOR**

**January 1984 – January 1989**

*Pasadena Senior Center, 85 East Holly Street, Pasadena, Ca. 91103 ~ (626) 685-9595*

Responsible for the administration of all aspects of the non-profit corporation; which included the operation of the Senior Center and Satellite sites, public relations, budget development, financial management, contract administration, program development and implementation, fund raising and coordination with community organizations, city staff, commissions and Board of Directors. During tenure the budget increased from \$40,000 to \$600,000, staffing from 2 to 16 and volunteer programs, services and participation more than doubled.

**ADDITIONAL POSITIONS**

- Project Director Sr. Citizens Transportation, Nutrition and Social Services Program (100 volunteers).
- Ombudsman Consultant and Trainer for volunteer helpers & employees supervising volunteers.
- Director Senior Day Care Program (staffed by volunteers) and a Long Term Care Corporate Ombudsman.
- VISTA Volunteer working with teens and adults in a Columbus, Ohio Settlement House.
- Classroom Aide-Elementary School, and in Middle School children with learning disabilities.
- Senior Outreach Worker and Trainer for Los Angeles County.

**COLLEGE EDUCATION**

B.S.G. (Gerontology), University of Southern California

National Paralegal Institute - Certificate

A.A Degree, Pasadena City College, Pasadena, California,

Lane Community College, Eugene, Oregon

**Volunteer Examples:**

Volunteer Center of San Gabriel Valley, SPA3 Coordinating Council, San Gabriel Valley United Way, USC Leonard Davis School of Gerontology, Monrovia Unified School District, La Salle High School, Internal Revenue Service

**Presenter/Lecturer Examples:**

"Hunger in Our Own Neighborhoods", Reverse Hunger Forum, Youth for Human Rights International  
"Intergenerational Programming", California Parks and Recreation Society Conference

REFERENCES UPON REQUEST





**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

**SANDRA MEJIA** **OWNER**  
 (Name) (Business Title)  
**M&R PROFESSIONAL SERVICES**  
 (Employer/Firm Name)  
**2562 E COLORADO BLVD., 2ND FLOOR, PASADENA, CA 91107**  
 (Business Address) (Zip Code)  
**sandimejia@sbcglobal.net** **626-578-9786**  
 (Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

As a local business owner, I support and recommend these programs to clients and have been successful in promoting programs to those who have a need.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

Patron Saints, Board Member  
 University Club Education Foundation, Committee Member  
 Pasadena Mexican American History Association, Vice President (Ex Committee)  
 Pasadena Museum of History, Nominating Committee  
 Pasadena City College Foundation, Past Board Member Currently Advisory Group  
 ETC.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

NONE KNOWN

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
UofPhoenix	Pasadena	Masters
CSULA	Los Angeles	No Certificate (Bachelor)
Pasadena City College	Pasadena	No Certificate (AA)

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** ( If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- Executive with Substantial Management or Policy Responsibility
- Minority Business
- Small Business\*
- Other Specify \_\_\_\_\_

**Public Sector Representative** ( If yes, check all that apply)

- Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ ic Private
- Public Employment Service
- Organized Labor - Apprenticeship
- Rehabilitation Agency
- Economic Development Agency
- Community Based Organization\*\*
- Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/Responsibilities
03/10/2020	M&R Professional	2	Owner	Management/Principal Activities

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

Signed \_\_\_\_\_ 03/10/2020 \_\_\_\_\_  
 (Signature) (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-6782



FOOTHILL  
WORKFORCE  
DEVELOPMENT  
BOARD

JAN 3 1 2020

**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

TOM SELINSKE CFO  
(Name) (Business Title)  
FocusOUT LLC  
(Employer/Firm Name)  
984 E Topeka STREET PASADENA CA 91104  
(Business Address) (Zip Code)  
Tom Selinske@yahoo.com 626-233-4252  
(Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

My ongoing interest in Entrepreneurship & Education to help develop youth & employment opportunities for many people.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

Please See My resume.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

NONE THAT I KNOW OF

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
<u>PLEASE SEE RESUME</u>		

Please check and complete one category that qualifies you for membership on the Workforce Development Board

- Private Sector Business Representative** (If yes, check all that apply)
- Owner
  - Chief Executive or Chief Operating Officer
  - Executive with Substantial Management or Policy Responsibility
  - Minority Business
  - Small Business\*
  - Other Specify \_\_\_\_\_

- Public Sector Representative** (If yes, check all that apply)
- Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ lic Private
  - Public Employment Service
  - Organized Labor - Apprenticeship
  - Rehabilitation Agency
  - Economic Development Agency
  - Community Based Organization\*\*
  - Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
Please See Resume				

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

Tom Selinske  
(Signature)

1/20/2020  
(Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
Executive Director  
Foothill Workforce Development Board  
1207 E. Green Street  
Pasadena, CA 91106  
Tel (626) 584-8393  
Fax (626) 585-6782

Tom Selinske  
984 E. Topeka Street  
Pasadena, CA 91104  
Cell (626) 233-4252 Email – tomselinske@yahoo.com

### **Education**

Master's in Governance  
*California School Boards Association, West Sacramento, CA - March 2009*

Master's in Business Administration  
*Pepperdine University, Malibu, CA - August 1994*

Bachelor of Science in Business Administration - Marketing Management  
Magna Cum Laude  
*California State Polytechnic University, Pomona, CA - 1979*

Associate of Arts Degree in Business Management  
*Pasadena City College, Pasadena, CA – 1977*

### **Business Leadership**

Co-Founding Member  
FocusOut – Business Introduction Group – Pasadena, California  
*July 2012 to present*

Co-Founded an innovative business introduction group, connecting experienced professionals with each other's networks. Our team is building systems and processes to scale the company.

Business Broker  
Sunbelt Business Brokers - Pasadena, California  
*May 2010 to present*

Working with business owners to establish valuation, list and sell their businesses. We find the buyer and negotiate terms of the sale. Sunbelt has sold businesses in multiple industries, including professional services, e-commerce, manufacturing and food services.

Business Consultant/Founder  
Selinske & Associates Inc.  
*May 2010 to present*

I advise business owners on problem identification, improvement of products/services, maximize processes and human assets resulting in increased revenue and reduced costs, leading to superior profitability.

Business Advisor  
Pasadena City College BEST Academy – Pasadena, California  
*January 2011 to January 2012*

I advised business and start-up entrepreneurs in developing and growing their business for multiple industries including dental services, manufacturing, retail operations and technology companies.

Founder and President  
Encore Awards and Marketing Corporation based in Pasadena, California.  
*January 1984 to December 2009.*

I started operations from the ground up and built the company through marketing and acquisitions. Negotiated, funded and acquired 6 companies over the 25-year period. Organized the company with staff to operate independent of owner. Established Encore as a leader in the recognition industry and to be known as the manufacturer of the *Golden Globes and Student Academy Awards*. Responsible for overall operation including strategy, laser and digital technology, accounting and internet systems, supervision of staff, business planning, customer service, manufacturing, procurement and directing marketing efforts with an outside sales representative.

Interfaced with the businesses and organizations in the region. Some sample clients included local Rotary Clubs, non-profits, Tournament of Roses, Municipal and County agencies, Superior Courts, San Gabriel Economic Partnership, Women in Business and Corporate leaders from East West Bank, Parsons Corporation and AT&T.

Sold Business in December 2009.

Real Estate Investor  
*1976 to present*

Ongoing investor in real estate for income purposes. Invested in single family houses, multiple units and commercial properties. Executed 1031 exchanges for multiple properties.

### **Educational Leadership**

Fashion Institute of Design and Merchandising (FIDM) in Los Angeles  
*1997-1999, 2009-Present*

Instructor – Developed and delivered classes for the new **MBA Program** including Advanced Strategic Planning and Implementation, Creativity, Innovation and Design in Business and the Entrepreneurial Ergonomics.

*Coached* teams for over 5 years competing in the National Retail Federation Student Challenge – One team placed 2<sup>nd</sup> nationally.

I practice interactive delivery of classes, empower student classroom leadership and incorporate current trends in technology, social media and lifestyles. Undergraduate classes including - Creativity in Business, Entrepreneurship, Organizational Behavior, Introduction to Management, Studies in Leadership, Management Strategy, Entrepreneurial Strategy & Tactics, Small Business Management, Applied Management Strategy, Global Human Resource Management, Ethics in Business, Management Information Systems. Several classes taught in online mode.

*Accomplishments* include coaching student teams that frequently place in the top 25 in the BSG-online.com business simulation. They compete with over 1000 global colleges and university teams.

In my classes, I emphasize successful leadership, entrepreneurial and management concepts. These include design thinking, frugal innovation, comprehensive business planning, financial forecasting, business strategy, business trends, analysis of competition, personnel management, situational leadership, and appropriately addressing sexual harassment.

Selected by students as **Outstanding Instructor** in the Business Management Program for 2012, 2013 and 2014. Now member of Faculty Hall of Fame.

Board member of Executive Faculty Council, FIDM – Elected President of Board 2017-2019, Elected Secretary of Board 2015-2017.

Instructor, Business Department and Community Education Center  
Pasadena City College  
1997-1998, 2006, 2007, 2008, 2009

Taught courses on entrepreneurship, introduction to business management, personal selling and merchandise management. Emphasized importance and effectiveness of business plans, personnel management, marketing, asset management and considerations of ethical dimensions of management.

Instructor, Business Department  
Glendale Community College  
2009 to 2016

Taught courses on marketing, business communications, retail management, introduction to business and human relations in business. Students developed marketing plans for the enterprise of their choice and explored the multifaceted aspects of human relations and management in business. Classes designed to fulfill requirements for a certificate in retail management, supported by the Western Association of Food Chains (WAFC).

President of the Board  
Pasadena Unified School District (PUSD)  
*Elected to board 2007-2015, President 2008-2010*

Brought an entrepreneurial mindset to this public organization. Upon election to the board in May 2007, I was elected Vice President of board and in 2008, elected President of the Board. I served on the leadership team responsible for setting agendas and priorities with the board Vice President and Superintendent. Responded to community concerns, the board initiated several significant reforms.

These reforms include the *reinvention* of John Muir High School resulting in four learning academies and reorganization of the district central office. The changes in the central office include going from 24 to 17 administrators with a new organizational structure, job responsibilities and reorganizing the balance of the central organization, resulting in a reduction of an additional 55 positions.

Approved plans for a comprehensive accountability system with measures of success in strategic areas for continuous improvement. Led efforts that reformed board processes & protocols.

I took on a leading role in supporting Measure TT, a \$350 million bond initiative placed on the November 2008 ballot, to support the facility and technology needs of PUSD.

With a focus on student success, I supported development of industry-based pathways to better engage and personalize the student experience and expand the Career and Technical Education offerings. Supported development of new graduation requirements with multiple diploma options designed to better align with various pathways. Additionally, I supported dual language immersion programs in both Spanish/English and Mandarin/English resulting in increased enrollment and community engagement at the implemented schools.

In partnership with Pasadena City College, I strongly supported efforts to implement *dual enrollment* opportunities and greater college access for PUSD students.

President of the Board  
Pasadena Educational Foundation  
*1999 to 2002, Board member 1997-2007*

I led the organization to raise record-breaking funds of over \$7 million for two consecutive years. Established a strategic planning task force, moving the foundation to become organized around increased individual giving and endowments for scholarships. Successfully improved core strengths of grant writing.

Developed strong working relationships with many local foundations, including Pasadena Foundation, Washington Mutual Foundation and Parsons Corporation.

Member, Business Division Advisory Committee  
Pasadena City College  
1999 to 2005, 2016

Met annually with other business representatives, college faculty and administration to discuss upcoming department plans and classes in relation to current trends in the business and educational community.

Board Member, Program Curriculum Chair and Graduate Leadership Pasadena  
1998 to 2009

I graduated from the inaugural class of Leadership Pasadena. After graduating, I and a team planned the curriculum and program delivery through 2006. Chaired the program planning committee in 2001-2002 and updated the program to enhance the classes' experiences.

Additionally, I worked with a team to develop and facilitate a leadership training program for the chairs and vice chairs for the Pasadena Tournament of Roses Association 2005-2008, 2018.

### Community Leadership

Board Member  
Foothill Economic Development Board  
2016 to present

Serve on Board Education Committee. Supported resources and grants for underserved youth.

Chair of the Board  
Leadership Pasadena Inc.  
2003 to 2005

Led Organization through a reorganization to an all-volunteer organization while maintaining core Leadership Development Program. Implemented increased community profile and created a strong financial structure including leading efforts to obtain non-profit status. In an all-volunteer organization, functioned as the executive director responsible for leading all aspects of the organization. Organized team leaders and efforts coordinating fund raising, program development, program logistics, board operations, financial reporting and tax returns.

Member, Business Division Advisory Committee  
Pasadena City College  
1999 to 2005, 2016

Met annually with other business representatives, college faculty and administration to discuss upcoming department plans and classes in relation to current trends in the business and educational community.

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1998 to 2009

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Additionally, I worked with a team to develop and facilitate a leadership training program for the chairs and vice chairs for the Pasadena Tournament of Roses Association 2005-2008, 2018.

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Foothill Economic Development Board  
2016 to present

Serve on Board Education Committee. Supported resources and grants for underserved youth.

Chair of the Board  
Leadership Pasadena Inc.  
2003 to 2005

Led Organization through a reorganization to an all-volunteer organization while maintaining core Leadership Development Program. Implemented increased community profile and created a strong financial structure including leading efforts to obtain non-profit status. In an all-volunteer organization, functioned as the executive director responsible for leading all aspects of the organization. Organized team leaders and efforts coordinating fund raising, program development, program logistics, board operations, financial reporting and tax returns.

**Personal**

Married in 1984. Have 2 artistic, adult children. Enjoy family, cooking and old houses.

**References**

Dr. George Sims  
Chair Business Department  
Fashion Institute of Design and Merchandising  
213-624-1200  
[Gsims@fidm.edu](mailto:Gsims@fidm.edu)

Thorsten Hoins  
Founder and CMO  
Twyne  
626-818-1408  
[Thorsten.hoins@gmail.com](mailto:Thorsten.hoins@gmail.com)

Kristen Collins  
Former Student  
Partner in Publishing and Podcasting  
818-935-4491  
[Contact.keo.work@gmail.com](mailto:Contact.keo.work@gmail.com)



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

Laurie Wheeler President/CEO  
(Name) (Business Title)  
South Pasadena Chamber of Commerce  
(Employer/Firm Name)  
1121 Mission Street, South Pasadena, CA 91030  
(Business Address) (Zip Code)  
laurie@southpasadena.net 626-441-2339  
(Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.  
 I am honored to submit this application to continue to serve as a member of the FWDB. The assistance provided by this organization to job seekers as well as employers is essential. I look forward to continuing to work with the staff and other Board members to help small businesses hire and retain competent and reliable staff.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

Arroyo Seco Golf Course Ad Hoc Committee - Chair

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
<u>Glendale Community College</u>	<u>Glendale, CA</u>	<u>AA</u>
<u>Cal State Northridge</u>	<u>Northridge, CA</u>	
<u>College for Financial Planning</u>		<u>Certified Financial Planner</u>

Please check and complete one category that qualifies you for membership on the Workforce Development Board

- Private Sector Business Representative** ( If yes, check all that apply)
- Owner
  - Chief Executive or Chief Operating Officer
  - Executive with Substantial Management or Policy Responsibility
  - Minority Business
  - Small Business\*
  - Other Specify Chamber of Commerce

- Public Sector Representative** ( if yes, check all that apply)
- Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ lic Private
  - Public Employment Service
  - Organized Labor - Apprenticeship
  - Rehabilitation Agency
  - Economic Development Agency
  - Community Based Organization\*\*
  - Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees  
 \*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
1/2005	SPCC Corp.	6	Various Current: President/CEO	Manage and execute the operations of the South Pasadena Chamber of Commerce

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.  
 Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

Laurie Wheeler  
 (Signature)

1/13/2020  
 (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-6782



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

<b>Brenda Trainor</b>	<b>Proprietor</b>
_____ (Name) Frontier Trail, Inc.	_____ (Business Title)
_____ (Employer/Firm Name) Box 935, Monrovia CA 91017	
_____ (Business Address)	_____ (Zip Code)
trainorb@gmail.com	3232292397
_____ (Email Address)	_____ (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

I have served on the FWDB for over a decade, and have been honored with the member services award in 2015, and my interest in education, small business, economic development, and community relations has afforded me the opportunity to use and promote the services and the importance of training, education, and employment programs in our community, especially those that address the needs of youth and homeless.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

K-12 Foothill Consortium, Duarte Public Safety Commission, Monrovia CERT, Monrovia Measure K Advisory Committee, Duarte Chamber of Commerce board member, MADIA Tech Launch board member

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
University of Texas - Austin	Austin, TX	MA
Michigan State University	East Lansing, MI	BA
_____	_____	_____
_____	_____	_____

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** ( If yes, check all that apply)

- Owner
- \_\_\_\_ Chief Executive or Chief Operating Officer
- \_\_\_\_ Executive with Substantial Management or Policy Responsibility
- \_\_\_\_ Minority Business
- \_\_\_\_ Small Business\*
- \_\_\_\_ Other Specify \_\_\_\_\_

**Public Sector Representative** ( If yes, check all that apply)

- \_\_\_\_ Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ ic Private
- \_\_\_\_ Public Employment Service
- \_\_\_\_ Organized Labor - Apprenticeship
- \_\_\_\_ Rehabilitation Agency
- \_\_\_\_ Economic Development Agency
- \_\_\_\_ Community Based Organization\*\*
- \_\_\_\_ Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
2003-present	Self	5	Proprietor	Operating two companies: Frontier Trail, Inc, a consulting practice in communications, and Wonder Dog Ranch, a dog day care and boarding business

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

\_\_\_\_\_  
 Brenda J. Trainor  
 (Signature)

\_\_\_\_\_  
 16 Jan 2020  
 (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-6782





**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

**Victor** LaGroom  
 (Name) (Business Title)  
City of Hope  
 (Employer/Firm Name)  
1500 East Duarte Road, Duarte, California 91010  
 (Business Address) (Zip Code)  
vlagroom@coh.org 626-218-2069  
 (Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

I strongly believe that both gainful employment and access to training are the bedrock to family and community stabilization. As we look to build and maintain collaborations with municipalities, private and academic partners, it is imperative that we all invest in strategies that lead to long lasting employment.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

Currently I serve in the following endeavors. The 100Black Men of L.A. BOD, Community Advisory Board member, The Obama Foundation. Veteran Suicide Prevention Taskforce, Mayor Garcetti's Office, Veterans Employment Taskforce US Chamber of Commerce Foundation.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.  
 NA

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
US Military Intelligence School	Ft. Huachuca, Az	Cert.
City College of Chicago	Chicago, Illinois	AA
DePaul University	Chicago, Illinois	Currently attending

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** ( If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- Executive with Substantial Management or Policy Responsibility
- Minority Business
- Small Business\*
- Other Specify \_\_\_\_\_

**Public Sector Representative** ( If yes, check all that apply)

- Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ ic Private
- Public Employment Service
- Organized Labor
- Rehabilitation Agency
- Economic Development Agency
- Community Based Organization\*\*
- Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
April 2018 - Present	City of Hope		Director of Strategic Partnerships and Alliances	
Oct 2015 - April 2018	City of Chicago		Director of Veteran's Affairs - Mayor's Office of Veterans Affairs	
Sept 2010 - Oct 2015	University of Illinois Hospital		Manager of Engagement and Strategic Partners	
April 2013	University of Illinois Cancer Center, Chicago, IL		Program Manager	
July 2008 - Sept 2010	University of Chicago Comprehensive Cancer Center, Chicago, IL		Program Coordinator	
Jan 2004 - Feb 2006	US Army 10TH Mountain Div - Ft. Drum, N.Y.		Military Intelligence Analyst	

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626)584-8393.

Victor Lagroom  
 (Signature)

11/20/2019  
 (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8395  
 Fax (626) 585-6782



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

<b>Michael Wangler</b>	<b>Dean, Career/Technical &amp; Cont Ed</b>
(Name)	(Business Title)
Citrus College	
(Employer/Firm Name)	
1000 W. Foothill Blvd., Glendora, CA 91741	
(Business Address)	(Zip Code)
mwangler@citruscollege.edu	626-852-6402
(Email Address)	(Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

I am the new Dean of Career, Technical & Continuing Education at Citrus College and would like to join the FWDB to help facilitate workforce development educational priorities in the San Gabriel Valley, including training for incumbent workers, work based learning and job placement opportunities, and the development of career pathways (including internships) for our students.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

Current member of the Citrus College Adult Education Board; Voting member of the LA/OC Regional Consortium; Former board member of the Back Country Land Trust; Former board member and conference coordinator California Geographical Society; Former Commissioner for the City of Palm Springs.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

Citrus College
_____
_____

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
UC Riverside	_____	MS Earth Sciences
UCLA	_____	BA Geography
_____	_____	_____
_____	_____	_____

Please check and complete one category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** ( If yes, check all that apply)

- \_\_\_\_\_ Owner
- \_\_\_\_\_ Chief Executive or Chief Operating Officer
- \_\_\_\_\_ Executive with Substantial Management or Policy Responsibility
- \_\_\_\_\_ Minority Business
- \_\_\_\_\_ Small Business\*
- \_\_\_\_\_ Other Specify \_\_\_\_\_

**Public Sector Representative** ( If yes, check all that apply)

- \_\_\_\_\_ Educational Agency:  Public  Lic  Private
- \_\_\_\_\_ Public Employment Service
- \_\_\_\_\_ Organized Labor - Apprenticeship
- \_\_\_\_\_ Rehabilitation Agency
- \_\_\_\_\_ Economic Development Agency
- \_\_\_\_\_ Community Based Organization\*\*
- \_\_\_\_\_ Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/Responsibilities
08/17-present	Citrus College		Dean, Mathematics & Business Dean, Career/Technical & Continuing Education	

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

*mwangler*  
(Signature)

01/15/20  
(Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
Executive Director  
Foothill Workforce Development Board  
1207 E. Green Street  
Pasadena, CA 91106  
Tel (626) 584-8393  
Fax (626) 585-6782

**Current Employer:** Citrus College  
1000 W. Foothill Blvd.  
Glendora, CA 91741  
<http://www.citruscollege.edu/>

**Phone & E-mail:** 626-852-6402  
[mwangler@citruscollege.edu](mailto:mwangler@citruscollege.edu)

**Education:**

1996 University of California, Riverside. Completed all coursework towards PhD.

1995 University of California, Riverside. M.S., Geography & Earth Sciences.

1990 University of California, Los Angeles. B.A., Geography/Ecosystems.

**Current Employment:**

2019-present **Dean, Career, Technical & Continuing Education, Citrus College.**  
Oversee 45 faculty, 2 managers, 8 staff, and 5 student workers within the Division of Career, Technical & Continuing Education; develop and manage budgets, schedules (including the division class schedule), grants, enrollment, and educational and industry partnerships; evaluate faculty and staff; coordinate multiple overlapping projects; participate in shared governance activities; provide leadership on major college initiatives; and other duties as assigned.

2017-2020 **Dean, Mathematics and Business, Citrus College.**  
Oversee 60 faculty, 3 staff, and 20 student workers within the Division of Mathematics and Business; develop and manage budgets, schedules (including the division class schedule), grants, enrollment, and educational and industry partnerships; evaluate faculty and staff; coordinate multiple overlapping projects; participate in shared governance activities; provide leadership on major college initiatives; and other duties as assigned.

**Former Employment:**

2013-2017 **Founder & President of Sky Island Organics, Inc., Palm Springs, CA.**  
Oversaw operations and distribution of certified organic food manufacturing company specializing in organic sprouted & live-cultured foods.

1997- 2013 **Professor of Geography & Earth Sciences, Cuyamaca College.**  
Taught lecture, laboratory, and field courses in geography, geology, and earth science; developed curriculum for an integrated earth sciences program in geography, geology, oceanography, and earth science; promoted the earth sciences program and the mission of Cuyamaca College through research, publications, public lectures, conference participation, and community outreach.

**Professional Activities:**

2000- 2013 **Academic Senate, Cuyamaca College.**  
Served 14 years as Academic Senate Officer, including 1 year as Officer-At-Large, 6 years as Curriculum Chair, 2 years as Academic Senate Vice-President, and 5 years as Academic Senate President. Represented the Academic Senate of Cuyamaca College on college and district shared governance councils & committees; presided over local Academic Senate meetings and served as liaison with college & district administration on academic and professional matters; served as the Cuyamaca College voting delegate for the State-wide Academic Senate.

2001- 2007 **Faculty co-chair of college-wide Curriculum Committee, Cuyamaca College.**  
Co-chaired the Curriculum Committee, along with the college CIO. Worked with the Academic Senate to oversee the development and/or revision of curriculum presented by department and discipline faculty; consulted with Division Deans to ensure curriculum cross-disciplinary continuity and state-wide compliance with the State Chancellor's Office.

2005- 2010 **Faculty co-chair for college-wide Accreditation, Cuyamaca College.**  
Co-chaired the Accreditation Committee, along with the college CIO. Worked with the Academic Senate, Classified Senate, Associated Students, and Administration to develop a comprehensive Accreditation Self-Study for 2007; assisted in coordinating the 2007 ACCJC site visit; collaborated with college constituency groups to respond to the 2007 ACCJC findings and recommendations.

2005- 2008 **Student Learning Outcomes Coordinator, Cuyamaca College.**  
Served as the college's first Faculty Co-Chair of the college-wide Student Learning Outcomes Committee, along with the college CIO. Helped coordinate the development & implementation of Student Learning Outcomes at the course, discipline, program & institutional levels. Worked directly with discipline faculty & staff, student services faculty & staff, student leadership, and administrative leadership to develop, assess, analyze, and implement changes based on findings.

1997- present **Professional Service to Community Organizations:**  
Voting Member: LA/OC Regional Consortium (2019-present); Board Member: Citrus College Adult Education Consortium (2020-present); Sustainability Commission for the City of Palm Springs (2016-2017); Life Member of the California Geographical Society (CGS); 2007 CGS Annual Conference Coordinator & past editor of the CGS Bulletin (2003-2007); Board Member- California Geographical Society (2001-2003); Board Member- Back Country Land Trust (BCLT), Alpine, CA (2003-2007); Founding Board Member- San Diego Roots Sustainable Food Project (2005-2009).

**Awards»»**

- 2006 Awarded the rank of full Professor by the Cuyamca College Academic Senate.
- 2005 & 2010 President's Award for Outstanding Dedication and Service to Cuyamaca College.
- 1998-2004 Nominated for the 1997-98, 1998-99 and 2003-04 Teacher of the Year Award, Cuyamaca College.
- 1998-1999 Awarded State of California Fund for Instructional Improvement Grant to develop a place based Physical Geography Manual for Cuyamaca College.

**Publications»»**

- Wangler, M. J. (2006). *Identifying & Measuring Student Learning Outcomes: Instructional Faculty Handbook for Cuyamaca College, 2<sup>nd</sup> edition*. Published Internally.
- Wangler, M. J. (2006). *Applications and Investigations of the Local Physical Environment: A Physical Geography Laboratory Manual for Cuyamaca College, 2<sup>nd</sup> edition*. Published Internally.
- Wangler, M. J. (2000). *Notes to Accompany T.L. McKnight's Physical Geography: A Landscape Appreciation: A Place Based Study Guide for Physical Geography at Cuyamaca College*. Published Internally.
- Wangler, M. J. and R. A. Minnich (1996). Fire and Succession in Pinyon-Juniper Woodlands of the San Bernardino Mountains, California. *Madrono, Vol. 43, No. 4, pp. 493- 514.*



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

Helen Romero Shaw Public Affairs Manager  
 (Name) (Business Title)  
Southern California Gas Company  
 (Employer/Firm Name)  
11912-B Valley Blvd, El Monte, CA 90012  
 (Business Address) (Zip Code)  
hshaw@socalgas.com 626-279-2295  
 (Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

I was a member of the LA County Workforce Investment Board (WIB) for 9 years and served as the County's appointee to the National Association of Workforce Boards (NAWB). I truly believe that job training and then moving into a steady job - are important to stem homelessness and increase contributing members to our society, and advance the economic engine in the foothills of the SGV. I am supportive of all programs that cultivate job skills to overcome the challenges in entering the workforce - this includes employment resources and opportunities for older workers.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

President, Alhambra Chamber of Commerce  
 President, United Latinx Fund  
 Commissioner, 1st VP, LA County Commission for Older Adults (Supvr Hilda Solis appointee)  
 Past Commissioner, LA County Workforce Investment Board, Past Chair  
 LA County's Representative to National Association of Workforce Boards (Term ended 2014)  
 Past Chair, Asian Youth Center Board of Directors  
 Past Chair, Arcadia Chamber Board of Directors

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

None  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
<u>California State University, Northridge</u>	<u>18111 Nordhoff St, Northridge, CA</u>	<u>Bachelors' Degree</u>
<u>University of Southern California (USC)</u>	<u>Los Angeles, CA</u>	<u>Certificate-Mgmt Effectiveness</u>
_____	_____	_____
_____	_____	_____

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** ( If yes, check all that apply)

- \_\_\_\_\_ Owner
- \_\_\_\_\_ Chief Executive or Chief Operating Officer
- \_\_\_\_\_ Executive with Substantial Management or Policy Responsibility
- \_\_\_\_\_ Minority Business
- \_\_\_\_\_ Small Business\*
- Other Specify Management Level Employee

**Public Sector Representative** ( If yes, check all that apply)

- \_\_\_\_\_ Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ ic Private
- \_\_\_\_\_ Public Employment Service
- \_\_\_\_\_ Organized Labor - Apprenticeship
- \_\_\_\_\_ Rehabilitation Agency
- \_\_\_\_\_ Economic Development Agency
- \_\_\_\_\_ Community Based Organization\*\*
- \_\_\_\_\_ Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/Responsibilities
1/21/20	So California Gas Co	7000	Public Affairs Mgr	Mgmnt of PA/GovAffairs-13cities

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

Signature on file \_\_\_\_\_ 1/21/20 \_\_\_\_\_  
 (Signature) (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-6782



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

<b>Keshia Bowen</b>		<b>Business Owner</b>
(Name)	(Business Title)	
Simply Divine		
(Employer/Firm Name)		
325 W. Huntington Dr. Monrovia, CA	91016	
(Business Address)		(Zip Code)
simplydivineapprentice@yahoo.com	6260831-2228	
(Email Address)	(Business Phone Number)	

**Statement of Interest:** Please state briefly your interest in employment and training programs.

As an educator and small business owner it is my goal to assist as many people as possible in gainful employment and training to aid in financial stability. I believe that given the right opportunity, education and training can make a huge difference in a persons life and well being.

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

I currently serve on the following boards, Monrovia Planning Commission, Monrovia Chamber of Commerce, San Gabriel Valley Economic Partnership and the Duarte Chamber Workforce Development/Education board.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

I am the owner/Director of Simply Divine Apprenticeship Training Center .

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
University Of Phoenix	Pasadena, CA	BA Business Management
Azusa Pacific University	Azusa CA	MA Leadership & Org. Studies
Citrus College	Glendora CA	Teacher Training
Marinello	West Covina CA	Cosmetology

Please check and complete one category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** ( If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- Executive with Substantial Management or Policy Responsibility
- Minority Business
- Small Business\*
- Other Specify \_\_\_\_\_

**Public Sector Representative** ( If yes, check all that apply)

- \_\_\_\_\_ Educational Agency: \_\_\_\_\_ Public \_\_\_\_\_ lic Private
- \_\_\_\_\_ Public Employment Service
- \_\_\_\_\_ Organized Labor - Apprenticeship
- \_\_\_\_\_ Rehabilitation Agency
- \_\_\_\_\_ Economic Development Agency
- \_\_\_\_\_ Community Based Organization\*\*
- \_\_\_\_\_ Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
------	----------	-----------------------	-----------	--------------------------

Please See Attached Resume

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

Keshia Bowen  
(Signature)

12-14-19  
(Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
Executive Director  
Foothill Workforce Development Board  
1207 E. Green Street  
Pasadena, CA 91106  
Tel (626) 584-8393  
Fax (626) 585-6782

**Keshia L. Bowen**

142 East Fig Ave

Monrovia, Ca. 91016

simplydivineapprentice@yahoo.com

(626)303-7687 home (626)831-2228 cell

**QUALIFICATIONS**

- 2016 Simply Divine Cosmetology & Barbering Apprenticeship Training Center
- 2011 Masters degree in Leadership and Organizational Studies
- 2004 Bachelors degree in Business Management
- 2003 Cosmetology Teacher Training
- 1990 to Present- Cosmetologist by the State Board of California
- 25 years experience in the cosmetology field
- 14 years as an educator
- Pivot Point International
- Proficient in executing and instructing all aspects of Esthetician and Cosmetology
- The International Dermal Institute International Skin Care Techniques

**SKILLS**

- Salon Owner/Apprentice School Owner
- Combine attention with solid teaching in cosmetology/ esthetician procedures with a progressive outlook and long-term vision. Possess strong communication skills as an instructor.
- Thrive on the challenge of learning new things and implementing new ideas; *personal qualities conducive to teaching; being organized, energetic, patient and realistic.*
- Proficient in utilizing teaching abilities to engage students in activities that promote development in one or more areas.
- Comprehensive knowledge and experience in skin care hair care, and salon industry-sales, marketing product development, research and presentation.
- Confident decision-maker; ability to quickly assess the needs of clients and students and respond appropriately.
- Ability to coordinate multiple projects simultaneously; utilized prioritization and time management skills towards the prompt completion of *time sensitive projects.*

- Demonstrated consistent leadership through straightforward management and motivation; facilitated training programs for hairstylist and new sales personnel.
- Outstanding success in cultivating and maintaining key professional relationships with manufacturers, vendors, salon owners, skin care therapist and stylist.

**EXPERIENCE**

12/2016-Present      Simply Divine Apprenticeship Training Center      Monrovia, California  
 Director/Educator in Cosmetology & Barbering

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds Maintain and document student records in accordance with Board of Barbering and Cosmetology guidelines

08/2015-12/2015      Cerritos Community College      Cerritos, California

**Temporary Full time assignment**

**Educator in Cosmetology**

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds

08/2004-06/2015      Citrus Community College      Glendora, California

**Educator in Esthetician**

**Lead Educator Chemical Reformation and Hair Coloring**

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds
- Maintain and document student records in accordance with guidelines

08/2011-12/2016 Cerritos Community College Cerritos, California  
**Educator in Cosmetology**

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds

11/2009-3/2011 Butterfly Effect Day Spa Sierra Madre, California  
**Esthetician**

- Provide skin care services such as facials, waxing etc.
- Schedule appointments
- Delivered outstanding client services

1995- Present Simply Divine Hair Salon Monrovia, California  
**Owner, Hairstylist**

- Delivered outstanding client services
- Managed all aspects of business including scheduling clients, bookkeeping, and business development.
- Performed disinfection and sterilization
- Offered training and education to all hairstylist
- Conduct job performance and reviews
- Managed staff personnel issues
- Supervised customer service led efforts to grow salon client base
- Organized and hosted hair/fashion shows

2007-2008 Riverside Community College  
**State Board Instructor**

- Leader in successful State Board licensure
- Educate students on State Board rules, regulations and practices
- Assist students with clients

2007-2008 Fullerton Community College  
**Floor Instructor**

- Educate students on State Board rules, regulations and practices
- Assist students with clients

1994-1995 The Lemon Tree Hair Salon Monrovia, California  
**Assistant**

- Motivated peers
- Sold Products
- Fostered/cultivated relations with clientele

**EDUCATION**

2011 Masters degree in Leadership and Organizational Studies, Azusa Pacific University

2006- Present The International Dermal Institute International, Acne Skin, Skin Care Techniques, Acid Peels and Exfoliants, Galvanic and High Frequency Treatments, Effective Skin Analysis, and Ongoing education.

2008 Design Essentials Technician Training Program (product line for ethnic hair)

2006 Pivot Point Men Haircutting, Permanent Waving, Hairstyling

2005 Cosmetology Apprenticeship Master Trainer

2004 Bachelors of Science in Business Management, University of Phoenix

2003 Cosmetology Teacher Training, Citrus College

**TECHNOLOGY**

2012 Video Production (Citrus College Esthetician open house)

Microsoft Excel

**COMMUNITY ACTIVITIES**

- Kiwanis Club
- Chamber of Commerce
- Fred Jordan Mission
- Foothill Unity Center





**FOOTHILL WORKFORCE DEVELOPMENT BOARD**  
**Membership Application and Disclosure Statement**

**Section I**

(To be completed by individual interested in membership on the Workforce Development Board)

Shomari Davis Business Representative  
 (Name) (Business Title)  
IBEW Local 11  
 (Employer/Firm Name)  
297 N. Marengo Ave., Pasadena, CA. 91101  
 (Business Address) (Zip Code)  
davis@ibew11.org 626 243-9706  
 (Email Address) (Business Phone Number)

**Statement of Interest:** Please state briefly your interest in employment and training programs.

*As a Business Representative for the Electricians Union, our training is directly linked to employment. This is the hallmark of our apprenticeship program. To ensure that folks from disadvantaged communities can have access to this apprenticeship, I created a tutoring and mentoring program to help folks pass the test and get into the program.*

**Community Services:** Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

*L.A. County Workforce Investment Board - 2009-2019 - Commissioner  
 Labor Council - L.A. Black Worker Center  
 Electrical Workers Minority Caucus - Treasurer*

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Education and Training:** Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
<u>Pasadena City College</u>	<u>1570 E. Colorado Blvd.</u>	<u>As Degree</u>
<u>Electrical Training Institute</u>	<u>6023 S. Garfield Ave.</u>	<u>Journeyman Certification</u>
<u>LACC</u>	<u>855 N. Vermont Ave, LA</u>	<u>Theater Completion Cert.</u>

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

**Private Sector Business Representative** (If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- Executive with Substantial Management or Policy Responsibility
- Minority Business
- Small Business\*
- Other Specify \_\_\_\_\_

**Public Sector Representative** (If yes, check all that apply)

- Educational Agency:  Public  lic Private
- Public Employment Service
- Organized Labor - Apprenticeship
- Rehabilitation Agency
- Economic Development Agency
- Community Based Organization\*\*
- Other Specify \_\_\_\_\_

\* Private for profit enterprise employing 500 or fewer employees

\*\*Private nonprofit organization which represents a significant segment in the community and which provides job training services

**EMPLOYMENT:** Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/Responsibilities
<u>1/1/2007</u>	<u>IBEW Local 11</u>	<u>Business Representative</u>	<u>represent workers</u>	<u>Covered by a Collective Bargaining Agreement.</u>

**ADDITIONAL INFORMATION:** You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

[Signature]  
 (Signature)

7/21/2020  
 (Date)

**RETURN OF APPLICATION:** Please return your application, upon completion to:

**Dianne Russell-Carter**  
 Executive Director  
 Foothill Workforce Development Board  
 1207 E. Green Street  
 Pasadena, CA 91106  
 Tel (626) 584-8393  
 Fax (626) 585-6782



**FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM  
POLICY BOARD ROSTER  
2020**

**CITY OF ARCADIA**

**Mayor Pro Tem Sho Tay**  
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**CITY OF DUARTE**

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**CITY OF SIERRA MADRE**

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**CITY OF SOUTH PASADENA**

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# CALENDAR OF FETC POLICY BOARD MEETINGS

## 2020/2021

Dates	Meeting/Event
<b>August 13, 2020- Thurs</b>	<b>FETC Policy Board Meeting - Teleconference</b>
<b>November 12, 2020</b>	<b>FETC Policy Board Meeting - TBD</b>
<b>January 14, 2021</b>	<b>FETC Policy Board Meeting - TBD</b>

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, A LOCAL LEGISLATIVE BODY OR STATE BODY IS AUTHORIZED TO HOLD PUBLIC MEETINGS BY VIDEOCONFERENCE/ TELECONFERENCE.