

**Chair:**

Daniel J. Lien  
DJL Professional Services

**Executive Director:**

Dianne Russell-Carter

**POLICY BOARD**

**Chair:**

Rachelle Arizmendi  
City of Sierra Madre

**FOOTHILL WDB MEETING**

**SEPTEMBER 15, 2021 – Wednesday**

**9:00am**

Zoom Meeting

Meeting ID: 821 6909 7690

Password: 969742

**A G E N D A**

- I. CALL TO ORDER**
- II. OFFICIAL ROLL CALL AND VISITOR INTRODUCTIONS**
- III. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- IV. APPROVAL OF MINUTES FOR JUNE 16, 2021 MEETING**
- V. PRESENTATION OF FWDB CHAIR’S REPORT – Dan Lien, FWDB Chair**
- VI. PRESENTATION OF FWDB DIRECTOR’S REPORT – Dianne Russell-Carter, FWDB Executive Director**
- VII. FWDB SUB COMMITTEE REPORTS - Youth Committee, Planning Committee, Diversity, Equity, and Inclusion Committee**
- VIII. ACTION ITEMS - Dan Lien, FWDB Chair**
  - A. Approval of New Membership Applications
    - Denise Allevato, CA EDD Deputy Division Chief
    - Tashera Taylor, Foothill Unity Center Chief Executive Director
  - B. Nominations and Election of FWDB Chair and FWDB Vice-Chair
- IX. PRESENTATION – Anthony Crouch, EDD/FWDB Regional Advisor**  
WIOA Data and Performance Measures
- X. WDB ROUNDTABLE – OPEN DISCUSSION**
- XI. ADDITIONAL ITEMS CONTAINED IN WDB PACKET – Flyer for Green Economy Conference and Career Match, California Workforce Development Board Updates, AJCC One-Stop Operator Update, FWDB Operations, and Business Services Report, AJCC DATA Report, FWDB Rosters and Committees, Schedule of 2021 FWDB Meetings**
- XII. ADJOURNMENT**

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FWDB MEETING FOR SEPTEMBER 15, 2021 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:

<https://us02web.zoom.us/j/82169097690?pwd=VknUzJZY0l4RE81RUxNVkjdUFMUT09>

Meeting ID: 821 6909 7690

Passcode: 969742

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

# FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING

Virtual Zoom Meeting

## MINUTES OF JUNE 16, 2021 FWDB MEETING

### INTRODUCTION AND ROLL CALL

The Foothill Workforce Development Board Chair, Dan Lien, welcomed the board members, staff members and guests and called the meeting to order at 9:10 a.m.

### Present - FWDB

Dan J. Lien, Chair, DJL Professional Services  
Salvatrice Cummo, Pasadena City College  
Tony de Trinidad, Painters & Allied Trades DC 36  
Hector Delgado, Teamsters Local Union No.396  
John Frala, Rio Hondo College  
Gene Hurd, UAW Local 509  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc.  
Helen Romero-Shaw, Southern Gas Company  
Tom Selinske, FocusOut LLC  
Brenda Trainor, Frontier Trail, Inc.  
Laurie Wheeler, South Pasadena Chamber of Commerce

### Absent - FWDB

Keshia Bowen, Simply Divine  
Shomari Davis, IBEW Local 11 (Excused)  
Elia Evans, UEI College  
Flint Fertig, Monrovia Unified School District  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Robert Helbing, Air Tro, Inc.  
Victor LaGroon, City of Hope  
Sandra Mejia, M & R Professional Services  
Michael Wangler, Citrus College

### Staff Present

Dianne Russell-Carter, FWDB Executive Director, Alex Joya, Rita Magno, Julie McElrath, Sarah Mendoza, Rey Okamoto, and David Eder

### Guests Present

Denise Allevato, Employment Development Department  
David Baquerizo, ProPath Inc.  
Eric Duyshart, City of Pasadena  
David Shinder, Consultant  
Sho Tay, City of Arcadia  
Nona Yegiazaryan, Employment Development Department

## **APPROVAL OF MINUTES**

The minutes of the March 17, 2021 meeting were approved as submitted.

M/S Delgado/Romero-Shaw Approved

## **PUBLIC COMMENTS**

None

## **CHAIR'S REPORT**

Chair Dan Lien called the meeting to order at 9:10 am and called for the roll call of members and introduction of guests.

Chair Lien stated that Consultant, David Shinder, will be doing the presentation for this meeting. David Shinder will present and explain the EDD Directive WSD20-04-Local Area Modification Process

Chair Lien emphasized that the Foothill Workforce Development Board is doing a lot of good work and reiterated that FWDB is involved, not just in the LA basin, but in the entire state and region and FWDB is moving forward with the challenges of COVID. He thanked the board members and stated that the board members' commitment and involvement is one of the driving forces for the Foothill Workforce Development Board to better serve the core clientele, the constituents looking for work and those seeking additional training. He also reminded the board members that any communication involving FWDB with the public should be coursed through Executive Director, Dianne Russell-Carter. He mentioned that there has been a continued movement and propagation of false information about the FWDB which has been publicly disseminated. He stated FWDB and the City of Pasadena is working on a formal reply to the false allegations and will be working on legal actions.

In closing, Chair Lien enjoined everyone to keep up the great work. He asserted that the FWDB has great partners and great board members and that FWDB is accomplishing a lot of exciting things.

## **DIRECTOR'S REPORT**

Executive Director, Dianne Russell-Carter talked about the four (4) Beacon Journal news articles from Monrovia that contained so many mistruths about her role as the FWDB Executive Director with regards to the Intrastate Training Resources and Information Network (I-TRAIN) services that is being administered by the South Bay Workforce Investment Board. I-TRAIN is a centralized database system that offers an interactive, user-friendly and online electronic access to the Regional Training Vendor Directory (RTVD) for clients and it certifies the eligibility of training providers. It monitors performance and capacity of training providers and reimburses providers for actual training services provided to job seeker clients. Dianne explained that the City of Pasadena, FWDB Chair Dan Lien and FETC Policy Board Chair Rachelle Arizmendi are working together to send a rebuttal letter for these false allegations.

With regards to the I-TRAIN system, upon the suggestion of Board Member, Salvatrice Cummo, Dianne stated that she would invite SBWIB staff, Catherine Blaylock to conduct an information session about I-TRAIN for the Board members.

**PRESENTATION – OVERVIEW OF LOCAL AREA MODIFICATION PROCESS**

David Shinder, Workforce Consultant, facilitated the presentation of the California EDD Directive WSD20-04 Local Modification Process. He explained the background and policy and procedures of how the Local Area can apply for a Local Area Modification. He went through the Local Area Modification Request Process step by step from the Local Modification applicant submitting a Notice of Intent, then the application is submitted to the EDD Regional Advisor, and an assessment of the application is done, and finally, the California Workforce Development Board (CWDB) takes action to recommend the approval or disapproval of the application to the Governor.

As part of the discussion on this topic, Board Member, Tom Selinske noted that he would want to see the data about services provided specifically in Monrovia. He also suggested that FWDB take a formal position with the Local Area Modification application filed by Monrovia. David Baquerizo of Propath suggested that the FWDB look closely at the application process done by Monrovia if it followed all the proper policies and process procedures needed to do a Local Area Modification request.

For the roundtable of announcements, Betty McWilliams of Foothill Unity Center announced to the Board that she was retiring on July 31, 2021. She stated that Tashera Taylor will succeed her as Executive Director of Foothill Unity Center.

Chair Dan Lien adjourned the meeting at 10:38 a.m.

Signed:   
Dianne Russell-Carter  
Executive Director



The potential for opportunity to hire youth to telework and contact other youth by phone to inquire about the COVID-19 vaccination status. This effort was designed to help increase the numbers of young people receiving the COVID-19 vaccine.

Respectfully submitted,

A handwritten signature in black ink that reads "Dianne Russell-Carter". The signature is written in a cursive style with a large initial "D".

Dianne Russell-Carter  
Executive Director

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**FOOTHILL**  **WORKFORCE DEVELOPMENT BOARD**

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

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**AGENDA REPORT**

**TO:** Foothill Workforce Investment Board      **DATE:** Sept. 15, 2021

**FROM:** Dianne Russell-Carter, Executive Director

**SUBJECT: PLANNING COMMITTEE REPORT**

**RECOMMENDATION:**

This report is for informational purposes only.

**BACKGROUND:**

The FWDB Planning Sub Committee meeting was held on August 24, 2021 at 10:00 a.m. The members present included:

- Dan Lien - FWDB Chair
- Sandi Mejia - FWDB Planning Sub Committee Chair
- Brenda Trainor - FWDB Member

The FWDB Staff present included:

- Dianne Russell-Carter – FWDB Executive Director
- Rey Okamoto – FWDB Budget Analyst

The primary subject for this meeting was to review FWDB’s fiscal year 2022 revenue and fiscal goals. Attached is the fiscal year 2022 budget which summarizes FWDB’s available funding this year. Also attached is a document summarizing the available funds for training, support services, and paid work experience. FWDB staff would like to share the following points:

- The 2022 budget is currently \$5 Million. FWDB’s formula allocation (which is its base allocation) makes up approximately 68% of the total budget. Formula allocations are receiving an increase of 35% in awarded funding from the prior year.
- 32% of the total budget is comprised of new grants obtained competitively. These include the National Dislocated Worker Program, Regional Planning Implementation 3.0, Regional Planning Implementation 4.0, Prison to Employment, Transitional Subsidized Employment, and the LA County Youth at Work programs.
- FWDB has set aside a total of \$1,111,222 in direct service activities for FY22. This includes \$555,290 set aside for training, \$503,997.86 in paid work experience, and \$51,955 in support services.

The following figures represent the budget for the period of July 1, 2021 through June 30, 2022.

<b>Program</b>	<b>Award</b>
Adult PY21	298,109.13
Adult PY22	623,453.00
Dislocated Worker PY21	275,686.38
Dislocated Worker PY22	551,426.00
Youth PY21	230,523.19
Youth PY22	620,910.00
Rapid Response PY21	104,128.26
Rapid Response PY22	549,644.00
Layoff Aversion PY21	28,827.80
Layoff Aversion PY22	164,319.00
National Dislocated Worker Grant PY20	292,372.78
Regional Planning Implementation 3.0 PY20	324,946.77
Regional Planning Implementation 4.0 PY21	350,000.00
High Performing Board PY21	3,846.16
Prison to Employment	173,112.70
Transitional Subsidized Employment	123,500.00
LA County Youth at Work	311,600.00
Totals:	5,026,405.17

Workforce Innovation and Opportunity Act (WIOA) – Adult, Dislocated Worker, and Rapid Response

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. The WIOA supersedes the Workforce Investment Act of 1988 (WIA). WIOA is designed to strengthen and improve our nation’s public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

The funding is intended for the Foothill WDB to provide adults and dislocated workers access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy. The Adult and Dislocated Worker programs serve individuals who face barriers to education, training, and employment. Eligible participants will be offered training opportunities to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Other program services include activities that lead to attainment of occupational skills training, work readiness, and social skills development. Support services payments will be offered to ensure the clients ability to successfully complete work experience and meet their basic needs such as shelter, transportation, and other needs-related payments. The Rapid Response programs are intended for the Foothill WDB to respond to layoffs and business closures by quickly coordinating services



and providing immediate aid to companies and their affected workers. The Foothill WDB Rapid Response teams will coordinate with employers, partner organizations, and employee representatives to quickly maximize public and private resources to minimize disruptions associated with job loss. Services include connecting displaced workers with access to direct services offered by the Foothill WDB including training, paid work experience, and support service payments. Other services include layoff aversion, on-the-job training, unemployment benefits information, and training on employment rights and regulations.

### Workforce Innovation and Opportunity Act (WIOA) – Youth

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. The WIOA supersedes the Workforce Investment Act of 1988 (WIA). WIOA is designed to strengthen and improve our nation’s public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

The funding is intended for the Foothill WDB to provide youth access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy. The Youth Services program serves eligible youth, ages 18-24, who face barriers to education, training, and employment with a focus on out-of-school youth. Eligible youth will be offered up to 420 hours in paid work experience for opportunities to gain knowledge, develop skills, and build work habits that prepare youth for unsubsidized employment opportunities. Other youth program services include activities that lead to attainment of occupational skills training, work readiness, and social skills development. Support services payments will be offered to ensure the clients ability to successfully complete work experience and meet their basic needs such as shelter, transportation, and other needs-related payments.

### LA County Youth at Work Program

The funding is intended for the Foothill WDB to provide youth with paid job opportunities that lead to long-term career pathways in high-growth, in-demand industries. The program serves eligible youth, ages 14 to 24, with a focus on at risk youth including foster, system involved, juvenile justice, and low-income populations. Eligible youth will be offered up to 120 hours of paid work experience with a variety of employers in the public, private, or non-profit sectors, providing for opportunities to build knowledge, develop skills, and build work habits that prepare youth for unsubsidized employment opportunities.

### Prison to Employment Initiative Program

The Prison to Employment Initiative is a grant program included in the Governor’s 2018 budget and includes \$37 million over three years to operationalize integration of workforce and reentry services in the state’s 14 labor regions. On June 1, 2019, the South Bay Workforce Investment Board, on behalf of the Los Angeles Basin Regional Planning Unit was awarded a grant under the Prison to Employment Initiative from the State of California, California Workforce Development

Board. The South Bay Workforce Investment Board along with the other 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.

On February 25, 2020, the South Bay Workforce Investment Board issued an award notification and distributed a Standard Agreement to the Foothill WDB for Prison to Employment funding in the amount of \$258,222.00. Funding allocations were divided proportionally across eligible workforce development boards based on the number of projected participants.

The funding is intended for the Foothill WDB to participate in developing a regional reentry activity plan, implementing a regional reentry hub model service, and enrolling reentry participants into career services. Services will be focused on formerly incarcerated individuals and their families and will mitigate barriers that are impediments that prevent justice involved individuals from successfully transitioning back to their communities and gaining reentry to the labor force in jobs that have career ladders that lead to living wages.

#### Regional Planning Implementation 3.0 Program

In January 2020, the Foothill WDB 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.

#### Regional Planning Implementation 4.0 Program

In December 2020, the Foothill WDB 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 address Diversity, Equity, and Inclusion in workforce services. In April 2021, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the Foothill WDB for Regional Planning Implementation 4.0 funding in the amount of \$350,000 with a term of April 2021 through September 2022.

The funding is intended for the Los Angeles Regional Planning Unit to engage in Systems Change Initiatives' activities focusing on race, equity, high road economy, and COVID-19 response. This includes the development of change management strategies and a foundation of change infrastructure to ensure inclusion and a focus on implementing or scaling high road practices. Also includes facilitating community conversations, engagement, and training on issues of race, equity, and high road principles to promote improved service delivery, income mobility for individuals with barriers to employment, and growth in the regional economy.

#### COVID-19 Employment Recovery National Dislocated Worker Grant

In April 2020, the Foothill WDB, submitted a grant application to the State of California Employment Development Department for additional emergency funds through the National Emergency Grant. Foothill WDB requested funding to provide workforce services to individuals dislocated by the COVID-19 virus. On June 9, 2020, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the Foothill WDB for COVID-19 Employment Recovery National Dislocated Worker Grant funding in the amount of \$525,000 with a term of April 10, 2020 through March 31, 2022.

The funding is intended to provide services to 125 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.

#### Transitional Subsidized Employment:

The funding is intended for the Foothill WDB to provide adults with temporary subsidized employment opportunities to overcome barriers to employment through fully supervised paid work experience, on-the-job training, and classroom training. The program serves the low-income population with a focus on at-risk adults who suffer from homelessness, mental health, substance abuse, domestic violence, and criminal records. Eligible participants will be offered up to 10-months of full-time paid work experience with a variety of employers in the public, private, or non-profit sectors, providing for opportunities to build knowledge, develop skills, and build work habits that prepare participants for unsubsidized employment opportunities.

Prepared by: Rey Okamoto

Respectfully submitted,

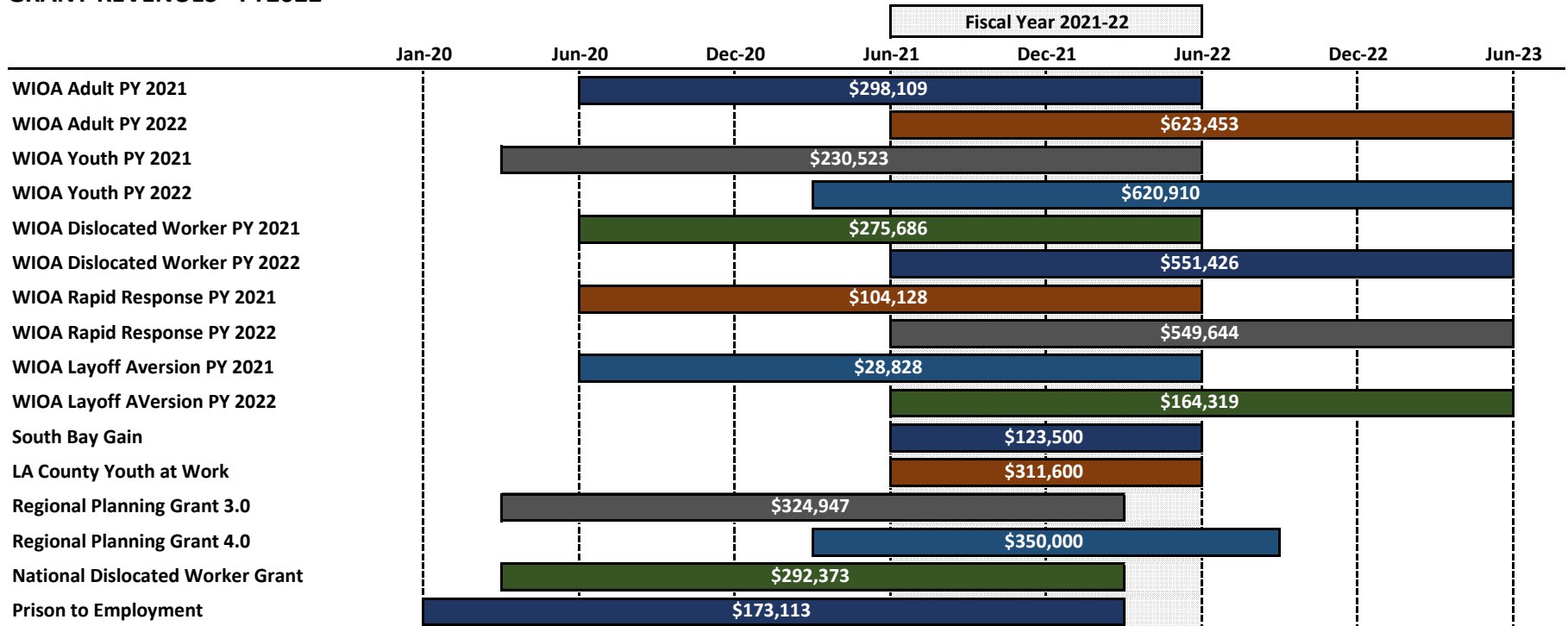


Dianne Russell-Carter  
Executive Director

Foothill Workforce Development Board									
Grant Summary Report									
As of 07/01/21									
Program	Agreement No.	Grant Code	Performance Period Start Date	Performance Period End Date	Award	Prior Year Expenditures	Beginning Balance	Expenditures Year To Date	Remaining Balance
Workforce Innovation & Opportunity Act - Adult PY21	AA111004	201/202	7/1/2020	6/30/2022	518,652.00	(47,781.28)	470,870.72	(172,761.59)	298,109.13
Workforce Innovation & Opportunity Act - Adult PY22	PENDING	PENDING	7/1/2021	6/30/2023	623,453.00	-	623,453.00	-	623,453.00
Workforce Innovation & Opportunity Act - Dislocated Worker PY21	AA111004	501/502	7/1/2020	6/30/2022	505,649.00	(97,535.38)	408,113.62	(132,427.24)	275,686.38
Workforce Innovation & Opportunity Act - Dislocated Worker PY22	PENDING	PENDING	7/1/2021	6/30/2023	551,426.00	-	551,426.00	-	551,426.00
Workforce Innovation & Opportunity Act - Youth PY21	AA111004	301	4/1/2020	6/30/2022	501,323.00	(21,459.17)	479,863.83	(249,340.64)	230,523.19
Workforce Innovation & Opportunity Act - Youth PY22	PENDING	PENDING	4/1/2020	6/30/2023	620,910.00	-	620,910.00	-	620,910.00
Workforce Innovation & Opportunity Act - Rapid Response PY21	AA111004	540/541	7/1/2020	6/30/2022	274,822.00	192,359.41	467,181.41	(363,053.15)	104,128.26
Workforce Innovation & Opportunity Act - Rapid Response PY22	PENDING	PENDING	7/1/2021	6/30/2023	549,644.00	-	549,644.00	-	549,644.00
Workforce Innovation & Opportunity Act - Layoff Aversion PY21	AA111004	292/293	7/1/2020	6/30/2022	65,234.00	54,149.56	119,383.56	(90,555.76)	28,827.80
Workforce Innovation & Opportunity Act - Layoff Aversion PY22	PENDING	PENDING	7/1/2021	6/30/2023	164,319.00	-	164,319.00	-	164,319.00
Workforce Innovation & Opportunity Act - National Dislocated Worker Grant PY20	AA011004	1194	4/10/2020	3/31/2022	360,000.00	-	360,000.00	(67,627.22)	292,372.78
Workforce Innovation & Opportunity Act - Regional Planning Implementation 3.0 PY20	AA011004	1168	4/1/2020	3/31/2022	400,000.00	-	400,000.00	(75,053.23)	324,946.77
Workforce Innovation & Opportunity Act - Regional Planning Implementation 4.0 PY21	AA111004	1218	4/1/2021	9/30/2022	350,000.00	-	350,000.00	-	350,000.00
Workforce Innovation & Opportunity Act - High Performing Board PY21	AA111004	1222	7/1/2020	9/30/2021	3,846.16	-	3,846.16	-	3,846.16
Prison to Employment	19-W550		11/26/2019	3/31/2022	258,222.00	(12,305.69)	245,916.31	(72,803.61)	173,112.70
Transitional Subsidized Employment	19-W085		7/1/2021	6/30/2022	123,500.00	-	123,500.00	-	123,500.00
LA County Youth at Work	IA-0614		7/1/2021	6/30/2022	311,600.00	-	311,600.00	-	311,600.00
Totals:					6,182,600.16	67,427.45	6,250,027.61	(1,223,622.44)	5,026,405.17

# FOOTHILL WORKFORCE DEVELOPMENT BOARD

## GRANT REVENUES - FY2022



Grant Name	Description	Performance Period	Amount
WIOA Adult PY2021	FY2021 Carryforward	07/01/20 - 06/30/22	298,109
WIOA Adult PY2022	FY2022 Award - Pending Agreement	07/01/21 - 06/30/23	623,453
WIOA Youth PY2021	FY2021 Carryforward	04/01/20 - 06/30/22	230,523
WIOA Youth PY2022	FY2022 Award - Pending Agreement	04/01/21 - 06/30/23	620,910
WIOA Dislocated Worker PY2021	FY2021 Carryforward	07/01/20 - 06/30/22	275,686
WIOA Dislocated Worker PY2022	FY2022 Award - Pending Agreement	07/01/21 - 06/30/23	551,426
WIOA Rapid Response PY2021	FY2021 Carryforward	07/01/20 - 06/30/22	104,128
WIOA Rapid Response PY2022	FY2022 Award - Pending Agreement	07/01/21 - 06/30/23	549,644
WIOA Layoff Aversion PY2021	FY2021 Carryforward	07/01/20 - 06/30/22	28,828
WIOA Layoff Aversion PY2022	FY2022 Award - Pending Agreement	07/01/21 - 06/30/23	164,319
South Bay Gain	FY2022 Award	07/01/21 - 06/30/22	123,500
LA County Youth at Work	FY2022 Award	07/01/21 - 06/30/22	311,600
Regional Planning Grant 3.0	FY2021 Carryforward	04/01/20 - 03/30/22	324,947
Regional Planning Grant 4.0	FY2022 Award	04/01/21 - 09/30/22	350,000
National Dislocated Worker Grant	FY2021 Carryforward	04/01/20 - 03/31/22	292,373
Prison to Employment	FY2021 Carryforward	01/01/20 - 03/31/22	173,113
<b>Total</b>			<b>5,022,559</b>

**Foothill Employment and Training Connection (FETC)**

**Activities Report**

**Fiscal Year 2021-22**

**as of 07/01/21**

<b>Program Name</b>	<b>Activity</b>	<b>Budget</b>	<b>Description</b>
WIOA Adult	Training	151,745.91	30 clients at \$5,000 Average Training Cost Per.
WIOA Dislocated Worker	Training	136,544.09	27 clients at \$5,000 Average Training Cost Per.
WIOA Youth	Paid Work Experience	197,912.86	33 clients, \$15/Hour, 320 Hours, Max 29 Hours Per Week.
National Dislocated Worker Grant (NDWG)	Training	215,000.00	80 clients at \$2,687 each.
Regional Planning Initiative 3.0 (RPI 3.0)	Support Services	18,055.00	18 clients at \$1,000 each.
Prison to Employment (P2E)	Training	52,000.00	15 clients at \$3,400 each.
Prison to Employment (P2E)	Paid Work Experience	101,565.00	13 clients at \$15/hour, 415 Hours, Max 29 Hours Per Week.
Prison to Employment (P2E)	Support Services	24,000.00	13 clients at \$1,840 each.
Youth at Work	Paid Work Experience	162,000.00	90 Clients, \$15/Hour + Benefits, 120 Hours, Max 29 Hours/Week.
Youth at Work	Support Services	9,000.00	90 Clients, \$100/each.
Youth at Work - Measure H	Paid Work Experience	42,500.00	9 Clients, \$15/Hour + Benefits, 300 Hours, Max 29 Hours/Week.
Youth at Work - Measure H	Support Services	900.00	9 Clients, \$100/each.

<b>Totals:</b>	<b>Training</b>	<b>555,290.00</b>
	<b>Paid Work Experience</b>	<b>503,977.86</b>
	<b>Supportive Services</b>	<b>51,955.00</b>

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**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

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**AGENDA REPORT**

**TO:** Foothill Workforce Development Board **DATE:** September 15, 2021  
**FROM:** Dianne Russell-Carter, Executive Director  
**SUBJECT:** **DIVERSITY AND INCLUSION AD HOC REPORT**

**RECOMMENDATION:**

This is a summary of the meeting held on August 23, 2021 and is for informational purposes only.

**BACKGROUND:****WDB Committee Members Present:**

Victor LaGroon – Committee Chair  
Dan Lien

**FWDB Committee Members Absent:**

Steven Gutierrez  
Brenda Trainor

**FWDB Staff present:**

Dianne Russell-Carter – FWDB Executive Director  
Julie McElrath – FWDB Management Analyst, Business Services  
David Eder – Management Analyst

Victor LaGroon, Ad Hoc Committee Chair, began the meeting stating that he desires the mission of the Ad Hoc Committee - diversity, equity and inclusion - to be embedded within the overall Board's thinking and ethos.

Dianne Russell-Carter briefed the Committee regarding the purpose and status of the Regional Planning Implementation (RPI) grant, RPI 4.0 ("Equity, Diversity and Inclusion Regional Initiative"). Awarded by the California Workforce Development Board, the grant is administered by the Foothill Workforce Development Board on behalf of the seven WDB member Los Angeles Basin Regional Planning Unit. Specifically, the RPI 4.0 Equity, Diversity and Inclusion grant underwrites efforts to:

- 1) Incorporate and provide professional development, training, and capacity building of the Region's workforce staff and partners in the areas of Diversity, Equity and Inclusion;
- 2) Facilitate community conversations, engagement, and/or training on race, equity, and high road principles (employment opportunities which promote sustainable wages, benefits and career paths) to improve customer service delivery, increase income mobility for individuals with barriers to employment, and growth in the regional economy; and,

- 3) Develop methods to collect and report benchmark and accountability data to track progress of these efforts.

Dianne Russell-Carter touched on some challenges facing jobseekers and the workplace during the COVID epidemic and how this impacts the efforts.

Dianne Russell-Carter stated the City of Long Beach WDB (Pacific Gateway WDB) has implemented a diversity certification program. While this program was initially considered as a potential pathway for the RPI 4.0 grant work, it will not be a direct copy but will follow some of the identified best practices.

Dianne Russell-Carter emphasized the RPI 4.0 grant specifies a sub-grant amount will be contracted to each of the six other WDBs (Los Angeles City WDB, Los Angeles County WDB, Pacific Gateway WDB, South Bay WIB, Southeast Los Angeles County WDB, Verdugo WDB). Each WDB will have flexibility utilizing the funds for its own Diversity, Equity and Inclusion efforts. RPI 4.0 grant must be completed and expended by September 31, 2022.

Dan Lien described some of the challenges of implementing a program. He stated a focus on reducing employer staff retention costs would likely be a successful approach. Discussion then engaged on how to engage employers within the background of the COVID epidemic.

Chair Victor LaGroon stated it is necessary to identify the guiding proposition for the employers. The epidemic has disrupted employee attraction and retention efforts and business profit margins. He believes we should identify a small number of employers and conduct a listening session to define our strategy for this grant work. He stated that the one year remaining in the grant provides an urgency to begin the work.

Discussion considered the pros and cons of incentives and subsidies possible for employers, the size of the businesses we will seek to engage, and how we will engage the employers. Both Dan Lien and Chair Victor LaGroon emphasized the importance of recognizing the employer “bottom line” in successfully engaging employers.

Chair Victor LaGroon directed FWDB staff to convene a small working group to provide leadership for quickly moving this grant forward.

The meeting adjourned at 10:20 am.

Prepared by : David Eder

Respectfully submitted,



Dianne Russell-Carter  
Executive Director



**AGENDA REPORT**

**TO:** Foothill Workforce Development Board **DATE:** September 15, 2021  
**FROM:** Dianne Russell-Carter, Executive Director  
**SUBJECT: APPROVAL OF NEW FWDB MEMBERSHIPS**

**RECOMMENDATION:**

It is recommended that the Foothill Workforce Development Board (FWDB) approve two new membership applications.

**BACKGROUND:**

As per the Foothill Workforce Development Board By-Laws,

Section III.1 Appointments

“Members of the FWDB shall be appointed by the FETC Policy Board in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014 and the FETC Joint Powers Agreement.”

Section III.2 Term

“Members shall be appointed for fixed and staggered terms as set out in the Agreement between the Foothill Employment and Training Consortium (FETC) Policy Board and the FWDB so not all member terms expire at the same time. Members may apply for reappointment.”

A. New Membership Applications

The FWDB has received two new membership applications. They are:

1. **Denise Allevato**, Deputy Division Chief, State of California Employment Development Department - Category - WIOA Core Partner
2. **Tashera Taylor**, Chief Executive Director, Foothill Unity Center - Category - WIOA Core Partner

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,



Dianne Russell-Carter  
Executive Director



**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

**Membership Application and Disclosure Statement**

**Section I**

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

**Tashera Taylor**

**Chief Executive Officer**

(Name)

(Business Title)

Foothill Unity Center, Inc.

(Employer/Firm Name)

790 W. Chestnut Ave., Monrovia, CA 91016

(Business Address)

(Zip Code)

tashera@foothillunitycenter.org

626-358-3486 x214

(Email Address)

(Business Phone Number)

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

Employment gives people the opportunity to increase their wealth; training gives people the skills to remain employable. My interest comes from a place of serving the most vulnerable, those who are most affected by poverty. Through employment and training, we have an opportunity to help improve the lives of our participants; we have the opportunity to help build wealth and move towards economic stability.

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

Boards and Commissions that have served are as follows:  
 Human Services Commission - City of Pasadena 2010-2016  
 Health Consortium SGV - 2015 - Chair 2017-2019  
 COH Community Benefits Advisory Committee - 2015 - Chair 2016/17-2021

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.

At this time, I am not knowledgeable of a potential conflict of interest. However, if there are voting matters that I become aware, I will recuse myself from voting based on my awareness of the conflict.

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

Institution	Address	Degree/License or Certificate
Azusa Pacific University	Azusa, CA	Clinical Psychology - M.A.
Azusa Pacific University	Azusa, CA	Leadership and Organizational
Oklahoma State University	Stillwater, OK	Sociology - B.S.

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  Private
- Public Employment Service
- Organized Labor - Apprenticeship
- Rehabilitation Agency
- Economic Development Agency
- Community Based Organization\*\*
- Other Specify Community Action Private Non-Profit

\* 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
8/1/2021	Foothill Unity Center, Inc.	33-35	Chief Executive Officer Administration	2010-2021 Foothill Unity Center, Inc. 22-25 Client Services Director Programs Oversight 2000-2010 Santa Anita Family Service 25-30 Program Manager Contract Oversight, Group Facilitator, Supervisor of Interns

**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.

Tashera Taylor  
(Signature)

08/04/2021  
(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>Denise Allevato</b>	<b>Deputy Division Chief</b>
(Name)	(Business Title)
Employment Development Department	
(Employer/Firm Name)	
1255 S Central Ave. Glendale CA	91204
(Business Address)	(Zip Code)
denise.allevato@edd.ca.gov	818-409-0447
(Email Address)	(Business Phone Number)

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

I would like to bring my experience in workforce to assist the FWDB in expanding its services to contribute to the economic vitality of the Pasadena, South Pasadena, Sierra Madre, Arcadia, Monrovia and Duarte communities.

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

None

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

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

Institution	Address	Degree/License or Certificate
Woodbury University	7500 N Glenoaks Blvd, Burbank, CA	Masters of Organizational Leadership
Woodbury University	7500 N Glenoaks Blvd, Burbank, CA	Masters of Business Administration
State University of Rio de Janeiro	Rio de Janeiro - Brazil	B.A. Social Work

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
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Please refer to 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.

*Denise Allevato*

6/14/2021

(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

## Denise Allevato

Email: denise.allevato@edd.ca.gov

Phone 818-409-0447

**Objective:** Foothill Workforce Development Board Member

### **PROFESSIONAL EXPERIENCE**

#### **Employment Development Department (EDD) Deputy Division Chief – Region 3 (2021)**

**2012- Present**

Overseeing the implementation and execution of programs, personnel and properties of the Glendale, Pasadena, Hollywood, Canoga Park, and Lancaster America's Job Center of California (AJCC). Conveying and interpreting Departmental policies. Working closely with Workforce Innovation and Opportunity Act partner agencies to improve and expand employment and training services. Contributing to program development by studying and questioning operating policies and procedures and recommending modifications to improve the efficiency and service of the Department. Modeling EDD's vision, culture, values and code of ethics for internal and external clients.

#### **San Fernando/Antelope Valley Cluster Manager (2012-2021)**

Managing the Canoga Park and Lancaster AJCC sites. Integrating the staff and resources of the multiple sites to effectively provide services to employers and jobseekers in the surrounding communities. Working with various partner agencies to coordinate efforts in educating, training jobseekers with the ultimate goal to achieve job placement.

#### **California Department of Insurance Associate Insurance Compliance Officer**

**2012**

Investigating insurance complaints to enforce compliance with insurance rules and regulations. Communicating with insurance agencies, brokers, and policyholders and acting as a mediator for insurance issues.

- Recovery of premium and broker fees for policyholders.
- Policy reinstatement and extension of coverage for losses originally denied.

#### **State Compensation Insurance Fund**

**1989- 2012**

##### **Loss Control Manager, Monterey Park, CA (2010-2012)**

Managed a team of seven Loss Control Consultants assigned to monitoring employers' safety practices to accounts to ensure compliance with local, state and federal regulations.

- Analyzed safety report of team, met tight deadlines. Promoted positive relationships with brokers and employers by reducing claims and premium.
- Designed a Loss Control matrix to determine service to simplify requirements for each account.
- Attended training provided by safety professional organizations, such as Cal-OSHA (Division of California Occupational Safety and Health) to increase knowledge and remain current on trends and regulations.
- Coordinated the planning of educational safety seminars held in-house and outside locations to educate employers.

##### **Bill Resolution Manager, Monterey Park, CA (2010)**

Managed 6 Senior Audit Specialists addressing an average of 110 monthly audit disputes.

- Developed and implemented procedures for new unit to address audit disputes more efficiently.
- Received a Corporate Encore Leadership award for the smooth integration of all members into newly-created Bill Resolution Unit.
- Trained Call Center employees on new procedures for routing audit disputes.
- Participated in the Leadership Mentoring program as a mentee to sharpen leadership skills.

##### **Audit Manager, Monterey Park, CA (2002-2009)**

Managed 10 Worker's Compensation Payroll Auditors staff handling an average of 3000 yearly audits

- Developed training materials and office procedures on new auditing database software, receiving the Outstanding Supervisor Award.
- Participated in the selection, hiring and training process of new Auditors to the region.

##### **Workers' Compensation Senior Payroll Auditor, Monterey Park, CA (2002)**

Conducted Worker's Compensation payroll audits for high-visibility accounts and accounts with annual premiums exceeding \$100,000.

- Recognized by auditors, Senior Auditors and Audit Managers as subject matter expert on premium calculations.
- Provided on-the-job training and assistance to new auditors.

**Workers' Compensation Payroll Auditor, Woodland Hills, CA (1989-2002)**

Conducted Workers' Compensation payroll audits through review of payroll, tax and business records and personal financial records to determine proper classification and exposure enabling correct premium calculation.

- Communicated audit results to employers, bookkeepers, Certified Professional Accountants, brokers and attorneys in person, on the phone and in writing.
- Determined independent contractor status and Workers' Compensation classification by applying Workers' Compensation Insurance Rating Bureau rules and guidelines as well as case law.

**EDUCATION**

- Masters of Organizational Leadership - MOL, Woodbury University, Burbank, CA
- Masters of Business Administration - MBA, Woodbury University, Burbank, CA
- B.A. in Social Work, Rio de Janeiro State University, Brazil





Roberts Rules of Order recommends that if the Board Members are accountable to a constituency, a roll-call vote is appropriate. When voting, each member's name is called by the secretary and the member announces their vote. The secretary repeats the vote after recording it to ensure accuracy. The number of votes is counted and separated to announce the results.

Respectfully submitted,

A handwritten signature in black ink that reads "Dianne Russell-Carter". The signature is written in a cursive style with a large initial "D".

Dianne Russell-Carter  
Executive Director

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**FOOTHILL**  **WORKFORCE DEVELOPMENT BOARD**

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and  
South Pasadena

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**AGENDA REPORT**

**TO:** Foothill Workforce Development Board                      **DATE:** September 15, 2021  
**FROM:** Dianne Russell-Carter, Executive Director  
**SUBJECT:** **NOMINATIONS AND VOTING FOR FWDB VICE-CHAIR**

**BACKGROUND:**

Foothill Workforce Development Board Vice Chair, Betty McWilliams, has retired from her position as the Executive Director at Foothill Unity Center and is no longer the FWDB Vice-Chair.

As per the Foothill Workforce Development Board By-Laws, Section VI.2: Election of Chair and Vice Chair, "The FWDB shall elect a Chair and a Vice Chair by a majority vote of its membership."

As per the Foothill Workforce Development Board By-Laws, Section VI.6 Absence of the Chair: "In the absence of the Chair, the Vice Chair shall serve as Presiding Officer."

Roberts Rules of Order recommends that if the Board Members are accountable to a constituency, a roll-call vote is appropriate. When voting, each member's name is called by the secretary and the member announces their vote. The secretary repeats the vote after recording it to ensure accuracy. The number of votes is counted and separated to announce the results.

Respectfully submitted,



Dianne Russell-Carter  
Executive Director