

# **FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING**

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

## **MINUTES OF SEPTEMBER 20, 2018 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 8:43 a.m.

### **Present - FWDB**

Dan J. Lien, Chair, DJL Professional Services  
Tina Carey, Amada Miyachi America Inc.  
Ron Carter, The Carter Agency  
Salvatrice Cummo, Pasadena City College  
Carolyn Dallas, Kaiser Permanente  
Hector Delgado, Teamsters Local Union No.396  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Flint Fertig, Monrovia Unified School District  
Jennifer Hiramoto, City of Glendale, Community Development Dept  
Gene Hurd, UAW Local 509  
Betty McWilliams, Foothill Unity Center, Inc.  
Tom Selinske, FocusOut LLC  
Jane Templin, NECA/IBEW Electrical Training Trust  
Tony Tartaglia, The Gas Company  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.  
Cesar Valladares, Employment Development Department  
Laurie Wheeler, South Pasadena Chamber of Commerce

### **Absent - FWDB**

Jeff Allred, San Gabriel Valley Economic Partnership (SGVEP)  
Matt Dunphy, Southwest Carpenters Training Fund  
Patricia Flores, City of Hope  
Robert Helbing, Air Tro, Inc. (Excused)  
Denise McKnight, Department of Rehabilitation (Excused)  
Alfredo Mejia, CIBA Real Estate  
Sandra Mejia, M & R Professional Services  
Laura Pancake, Pacific Clinics (Excused)

### **Staff Present**

Rita Magno, Julie McElrath, Ricardo Quezada, Annette Kelly-Whittle and Dianne Russell-Carter, FWDB Executive Director

### **Guests Present**

Keshia Bowen, Simply Divine Apprenticeship  
Herman Corteza, Pacific Clinics  
Eric Duyshart, City of Pasadena  
John Frala, Rio Hondo College

Marcia Graves, Caltrans  
Ryan McLaughlin, Employment Development Department  
Don Nakamoto, ProPath, Inc  
Nona Yegiazaryan, Employment Development Department

### **APPROVAL OF MINUTES**

The minutes of the June 15, 2018 meeting were approved as submitted.

M/S Valladares/Templin Approved unanimously

### **PUBLIC COMMENTS**

None

### **CHAIR'S REPORT**

Chair Dan Lien started the meeting and welcomed the FWDB members at 8:43a.m. He then instructed FWDB Staff Rita Magno to do a membership roll call for attendance.

Chair Lien announced that there was no guest speaker for this meeting due to a hefty agenda. He stated that he and Executive Director, Dianne Russell-Carter have been working closely together to strategize and comply with what the FWDB is tasked to do. He emphasized that the #1 priority should always be the constituents. He conveyed that the FWDB's focus should be to prioritize, work and promote into the community the ability to offer sustainable upward mobility-based employment for the youth, veterans, and dislocated workers, etc.

Chair Lien reported that he and Dianne Russell-Carter met with the FETC Policy Board last Tuesday, September 18, 2018. He mentioned the delineation of the duties and functions of the FWDB versus the FETC Policy Board.

As to the FWDB committees, Chair Lien stated that he is putting on hold the appointment of committee chairs and the filling of new committee members until all the incoming new FWDB members have been confirmed by the FETC Policy Board and are in place.

### **DIRECTOR'S REPORT**

Executive Director Dianne Russell-Carter started her Director's report by announcing that on the Federal level, Washington released a FY 2019 Defense and Labor "Minibus" bill on 9/14/2018 that provides important increases for several workforce connected programs such as WIOA Title 1 level funding, Adult Education, Perkins CTE, Vocational Rehab and Apprenticeship Grants.

On the Regional level, Dianne Russell-Carter reported that under WIOA, FWDB is required to do a biennial update and modification to the 2016 Regional and Local Plans. The Los Angeles Basin Regional Planning Unit (LA RPU), composed of seven (7) WDBs have been working to modify the LA RPU Regional Plan. She stated that the regional plan must complement to State Plan and the

local plan must complement the regional plan. She announced the various community forums that FWDB is facilitating to get the community's input for the modifications of the local and regional plans.

On the Local level, Dianne Russell-Carter reported that FWDB just completed a FY 2017-2018 program audit monitoring by the State. There were 3 findings from the audit that were low-level findings. These findings were quickly corrected and resolved and FWDB was given a clean audit. She then went to introduce the two (2) new FWDB Staff members, Deputy Director, Ricardo Quezada and Annette Kelly-Whittle, Management Analyst II.

Next, she reported on the various Rapid Response activities for the closures in Bank of America and OSH Hardware Stores.

Lastly, Dianne Russell-Carter talked about the policy of new membership into the FWDB. She reported that out of the five (5) incoming pending members, Salvatrice Cummo of Pasadena City College was confirmed by the FETC Policy Board. The FETC Policy Board will be meeting again in a month and they will be taking up the confirmation of the other pending new members.

### **ACTION ITEMS**

- A. One-Stop Operator Contract Renewal – It was recommended that the Foothill Workforce Development Board approve the signing of a two-year contract with ProPath, Incorporated to fulfill the One-Stop Operator (OSO) WIOA requirement.

M/S Selinkse/Templin                      Approved unanimously

- B. Approval of South Bay WIB I-TRAIN Contract Deadline and Evaluation – Chair Dan Lien recommended that the Foothill WDB approve the renewal of a contract with the City of Hawthorne/South Bay WIB to continue to manage the vendor procurement, contracting, monitoring and payment system for Individual Referral Accounts (ITA).

M/S Fertig/McWilliams                      Approved  
M/S Templin                                      Abstain

### **DISCUSSION ITEMS**

- A. Unveiling of Three-Way Agreement with City of Pasadena, FWDB and Policy Board – Chair Dan Lien and Executive Director explained that the three-way agreement is the first draft. Chair Lien explained that the purpose of this three-way agreement is to clarify the functions of each of the bodies in the administration of the Foothill Workforce Development Board.

- B. Reactivating Youth Committee – Chair Dan Lien announced that the Youth Committee will be reactivated and emphasized that youth is a key component for FWDB. Executive Director Dianne Russell-Carter also reported that the City of Los Angeles secured two (2) waivers for youth from DOL. First, FWDB can now serve in-school youth/disconnected youth and second, FWDB can now provide food and refreshments to the youth for workshops and orientations.

- C. Presentation of Award – Chair Dan Lien presented an award of appreciation to outgoing Vice-Chair, Brenda Trainor for her dedication and service as FWDB Vice-Chair.

Following a roundtable discussion by the Board, Chair Dan Lien adjourned the meeting at 10:03am.

Signed:   
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Dianne Russell-Carter  
Executive Director