

FOOTHILL WORKFORCE DEVELOPMENT BOARD (FWDB) MEETING

DRAFT MINUTES OF AUGUST 09, 2023 FWDB MEETING

INTRODUCTION AND ROLL CALL

Vice Chair Tom Selinske welcomed everyone and Raymond Delgado conducted the roll call. A quorum was established at 9:07 a.m.

Present - FWDB

Dan J. Lien, Chair, DJL Professional Services (Telephone)

Tom Selinske, Vice Chair, FocusOut, LLC

Soyinka Allen Program Director, Hospital Association of Southern California

Rachelle Arizmendi, Government Industry Advisor/Bus. Dev. Exec., Avenu Insight & Analytics

Alexis Carter, Deputy Division Chief, Los Angeles/Coastal, EDD-Workforce Services

Shomari Davis, IBEW Local 11

Hector Delgado, Teamsters Local Union No. 986

Tony de Trinidad, Business Representative, Int. Union of Painters & Allied Trades DC 36

Flint Fertig, Director of Adult Education, Monrovia Unified School District

Gene Hurd, President, UAW Local 509

Helen Romero-Shaw, Public Affairs Manager, Southern California Gas Company

Emilia Rojas, Staff Services Manager, California Department of Rehabilitation

K-Rahn Vallatine, CEO, Inner Sun Consulting

Laurie Wheeler, President/CEO, South Pasadena Chamber of Commerce

Absent - FWDB

Keshia Darden, Owner, Simply Divine

Salvatrice Cummo, Executive Director – Economic & Workforce Dev., Pasadena City College

Elia Evans, Fiscal Operations Specialist, Success Education Colleges

John Frala, Professor Alternative Fuels, Rio Hondo College

Victor LaGroon, Director of Strategic Partnerships & Alliances, City of Hope

Tashera Taylor, Executive Director, Foothill Unity Center, Inc.

Staff Present

Dianne Russell-Carter, FWDB Executive Director, David Eder, Stephen Leung, Raymond Delgado, Sarah Mendoza, Alma Estevez, David Klug

Guests Present

Eileen Wang, Council Member, City of Arcadia

David Baquerizo, ProPath Inc., One-Stop operator

Patricia Carlson, SME

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES

The minutes of the April 12, 2023, FWDB meeting were approved.

Motion: Shomari Davis Seconded: Soyinka Allen

Roll call vote: Ayes- Unanimous

Nays – 0; Abstentions- 0

CHAIR'S REPORT

Chair Dan J. Lien commented about the company Zoom no longer allowing telecommuting in their office.

FWDB EXECUTIVE DIRECTOR'S REPORT

Dianne Russell-Carter provided a PowerPoint presentation.

1. New Staff – Raymond Delgado, Staff to the Board and Stephen Leung, Budget Analyst, Vacant Positions – 4 to 5 Case Managers (recruitment in progress), Career Services Division Coordinator
2. Hire Grant – Helping Justice involved reenter employment, created for community-based organizations. FWDB will be involved as a sub-contractor and we will be helping 25 individuals.
3. REP Grant – The grant is from the state for Workforce Development Boards and Community Colleges, for clients that are justice involved. The grant will be used to assist individuals in finding jobs in the arts and entertainment industry. The status is pending final approval. Vice Chair Selinske added that the Business Department at Pasadena Community College has some new programs/curriculums developed around production management and believes those programs could fit right into the grant. Vice Chair Selinske offered to obtain contacts from the Business Department if needed. Dianne Russell-Carter thinks that would be a great idea, and believes it is time to have a conversation with PCC about how their program is doing and how FWDB can continue to partner. Board Member Shomari Davis asked Vice Chair Selinske if PCC has started their Electrical Construction Program again. Vice Chair Selinske responded that he was not aware but that he could find out for him.
4. JFF Maturity Model – California Workforce Association received funding over a year ago from different funders to investigate where Workforce Development Boards are in program implementation post-pandemic. Based on the matrix provided by the California Workforce Association, FWDB met or exceeded expectations. Dianne Russell-Carter also commented that Bob Lanter will be doing a 4-hour session on the “Role of the Real Workforce Development Board” in November.
5. Raising Equity Committee – Dianne Russell-Carter presented on the topic and went over the information that was included in the packet. No questions were asked.
6. Monitoring – There was a monitoring of the 4.0, a regional program. The monitor addressed 2 items, but Paul Enge has assured that they can be readily fixed and documentation can be provided where it would demonstrate we do not have any violation. In 2023 there was a program audit from the City of Pasadena and a draft audit has been received. The draft contains 9 findings with metrics for accommodations. Everything is still in draft format.

7. Youth Program – Sarah Mendoza touched base on the youth program, and all numbers have been met. Sarah Mendoza had some of the Youth Workers talk a little about themselves and their journey.

FWDB Budget

Vice Chair Selinske asked members to review the packet for the Budget Report and if there were any questions to please present them to the Budget Analyst Stephen Leung.

No questions were asked.

FWDB One Stop Operator Report

David Baquerizo provided his report on the One Stop Operator. David Baquerizo went over the various programs that are available through the Foothill Workforce Development Board.

1. Individual Training Account – schools under contract with the organization, where participants can be referred to a school and have their tuition paid
2. On the Job Training program – establish a training curriculum with an employer and have 50% of the participant's wages covered during the training (any type of employer can participate in the program)
3. Transitional Jobs program – participants with a gap in their work history, usually no employment history for 1 year. Their wages would be fully paid by us while they are working for a company.
4. Incumbent Worker Training Program – this program assists companies in upskilling their current employees. Depending on the size of the company, the program would help pay up to 90% of the trainings

David Baquerizo introduced Patricia Carlson from Tool and You, to present some additional programs available for incumbent workers.

1. Computer Skills Trainings – Computer Labs are brought to the work site
2. Leadership Training – Trainings for existing leaders
3. Continuous Improvement Trainings – Classes for certification

FWDB Membership Renewals

Vice Chair Selinske introduced the item and went over the members up for renomination. Chair Dan J. Lien wanted to clarify if the approval of this action item would mean that it would go to the FETC Policy Board for final approval. Vice Chair Selinske confirmed, that if the motion passes, the FETC Policy Board would have a vote at their next meeting for final approval.

David Eder added that currently there is one vacancy and potentially another vacancy in the business category.

Board Member Rachelle Arizmendi wanted to clarify if the education category will have a vacancy that needs to be filled due to not reappointing John Frala.

Vice Chair Selinske confirmed that there is a vacancy that will need to be filled. Vice Chair Selinske asked the board if they have any connections with other community college representatives would be appreciated.

Executive Director Dianne Russell-Carter added that she would reach out to Professor John Frala in the next couple of months to see if there was a successor to his departure.

Board Member Noel (Tony) De Trinidad wanted to inform us of an error next to his name on the action item. He was listed as a "Business Representative, IBEW Local 11" when it should have been "Business Representative, International Union of Painters & Allied Trades District Council 36".

Vice Chair Tom Selinske apologized and assured that the fix would be made.

Board Member Gene Hurd wanted to update the board that he was now with UAW Region 6.

Vice Chair Tom Selinske announced if there have been any other updates or corrections needed, to please inform the board so that the records are reflected appropriately.

XI. A. APPROVAL OF FWDB MEMBERSHIP RENEWALS

Motion: Rachelle Arizmendi Seconded: Laurie Wheeler

Roll call vote:

Aye – Unanimous

Nays – 0; Abstentions – 0

Addition of Ad Hoc Committee

Vice Chair Selinske introduced the item and referred to Executive Director Dianne Russell-Carter to discuss it further.

Executive Director Dianne Russell-Carter explained how there was a recent audit done by the City of Pasadena and there were several recommendations made. Executive Director Dianne Russell-Carter would like to take the recommendations to a committee to help make decisions. The purpose of the ad hoc committee would be to look through the audit once it is final and review the recommendations. The ad hoc committee would help decide how to craft the operations to meet some of the recommendations made.

Vice Chair Selinske would like to support this motion and asked Executive Director Dianne Russell-Carter if it would be possible to have the current Executive Committee on the board be the Ad-Hoc Operations Committee being proposed. Executive Dianne Russell-Carter explained that the Ad Hoc Operations Committee would need to be more comprehensive. Vice Chair Selinske suggested considering the motion, and for the Executive Committee to work toward filling out the representation of the Ad Hoc Operations Committee.

Laurie Wheeler asked what the initial time frame would be for keeping the Ad Hoc Operations committee. Executive Director Dianne Russell-Carter has recommended that the Operations Ad Hoc Committee run until at least June 2024 and meet every quarter.

XI. B. APPROVAL OF ADDITION OF AD HOC OPERATIONS SUB COMMITTEE

Motion: Alexis Carter Seconded: Gene Hurd

Roll call vote: Aye – Unanimous

Nays – 0; Abstentions – 0

WDB ROUNDTABLE – OPEN DISCUSSION

Laurie Wheeler wanted to thank Alma Estevez for her participation at a recent Job Fair and how businesses have still been talking about the success it was.

Board Member Noel (Tony) De Trinidad would like to get a business services calendar of the upcoming events.

Eileen Wang wanted to thank everyone for their support of the upcoming Job Fair that will be held in Arcadia. Eileen Wang wanted to bring attention to helping homeless people find jobs.

Helen Romero Shaw informed everyone due to her retirement, she would be recommending someone else from the Gas Company to join the board.

Vice Chair Selinske informed everyone that there was an initial meeting to reactivate the Business Services Committee. He added that they will continue to meet and try to bring recommendations to the board to reactivate the Business Services Committee.

Vice Chair Selinske thanked everyone for attending and adjourned the meeting at 10:35.