

FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING

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

MINUTES OF SEPTEMBER 29, 2017 FWDB MEETING

INTRODUCTION AND ROLL CALL

The Foothill Workforce Development Board Chair, Tony Tartaglia, welcomed the board members, staff members and guests and called the meeting to order at 8:50 a.m.

Present - FWDB

Tony Tartaglia, Chair, The Gas Company
Jeff Allred, San Gabriel Valley Economic Partnership (SGVEP)
Tina Carey, Amada Miyachi America Inc.
Ron Carter, The Carter Agency
Flint Fertig, Monrovia Unified School District
Steven Gutierrez, Rager's Abbey Flooring & Window Covering
Gene Hurd, UAW Local 509
Daniel Lien, Plaza Bank
Jennifer McLain, City of Glendale, Community Development Dept
Betty McWilliams, Foothill Unity Center, Inc.
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.
Cesar Valladares, Employment Development Department
Laurie Wheeler, South Pasadena Chamber of Commerce

Absent - FWDB

Carolyn Dallas, Kaiser Permanente (Excused)
Matt Dunphy, Southwest Carpenters Training Fund
Hector Delgado, Teamsters Local Union No.396
Patricia Flores, City of Hope
Robert Helbing, Air Tro, Inc.
Denise McKnight, Department of Rehabilitation
Alfredo Mejia, CIBA Real Estate
Sandra Mejia, M & R Professional Services (Excused)
Laura Pancake, Pacific Clinics
Tom Selinske, FocusOut LLC (Excused)
Jane Templin, NECA/IBEW Electrical Training Trust (Excused)

Staff Present

Joumana Barakat, Rita Magno, Julie McElrath, Sarah Mendoza-Jaime, Mario Real and Dianne Russell-Carter, FWDB Executive Director

Guests Present

Stephen Amezcua, Employment Development Department
John Chamberlin, , Attorney at Law /Consultant

Beate Chelette, Chelette Enterprises Inc - The Growth Architect
John Chou, Innovate Pasadena
Shomari Davis, IBEW II
Salvatrice Cummo, SBDC Pasadena
Andrea Fox, South Pasadena Unified School District
Don Nakamoto, ProPath, Inc.
Patricia Tucker, On Web Television

APPROVAL OF MINUTES

The minutes of the July 13, 2017 meeting were approved as submitted.

M/S Hurd/Wheeler Approved unanimously

PUBLIC COMMENTS

Ms. Beate Chellete, owner Chelette Enterprises Inc - The Growth Architect, introduced herself to the board as a small business owner and shared that she submitted a proposal to the FWDB for the Request for Proposal (RFP) for Entrepreneur Skills Workshops. She explained her qualifications as a business consultant that could be of benefit to the FWDB, employers and the business community in the consortium.

CHAIR'S REPORT

Chair Tartaglia welcomed the FWDB members and started the meeting by formally announcing that Dianne Russell-Carter is now the Executive Director of the FWDB. Chair Tartaglia congratulated and praised Dianne Russell-Carter for becoming the official Executive Director of FWDB.

Chair Tartaglia reported that Dianne Russell-Carter will be discussing a new staff position of a Deputy Director that will combine the former positions of the Planning Manager and Operation's Manager. He stated that the FWDB and Pro-Path are still working with the State to finalize the MOU's of the partners. He also announced that all local and regional plans have been signed and approved by the State.

Chair Tartaglia disclosed that FWDB received two (2) grants; Veterans Employment Assistance Program – 500K and the Hire Path Grant – 994K.

Next, Chair Tartaglia recognized FWDB member, Laurie Wheeler, for her 2017 Business Life Magazine Women Achievers Award and also honored FWDB Youth Program for their 2017 Golden Plate – Neighbors Helping Neighbors Youth Award.

Lastly, Chair Tartaglia stated that the special guest speaker for today's meeting was John Chamberlin who will be talking of the Workforce Board and Local Governance.

DIRECTOR'S REPORT

Executive Director Dianne Russell-Carter started her report by thanking the FWDB for all the support she has received while navigating the role of Executive Director since she took over from Phil Dunn. She then acknowledged Laurie Wheeler, as one of the awardees of the 2017 Business Life Magazine Women Achievers and recognized all the previous Women Achievers in the room.

Director Dianne Russell-Carter then discussed the new staff position of a Deputy Director for the Career Services Division/FWDB that will be a combination of the duties and responsibilities of the Planning Manager and Operations Manager. She reported that City of Pasadena HR Department is working on the recruitment for this position and the Board will be continually updated on the recruitment status.

Director Dianne Russell-Carter reported that the Hire Path grant of \$994K awarded to FWDB will service the employee layoffs from various employers like Cordon Bleu, FEMA, Von's, Applebee's etc. FWDB will be working with EDD to get these laid-off employees back into the workforce and the target is to serve 120 participants. She thanked Stephen Amezcua, EDD Regional Advisor, for his assistance to FWDB with this grant. The Veterans Employment Assistance Program (VEAP) is targeting to serve 70 veterans.

On a regional level, she announced that there was a ceremonial MOU signing attended by FETC Policy Board Member/City of Pasadena Councilmember Tyron Hampton, for the Workforce Initiative Now-Los Angeles (WIN-LA) spearheaded by the Metro Transit Authority (MTA). The WIN-LA is MTA's new workforce development program created to focus on careers in the transportation and construction industry and create about 10,000 jobs in the next 5 years.

Then, Director Dianne Russell-Carter summarized the LA Basin Regional Workforce Plan's five (5) goals for all WDBs in LA County and Ventura that were agreed upon. She also reported that she recently attended the CWA Meeting of the Minds Conference in Monterey, CA last Sept. 5 – 8, 2017. The conference focused on apprenticeships, business services, and on how to implement the Regional Plans etc.

Lastly, Director Dianne Russell-Carter announced that she is scheduled to attend the CWA Executive Bootcamp which is a year-long training for directors, deputy directors, and executive Workforce Development Board staff. The CWA Executive Bootcamp will provide the knowledge, tools, and peer-to-peer learning needed to thrive in the ever changing workforce development world as a regional leader, a steward of public resources, and an effective workforce development professional.

ACTION ITEM

A. Approval of South Bay WIB I-TRAIN Contract

M/S	Gutierrez/McWilliams	Approved
	Two (2) FWDB members	Opposed

B. Approval of AJCC Certification Process Outline

M/S Lien/Carey Approved unanimously

PRESENTATION – John Chamberlin

John Chamberlin, Attorney at Law and Consultant presented a very informative presentation of the updated Workforce Innovation and Opportunity Act (WIOA) laws with regards to the workforce boards and local governance. He explained the specific functions, responsibilities and limitations of the Consortium Board of Local Elected Officials (CLEO) which is the FETC Policy Board and also the Consortium Board which is the FWDB. He pointed out that the City of Pasadena is the fiscal agent who tracks and manages grant funds in accordance with the budget adopted by the FWDB. An important point stressed by John Chamberlin is that the fiscal agent/City of Pasadena has sole fiscal liability for any misexpenditure. The City of Pasadena also employs the Executive Director and other workforce staff.

Attorney Chamberlin recommended to the board that the FWDB craft out a 3-party agreement with the FWDB, FETC Policy Board and the City of Pasadena. He explained that this partnership agreement should describe each party's roles and responsibilities clearly in order to ensure smooth local governance.

Lastly, John Chamberlin summarized the workforce system role/functions:

- The Foothill Workforce Development Board, in partnership with the FETC Policy Board, develops the vision and strategic goals for the local workforce system.
- The fiscal agent, the City of Pasadena, manages the grant money and employs local administrative staff.
- The Executive Director ensures that staff work and expenditures align with the FWDB's and FETC Policy Board's direction.

After a roundtable of announcements, Chair Tony Tartaglia adjourned the FWDB meeting at 10:46 am.