

# **FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING**

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

## **MINUTES OF MARCH 14, 2019 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 8:56 a.m.

### **Present - FWDB**

Dan J. Lien, Chair, DJL Professional Services  
Carolyn Dallas, Kaiser Permanente  
Hector Delgado, Teamsters Local Union No.396  
Flint Fertig, Monrovia Unified School District  
Jennifer Hiramoto, City of Glendale, Community Development Dept  
Gene Hurd, UAW Local 509  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc.  
Sandra Mejia, M & R Professional Services  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.  
Laurie Wheeler, South Pasadena Chamber of Commerce

### **Absent - FWDB**

Jeff Allred, San Gabriel Valley Economic Partnership (SGVEP)  
Tina Carey, Amada Miyachi America Inc. (Excused)  
Ron Carter, The Carter Agency  
Salvatrice Cummo, Pasadena City College  
Matt Dunphy, Southwest Carpenters Training Fund  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering (Excused)  
Robert Helbing, Air Tro, Inc.  
Alfredo Mejia, CIBA Real Estate  
Tom Selinske, FocusOut LLC (Excused)  
Tony Tartaglia, The Gas Company  
Laura Pancake, Pacific Clinics (Excused)  
Jane Templin, NECA/IBEW Electrical Training Trust (Excused)  
Cesar Valladares, Employment Development Department (Excused)

### **Staff Present**

Joumana Barakat, Annette Kelly-Whittle, Susanne Ko, Rita Magno, Julie McElrath, Sarah Mendoza-Jaime, Ricardo Quezada, and Dianne Russell-Carter, FWDB Executive Director

### **Guests Present**

David Baquerizo, ProPath, Inc  
Monica Miyano, TSE Program Client  
Judith Velasco, Verdugo Workforce Board  
Nona Yegiazaryan, Employment Development Department

### **APPROVAL OF MINUTES**

The minutes of the December 6, 2018 meeting were approved as submitted.

|     |                    |          |
|-----|--------------------|----------|
| M/S | McWilliams/Delgado | Approved |
|     | Trainor            | Abstain  |

### **PUBLIC COMMENTS**

None

### **CHAIR'S REPORT**

Chair Dan Lien started the meeting at 8:56 a.m. and proceeded with member self-introductions and a membership roll call for FWDB members and guests attending.

Chair Lien announced that FWDB member Sandi Mejia is the new chair of the FWDB Planning Committee. He encouraged the board members to be active in their respective committees and to attend as many FWDB committee meetings as possible.

Next, Chair Lien narrated that he, together with Dianne Russell-Carter, South Pasadena Mayor Pro Tem and FETC Policy Board Chair, Bob Joe, plus Sierra Madre Councilmember, Rachelle Arizmendi went to Sacramento on March 5, 2019 to attend the Day at the Capitol event sponsored by the California Workforce Association (CWA). The group had meetings with Assembly member Chris Holden, Senator Anthony Portantino and other CA legislators. Executive Director, Dianne Russell-Carter will expound more about the Day at the Capitol event in her Director's report. Chair Lien shared that the meetings went well, and the legislators showed great interest and had a high regard for our workforce successes.

Chair Lien updated the board on the FETC/FWDB Code of Conduct agreement. He reported that Code of Conduct document is still being worked on. He mentioned that there will be an orientation to outline the expectations, roles and responsibilities of each board member.

Lastly, Chair Lien stated that he and Dianne Russell-Carter went to visit the City of Duarte on January 2019 and met with City Manager Darrell George and Councilmember John Fasana. Chair Lien emphasized that the FWDB needs to be more engaged and in touch with the Policy Board of elected officials. He announced that he and Dianne Russell-Carter will be visiting the City of Monrovia next.

### **DIRECTOR'S REPORT**

Executive Director Dianne Russell-Carter reported that on the Federal level, President Trump released the first part of his 2020 budget on March 11, 2019. She notes that the budget is facing bi-partisan resistance and is unlikely to become law and might lead to a budget battle later this year.

On the State level, Dianne Russell-Carter talked about the Day at the Capitol event held at Sacramento on March 6, 2019. As mentioned earlier, the FWDB delegation was composed of Dan Lien, Bob Joe, Rachelle Arizmendi and herself. The Day at the Capitol is an annual event held by the California Workforce Association (CWA). This event allowed for the personal briefing of members of Senate and Assembly to talk about workforce development, legislative bills in the pipeline and the work of local boards. Dianne Russell-Carter recounted that they met with Senator Portantino and Assembly Members Chris Holden, Blanca Rubio and Ed Chau.

Lastly, on the Regional/local level, Dianne Russell-Carter disclosed that the 1<sup>st</sup> draft of the FETC/FWDB Code of Conduct is ready for review. The Bylaws are currently being obtained and analyzed by staff and staff will present their findings to the FETC and FWDB Executive Committees.

### **ACTION ITEMS**

- A. Approval of the FWDB Local Area Plan PY 17-21 – It was recommended that the Board approve the FWDB Biennial 2017 – 2021 Local plan modifications and authorize the FWDB staff to submit the strategic workforce development plan to the California Workforce Development Board (CWDB).

M/S Hurd/Delgado Approved unanimously

- B. Approval of Fiscal Year 2020 Operating budget - It is recommended that the Foothill Workforce Development Board approve Fiscal Year 2020 Operating budget

M/S Fertig/Hurd Approved unanimously

### **ONE-STOP OPERATOR UPDATE**

David Baquerizo of Pro-Path reported that there was a meeting of the One-Stop partners on January 30, 2019. David Baquerizo mentioned that the One-Stop partners were informed about the update of their existing Phase I and Phase II MOUs with Foothill WDB. New MOUs will need to be developed and signed and so the One-Stop partners were requested to check areas in their existing MOUs that might require updates.

David Baquerizo also reported that each of the One-Stop partners were given customized labor market information developed by ProPath. Each of the 6 cities in the Foothill consortium were provided with labor market information specifying employment in industries within each city and the characteristics of each of the city labor forces. The need for current labor market data by city was requested by the One-Stop Partners in a previous meeting.

**AWARDS PRESENTATION**

Chairman Dan Lien and FWDB Youth Coordinator, Sarah Mendoza-Jaime handed out an award of recognition to Ms. Monica Miyano. Ms. Miyano is a FWDB Transitional Subsidized Employment (TSE) Program participant who has found full-time employment and was commended for her commitment and dedication to secure full-time employment through the TSE Program.

Following a roundtable of announcements by the Board, Chair Dan Lien adjourned the meeting at 10:22am.

Signed:



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Dianne Russell-Carter  
Executive Director