

FOOTHILL WDB MEETING

Pasadena City College
1570 East Colorado Blvd. Pasadena CA 91106
Circadian Room

March 11, 2020

8:30 A.M.

AGENDA

- I. CALL TO ORDER**
- II. OFFICIAL ROLL CALL AND VISITOR INTRODUCTIONS**
- III. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- IV. APPROVAL OF MINUTES FOR DECEMBER 4, 2019 MEETING**
- V. PRESENTATION OF FWDB CHAIR'S REPORT – Dan Lien, FWDB Chair**
- VI. PRESENTATION OF FWDB DIRECTOR'S REPORT – Dianne Russell-Carter, FWDB Executive Director**
- VII. FWDB SUB-COMMITTEE REPORTS**
 - A. Diversity and Inclusion Sub-committee – Denise Banuelos, Chair
 - B. Planning Sub-committee – Sandi Mejia, Chair
- VIII. PRESENTATION OF ONE STOP OPERATOR UPDATE – Don Nakamoto, ProPath**
- IX. PRESENTATION OF AMERICA'S JOB CENTER OF CALIFORNIA ACTIVITIES REPORT – Ricardo Quezada, FWDB Deputy Director**
- X. DISCUSSION AND VOTING ITEMS**
 - A. Approval of FWDB Membership Renewals:
 1. Dan Lien
 2. Carolyn Dallas
 3. Steven Gutierrez
 4. Robert Helbing
 5. Betty McWilliams
 6. Sandi Mejia
 7. Tom Selinske
 8. Brenda Trainor
 9. Laurie Wheeler

B. Approval of FWDB New Members:

1. Representing Private Sector Helen Romero Shaw, Public Affairs Manager, Southern California Gas Company
2. Representing Private Sector - Keisha Bowen, Business Owner, Simply Divine Hair Salon
3. Representing Education Sector - Michael Wangler, Dean, Career/Technical & Cont Ed, Citrus College

XI. FWDB Client Testimonial

XII. PRESENTATION - SALVATRICE CUMMO

Executive Director, Economic & Workforce Development
Pasadena City College

XIII. ADDITIONAL ITEMS CONTAINED IN WDB PACKET –AJCC Report, FWDB Updated Membership and Committees Document, Budget Spreadsheet, Workforce Articles, Calendar of Events, Rosters

XIV. WDB ROUNDTABLE – OPEN DISCUSSION

XV. ADJOURNMENT

PUBLIC INPUT AT WORKFORCE DEVELOPMENT BOARD MEETINGS

In accordance with the Brown Act, this meeting agenda is posted at least 24 hours on the FWDB website, and at the following places: City of Pasadena Public Library, City of Pasadena Council Chambers and City Hall lobby bulletin boards at 100 N. Garfield Ave, Pasadena CA. The agenda, its supporting documents and all writings received by the Board related to these items are public records and available for review during regular business hours at the FWDB office at 1207 E. Green Street, Pasadena CA 91106. The agenda and its supporting documents can be viewed online at <http://fwdbworks.org/board.php>.

The public will have an opportunity to address the Board on any agenda item at the time the item is considered. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address and present the completed card(s) to the designated personnel of the Board. Speaker cards are available at the sign-in table outside the meeting room.

The Workforce Development Board meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the FWDB Staff at least three (3) business days prior to the Board meeting. The FWDB Staff's telephone number is (626) 584-8395.

This WIOA Title I-financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Hearing impaired individuals may use the California Relay Service at 1(800) 735-2922.



Dianne Russell-Carter

FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING

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

MINUTES OF DECEMBER 4, 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 9:50 a.m.

Present - FWDB

Dan J. Lien, Chair, DJL Professional Services
Denise Banuelos, City of Hope
Tony de Trinidad, Painters & Allied Trades DC 36
Flint Fertig, Monrovia Unified School District
Steven Gutierrez, Rager's Abbey Flooring & Window Covering
Robert Helbing, Air Tro, Inc.
Gene Hurd, UAW Local 509
Tom Selinske, FocusOut LLC
Tony Tartaglia, The Gas Company
Brenda Trainor, Frontier Trail, Inc.
Cesar Valladares, Employment Development Department
Laurie Wheeler, South Pasadena Chamber of Commerce

Absent - FWDB

Tina Carey, Amada Miyachi America Inc. (Excused)
Ron Carter, The Carter Agency (Excused)
Salvatrice Cummo, Pasadena City College
Carolyn Dallas, Vice-Chair, Kaiser Permanente (Excused)
Hector Delgado, Teamsters Local Union No.396 (Excused)
Elia Evans, UEI College (Excused)
John Frala, Rio Hondo College
Denise McKnight, Department of Rehabilitation
Betty McWilliams, Foothill Unity Center, Inc. (Excused)
Sandra Mejia, M & R Professional Services
Jane Templin, NECA/IBEW Electrical Training Trust (Excused)

Staff Present

Dianne Russell-Carter, FWDB Executive Director and FWDB staff

Guests Present

Keshia Bowen, Simply Divine
Veronica Champayne, Employment Development Department
Don Nakamoto, ProPath, Inc
Larry Spicer, City of Monrovia
Michelle Yanez, Citrus College
Nona Yegiazaryan, Employment Development Department

APPROVAL OF MINUTES

The minutes of the September 25, 2019 meeting were approved with a one correction.

M/S Hurd/Valladares Approved

PUBLIC COMMENTS

None

CHAIR'S REPORT

Chair Dan Lien started the meeting at 9:50 a.m. and welcomed all the FWDB members and guests in attendance. Chair Dan Lien announced the FWDB Member Orientation/Guidance Manual was now available to board members for distribution. He cited the FWDB Mission, Vision and Value Statement on Section 1 of the manual and urged all board members to make a difference as a board member of the FWDB.

Chair Lien reported that Dr. Erika Endrijonas, the new President of Pasadena City College was invited to be the speaker for this meeting but declined due to her heavy schedule. In lieu of this, Chair Lien thanked FWDB member, Denise Banuelos, for stepping in and agreeing to do a presentation on Diversity and Inclusion.

Chair Lien reported that the new FETC Policy Board Chair is Mayor Pro Tem Rachelle Arizmendi, City of Sierra Madre. He stated that FETC Policy Board Chair Arizmendi will be scheduling regular meetings with him and FWDB Executive Director, Dianne Russell-Carter. He also reported that the FETC Policy Board is working on the Three-Way Agreement for the Foothill Employment and Training Consortium, The Foothill Workforce Development Board and the City of Pasadena.

Lastly, Chair Lien announced that he and Executive Director, Dianne Russell-Carter, will be scheduling various visits to each of the six-cities in the consortium and will do a presentation of FWDB in each of their council meetings. He reported that a FWDB Board retreat is also being planned for all members.

DIRECTOR'S REPORT

Executive Director Dianne Russell-Carter reported on the Federal level that the Workforce Innovation and Opportunity Act (WIOA) is scheduled for reauthorization in 2021. She mentioned that last November 22, 2019, the Department of Labor put out a press release announcing a record high number of 2,500 new apprentices in the fiscal year 2019. Apprenticeships are a critical pathway for job seekers and apprenticeship programs and apprenticeship initiatives are the fourth largest funding source for Workforce Development.

On the State level, Dianne Russell-Carter stated that there are not many opportunities as far as acquiring new funding and competitive grants. She reported that FWDB did not get approval for a grant that was submitted for Assembly Bill (AB) 1111 - Removing Barriers to Employment Act: Breaking Barriers to Employment Initiative. She reported that in September 2019, FWDB in

partnership with Foothill Unity Center submitted an application for AB1111 but the State did not approve the application. She will meet with the State to find out why FWDB grant request was not approved.

On the Regional level, she gave an update on the Prison to Employment (P2E) Grant that is being managed by the South Bay Workforce Investment Board. Dianne Russell-Carter shared that there have been delays on this initiative and the contracts will not get to FWDB till January 2020. She also reported that FWDB will need to service 26 clients in this grant.

Then, Dianne reported that FWDB was chosen as the Regional Planning Unit Organizer for the 14 Regional Planning Units in Los Angeles for the next 20 months. Deputy Director, Ricardo Quezada, will be the point person for FWDB. Lastly, she shared that she and FETC Policy Board Chair, Rachelle Arizmendi, met with Pasadena City College (PCC) President, Dr. Erika Endrijonas, and confirmed that PCC and FWDB agreed to work together and strive to establish a fluid relationship. Both parties agreed to discuss employer initiatives together as a workforce development board and as a community college.

ONE-STOP OPERATOR UPDATE

Don Nakamoto of Pro-Path reported that the quarterly meeting of the One-Stop partners in October 9, 2019 was very productive. He pointed out that the One-Stop partners were updated on new state directives and information items. One topic of discussion was the consolidation of the four (4) State agencies (including Employment Development Department) into one Workforce department. Ms. Donna Plank of Employment Development Department was on hand to discuss and answer the questions from the One-Stop partners.

Don Nakamoto reported that FWDB Deputy Director, Ricardo Quezada, updated all the One-Stop partners about the various grant projects; State Veterans Grant, Regional Planning Grant, Dislocated Worker Additional Assistance and Community Development Block Grant. It was also reported that there has been an increase in the number of major layoffs in recent months in the Foothill area.

Don Nakamoto announced that each of the One-Stop partners provided updates on their programs and announced upcoming activities. Don Nakamoto noted that this is a valuable process because through this process of communication, each of the One-Stop partners can understand more about the services that the other One-Stop partners provide and also the type of clients they serve.

Lastly, Don Nakamoto disclosed that there was extensive discussion among partners about the state of the local labor market and about a potential recession with the rising number of WARN notices in the region.

ACTION ITEMS

- A. Approval of New Member representing Private Sector – It was recommended that the Board approve the new membership of Victor LaGroon, Director of Strategic Partnerships/Alliance from the City of Hope

M/S Fertig/Hurd

Approved unanimously

- B. Approval of a contract between the City of Pasadena, acting as agent for the FWDB and the SBWIB to provide Individual Training Account Services.

M/S Selinske/Wheeler Approved unanimously

PRESENTATION

FWDB Diversity and Inclusion Sub Committee Chair, Denise Banuelos, shared her that she has 8 years' experience working in diversity inclusion in the private sector with utility and health care. She urged the members to join this committee and agreed that this committee should also be integrated into the other FWDB committees. She pointed out that a responsibility of the FWDB is to educate the local community employers about diversity in the workplace and this committee is going to focus specifically on the emerging diversity needs in our communities. She reported that Unconscious Bias Training was presented to the members and to the local community recently. She noted that the Unconscious Bias Training was quite interesting because it brought up other important issues like the topic of disability, gender identity and the generation gap.

In closing, Denise Banuelos encouraged the board members to join this committee and announced the first meeting is scheduled for February 2020,

With no roundtable announcements, Chair Dan Lien adjourned the meeting at 10:10 a.m.

Signed: 

Dianne Russell-Carter
Executive Director

FOOTHILL  WORKFORCE DEVELOPMENT BOARD

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

AGENDA REPORT

TO: Foothill Workforce Development Board **DATE:** March 11, 2020
FROM: Dianne Russell-Carter, Executive Director
SUBJECT: DIVERSITY AND INCLUSION SUB-COMMITTEE REPORT

BACKGROUND:

This is a summary of the meeting held on February 20, 2020 and is for informational purposes only.

Committee Members present:

Denise Banuelos – Committee Chair
Brenda Trainor
Dan Lien
Dianne Russell-Carter

Member's Absent:

Steven Gutierrez

On Thursday, February 20, 2020, the Diversity & Inclusion Ad Hoc Committee met for the first time. The meeting began with a brainstorm session for the 2020 goals for the committee. After much discussion, the D&I Ad Hoc members expressed the following strategy:

Focus our attention engaging four groups to support students, adults and seniors:

- ❖ Service Clients
 - ❖ Employers
 - ❖ Partners
 - ❖ Community
-
- Start with engaging the local employers in our community to begin the conversation about the nuances of D&I as an awakening and awareness and offer the opportunity to become D&I advocates.
 - Identified key partners to help achieve our goal:
 - a. Chambers of Commerce

- b. Department of Rehabilitation
 - c. Active Women's at Work
 - d. Foothill Unity Flintridge Center
 - e. Universities' D&I Department
 - f. Impact House
-
- Conduct constituent outreach to determine their diversity needs

Chair Denise Banuelos adjourned the meeting at 11:30 am.

Respectfully submitted,



Dianne Russell-Carter
Executive Director

 **FOOTHILL WORKFORCE DEVELOPMENT BOARD**

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

AGENDA REPORT

TO: Foothill Workforce Development Board **DATE:** March 11, 2020
FROM: Dianne Russell-Carter, Executive Director
SUBJECT: **PLANNING SUB-COMMITTEE REPORT**

RECOMMENDATION:

This report is for informational purposes only.

BACKGROUND:

FWDB Budget Status

Revenues have been decreasing and expenditures have been increasing. Projected budget deficit at the beginning of next fiscal year beginning July 1, 2020.

Revenues

Formula funding has been steadily decreasing:

Program Year	Amount	% Increase/Decrease from Prior Year
2018 – K8106173	\$1,617,990	
2019 – K9110005	\$1,599,443	1.1% Decrease
2020 - AA011004	\$1,473,571	7.9% Decrease
* Data includes Adult, DW, & Youth and does not include Rapid Response, Higher Path and VEAP which has seen increases in revenue.		

Additionally, pay for performance programs (TSE and VEAP) have seen current year decreases in enrollments due to a decrease in demand and increased competition.

FWDB receives no general fund dollars and has utilized its reserve. Other boards throughout the region have local dollars to supplement and sustain WDBs. This lack of funding causes financial uncertainty when there are unforeseen expenses (banked vacation hours being paid out) or decreases in revenue.

Furthermore, WIOA is generally not meant to be 100% full cost reimbursement. For example, the 10% administrative overhead cap does not cover actual administrative costs including the executive

director, finance, accounting, and other support staff. It's very difficult to submit a budget for a grant application that captures all the costs that will be incurred to run the program. For instance, this program may require travel, insurance, Office rent, paper, pens, subsidiary costs such as attorneys to write contracts, add some others. Now a lot of this often falls within the limits of indirect costs but WIOA and other labor grants have a 10% cap and do not honor a negotiated cost allocation plan which reflects most often higher indirect cost rates.

This problem is crucial for organizations such as ours when the only funding stream we have are grants, which are expected to be perfectly spent down by the end of the grant term. This often results in the fact that grants alone are not meant to be full cost reimbursement. Furthermore, grants are reimbursement basis so we cannot get revenue from them. Reimbursement basis so if we don't spend it, we lose it.

Expenses

The cost of doing business has been increasing annually. Everything is becoming more expensive. FWDB Operations is working on eliminating expenditures that are not critical to the operations of the organization. FWDB has decreased its support services to most client populations, implemented tighter travel policies, sought to negotiate prices with suppliers and service providers.

The addition of a new budget analyst will absorb a significant amount of city hall finance and accounting responsibilities, therefore significantly reducing the amount that is paid to City of Pasadena Finance Department for services. FWDB is actively seeking local commitments in city general fund dollars and negotiating a lower rental rate form the State of California Employment Development Department.

Respectfully submitted,



Dianne Russell-Carter
Executive Director

AGENDA REPORT

TO: Foothill Workforce Development Board **DATE:** March 11, 2020
FROM: ProPath, Inc.
SUBJECT: **QUARTERLY ACTIVITY REPORT TO THE FOOTHILL WORKFORCE DEVELOPMENT BOARD - FOR THE PERIOD: JANUARY 1 THROUGH MARCH 31, 2020**

RECOMMENDATION:

This report is for informational purposes only.

BACKGROUND:

Date of quarterly partners meeting: January 21, 2020

Were the following provided to partners: Updates on WDB policy changes, one-stop system updates, new state directives and information items?

There was extensive discussion about the recent federal position from the U.S. Department of Agriculture not to renew a waiver for a work requirement for single food stamp recipients. Initial estimates from the federal level were that over 700,000 current food stamp recipients would eventually lose their benefits. This program is called CalFresh in California. Diana Giannone from L.A. County Department of Public Social Services provided an update on the situation to other one-stop partners. She said that initial analysis from L.A. County DPSS estimated that 300,000 CalFresh recipients from L.A. are exempt, but an estimated 39,000 could be affected. She said this issue has just arisen and is in flux (There have been reports that the state could step in to continue providing food stamps to those affected or that there could be challenges at the federal level, both politically and legally, to rescind the change. If the new position is enforced, DPSS will implement an extensive outreach to workforce-related organizations, such as one-stop partners, to assist in the work requirement enforcement. In particular, DPSS is looking at potentially expanding its collaboration with the WIOA one-stop system in the TSE (Temporary Subsidized Employment) program. She will provide more information to the one-stop partners from DPSS as it becomes available.

In a related area, the federal government is expected to release a new “public charge” policy, which looks at which public government services an applicant for a green card or visa is likely to use, which could affect their green card or visa determination. The U.S. Supreme Court was expected to make a decision about the use of “public charge” in the near future. There has been some confusion in the immigrant community whether one-stop services are part of the government services within the “public charge” area. WIOA Title I and III (Wagner Peyser) do not fall within the public charge area.

Ricardo, WDB deputy director, provided an update on current operational performance by the WDB and an update on current grant projects.

Were partners informed of new or existing WDB/one-stop grant projects and provided with opportunities to participate as partners, if applicable? Were partners informed of upcoming WDB/one-stop events?

Ricardo provided one-stop partners with updates on the regional \$8 million Slingshot training program for Los Angeles County. Foothill was assigned the lead on this project on behalf of the 7 workforce boards in Los Angeles County. This grant project aligns closely with the regional Prison-to-Employment grant of \$17 million for the L.A. region over 2 years. The goal of the Slingshot grant is to enhance the services and performance on other regional projects, such as Prison to Employment, homeless programs, apprenticeships, etc., by supplying support services and other resources to improve outcomes.

Regarding the Prison to Employment grant, Foothill received funding to serve 50 clients. He mentioned that they anticipate that they will be working closely with numerous one-stop partners to recruit and effectively service the parolee population. Ricardo also talked about the implementation of a new grant, the Veterans Employment Assistance Program, to serve 70 vets or their spouses with training and employment services. The WDB expects to work in close partnership with many of the one-stop partners to recruit and serve target veteran clients. He also discussed the WDB's Dislocated Worker Additional Assistance grant, which focuses on small businesses and provides training, OJT and rapid reemployment to people affected by layoff at specific local companies. Ricardo also talked about an entrepreneur training program that is funded by the Community Development Block Grant to help unemployed workers launch their own businesses. Finally, Ricardo noted some major new commercial/residential development projects in the region and the opportunity for construction apprenticeship training opportunities. Foothill is working closely with other WIBs that have developed extensive construction apprenticeship programs, such as the South Bay WIB program to train construction workers for the L.A. Rams Stadium project and the LAX People Mover project.

Was there an opportunity for one-stop partners to educate each other on their programs, to leverage resources/services and to expand client referrals?

Each of the one-stop partners at the meeting took time to describe their respective agencies, the type of services and resources they provide to their target clients and the specific target populations they serve. Diana talked extensively about the DPSS mission to integrate and collaborate more closely with its regional one-stop partners. She said DPSS recognizes that many of its one-stop partners work with the same clients as DPSS and by utilizing better collaboration and leveraging of resources, the workforce agencies and the clients will benefit. She said in the spring DPSS plan to launch regional training sessions, probably all-day sessions, throughout Los Angeles County to make one-stop partners and other community organizations more aware of the type of programs and services that are offered by DPSS and how those services can be coordinated with other partners.

EDD talked about some of the programs, such as veterans and regional job fairs, that they are coordinating with the local one-stop system.

Were there discussions about increasing client volume, improving client flow for AJCC shared services, and improving overall one-stop efficiency and client services?

There were numerous discussions between partners on coordinating activities, particularly related to upcoming grants. One-stop staff indicated that they would welcome assistance in recruiting for a Dislocated Worker Additional Assistance grant that services clients laid off from a number of Foothill businesses, as well as the new veterans grant. In addition, Ricardo talked about the difficulty in working with the population in the Prison to Employment grant. Working closely with one-stop partners to recruit enough parolees will be critical to filling the training slots. Traditionally, the parolee population has been difficult to recruit for grant projects, and their completion rates on training is typically low.

Ricardo gave a brief description of the WDB's mobile training unit, which is designed to go to various locations to help recruit new clients in need of workforce services and to bring some of those services directly to the job seekers. He also mentioned that the one-stop system is coordinating with the Monrovia Adult School and other one-stop partners to hold a regional job fair in March. JB indicated that recruitment of many employers is in process.

Other activities to increase one-stop partner interaction and cooperation to improve client outcomes.

Robert Lee from the state Labor Market Information Division of EDD provided an update on the Foothill workforce and economy. Specifically, he focused on recent demand occupations and key growth industries. There was discussion among partners about the focus on health care training and job growth, as well as training in the area of hospitality. One-stop partners said they were pleased by the workforce data supported their focus on major growth areas of the local economy.

Are partners working to increase client referrals between partners and within the one-stop system to leverage/maximize available resources for clients?

In the previous meeting there had been discussions about improving the system of referrals between the one-stop staff and one-stop partners to increase the flow of potential referrals. In the past, some one-stop partners had said that they saw room for improvement in the communication between the one-stop staff and the one-stop partners in new projects they were working on and the need for assistance in recruiting certain types of clients.

Currently the one-stop system operates with a paper system and may eventually transition to an electronic system.

Are partners/WDB adhering to their MOU commitments and implementing its directives?

One-stop partners recently completed their signed MOUs. There have been no MOU-related issues.

Have any of the partners raised operational or MOU issues with the one-stop operator? If so, how were those issues addressed?

No. Partners have not raised any issues with the one-stop operator in these areas.

Did the operator attend WDB meetings and/or other WDB meetings in the quarter?

The operator will be attending the March WDB meeting. The operator will also be attending future WDB one-stop operations committee meetings and help to coordinate the meetings.

Other issues: There were no other major issues raised by one-stop partners.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Don Nakamoto". The signature is fluid and cursive, with a long horizontal stroke at the end.

Don Nakamoto
ProPath, Inc.

**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

AGENDA REPORT

TO: Foothill Workforce Development Board **DATE:** March 11, 2020
FROM: Dianne Russell-Carter, Executive Director
SUBJECT: OPERATIONS/EMPLOYER SERVICES REPORT

RECOMMENDATION:

This report is for informational purposes only.

BACKGROUND:

The FWDB Operations and Employer Services Update:

- RPI 3.0
- Veterans' Employment-Related Assistance Program (VEAP) Grant Award
- A Hire Path Additional Assistance Grant Award: 25% Dislocated Workers Assistance Program
- Prison to Employment Update
- CDBG Audit - Entrepreneur Training Program
- Slingshot 2.0 Update
- Rapid Response
- Recruitments
- COVID-19: Coronavirus Impact
- Other Business Services Activities and Events

RPI 3.0

The State awarded the Foothill Workforce Development Board the following Workforce Innovation and Opportunity Act Regional Plan Implementation/SlingShot 3.0 activities on behalf of the Los Angeles Regional Planning Unit (LARPU).

1. The availability of funds for Employment Supports (support services) to WIOA participants identified as a member of an underserved population or who exhibits employment barriers and are enrolled in a WIOA funded Rapid Re-Employment Activity which supports "demand-driven skills attainment" in 'high road' jobs that are in demand and align the state's H RTP industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.
2. The availability of funds to support a regional workgroup created to evaluate the provision of WIOA employment supports (support services) on a regional level for a possible regional support services policy or a best practices position paper.

The RPI 3.0 projects are co-managed by California Workforce Development Board (CWDB) staff and Employment Development Department (EDD) Regional Advisors. Estimated grant term will be April 1, 2020 through September 30, 2021.

Veterans' Employment-Related Assistance Program (VEAP) Grant Award

The Foothill Workforce Development Board team conducted multiple outreach campaigns to recruit veteran job seekers including sessions with EDD, Volunteers of America, Citrus College veteran job fairs, US VETS, chambers of commerce, adult schools and businesses.

FWDB has enrolled thirty-five veterans in the program. FWDB is leveraging partnerships and has obtained referrals from EDD, Pasadena City College, Citrus College, Rio Hondo College, CAL State L.A., CAL VETS, VA, Volunteers of America, Monrovia Veterans Resource Center, Leadership Pasadena and City of Hope. Staff has assisted six veterans at Rio Hondo College with supportive services to complete the Tesla S.T.A.R.T. apprenticeship program.

Staff is conducting weekly VEAP orientations to recruit veterans and inform them of available services. The VEAP orientations are offered every Wednesday of the month. Staff is also coordinating VEAP events to showcase the program services to veterans. FWDB will host two career expos. The VEAP Career Expo will take place at the Monrovia Community Center Library on March 12, 2020. On April 24, 2020, staff will be hosting a Female Appreciation Veteran's Career Expo in partnership with Pasadena City College.

Staff is happy to report that participants are beginning to see success. An enrolled a Vietnam veteran who received VEAP services and security guard training. As a result, he was offered full time employment at the Biltmore Hotel Los Angeles. Currently, staff is supporting a female veteran that has been placed at the City of Pasadena Finance Department through the VEAP Work Experience program. She is working with a Senior CPA in the Finance Department where she is completing required hours to be eligible to apply to take the CPA exam. Staff has implemented earn and learn strategies resulting in one participant being placed at City of Hope and another Vietnam veteran at the Pasadena Court House for VEAP Work Experience training.

A Hire Path Additional Assistance Grant Award

This quarter's outreach efforts have been very successful. FWDB staff has enrolled sixty-eight total dislocated workers as of February 28, 2020. Weekly orientations to recruit participants are ongoing and have been highly attended due the team's outreach. The HP orientations are offered every Wednesday of the month. FWDB staff has also been attending EDD's RESEA meetings which serve dislocated workers to promote HP program services.

Staff is implementing the earn and learn component of the program to begin providing clients an opportunity to train with local employers. Sixteen participants of the fifty-one targeted have been referred for placement in the County Superior Court system and are completing the onboarding process for their assignments. Additional employers are being recruited to meet the program need. In addition, the Turbo Track for rapid reemployment is underway and staff is participant reemployment supports.

As reported in the last meeting, additional layoffs from major employers is making it necessary to adjust the employer population of this project. Staff continues to communicate with FWDB's State Regional Advisor to discuss the status of the project. To this end staff is coordinating a HP Career Awareness expo at Monrovia Adult Community School. The expo is scheduled for March 5, 2020. Fourteen employers have committed to participating at the event. The information is posted on FWDB's Social Media and the SARA system is being used to blast the information to enrolled and Rapid Response participants.

Prison 2 Employment Update

The South Bay Workforce Investment Board ("South Bay WIB") is the Local Board in the Los Angeles County Area that is acting as the Prison to Employment lead agency on the behalf of Los Angeles' local workforce development areas, including the Foothill WDB. On February 11,2020, SBWIB announced that they anticipate the state releasing funding for the Prison to Employment initiative by the end of the month. Funding delays have impeded progress on implementation of the P2E initiative. However, the LA Basin RPU WDB's have moved forward with contract requirements to ensure a rapid and efficient launch of the program.

CDBG Entrepreneur Training

CDBG funds are being allocated for Entrepreneur Training Program. This class will conclude on March 23, 2020. Additional funding exists to provide one more cohort. Staff will begin outreach to potential students in mid-March 2020. The final cohort is projected to begin the first week in April 2020.

Slingshot 2.0 Update

Slingshot 2.0 purpose is to develop a regional co-enrollment system that increases service for individuals with disabilities, implement system-wide industry engagement approach, develop framework for scalability, replication of career pathways, and modify local plan to expand ID/DD services. Verdugo WDB is taking the lead.

Four committee meetings took place to move the initiative and included staff from all LABRPU WDB's. The goals were to establish a Common Referral Form and to develop a referral process for VWDB's academies. A final presentation and staff trainings are scheduled for December 2019 at multiple locations. DOR was a critical partner in this initiative and is looking to expand its' partnership with the WDB's to replicate this success for the uniquely abled community.

Staff attended one meeting, and one training on how to serve and case manage individuals with disabilities. The meeting was held at Verdugo Workforce Development Board.

Rapid Response

The Rapid Response team continues to serve individuals who were laid off. WARN notices for Rapid Response are continuing and staff is working to serve individuals who were laid off. Staff has been working staff from PierOne Imports, GAP and ARMARK to encourage enrollment in Hire Path. Staff is preparing for major layoffs to place in the area and are ramping up services to address the local need.

On January 16, 2020, FWDB hosted the Southern CA Regional Business Engagement and Rapid Response Meeting. Thirty-seven folks from throughout the area attended. Topics of discussion included, 2020 The Year of Big Things, The Future of Workforce and Building Workforce Partnerships.

The Business Services team attended the CA Regional Business Engagement and Rapid Response Meeting at SBWIB and discussed the sale and closure of the Miller-Coors brewery which has the potential to impact over 510 families residing in every local area on the county. Due to the location of this employer the County WDB has taken the lead and made the initial contact. Regional teams are in place and have completed the first planning meeting. However, Miller-Coors is not ready to move forward or have Rapid Response teams begin their outreach to dislocated workers because negotiations are underway with Pabst Blue Ribbon in which reemployment plans for the current employees are being considered.

Total layoffs including potential Miller-Coors employees would exceed 570 employees.

Recruitments

In collaboration with the Employment Development Department FWDB's Business Services hosted on site recruitments for the United States Census, California Highway Patrol, Talent Strategy, Harmony, Home Instead; LAPD. Positions included field representatives, location managers, customer service, in home care and law enforcement.

The Mobile Training Unit (MTU) was deployed in FY 2019 and has been very active since its' launch. On February 19, 2020, it was scheduled to provide services at La Pinteresca Park and the 10 West Walnut Trade Fair at Flintridge Center. The MTU is also scheduled for additional events in the cities of Duarte and Monrovia.

Recruitments are being held on weekly basis in collaboration with EDD. Industries include law enforcement, call centers, transportation and logistics, manufacturing, construction, healthcare, and retail.

COVID-19: Coronavirus Impact:

The Los Angeles Basin Regional Planning Unit (LABRPU) Workforce Development Boards are preparing for the results of a slowing economy due to the effects of the coronavirus on people's health and the global economy. It is estimated that 40% of seaborne imports from China enter the US by way of the Port of Los Angeles and Long Beach. A decrease of 25% in container volumes is projected for the month of February 2020 as the economic impact of the coronavirus spreads across shipping operations. This will have a major impact on supply chains and the ability for local employers to conduct business.

Reports indicate that manufacturing in China remain closed or are operating at below-capacity levels as the coronavirus continues to disrupt daily life. Resulting in decreased cargo coming into the ports of LA and Long Beach. Public health officials confirmed on Thursday, 3/5/2020, that there are eleven cases of coronavirus in Los Angeles County. These impacts on the local ports come at a tough time when downturns from tariffs and trade war with China were already impacting the economy.

FWDB One-Stop Operator Update
March 11, 2020

FWDB business services team will begin working to identify local employers that will require assistance. Access to program services are being marketed through social media platforms as well as through our system partners to ensure that local business employers and dislocated workers are informed of existing opportunities.

WSJ February 25, 2020: Port of Los Angeles Sees Coronavirus Impact Sharply Reducing Imports
Daily Breeze March 5, 2020: Coronavirus strikes LA, Long Beach port jobs and cargo numbers

Other Business Service Activities and Events

FWDB team is collaborating with the office of Vice Mayor and Councilmember Tyron Hampton to host career awareness and access to jobs at La Pintaresca Park. Staff and the MTU will be present providing necessary services to the community.

The Hire Ground podcast draws clients and employers to FWDB services. FWDB team completed the recording and editing for Future of the Workforce podcast. This will be released as three episodes numbered 19, 20 and 21 online.

FWDB added a sector specific Healthcare Landing Page on the FWDB website which is live at the following link: <https://www.fwdbworks.org/healthcare/>

Scully Miller's Human Resources Director requested to have a presentation at FETC. Scully Miller is a global company specializing in award-winning asphalt paving, concrete paving and structures, grading, wet and dry utilities and pavement. They were awarded a contract to repave the Bracket Airport in La Verne, CA. He provided a presentation to our agency and EDD to inform us about the project and job opportunities. The project will last eighteen months, and staff is utilizing these opportunities to connect FWDB jobseekers to high road jobs.

Respectfully submitted,



Dianne Russell-Carter
Executive Director



The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

AGENDA REPORT

TO: Foothill Workforce Development Board **DATE:** March 11, 2020

FROM: Dianne Russell-Carter, Executive Director

SUBJECT: APPROVAL OF FWDB MEMBERSHIP RENEWALS AND NEW FWDB MEMBERSHIPS

RECOMMENDATION:

It is recommended that the Foothill Workforce Development Board (FWDB) approve the membership renewals for nine (9) members and approve three (3) new membership applications.

BACKGROUND:

A. Membership Renewals

In February 2020, the Foothill Workforce Development Board a total of nine members reached the end of their board term. The Board Members are:

1. **Dan Lien**, DJL Professional Services - Category - Private Sector
2. **Carolyn Dallas**, Kaiser Permanente - Category - Private Sector
3. **Steven Gutierrez**, Contract Manager - - Category - Private Sector
4. **Robert Helbing**, Air Tro, Inc. - Category - Private Sector
5. **Betty McWilliams**, Foothill Unity Center- Category - Private Sector
6. **Sandi Mejia**, M & R Professional Services - Category - Private Sector
7. **Tom Selinske** - Category - Private Sector
8. **Brenda Trainor**, Frontier Trail Inc. - Category - Private Sector
9. **Laurie Wheeler**, South Pasadena Chamber of Commerce - Category - Private Sector

As per the Foothill Workforce Development Board By-Laws, “Members shall be appointed for fixed and staggered terms as set out in Agreement between the Foothill Employment and Training (FETC) Policy Board and Foothill Workforce Development Board (FWDB) so not all member terms expire at the same time. Members may apply for reappointment.”

Each member received a letter regarding their interest in reappointment to the FWDB. All nine members submitted a FWDB membership application to renew their board status.

B. New Membership Applications

In addition, the FWDB has received new membership applications from three individuals who are applying to the FWDB. They are:

1. **Helen Romero Shaw**, Public Affairs Manager, Southern California Gas Company- Category - Private Sector
2. **Kiesha Bowen**, Owner, Simply Divine Hair Salon- Category - Private Sector
3. **Michael Wangler**, Dean of Career Technical and Continuing Education, Citrus College- Category - Education Sector

As per the Foothill Workforce Development Board By-Laws,

Section III.6 Nominations

A. Nominations to the private sector seats on the FWDB may be made by business, professional, or trade organizations in the workforce development area. There shall be at least one (1) nomination for each vacancy.

B. Nominations to the non-private sector categories of membership may be made by organizations representing that category.

C. The WIOA Core Partner seats on the FWDB shall be filled by the highest-ranking representative of the local partner agency or their designee.

D. Membership categories may change from time to time and shall be filled in accordance with the governing law at the time of nomination, selection and appointment.

E. Where a member represents more than one category, the Foothill Employment and Training Consortium (FETC) Policy Board may appoint him or her to represent both categories in accordance with applicable law.

F. The FWDB may nominate individuals for board membership in accordance with applicable law.

G. So long as the categories of membership are met, the Foothill Employment and Training Consortium (FETC) Policy Board may appoint individuals to the FWDB that they believe will be of value to the implementation of workforce activities in the local workforce area.

Therefore, the FWDB must follow the above referenced Foothill Workforce Development Board By-Laws section to reappoint the members identified.

Again, as per the Foothill Workforce Development Board By-Laws,

Section IV.6 Rules “Roberts Rules of Order shall govern the FWDB's actions, unless inconsistent with these Bylaws, the FETC Joint Powers Agreement, or the Agreement between the Foothill Employment and Training Consortium (FETC) Policy Board and all applicable laws or regulations.”

According to Roberts Rules of Order, if the bylaws do not require an election by ballot, and if candidates are unopposed or there’s no major contest for an office, the board may voice vote (or viva voce). After nominations are closed, the vote is taken on each nominee in the order in which they were nominated.

Respectfully submitted,

A handwritten signature in black ink that reads "Dianne Russell-Carter". The signature is written in a cursive style with a large initial "D".

Dianne Russell-Carter
Executive Director



FOOTHILL WORKFORCE DEVELOPMENT BOARD

Membership Application and Disclosure Statement

Section I

(To be completed by individual interested in membership on the Workforce Development Board)

(Name) (Business Title)

(Employer/Firm Name)

(Business Address) (Zip Code)

(Email Address) (Business Phone Number)

Statement of Interest: Please state briefly your interest in employment and training programs.

Community Services: Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

Education and Training: Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

Private Sector Business Representative (If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- Executive with Substantial Management or Policy Responsibility
- Minority Business
- Small Business*
- Other Specify _____

Public Sector Representative (If yes, check all that apply)

- Educational Agency: _____ Public Private
- Public Employment Service
- Organized Labor - Apprenticeship
- Rehabilitation Agency
- Economic Development Agency
- Community Based Organization**
- Other Specify _____

* Private for profit enterprise employing 500 or fewer employees

**Private nonprofit organization which represents a significant segment in the community and which provides job training services

EMPLOYMENT: Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities

ADDITIONAL INFORMATION: You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

A

Signature on file _____
(Signature)

(Date)

RETURN OF APPLICATION: Please return your application, upon completion to:

..... **Dianne Russell-Carter**
 Executive Director
 Foothill Workforce Development Board
 1207 E. Green Street
 Pasadena, CA 91106
 Tel (626) 584-8393
 Fax (626) 585-6782



FOOTHILL WORKFORCE DEVELOPMENT BOARD

Membership Application and Disclosure Statement

Section I

(To be completed by individual interested in membership on the Workforce Development Board)

Keshia Bowen

Business Owner

(Name)	Simply Divine		(Business Title)
(Employer/Firm Name)	325 W. Huntington Dr. Monrovia, CA 91016		
(Business Address)		(Zip Code)	
simplydivineapprentice@yahoo.com		6260831-2228	
(Email Address)		(Business Phone Number)	

Statement of Interest: Please state briefly your interest in employment and training programs.

As a educator and small business owner it is my goal to assist as many people as possible in gainful employment and training to aid in financial stability. I believe that given the right opportunity, education and training can make a huge difference in a persons life and well being.

Community Services: Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

I currently serve on the following boards, Monrovia Planning Commission, Monrovia Chamber of Commerce, San Gabriel Valley Econimic Partneship and the Duarte Chamber Workforce Development/Education board.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

I am the owner/Director of Simply Divine Apprenticeship Training Center .

Education and Training: Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
University Of Phoenix	Pasadena, CA	BA Bussiness Management
Azusa Pacific University	Azusa CA	MA Leadership &Org. Studies
Citrus College	Glendora CA	Teacher Training
Marinello	West Covina CA	Cosmetology

Please check and complete one category that qualifies you for membership on the Workforce Development Board

Private Sector Business Representative (If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- Executive with Substantial Management or Policy Responsibility
- Minority Business
- Small Business*
- Other Specify _____

Public Sector Representative (If yes, check all that apply)

- Educational Agency: _____ Public _____ lic Private
- Public Employment Service
- Organized Labor - Apprenticeship
- Rehabilitation Agency
- Economic Development Agency
- Community Based Organization**
- Other Specify _____

* Private for profit enterprise employing 500 or fewer employees

**Private nonprofit organization which represents a significant segment in the community and which provides job training services

EMPLOYMENT: Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
Please See Attached Resume				

ADDITIONAL INFORMATION: You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.

Kethia Bowen
(Signature)

12-14-19
(Date)

RETURN OF APPLICATION: Please return your application, upon completion to:

Dianne Russell-Carter
Executive Director
Foothill Workforce Development Board
1207 E. Green Street
Pasadena, CA 91106
Tel (626) 584-8393
Fax (626) 585-6782

Keshia L. Bowen

142 East Fig Ave

Monrovia, Ca. 91016

simplydivineapprentice@yahoo.com

(626)303-7687 home (626)831-2228 cell

QUALIFICATIONS

- 2016 Simply Divine Cosmetology & Barbering Apprenticeship Training Center
- 2011 Masters degree in Leadership and Organizational Studies
- 2004 Bachelors degree in Business Management
- 2003 Cosmetology Teacher Training
- 1990 to Present- Cosmetologist by the State Board of California
- 25 years experience in the cosmetology field
- 14 years as an educator
- Pivot Point International
- Proficient in executing and instructing all aspects of Esthetician and Cosmetology
- The International Dermal Institute International Skin Care Techniques

SKILLS

- Salon Owner/Apprentice School Owner
- Combine attention with solid teaching in cosmetology/ esthetician procedures with a progressive outlook and long-term vision. Possess strong communication skills as an instructor.
- Thrive on the challenge of learning new things and implementing new ideas; *personal qualities conducive to teaching; being organized, energetic, patient and realistic.*
- Proficient in utilizing teaching abilities to engage students in activities that promote development in one or more areas.
- Comprehensive knowledge and experience in skin care hair care, and salon industry-sales, marketing product development, research and presentation.
- Confident decision-maker; ability to quickly assess the needs of clients and students and respond appropriately.
- Ability to coordinate multiple projects simultaneously; utilized prioritization and time management skills towards the prompt completion of *time sensitive projects.*

- Demonstrated consistent leadership through straightforward management and motivation; facilitated training programs for hairstylist and new sales personnel.
- Outstanding success in cultivating and maintaining key professional relationships with manufacturers, vendors, salon owners, skin care therapist and stylist.

EXPERIENCE

12/2016-Present Simply Divine Apprenticeship Training Center Monrovia, California

Director/Educator in Cosmetology & Barbering

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds Maintain and document student records in accordance with Board of Barbering and Cosmetology guidelines

08/2015-12/2015 Cerritos Community College Cerritos, California

Temporary Full time assignment

Educator in Cosmetology

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds

08/2004-06/2015 Citrus Community College Glendora, California

Educator in Esthetician

Lead Educator Chemical Reformation and Hair Coloring

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds
- Maintain and document student records in accordance with guidelines

08/2011-12/2016 Cerritos Community College Cerritos, California

Educator in Cosmetology

- Educate students on State Board rules, regulations and practices
- Supervise clinic floor
- Generate outstanding grades through diligent instruction that serves diverse backgrounds

11/2009-3/2011 Butterfly Effect Day Spa Sierra Madre, California

Esthetician

- Provide skin care services such as facials, waxing etc.
- Schedule appointments
- Delivered outstanding client services

1995- Present Simply Divine Hair Salon Monrovia, California

Owner, Hairstylist

- Delivered outstanding client services
- Managed all aspects of business including scheduling clients, bookkeeping, and business development.
- Performed disinfection and sterilization
- Offered training and education to all hairstylist
- Conduct job performance and reviews
- Managed staff personnel issues
- Supervised customer service led efforts to grow salon client base
- Organized and hosted hair/fashion shows

2007-2008 Riverside Community College

State Board Instructor

- Leader in successful State Board licensure
- Educate students on State Board rules, regulations and practices
- Assist students with clients

2007-2008 Fullerton Community College

Floor Instructor

- Educate students on State Board rules, regulations and practices
- Assist students with clients

1994-1995 The Lemon Tree Hair Salon Monrovia, California

Assistant

- Motivated peers
- Sold Products
- Fostered/cultivated relations with clientele

EDUCATION

2011 Masters degree in Leadership and Organizational Studies, Azusa Pacific University

2006- Present The International Dermal Institute International, Acne Skin, Skin Care Techniques, Acid Peels and Exfoliants, Galvanic and High Frequency Treatments, Effective Skin Analysis, and Ongoing education.

2008 Design Essentials Technician Training Program (product line for ethnic hair)

2006 Pivot Point Men Haircutting, Permanent Waving, Hairstyling

2005 Cosmetology Apprenticeship Master Trainer

2004 Bachelors of Science in Business Management, University of Phoenix

2003 Cosmetology Teacher Training, Citrus College

TECHNOLOGY

2012 Video Production (Citrus College Esthetician open house)

 Microsoft Excel

COMMUNITY ACTIVITIES

- Kiwanis Club
- Chamber of Commerce
- Fred Jordan Mission
- Foothill Unity Center



FOOTHILL WORKFORCE DEVELOPMENT BOARD

Membership Application and Disclosure Statement

Section I

(To be completed by individual interested in membership on the Workforce Development Board)

Michael Wangler	Dean, Career/Technical & Cont Ed
(Name)	(Business Title)
Citrus College	
(Employer/Firm Name)	
1000 W. Foothill Blvd., Glendora, CA 91741	
(Business Address)	(Zip Code)
mwangler@citruscollege.edu	626-852-6402
(Email Address)	(Business Phone Number)

Statement of Interest: Please state briefly your interest in employment and training programs.

I am the new Dean of Career, Technical & Continuing Education at Citrus College and would like to join the FWDB to help facilitate workforce development educational priorities in the San Gabriel Valley, including training for incumbent workers, work based learning and job placement opportunities, and the development of career pathways (including internships) for our students.

Community Services: Please list boards, commissions, committees, and organizations on which you presently serve or have served and indicate office(s) held:

Current member of the Citrus College Adult Education Board; Voting member of the LA/OC Regional Consortium; Former board member of the Back Country Land Trust; Former board member and conference coordinator California Geographical Society; Former Commissioner for the City of Palm Springs.

To help preclude a potential conflict of interest, also please list any organization with which you are affiliated, which may contract with the Workforce Development Board employment and training services.

Citrus College

Education and Training: Please list post-secondary education/training, including relevant professional or vocational licenses or certificates.

Institution	Address	Degree/License or Certificate
UC Riverside		MS Earth Sciences
UCLA		BA Geography
_____	_____	_____
_____	_____	_____

Please check and complete **one** category that qualifies you for membership on the Workforce Development Board

Private Sector Business Representative (If yes, check all that apply)

- Owner
- Chief Executive or Chief Operating Officer
- Executive with Substantial Management or Policy Responsibility
- Minority Business
- Small Business*
- Other Specify _____

Public Sector Representative (If yes, check all that apply)

- Educational Agency: Public Private
- Public Employment Service
- Organized Labor - Apprenticeship
- Rehabilitation Agency
- Economic Development Agency
- Community Based Organization**
- Other Specify _____

* Private for profit enterprise employing 500 or fewer employees

**Private nonprofit organization which represents a significant segment in the community and which provides job training services

EMPLOYMENT: Please list your current employment, stating title and primary duties and responsibilities. Also indicate past employment and relevant volunteer experience.

Date	Employer	# Employed by Company	Job Title	Duties/ Responsibilities
08/17-present	Citrus College		Dean, Mathematics & Business Dean, Career/Technical & Continuing Education	

ADDITIONAL INFORMATION: You may attach a resume to supplement the questionnaire. Additional pages providing pertinent data may be enclosed to assist in the evaluation process.

Should you need any assistance or have any questions concerning this application, please call Dianne Russell-Carter at (626) 584-8393.



(Signature)

01/15/20
(Date)

RETURN OF APPLICATION: Please return your application, upon completion to:

Dianne Russell-Carter
Executive Director
Foothill Workforce Development Board
1207 E. Green Street
Pasadena, CA 91106
Tel (626) 584-8393
Fax (626) 585-6782

Current Employer: Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741
<http://www.citruscollege.edu/>

Phone & E-mail: 626-852-6402
mwangler@citruscollege.edu

Education:

1996 University of California, Riverside. Completed all coursework towards PhD.
1995 University of California, Riverside. M.S., Geography & Earth Sciences.
1990 University of California, Los Angeles. B.A., Geography/Ecosystems.

Current Employment:

2019-present **Dean, Career, Technical & Continuing Education, Citrus College.**
Oversee 45 faculty, 2 managers, 8 staff, and 5 student workers within the Division of Career, Technical & Continuing Education; develop and manage budgets, schedules (including the division class schedule), grants, enrollment, and educational and industry partnerships; evaluate faculty and staff; coordinate multiple overlapping projects; participate in shared governance activities; provide leadership on major college initiatives; and other duties as assigned.

2017-2020 **Dean, Mathematics and Business, Citrus College.**
Oversee 60 faculty, 3 staff, and 20 student workers within the Division of Mathematics and Business; develop and manage budgets, schedules (including the division class schedule), grants, enrollment, and educational and industry partnerships; evaluate faculty and staff; coordinate multiple overlapping projects; participate in shared governance activities; provide leadership on major college initiatives; and other duties as assigned.

Former Employment:

2013-2017 **Founder & President of Sky Island Organics, Inc., Palm Springs, CA.**
Oversaw operations and distribution of certified organic food manufacturing company specializing in organic sprouted & live-cultured foods.

1997- 2013 **Professor of Geography & Earth Sciences, Cuyamaca College.**
Taught lecture, laboratory, and field courses in geography, geology, and earth science; developed curriculum for an integrated earth sciences program in geography, geology, oceanography, and earth science; promoted the earth sciences program and the mission of Cuyamaca College through research, publications, public lectures, conference participation, and community outreach.

Professional Activities:

- 2000- 2013 **Academic Senate, Cuyamaca College.**
Served 14 years as Academic Senate Officer, including 1 year as Officer-At-Large, 6 years as Curriculum Chair, 2 years as Academic Senate Vice-President, and 5 years as Academic Senate President. Represented the Academic Senate of Cuyamaca College on college and district shared governance councils & committees; presided over local Academic Senate meetings and served as liaison with college & district administration on academic and professional matters; served as the Cuyamaca College voting delegate for the State-wide Academic Senate.
- 2001- 2007 **Faculty co-chair of college-wide Curriculum Committee, Cuyamaca College.**
Co-chaired the Curriculum Committee, along with the college CIO. Worked with the Academic Senate to oversee the development and/or revision of curriculum presented by department and discipline faculty; consulted with Division Deans to ensure curriculum cross-disciplinary continuity and state-wide compliance with the State Chancellor's Office.
- 2005- 2010 **Faculty co-chair for college-wide Accreditation, Cuyamaca College.**
Co-chaired the Accreditation Committee, along with the college CIO. Worked with the Academic Senate, Classified Senate, Associated Students, and Administration to develop a comprehensive Accreditation Self-Study for 2007; assisted in coordinating the 2007 ACCJC site visit; collaborated with college constituency groups to respond to the 2007 ACCJC findings and recommendations.
- 2005- 2008 **Student Learning Outcomes Coordinator, Cuyamaca College.**
Served as the college's first Faculty Co-Chair of the college-wide Student Learning Outcomes Committee, along with the college CIO. Helped coordinate the development & implementation of Student Learning Outcomes at the course, discipline, program & institutional levels. Worked directly with discipline faculty & staff, student services faculty & staff, student leadership, and administrative leadership to develop, assess, analyze, and implement changes based on findings.
- 1997- present **Professional Service to Community Organizations:**
Voting Member: LA/OC Regional Consortium (2019-present); Board Member: Citrus College Adult Education Consortium (2020-present); Sustainability Commission for the City of Palm Springs (2016-2017); Life Member of the California Geographical Society (CGS); 2007 CGS Annual Conference Coordinator & past editor of the CGS Bulletin (2003-2007); Board Member- California Geographical Society (2001-2003); Board Member- Back Country Land Trust (BCLT), Alpine, CA (2003-2007); Founding Board Member- San Diego Roots Sustainable Food Project (2005-2009).

Awards»»»

- 2006 Awarded the rank of full Professor by the Cuyamca College Academic Senate.
- 2005 & 2010 President's Award for Outstanding Dedication and Service to Cuyamaca College.
- 1998-2004 Nominated for the 1997-98, 1998-99 and 2003-04 Teacher of the Year Award, Cuyamaca College.
- 1998-1999 Awarded State of California Fund for Instructional Improvement Grant to develop a place based Physical Geography Manual for Cuyamaca College.

Publications»»»

- Wangler, M. J. (2006). *Identifying & Measuring Student Learning Outcomes: Instructional Faculty Handbook for Cuyamaca College, 2nd edition*. Published Internally.
- Wangler, M. J. (2006). *Applications and Investigations of the Local Physical Environment: A Physical Geography Laboratory Manual for Cuyamaca College, 2nd edition*. Published Internally.
- Wangler, M. J. (2000). *Notes to Accompany T.L. McKnight's Physical Geography: A Landscape Appreciation: A Place Based Study Guide for Physical Geography at Cuyamaca College*. Published Internally.
- Wangler, M. J. and R. A. Minnich (1996). Fire and Succession in Pinyon-Juniper Woodlands of the San Bernardino Mountains, California. *Madrono*, Vol. 43, No. 4, pp. 493- 514.

AJCC Foothill Report

Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board
 - Date range: 07/01/2019 - 03/08/2020

Summary	Total
Individuals that Registered	
05 - Foothill Workforce Investment Board	1,715
Total number of Individuals that Registered	1,715
Individuals that Logged In	
05 - Foothill Workforce Investment Board	2,434
Total number of Individuals that Logged In	2,434
Distinct Individuals Receiving Services	
05 - Foothill Workforce Investment Board	3,696
Total number of Distinct Individuals Receiving Services	3,696
Services Provided to Individuals	
05 - Foothill Workforce Investment Board	20,949
Total number of Services Provided to Individuals	20,949
Internal Job Orders Created	
05 - Foothill Workforce Investment Board	3,591
Total number of Internal Job Orders Created	3,591
Internal Job Referrals	
05 - Foothill Workforce Investment Board	555
Total number of Internal Job Referrals	555
Services Provided Employers	
05 - Foothill Workforce Investment Board	3,053
Total number of Services Provided Employers	3,053
Summary	Total
Total Rows: 7	



**Foothill Workforce Development Board
Standing Committees Program Year 2019-2020
Update – March 11, 2020**

Executive Committee

There shall be established an Executive Committee, comprised of the FWDB Chair and Vice Chair and the Chair of each standing committee. The Executive Committee shall be empowered to act on behalf of, and with the full power of, the FWDB in those instances where immediate action is deemed necessary or time is insufficient to call a special meeting of the FWDB, such actions must be reported back to the full FWDB at the next possible opportunity.

EXECUTIVE COMMITTEE
Dan Lien – Committee Chair
Carolyn Dallas – Vice Chair
Denise Banuelos
Steven Gutierrez
Sandi Mejia
FWDB Staff – Dianne Russell-Carter

Business Services Committee

There shall be a Business Services Committee, comprised of FWDB members, who shall establish linkages with business and economic development agencies, and interested parties. This committee shall develop communications and public relations plans, marketing activities, and other business services outreach plans and activities.

BUSINESS SERVICES COMMITTEE
Steven Gutierrez - Committee Chair
Tina Carey
Denise McKnight
Betty McWilliams
Sandi Mejia
Laurie Wheeler
FWDB Staff – Ricardo Quezada, Julie McElrath, Joumana Barakat

America’s Job Center of California (AJCC) and Disability Committee

There shall be an AJCC and Disability Committee, as clearly defined in WIOA, which shall include in its membership representatives of the WIOA Core partners as well as other such members as determined by the FWDB Chair. The Committee shall make recommendations regarding AJCC services and accessibility to those services.

OPERATIONS SERVICES COMMITTEE
Committee Chair – <i>To be Determined</i>
Hector Delgado
Flint Fertig
Gene Hurd
Betty McWilliams
Sandi Mejia
Tom Selinske
FWDB Staff – Ricardo Quezada

Youth Committee

There shall be a Youth Committee of which one of its members shall be a representative from a community-based organization and the representative shall also be a FWDB member. The Youth Committee shall make recommendations regarding youth program design.

YOUTH COMMITTEE
Carolyn Dallas - Committee Chair
Hector Delgado
Flint Fertig
Steven Gutierrez
Gene Hurd
Betty McWilliams
Sandi Mejia
Tom Selinske
FWDB Staff – Ricardo Quezada, Sarah Mendoza

Planning Committee

The Planning Committee reviews and approves funding recommendations for adult, dislocated worker, and youth programs. It also reviews and approves Job Training plans and plan amendments. It reviews monitoring reports prepared by grantors. It receives reports on participant performance generated by staff and makes recommendations for corrective action plans, where necessary.

PLANNING COMMITTEE
Committee Chair – Sandra Mejia
Jane Templin
Brenda Trainor
FWDB Staff – Dianne Russell-Carter

Diversity and Inclusion Ad Hoc Committee

The Diversity and Inclusion Ad Hoc Committee will function as an advocate for diversity and inclusion in employment. The Diversity and Inclusion Ad Hoc Committee seeks to encourage work places to develop inclusive environments, seek and value diversity, and respect individuals for their skills and talents and empowered them to reach their fullest potential. From an individual and programmatic aspect, this committee will reflect the concentration on those who are most in need as identified in the federal law that governs our program.

DIVERSITY AND INCLUSION AD HOC COMMITTEE - TBD
Denise Banuelos – Committee Chair
Tony Tartaglia
Steve Gutierrez
Brenda Trainor
FWDB Staff – Dianne Russell-Carter, Julie McElrath

**FOOTHILL WORKFORCE DEVELOPMENT BOARD
SUMMARY BY TOTAL PROGRAM
FISCAL YEAR 2019-2020**

Program	Subgrant	Grant Period	Allocation	Expenditures as of 01/31/2020	Balance	% Expended
Adult	AA011004	07/01/2019 to 06/30/2021	\$ 486,437.00	\$ 405,576.00	\$ 80,861.00	83%
Dislocated Worker	AA011004	07/01/2019 to 06/30/2021	\$ 502,137.00	\$ 499,187.00	\$ 2,950.00	99%
Youth	AA011004	04/01/2019 to 06/30/2021	\$ 468,883.00	\$ 321,018.00	\$ 147,865.00	68%
Rapid Response	AA011004	07/01/2019 to 06/30/2021	\$ 366,644.00	\$ 86,864.00	\$ 279,780.00	24%
Layoff Aversion	AA011004	07/01/2019 to 06/30/2021	\$ 92,567.00	\$ 25,410.00	\$ 67,157.00	27%
Hire Path	K8106173	04/01/2019 to 03/31/2020	\$ 493,125.00	\$ 101,963.00	\$ 391,162.00	21%
Hire Path	K9110005	04/01/2019 to 03/31/2021	\$ 493,126.00	\$ -	\$ 493,126.00	0%
Veterans Empl. Asst. Program (VEAP)	K9110005	05/01/2019 to 03/31/2021	\$ 488,635.00	\$ 98,487.00	\$ 390,148.00	20%
CDBG	N/A	07/01/2018 to 06/30/2020	\$ 70,668.00	\$ 70,668.00	\$ -	100%
Measure H	N/A	07/01/2019 to 06/30/2020	\$ 100,000.00	\$ 47,602.88	\$ 52,397.12	48%
Youth@Work Probation	N/A	07/01/2019 to 06/30/2020	\$ 24,000.00	\$ 6,516.78	\$ 17,483.22	27%
Youth@Work CalWorks	N/A	07/01/2019 to 06/30/2020	\$ 95,000.00	\$ 52,878.90	\$ 42,121.10	56%
Youth@Work Systems Involved Youth	N/A	07/01/2019 to 06/30/2020	\$ 35,000.00	\$ 32,954.69	\$ 2,045.31	94%
Youth@Work Other Underserved Youth	N/A	07/01/2019 to 06/30/2020	\$ 88,000.00	\$ 75,253.70	\$ 12,746.30	86%
Youth@Work Foster	N/A	07/01/2019 to 06/30/2020	\$ 78,200.00	\$ 19,718.56	\$ 58,481.44	25%
Totals:			\$ 3,882,422.00	\$ 1,844,098.51	\$ 2,038,323.49	

Projected Expenditures 02/01/2020 to 06/30/2020	
Personnel	\$866,977
Non-Personnel	\$872,194
Total	\$1,739,171

WORKFORCE ARTICLE

USDOL - News Release

PRESIDENT TRUMP'S BUDGET MAKES KEY INVESTMENTS IN AMERICA'S WORKFORCE

FY 2021 Budget Includes Apprenticeship Grants, Support for Veterans, and a Paid Family Leave Proposal

WASHINGTON, DC – The U.S. Department of Labor released the following statement regarding President Donald J. Trump's fiscal year (FY) 2021 budget.

"The President's Budget sets forth the Administration's plan for uplifting America's workers," said U.S. Secretary of Labor Eugene Scalia. "Whether it's expanding access to apprenticeship programs, helping our transitioning service members enter the next phase of their careers, or providing options for paid family leave, the President's Budget creates more opportunity for America's workers to thrive in today's strong economy. And it does so in a fiscally responsible manner that also furthers the Department's enforcement efforts."

The President's Budget makes targeted investments in programs by increasing resources to safeguard working conditions; protecting health benefits, retirement and wages; advancing veterans' career opportunities; and reforming or eliminating unproven, ineffective or duplicative programs.

The FY 2021 discretionary budget request for the Department of Labor is \$11.1 billion. This funding, in addition to mandatory investments and reforms, supports the Department's mission to help Americans achieve careers, to protect the safety and financial security of American workers, and to ensure the American workforce can meet the needs of job-creators to sustain economic growth.

FY 2021 Department of Labor Budget Highlights:

- Continues to close the skills gap by investing \$200 million in apprenticeships, a proven earn-while-you-learn strategy that prepares workers with the skills and experience needed to fill high-paying jobs in high-demand fields. The budget also proposes to double the American Competitiveness and Workforce Improvement Act fee for the H-1B program in order to support the department's grants to expand apprenticeship in high-growth sectors where apprenticeships are underutilized, such as healthcare, information technology, and advanced manufacturing.
- Invests in our Nation's veterans, transitioning service members, and their spouses by increasing funding for the Veterans' Employment and Training Service. This increase would help support wounded warriors with curriculum tailored specifically to assist service members facing medical separation in their employment situation.
- Includes a proposal to provide six weeks of paid parental leave to new parents, including adoptive parents. This proposal will allow states to establish paid parental leave programs in a way that is most appropriate for their workforce and economy and will give families time to recover from childbirth and bond with a new child.
- Ensures American workers get the fair, safe, and healthful workplace that they deserve by effectively enforcing worker protection laws. This includes:
 - \$577 million for the Occupational Safety and Health Administration (OSHA) and \$382 million for the Mine Safety and Health Administration (MSHA) to help prevent worker injuries,

illnesses and fatalities through enforcement, outreach and compliance assistance. OSHA's budget includes an increase for additional investigators for protecting whistleblowers' rights.

- \$244 million to the Wage and Hour Division (WHD), helping fund the department's active role in supporting implementation of the United States-Mexico-Canada Agreement (USMCA). WHD's increased funding will enable it to write the regulations and establish an enforcement program for wage-related components of provisions in the USMCA.
- \$193 million for the Employee Benefits Security Administration (EBSA), including additional resources for enforcement and administration of Multiple Employer Welfare Arrangements. This increase will help EBSA investigate benefit plans and intervene when necessary before participants face unpaid claims or catastrophic losses.
- \$50 million to the Office of Labor-Management Standards (OLMS) to restore its investigative workforce and strengthen protections for union members by supporting more audits and investigations to uncover flawed officer elections, fraud and embezzlement. This increase will help OLMS fulfill its statutory responsibility spelled out in the 1959 Landrum Griffin Act.
- Improves the Department's efficiency by modernizing critical IT systems that will reduce long-run costs. Specific projects across several agencies in the Department will update and centralize IT processes to deliver on the President's Management Agenda priority of IT modernization. Establishing an IT Working Capital Fund will ensure transparency in IT spending with no impact on total Departmental spending.

The mission of the Department of Labor is to foster, promote and develop the welfare of the wage earners, job seekers and retirees of the United States; improve working conditions; advance opportunities for profitable employment; and assure work-related benefits and rights.

Agency

Office of the Secretary

Date

February 10, 2020

Release Number

20-270-NAT

Contact: Emily Weeks

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CALENDAR OF FWDB MEETINGS AND EVENTS

2020

Dates	Meeting/Event
March 11, 2020 - Wed	Foothill WDB Meeting - Pasadena City College
May 18 – 20, 2020	California Workforce Association (CWA) Workcon Conference – Palm Springs, CA
June 24, 2020 - Wed	Foothill WDB Meeting - TBD
September 1 – 3, 2020	CWA Meeting of the Minds – Monterey, CA
September 30, 2020 - Wed	Foothill WDB Meeting - TBD
December 16, 2020 - Wed	Foothill WDB Meeting - TBD

* Note: FWDB Committee Meeting schedules are to be determined. An email will be sent to confirm meeting dates.

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