

# **FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING**

Virtual Zoom Meeting

## **MINUTES OF NOVEMBER 4 , 2020 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 9:05a.m.

### **Present - FWDB**

Dan J. Lien, Chair, DJL Professional Services  
Salvatrice Cummo, Pasadena City College  
Shomari Davis, IBEW Local 11  
Tony de Trinidad, Painters & Allied Trades DC 36  
Hector Delgado, Teamsters Local Union No.396  
Elia Evans, UEI College  
Flint Fertig, Monrovia Unified School District  
Gene Hurd, UAW Local 509  
Betty McWilliams, Foothill Unity Center, Inc.  
Sandra Mejia, M & R Professional Services  
Helen Romero-Shaw, Southern Gas Company  
Tom Selinske, FocusOut LLC  
Brenda Trainor, Frontier Trail, Inc.  
Cesar Valladares, Employment Development Department  
Michael Wangler, Citrus College  
Laurie Wheeler, South Pasadena Chamber of Commerce

### **Absent - FWDB**

Keshia Bowen, Simply Divine  
John Frala, Rio Hondo College  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering (Excused)  
Robert Helbing, Air Tro, Inc.  
Victor LaGroon, City of Hope  
Denise McKnight, Department of Rehabilitation (Excused)

### **Staff Present**

Dianne Russell-Carter, FWDB Executive Director, Rita Magno, Julie McElrath, Sarah Mendoza, Rey Okamoto and Ricardo Quezada

### **Guests Present**

Rachelle Arizmendi, FETC Policy Board Chair/Mayor Pro Tem, City of Sierra Madre  
David Baquerizo, ProPath Inc.  
Anthony Crouch, Employment Development Department  
Eric Duyshart, City of Pasadena  
Renita Dukes, City of Pasadena  
Robert Joe, City of South Pasadena

Larry Spicer, City of Monrovia  
Nona Yegiazaryan, Employment Development Department

**APPROVAL OF MINUTES**

Chair Dan Lien called for the approval of the minutes of March 11, 2020 and July 22, 2020 meetings. However, Board Member, Brenda Trainor questioned the minutes of March 11, 2020 stating that the March 11, 2020 minutes falsely represented the unanimous approval for all votes stated in the minutes of the meeting. She further stated that the minutes as presented did not accurately represent the vote as they failed to clarify who was and was not a fully-appointed voter. After a long back and forth discussion, Chair Lien announced that the tape recording will be reviewed and the minutes will be corrected and amended. Brenda Trainor then moved to approve the minutes with exceptions.

The minutes of March 11, 2020 and July 22, 2020 meetings were approved with exceptions.

M/S	Trainor/Wheeler	Approved with exceptions
	Wangler	Abstain

**PUBLIC COMMENTS**

None

**CHAIR'S REPORT**

Chair Dan Lien started his report by saying that it is good news that the FWDB is still operating, staff is doing what they are supposed to be doing, and the majority of board members are also working as hard. He imparted that in this time of Covid, it is difficult to find positive news. He cited the big disparity of unemployment numbers of the six cities consortium, comparing the rate of unemployment figures from May 2019 and May 2020 for Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena. Chair Lien highlighted the fact that the struggles are still going on for the local businesses, local non-profits and employers and employees alike.

Chair Lien then went on to talk about the 3 cities, Monrovia, Arcadia and Duarte and the issue of these 3 cities wanting to leave the FWDB and move to the Los Angeles County WDB. He cited that it is their right. However, he touched on the FWDB/FETC Code of Conduct Agreement for all board members and cited that there is a procedure board members need to follow for issues they have against the FWDB as a whole. Chair Lien reported that the Code of Conduct is reviewed and signed by every board member every two years and June 2021 is when it is again up for renewal. He emphasized that as board members, it is the responsibility of each member to make sure they are getting the entire picture and not the piecemeal picture when disclosing or discussing reports, data results or performance of the FWDB. He reiterated that the City of Pasadena Finance Department is the fiscal agent who is the responsible party and handles the grant funds through formulation, program guidance, strict WIOA regulations and auditing.

In closing, Chair Lien encouraged all board members to work in full cooperation with FWDB personnel, with other board members and consortium officials in promoting the public welfare recognizing that private interests of an individual board member must be subordinate to the public interest.

### **DIRECTOR'S REPORT**

Executive Director, Dianne Russell-Carter reported that the FWDB meeting packet has been restructured by dividing the packet information into sections. The main packet will contain essential sections like the agenda, action items and discussion items and the attachments like statistical data, graphs, and workforce articles will be separated into another section. This is to streamline and minimize the bulk of the packet and highlight the pertinent essential agenda matters in the meeting.

Dianne Russell-Carter also announced that FWDB staff will not present individual reports to the board anymore as she will be including their reports in her Director's report presentation. She outlined the nine different programs of FWDB and reported on the highlights of each program.

### **PRESENTATION OF FWDB SUB-COMMITTEE APPOINTMENTS**

Chair Dan Lien reported that he has appointed board member Laurie Wheeler, South Pasadena Chamber of Commerce as the chair for the Youth Program Sub-Committee. He also announced that he has appointed Victor LaGroom, City of Hope, as the chair for the Diversity & Inclusion Sub-Committee.

### **ONE-STOP OPERATOR UPDATE** – David Baquerizo, ProPath Inc.

David Baquerizo, President of ProPath Inc. reported that he was researching electronic referral systems that could be used to track customer referrals from one partner agency to the other. He mentioned that the Employment Development Department has an electronic system called CalJOBS, which is widely used as a registration and jobs posting site but has not yet implemented a partner referral system within their electronic CalJOBS system. He reported that there is an organization named Unite Us which is a statewide electronic community partner referral system. He explained this system can help track referrals between partners, track customers and services and best of all, expedite the time frame in which people in need can receive services. He reported that Unite Us is offering their electronic community referral system to community based organizations at no cost. He will try to request for a demo of the Unite Us system and present them at the next partner meeting.

Lastly, David remarked that he is looking at all of the services that workforce development boards offer to their communities at this point under COVID. He mentioned that the FWDB could assist the employers by funding training for incumbent workers within organizations. What he is finding through his research is there are a lot of companies that are looking to retool and provide other types of products that are in great demand, hence the need for training for their incumbent workers.

**ACTION ITEMS**

- A. Approval of FWDB Budget for Fiscal Year 2021 - Rey Okamoto, FWDB Budget Analyst reported to the board that the 2021 Fiscal Budget has been presented to the FETC Policy Board in their August 14, 2020 meeting and has been approved.

M/S Selinske/Delgado Approved

- B. Approval of Extension for Current FWDB Chair, Dan Lien – The Board moved for approval of the extension of Dan Lien as Chair for one more year until June 30, 2021.

M/S Selinske/Mejia Approved

- C. Approval of FWDB member Betty McWilliams as the new FWDB Vice-Chair replacing Carolyn Dallas

M/S Trainor/Selinske Approved

After a roundtable of announcements, Chair Dan Lien adjourned the meeting at 10:59 a.m.

Signed:



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Dianne Russell-Carter  
Executive Director