

# FOOTHILL WORKFORCE DEVELOPMENT BOARD (FWDB) MEETING

Virtual Zoom Meeting

## DRAFT MINUTES OF MAY 11, 2022 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 8:35 a.m. It was noted that several members, including Tom Selinski (Vice Chair), were having technical difficulties in accessing and maintaining access to the Zoom meeting. Chair Dan Lien then called for the roll call of members and introduction of guests. FWDB staff member, David Eder, took roll call and stated a quorum of the Foothill Workforce Development Board was established.

### Present - FWDB

Dan J. Lien, Chair, DJL Professional Services  
Tom Selinske, Vice Chair, FocusOut, LLC  
Salvatrice Cummo, Pasadena City College  
Tony de Trinidad, Painters & Allied Trades DC 36  
Hector Delgado, Teamsters Local Union No. 396  
Flint Fertig, Monrovia Unified School District  
John Frala, Rio Hondo College  
Gene Hurd, UAW Local 509  
Victor LaGroon, City of Hope  
Tashera Taylor, Foothill Unity Center, Inc.  
Brenda Trainor, Frontier Trail, Inc.

### Absent - FWDB

Keshia Bowen, Simply Divine  
Shomari Davis, IBEW Local 11  
Elia Evans, UEI College  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Robert Helbing, Air Tro, Inc.  
Denise McKnight, Department of Rehabilitation  
Sandra Mejia, M & R Professional Services  
Helen Romero-Shaw, Southern California Gas Company  
Michael Wangler, Citrus College  
Laurie Wheeler, South Pasadena Chamber of Commerce

### Staff Present

Dianne Russell-Carter, FWDB Executive Director, David Eder, Paul Enge, Alex Joya

### Guests Present

Larry Spicer, City Councilmember, City of Monrovia & FETC Policy Board Member  
Evelyn Zneimer, City Councilmember, City of South Pasadena & FETC Policy Board Member  
Carol Hammond, CA Employment Development Department  
David Klugh, Office of Economic Development, City of Pasadena  
David Baquerizo, ProPath Inc., One-Stop operator

### **PUBLIC COMMENTS**

There were no public comments.

### **APPROVAL OF MINUTES**

The minutes of the January 6, 2022, FWDB meeting were approved.

Motion: Hector Delgado      Seconded: Gene Hurd  
Roll call vote: Ayes- 7 (Lien, Cummo, De Trinidad, Delgado, Frala, Hurd, LaGroon);  
Nays – 0; Abstentions- 1 (Taylor)

*(A board member noted, via email prior to the meeting, a misspelling on page 2 of the meeting minutes. The minutes were corrected.)*

### **CHAIR'S REPORT**

Chair Dan Lien stated that EIDL COVID funds for business recovery have been exhausted and there is some movement that Congress may extend funding. Not all were able to receive funding from that program before the money ran out. Unemployment, as reported, is at a low level. There is likely a large constituency of individuals that are no longer in the count because they are not a part of a government assistance program and they may choose not to self-report that they are unemployed. He also stated employers in the San Gabriel Valley are having trouble in attracting and retaining employees to stay longer than one or two payroll periods. New hires continue to look for work and often, when offered another position, they just vacate the new job.

### **FWDB EXECUTIVE DIRECTOR'S REPORT**

Dianne Russell-Carter stated FWDB staff had four retirements and one resignation. She stated that while the staff number is thinner, work is still being completed. She wanted to take the time to applaud the staff and thank Board members for being patient as the staff goes through this time of having such a small squad. After the resignation of the FWDB budget analyst, FWDB was able to secure two temporary budget analysts from a local temporary agency and each has turned out well. She stated that the office was in the middle of a state monitoring visit and the budget analyst was critical in this. She also stated she has an employee who has been in and out due to an illness.

Dianne Russell-Carter stated the FWDB recently facilitated two job fairs. Councilmember Tyrone Hampton and his office sponsored a job fair at the Pasadena Rose Bowl and FWDB helped coordinate and arrange the participation of local employers. Councilmember Hampton expressed his gratitude for the event and its level of success. The second job fair was an annual job fair held within the parking lot of the Employment Development Department (EDD)/FWDB America's Job Center. Employer turnout was excellent, and while the level of jobseekers was lower than expected, the quality of the job seekers was high.

Dianne Russell-Carter stated that going forward in the new program year, FWDB staff wants to emphasize employer services. Along with EDD, it's FWDB's job to make sure employers have good candidates and to help prepare the hiring employers. Sometimes the employers do not know how to retain their talent and some of the high turnover is not always the job seeker. Employers are concerned about the difficulty and cost of the recruitment process, and then have new hires leave after one or two months.

John Frala stated that he has 44 students graduating in one week. They were able to get every one of the students employed in the electric vehicle market at six different companies. But what he is finding is the \$6 a gallon gas is making their students think about where they want to work even though they qualify for the jobs. The travel distance cost is having an effect on his staff, too. He asked if the FWDB staff was seeing any of this effect.

Dianne Russell-Carter stated that while the staff has not quite seen this effect yet, the number of enrollments had been low, though orientations and new enrollments are beginning to increase.

Dianne Russell-Carter mentioned the Regional Equity and Recovery Partnership grant and that Pasadena City College and Rio Hondo College would be a part of it. She stated the California Workforce Development Board has created a brand opportunity for the regions and this grant is for a three-year period. We are part of the LA Basin Region, and we apply as a region. This grant partners the community colleges with the Workforce Development Boards to meet the needs of the underrepresented individuals and to prepare them with training and supportive services and placement into good jobs. FWDB applied for \$340,000. As the cost per client is high - \$8,000 - FWDB will be taking on 40 clients. FWDB's role will again be providing supportive services.

Dan Lien says that this ties together perfectly with what he is seeing with mom-and-pop sized employers who are frantic to employees on. He sees that there is a lack of good in-house training in onboarding employees. Years ago, employers used to make sure the employees understood ridesharing policies, public transit options, and other possibilities to reduce the expense of commuting, etc. Employers are weak on this information as they are frantic in getting employees in and they may be doing a disservice to those new employees by just handing them the basic tools to their job. There might be a weakness there. Dianne Russell-Carter agreed and said that FWDB staff was also experiencing this. This is an issue that the Business Services Committed can possibly address and help develop a strategy to implement.

Dianne Russell-Carter said that as we move into the new program year, starting July 1<sup>st</sup>, the Board will probably need to reconstitute its committees, set up a calendar and become active. It's important to have the Board members involved as the experts working with the FWDB staff. Dan Lien agreed and said it was time for the Board to get back to basics. The Business Services Committee can help with developing simple materials for employers to use and distribute to new hires that discuss transportation options, etc., to take the burden off employers in the onboarding process. Dianne Russell-Carter agreed and said she had a short PowerPoint presentation that lays out a vision and can share it with the Board and the within the committees.

John Frala stated his program is assisting the opening of six Tesla service centers in the LA area. They need 123 new employees. To prepare applicants, his program has three paths. Even if candidates have no automotive background, he can get them into an eight-week crash course to get them working in a service center. This process involved making agreements with the service centers, working with the service centers to agree on a lead form and a procedure. In the few months since this has been created, the process helps the new employees with retention. He is working with 35 Tesla service centers in LA and Orange Counties. They need employees.

Dianne Russell-Carter stated that FWDB's staff member responsible for business services and outreach is Alma Estevez. She asked John Frala and Ms. Estevez to discuss possible opportunities to utilize the supportive services funds. John Frala stated that he currently has a lot of veterans in his classes.

Dianne Russell-Carter stated the current federal draft budget allocates a 104% increase in workforce development funding and that we are looking forward to this and will keep the Board members informed.

### **REVIEW OF FWDB MEMBER TERMS**

Dianne Russell-Carter stated the City of Monrovia will be departing the Foothill Employment Training Consortium and moving to the County of Los Angeles Workforce Development Board effective July 1, 2022. In the meeting packet, she stated there was a summary of the categories for the local board membership requirements. Per the Workforce Innovation and Opportunity Act, there are several required membership categories. She stated the Board will be impacted by Monrovia's move to the County WDB in terms of who may satisfy the requirement of representatives of business. The attached summary document states the majority of the local board members must be representatives of businesses in the local area. There is a requirement for two representatives from small businesses and representatives serving on the local board may also serve on the State WDB. There are several criteria for the business representatives in that they must be either an executive officer, a chief operating officer, a policymaker with hiring authority, and must provide employment opportunities in demand industries. The

members are appointed from among individuals nominated by local business organizations and business trade associations, and this is where our chambers of commerce have been working with us and what we typically look to them for. FWDB currently has four members who operate their businesses within Monrovia. As the FWDB must have a majority of business representatives from the local area, this will change for the four individuals. Businesses who are from Monrovia, who have been with us for a very long time, and work well with us and for their city – we will be losing those members. We will need to make some changes. A similar reconstitution took place several years ago.

Dianne Russell-Carter stated that not less than 20% of the members of the local board must be workforce representatives and representatives from labor or joint labor management. She stated, we have that. Representatives of community-based organizations: we still have that. And then the balance of the board (referring to the roster of the board members), Steven Gutierrez and Bob Helbing representing Monrovia. Keisha Bowen is both Monrovia and Pasadena, and she should expect to stay on the board representing Pasadena. Brenda Trainor represents Monrovia.

Dianne Russell-Carter asked Dan Lien if he remembered anything specific from the reconstitution of the board when it was done last time as she was not the executive director at that time. Dan Lien stated the process was exactly the process that she just spelled out for the board, delineating the requirements, and that reconstitution was due to the Workforce Innovation and Opportunity Act legislation. He also stated that at that time, he believed that a specific subcommittee, a nominating committee, was created to move the Board forward through the process. At that time, he also stated, many WDBs were reduced in size.

Dianne Russell-Carter asked David Eder if the City of Los Angeles also had transitions in its board during the transition from Workforce Investment Act to Workforce Innovation and Opportunity Act. David Eder stated that there was typically more transition on that board when there were mayoral transitions. Dianne Russell-Carter agreed and stated that in the City of Los Angeles, it was a different setup, that the WDB Executive Director serves at the mayor's discretion.

Dan Lien said he recalled that one of the driving reasons to reduce or look at possibly reducing board size is that they felt unions and those types of representations were not weighted enough in the representation of the overall mix of the board.

Dianne Russell-Carter noted that there was no action item related to this item.

Dan Lien noted that he needed to leave so he wanted to move forward to the action item of review and approval of the budget.

### **RECOMMENDED ACTION ITEM**

*Review and Approval of FWDB 2022-23 Budget*

A presentation of the item was made by FWDB staff member, Paul Enge. He stated that for Fiscal Year 2023, FWDB is proposing a \$4.6 million budget with the approximate exact amount of \$4,627,355. This amount is down 4.7 percent from what the adopted budget was in Fiscal Year 22, which was \$4,853,209. He stated that a lot of this reduction comes from services and supplies, which is down 8.6 percent due to the reduced use of contract services. Overall, the head count has not changed; the FWDB is down four staff members but is retaining the headcount the same as Fiscal Year 22.

Paul Enge shared a PowerPoint slide which illustrated the breakout between the different expense categories – personnel, services and supplies. He pointed out the proposed budget of \$4,627,355. The decrease of 4.7 percent is due to the services and supplies reduction of \$219,000, due to the reduction in contract services.

Paul Enge stated FWDB has a revenue of about \$2.4 million in previously awarded grants that will be carried into Fiscal year 23.

Dianne Russell-Carter concluded by stating that there are accomplishments but in the interest of time, all board members may review the presentation.

Dan Lien asked the Board for a motion to approve the Fiscal Year 23 budget as presented. Hector Delgado stated he seconded the motion. Dan Lien asked if there were any questions before the roll call vote.

Tom Selinske stated he was curious about the impact of the changes with Monrovia and asked what that means in terms of headcount or reorganization responsibilities.

Dianne Russell Carter-stated that in terms of staff, there will be no significant impact at this point, due to the staffing already being down and savings in other areas. She stated that FWDB should be able to maintain current staffing, as even though the positions aren't filled right now, they are still included in the budget. The last estimate from the State, once Monrovia leaves, would impact FWDB at a level of a little over \$100,000. We are working with our consultants because in WIOA, there is a provision that explains that if there is a local area modification, then the area that is losing a city in its consortium is also eligible for additional funding to help recuperate from the loss. For example, in our case, the loss of Monrovia.

Tom Selinske requested that the Board review the open (staffing) positions to assess if there is the right fit for the changes in technology and changes in the workplace. He stated that if we are just filling existing positions, he was concerned that we need to update our expectations and maybe even restructure to meet a new workplace. He would like the Board to be able to do this within the next two months.

Dianne Russell-Carter stated she agreed with him and explained that one area they are already starting to review, with staff not being replaced, is business services. FWDB will put out a Request for Proposals for a contractor, to contract out some of the business services. We will

have the business services manager and the contractor work together on doing Rapid Response services and on enhancements to how we work with businesses. So, it will not necessarily be a full-time position that we fill but the consultant will be able to take over some of those duties. She stated that she welcomed the input and analysis of what we've been doing and how we can do it faster, cheaper, and better.

Tom Selinske stated that he thought this was so important that he was not going to vote in favor of the budget for this purpose. He stated that he did not want the budget to not pass, but that he really wanted to have it recorded in the minutes as to why he was voting as opposed to the budget.

Dan Lien stated that, if appropriate, can the motion be inclusive of Tom Selinske's contingency. Tom Selinske stated he could propose an amendment (to the motion) that a position review be conducted within the three months prior to the filling of the FWDB positions.

Dianne Russell-Carter stated she was not sure that could be done as the next meeting would go into the next fiscal year and that we would already need to have a workable budget. The City's (of Pasadena) Ed Tech Committee has approved the budget, as our fiscal agent, and we did present this budget to the FWDB's Executive Committee, the chairs of each of the different committees, and they approved it.

Tom Selinske stated that he strongly believed that this needed to be reviewed and regardless of who else approved it, he would like to have a public document that says what he is suggesting that it's the will of the board of what we want to do.

Dan Lien stated this will be recorded in the minutes and no matter which direction he will vote on approval of the budget; he will watchdog it with Tom Selinske.

Tom Selinske stated his amended motion was a review within three months prior to filling the positions. Dan Lien stated this was doable. Tom Selinske stated that typically the Board would vote on the amendment and then vote on the motion. Dan Lien asked if there were any additional comments on the motion and amendment. As there were none, he asked that a roll call vote be taken.

Tom Selinske asked if the Board was voting on the amendment, and he stated that he did not hear any second for the amendment. Dan Lien stated he was correct.

David Eder stated that it was difficult to track on the screen as to who answered Dan Lien's call for the motion. He stated he believed it was John Frala that answered the Chair's call for a motion, but it was stated as "second the motion." That would actually be moving the motion, so a second on the original motion was still needed.

John Frala asked if the amendment is to review this cost before approving the budget or as the WDB approves the budget. Tom Selinske explained that it was as part of approving the budget.

John stated he seconded that amendment.

David Eder stated that if John Frala made the original motion, he cannot second it. Hector Delgado stated he would second the motion.

Tom Selinske stated the Board votes on the amendment first and then we go to the first motion.

Regarding the amendment:

David Eder conducted a roll call vote of the Board. The amendment to the motion was approved.

Roll call vote:

Aye – 8 (Lien, Delgado, Fertig, Frala, LaGroon, Selinske, Taylor, Trainor)

Nays – 0; Abstentions – 1 (Cummo)

Brenda Trainor requested the motion on the floor be restated. David Eder stated the motion was to approve the WDB's budget and that the amendment was to request a position review three months prior to the filing of the positions and that the board was voting on the original motion now.

Regarding the motion:

David Eder conducted a roll call vote. The motion was approved.

Roll call vote:

Aye – 8 (Lien, Delgado, Fertig, Frala, Hurd, LaGroon, Selinske, Taylor)

Nays – 0; Abstentions – 2 (Cummo, Trainor)

#### **FWDB ROUNDTABLE – OPEN DISCUSSION**

Dan Lien stated he would need to leave the meeting.

Dianne Russell-Carter stated there were attachments to the agenda. She stated that six board members were going to join the California Workforce Association seminar series, preparing workforce boards to advance race, equity, diversity, inclusion and belonging, which was taking place at 9:30 AM that morning.

Tom Selinske asked for a motion to adjourn the meeting. Victor LaGroon made the motion. Tashera Taylor seconded the motion. Tom Selinske stated that with no objections to the motion, the meeting was adjourned. The meeting adjourned at 9:30 AM.