

**Chair:**

Daniel J. Lien  
DJL Professional Services

**Executive Director:**

Dianne Russell-Carter

**POLICY BOARD**

**Chair:**

Rachelle Arizmendi  
City of Sierra Madre

**FOOTHILL WDB MEETING**

**Nov. 4, 2020 – Wednesday  
9:00am**

Zoom Meeting  
Meeting ID: 817 6707 3046  
Password: 749159

**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 MARCH 11 AND JULY 22, 2020 MEETINGS**
- 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. PRESENTATION OF FWDB SUB-COMMITTEE APPOINTMENTS – Dan Lien, FWDB Chair**
- VIII. PRESENTATION OF ONE STOP OPERATOR UPDATE – David Baquerizo, ProPath**
- IX. DISCUSSION AND ACTION ITEMS**
  - A. Approval of FWDB Budget for Fiscal Year 2021
  - B. Approval of Extension for Current FWDB Chair, Dan Lien or Open Nominations and Voting for New FWDB Chair
  - C. Approval of FWDB member Betty McWilliams as the new FWDB Vice-Chair replacing Carolyn Dallas
- X. WDB ROUNDTABLE – OPEN DISCUSSION**
- XI. ADDITIONAL ITEMS CONTAINED IN WDB PACKET – Letter from FETC Policy Board Chair, Rachelle Arizmendi, to Cities of Arcadia, Monrovia and Duarte; AJCC Report; FWDB Budget Status Report; FWDB Rosters and Committees; Unite Us 2020 Handout**
- XII. ADJOURNMENT**

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FWDB MEETING FOR NOV. 4, 2020 AT 9:00 A.M. WILL TAKE PLACE SOLELY BY VIDEOCONFERENCE/TELECONFERENCE.

IN ORDER TO FACILITATE PUBLIC PARTICIPATION ON ZOOM, COPY AND PASTE THE FOLLOWING LINK:

<https://us02web.zoom.us/j/81767073046?pwd=UERhK3BScUw4aWNRV0ZvcU5TWDBpQT09>

Meeting ID: 817 6707 3046

One tap mobile

Password: 749159

+16699009128,,86442419729#,,,,0#,,491417# US (SanJose)

+13462487799,,86442419729#,,,,0#,,491417# US(Houston)

For assistance, please contact FWDB Staff at (626) 584-8395 or email [rmagno@foothilletc.org](mailto:rmagno@foothilletc.org)

# FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING

Virtual Zoom Meeting

## MINUTES OF JULY 22, 2020 FWDB MEETING

### INTRODUCTION AND ROLL CALL

The Foothill Workforce Development Board Chair, Dan Lien, welcomed the board members, staff members and guests and called the meeting to order at 9:00a.m.

### Present - FWDB

Dan J. Lien, Chair, DJL Professional Services  
Salvatrice Cummo, Pasadena City College  
Hector Delgado, Teamsters Local Union No.396  
Elia Evans, UEI College  
Flint Fertig, Monrovia Unified School District  
John Frala, Rio Hondo College  
Betty McWilliams, Foothill Unity Center, Inc.  
Tom Selinske, FocusOut LLC  
Jane Templin, NECA/IBEW Electrical Training Trust  
Brenda Trainor, Frontier Trail, Inc.  
Cesar Valladares, Employment Development Department  
Laurie Wheeler, South Pasadena Chamber of Commerce

### Absent - FWDB

Denise Banuelos, City of Hope  
Carolyn Dallas, Vice-Chair, Kaiser Permanente  
Tony de Trinidad, Painters & Allied Trades DC 36  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Robert Helbing, Air Tro, Inc.  
Gene Hurd, UAW Local 509 (Excused)  
Denise McKnight, Department of Rehabilitation (Excused)  
Sandra Mejia, M & R Professional Services

### Staff Present

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

## **Guests Present**

Rachelle Arizmendi, FETC Policy Board Chair/Mayor Pro Tem, City of Sierra Madre  
Michelle P. Bankston, Department of Rehabilitation  
David Baquerizo, ProPath Inc.  
Anthony Crouch, Employment Development Department  
Shomari Davis, IBEW Local 11  
Eric Duyshart, City of Pasadena  
Ricky Kuo, City of Pasadena  
Helen Romero-Shaw, Southern Gas Company  
Michael Wangler, Citrus College  
Nona Yegiazaryan, Employment Development Department

## **APPROVAL OF MINUTES**

The approval of the minutes of the Dec. 4, 2019 meeting was deferred due to no quorum of voting members.

## **PUBLIC COMMENTS**

None

## **CHAIR'S REPORT**

Chair Dan Lien reported that he and Executive Director, Dianne Russell-Carter had many meetings with various State and Local level workforce officials with regards to the Covid-19 situation in relation to the workforce boards. He noted that because of the COVID-19 downturn, economic recovery might take a long time. However, he declared that there is good news in terms of getting financial help and funding thru various grants and government financial programs.

Chair Lien spoke briefly about the Business Services aspect of FWDB. He emphasized the need for FWDB to be ready and informed of the needed resources and tools that small businesses will need in this time of economic uncertainty. He stated that he plans to conduct a Business Services Zoom meeting with staff and Board members to discuss various programs geared to help small businesses. He reported that there are a lot of resources like the Small Business Administration (SBA) and there are various government loans available like COVID-19 Economic Injury Disaster Loan (EIDL), Paycheck Protection Program (PPE) and other small business financing loans. FWDB members, Salvatrice Cummo, Cesar Valladares, Tom Selinske, Laurie Wheeler and John Frala contributed valuable input to this discussion. In closing, Chair Lien enjoined everyone to “do the work” and move forward in these challenging times.

## **DIRECTOR'S REPORT**

Executive Director, Dianne Russell-Carter reported that since March 2020, the AJCC One-Stop Center/ Employment Development Department (EDD) office in Green St. is closed to the public and FWDB staff are alternately working in the office and working from home.

On the State level, she announced that the Employment Development Department is looking to hire 4,800 new employees to help with the unprecedented surge of unemployed people filling Unemployment Insurance claims. She also reported that lease of FWDB in the EDD office is up so EDD and FWDB are now renegotiating the lease.

On the Local level, Dianne Russell-Carter stated that FWDB is working hard on the various grants and staff are busy helping clients using virtual and online services like DocuSign. She then asked FWDB Staff, Rey Okamoto to report on the status of the FWDB budget. Lastly, Ricardo Quezada, Deputy Director, reported on the various programs and grants being worked on by staff and gave updates on each grant.

### **ACTION ITEMS**

- A. A roll call vote was called for the approval of a New Member Application for Shomari Davis, Business Representative, IBEW Local 11 – Approved unanimously

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

David Baquerizo, President of ProPath Inc. announced that Don Nakamoto has retired from ProPath and so David is taking over and will now be handling FWDB. With COVID-19 situation, David Baquerizo stated that One-Stop Operators have limited access to One-Stop Partners and One-Stop Staff. Hence, he reported that there were no Partner meetings conducted during this time.

He announced that as a One-Stop Career Service Provider for 13 Workforce Development Boards in California, he has researched COVID-19 relief efforts provided by both State and Federal Agencies. Also, he noted that One-Stop services are changing to adapt to a COVID-19 environment. There will be more partner meetings via Zoom and most Job Search and Job Fairs are now being done via a virtual platform. Traditional One-Stop activities will need to be assessed and he emphasized that we have to stay focused on the customers and employers in our area and the recovery or assistance benefits that are available to them.

Lastly, David Baquerizo stated that he is researching all the information that would be needed to adapt the One-Stop Centers to safely provide services to customers and protect staff in a COVID-19 environment.

After a roundtable of announcements, Chair Dan Lien adjourned the meeting at 11:00 a.m.

Signed:



Dianne Russell-Carter  
Executive Director

## **FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING**

Pasadena City College  
1570 East Colorado Blvd. Pasadena CA 91106

### **MINUTES OF MARCH 11, 2020 FWDB MEETING**

#### **WELCOME REMARKS**

Pasadena City College Superintendent/ President, Dr. Erika Endrijonas, Ph.D. delivered the welcome remarks and expressed her appreciation that the FWDB was holding the meeting at Pasadena City College. She talked about the collaboration between PCC and FWDB and stated that she looks forward to strengthening PCC's partnership with FWDB.

#### **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  
Denise Banuelos, City of Hope  
Salvatrice Cummo, Pasadena City College  
Tony de Trinidad, Painters & Allied Trades DC 36  
Elia Evans, UEI College  
Robert Helbing, Air Tro, Inc.  
Betty McWilliams, Foothill Unity Center, Inc.  
Tom Selinske, FocusOut LLC  
Brenda Trainor, Frontier Trail, Inc.  
Cesar Valladares, Employment Development Department

#### **Absent - FWDB**

Carolyn Dallas, Vice-Chair, Kaiser Permanente  
Hector Delgado, Teamsters Local Union No.396 (Excused)  
Flint Fertig, Monrovia Unified School District  
John Frala, Rio Hondo College (Excused)  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Gene Hurd, UAW Local 509 (Excused)  
Denise McKnight, Department of Rehabilitation (Excused)  
Sandra Mejia, M & R Professional Services (Excused)  
Tony Tartaglia, The Gas Company  
Jane Templin, NECA/IBEW Electrical Training Trust (Excused)  
Laurie Wheeler, South Pasadena Chamber of Commerce (Excused)

**Staff Present**

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

**Guests Present**

Rachelle Arizmendi, FETC Policy Board Chair/Mayor Pro Tem, City of Sierra Madre  
Michelle P. Bankston, Department of Rehabilitation  
Yolanda B. Carlin, Paralegal Services  
Eric Duyshart, City of Pasadena  
Ricky Kuo, City of Pasadena  
Victor Lagroon, City of Hope  
Robert Lee, Employment Development Department  
Don Nakamoto, ProPath, Inc  
Helen Romero-Shaw, Southern California Gas, Inc.

**APPROVAL OF MINUTES**

The minutes of the Dec. 4, 2019 meeting were approved as submitted.

M/S Valladares/Banuelos Approved unanimously

**PUBLIC COMMENTS**

None

**CHAIR'S REPORT**

Chair Dan Lien reported that he and Executive Director, Dianne Russell-Carter attended the City of Sierra Madre Council meeting on March 10, 2020 and did a presentation to the council members. He stated that a presentation was done in the City of Monrovia last March 3, 2020. He shared that he and Dianne will be scheduling the last three presentations for the cities of Duarte, Pasadena and South Pasadena soon.

Chair Lien also reported that he has been attending a majority of the FWDB committee meetings and noted that there is a great deal of work being done at the committee level. He enjoined the board members to attend the future committee meetings

Chair Lien then introduced City of Sierra Madre Mayor Pro Tem, Rachelle Arizmendi, as the new Chair of the Foothill Employment and Training Consortium (FETC) Policy Board. FETC Policy Board Chair Arizmendi shared that she is hoping at some point that the FWDB and FETC Policy Board could schedule a joint session to get to know each other. She mentioned that since the two (2) boards are doing the same work, it would be good to collaborate and work together.

## **DIRECTOR'S REPORT**

Executive Director Dianne Russell-Carter reported that she just came from a Quarterly Director's Meeting of the California Workforce Board (CWA) in Sacramento. She reported that on the Federal level, President Trump's 2021 budget focuses on apprenticeships and an increase in career and technical education programs. The funding was increased to close to 7 million to increase the high quality vocational training programs and career pathways in high school.

On the Regional level, she 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.

On the Local level, Dianne Russell-Carter reported that the Los Angeles Hospitality Training Academy (HTA) and FWDB would be working together to help the displaced 2,300 workers of the hospitality industry that are being displaced by the Covid 19 crisis. HTA would be requiring workforce development services and FWDB has applied for emergency money to help these displaced workers. FWDB has started the application to be the administrator of this program.

Lastly, Dianne Russell-Carter announced that on May 27, 2020, there will be a training conducted by John Chamberlin in the City of Sierra Madre City Hall. The training scheduled for all board members is entitled "WDB Workforce Innovation and Opportunity Act (WIOA) 101 Training". A save a date will be sent out to all board members.

## **ACTION ITEMS**

A roll call vote was done respectively for the approval of FWDB Membership renewals and approval of New Members.

- A. Approval of FWDB Membership Renewals for Nine (9) Board Members – Approved unanimously
- B. Approval of Three (3) New Member Applications – Approved unanimously

## **FWDB CLIENT TESTIMONIAL – Yolanda Carlin**

FWDB Youth Coordinator, Sarah Mendoza introduced Ms. Yolanda Carlin, Welfare to Work Program participant who used to be in the work experience program in 2004. While under the Welfare to Work program, she was enrolled at Northwest College taking up paralegal studies. Now, Yolanda manages her own full-time business as a successful paralegal who works with different attorneys. She is a success story for FWDB and looks back to her time as a program participant and how it helped her to becoming a successful businesswoman now.

**PRESENTATION – Salvatrice Cummo**

Executive Director, Economic & Workforce Development  
Pasadena City College

Salvatrice Cummo shared that PCC is really committed to working very closely with the FWDB. She explained that the PCC Economic and Workforce Development is gearing their efforts to industries and programs that result to jobs. She talked about collaboration and partnership of workforce development agencies and facilitating a dialogue to bring everybody to the table. She mentioned that she is in communication with Dianne Russell-Carter and Ricardo Quezada about a pilot project that will leverage the resources of both agencies to help PCC students and a wide spectrum of unemployed clients.

After a roundtable of announcements, Chair Dan Lien adjourned the meeting at 10:15 a.m.

Signed:



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Dianne Russell-Carter  
Executive Director





- Los Angeles Basin Regional Planning Initiative RPI 3.0
- Veterans' Employment-Related Assistance Program (V.E.A.P.)
- Hire Path Additional Assistance Program
- COVID-19 Impacted Individuals Program
- COVID-19 Employment Recovery National Dislocated Worker Program
- Prison to Employment (P2E) Program
- Layoff Aversion and Rapid Response
- C.D.B.G. Entrepreneur Training

### **RPI 3.0**

FWDB conducted nine L.A.R.P.U. Executive Director meetings to keep RPI 2.0 moving forward, establishing deliverables for RPI 3.0, extending grant terms, and coordinating discussions that led to the Los Angeles Basin Region successfully negotiating WIOA performance level goals with the State for FY 2021-22 and other regional initiatives. The last RPI 3.0 meeting took place on Thursday, October 29, 2020, in which the Directors discussed RPI 4.0 and the development of the 2021 – 2024 Regional Plan.

COVID-19 continues to be a factor and a barrier that has dramatically impacted operations for all the L.A.R.P.U. WDBs. However, the region continues to have dialogue around best practices and strategies for moving forward. Also, the pandemic created a need to extend RPI 2.0 and 3.0 projects.

FWDB is the Regional Organizer for the L.A.R.P.U. Staff is responsible for coordinating and participating in meetings to process contracts, monitor project progress, and reporting out. Regional Technical Assistance Plan, State Level Performance Goals Negotiations, Regional Organizer and Training Coordinator Convenings, Regional Technical Assistance calls with the State, Peer to Peer training sessions, and regional initiatives and training on such programs such as P2E, SlingShot, Youth Services, and Rapid Response.

### **Veterans' Employment-Related Assistance Program (V.E.A.P.)**

The FWDB has enrolled sixty-one (61) out of seventy (70) veterans in V.E.A.P. FWDB is leveraging partnerships with Employment Development Department (EDD), Pasadena City College, Rio Hondo College, Leadership Pasadena, Tesla, City of Hope, Volunteers of America, C.A.L. State Los Angeles University, and public and private vendors. FWDB is collaborating with many organizations such as EDD, Volunteers of America, Pasadena City College, Rio Hondo College, Citrus College, chambers of commerce, public and private vendors, and businesses to serve and employ veteran program participants. Staff assisted six veterans at Rio Hondo College to complete the Tesla S.T.A.R.T. apprenticeship program.

Staff is happy to report a diverse cadre of veterans enrolled in our program, including Vietnam veterans, female, and veterans that are disabled and some that are 100% disabled. Several veterans are waiting to be hired, including one female veteran, to start working with EDD. FWDB continues to provide veterans with assistance regarding the unemployment insurance process.

### **Hire Path Additional Assistance Program**

FWDB staff worked with EDD, the Hospitality Training Academy (H.T.A.), UNITE HERE Local 11, and members of the L.A.R.P.U., to provide services to workers in the hospitality, foodservice and tourism sector who were displaced by COVID-19. UNITE HERE Local 11 estimated that over 10,000 workers from this sector were affected by COVID-19. To date, FWDB staff has enrolled seven hundred and seventeen (717) participants in virtual training with Hospitality Training Academy (H.T.A.). The Hire Path services continue to be available for dislocated workers impacted by recent closures in the hospitality and other industry sectors affected by COVID-19 closures.

### **COVID-19 Impacted Individuals Program:**

In April 2020, the Foothill Workforce Development Board (FWDB), submitted a grant application to the State of California Employment Development Department for additional emergency funds through the Governor's 25% Dislocated Worker Additional Assistance discretionary funds. Foothill W.D.B. received \$450,000 to provide workforce services to individuals dislocated by the COVID-19 virus. The initial project term was March 1, 2020, through September 30, 2020. The State extended the period through December 31, 2020.

The funding is to provide support services to individuals impacted by the COVID-19 virus. Support service payments are available to ensure the client's ability to successfully receive workforce services and meet their basic needs, such as shelter, transportation, and other needs-related charges.

On October 27, 2020, FWDB distributed three hundred sixty-seven (367) program applications were distributed to potential participants. Staff received three hundred forty-four (344) applications with verification documents. One hundred forty-six (146) clients are enrolled in the COVID-19 Impacted Individuals program, and their supportive services requests are in processing for payment. One hundred ninety-eight (198) clients are undergoing the enrollment process. FWDB utilized DocuSign. The COVID-19 Impacted Individuals Program is FWDB's **first entirely virtual service**.

### **COVID-19 Employment Recovery, National Dislocated Worker Program:**

In April 2020, the Foothill Workforce Development Board (FWDB), submitted a grant application to the State of California Employment Development Department for additional emergency funds through the National Emergency Grant. The FWDB requested funding to provide workforce services to individuals dislocated by the COVID-19 virus. On June 9, 2020, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the FWDB for COVID-19 Employment Recovery, National Dislocated Worker Grant funding in the amount of \$525,000 with a term of April 10, 2020 through March 31, 2022.

The funding will provide services to individuals dislocated by the COVID-19 virus. Services will focus on dislocated workers impacted by COVID-19 related furloughs and business closures.

Training is available to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Support service payments ensure the client's ability to successfully receive workforce services and meet their basic needs, such as shelter, transportation, and other needs-related payments.

### **Prison to Employment (P2E)**

FWDB staff participated in Los Angeles County's (W.D.A.C.S.) P2E Hubs training on the P2E program, the Automated Referral System (A.R.S.), and CalJOBS in September 2020. Staff trained in multiple project components, including the directives, goals, and budget line items, about services levels and program activities.

Ongoing Shelter-in-Place policies and business closures continue to pose barriers to successful participation in face to face components of the P2E model. As employers begin to reopen, FWDB recognizes that most operations have been impacted by COVID-19, resulting in delays in programs as employers are at capacity limits, which lowers FWDB's ability to place clients in paid work experience opportunities that were projected for P2E. FWDB will continue to monitor progress and move forward on a virtual basis to ensure that business reengagement is incorporated safely and at the appropriate times.

FWDB had to work with South Bay Workforce Investment Board (SBWIB) and California Department of Corrections and Rehabilitation (CDCR) to resolve an ongoing technical issue in which FWDB was not identified amongst the referral agencies in A.R.S. This resulted in CDCR not having the capability to refer clients to FWDB and delays to enrollment and services.

FWDB moved quickly to resolve A.R.S. issues and expanded relations at all levels with the P2E system partners. FWDB has implemented the project and is actively receiving referrals. Staff is scheduled to meet virtually with participants and will engage them safely in the project activities. FWDB has met with CDCR, SBWIB, Lived Mentor, and Hub teams to advance relationships and to reduce delays to enrollments.

### **Rapid Response**

FWDB staff is exploring a range of issues associated with COVID-19 health concerns and the emerging significant economic impacts. Until further notice and as guidance comes from the EDD the office remains available to serve clients by phone, virtually, or by appointment only.

To support workers in managing financial, personal, and family needs, the supportive services provide a wide range of supports, including assistance with meeting rent and utility obligations. The Rapid Response team continues to serve individuals who were laid off. WARN notices for Rapid Response are continuing, and staff is working to help individuals who were laid off. The staff has been working with multiple employers and encouraging enrollment into available FWDB programs such as Hire Path, COVID-19 Impacted Individuals, and the National Dislocated Worker Grant. Staff developed virtual outreach to employers and posted information on FWDB's social

media platforms and websites to inform the public of available resources. To date, FWDB has received 156 WARN notices.

The Worker Adjustment and Retraining Notification Act of 1988 is a U.S. labor law that protects employees, their families, and communities by requiring most employers with 100 or more employees to provide 60 calendar-day advance notification plant closings and mass layoffs of employees. FWDB receives copies of WARN letters that affect business in its local area.

### **CDBG Entrepreneur Training**

FWDB received Community Development Block Grant (CDBG.) funds for an Entrepreneur Training Program. FWDB trained nineteen (19) community members through this program. The final cohort was scheduled to begin in April 2020 but was canceled due to COVID-19. Staff worked with the City to extend the project term to December 31, 2020

### **Youth Programs**

Due to COVID-19 precautions, there have been no youth program activities in the first quarter of the 20-21 program year. FWDB began seeing youth in October 2020. Youth are seen in the office by appointment only.

Due to COVID-19, FWDB has zero youth participating in paid work experience for the July 1 – September 30, 2020 quarter. All worksites have stopped their paid work experience program or closed entirely. FWDB received its WIOA 301 allocation, which will provide paid work experience for fifteen new clients this 20-21 program year.

FWDB received new funding from the Los Angeles County Youth @ Work program for July 1, 2020 through June 30, 2021. Initially, all Youth@ Work services were discontinued by Los Angeles County in the early stages of COVID-19 (March 2020). FWDB received funding to serve 63 new clients within this fiscal year. Los Angeles County provided FWDB with Measure H funds to help 12 new enrollments of homeless youth and adults by providing work experience programs and other services as needed. This grant operates until June 2021, FWDB will enroll five new clients within this program year.

Respectfully submitted,



Dianne Russell-Carter  
Executive Director



**ProPath, Inc.**

Workforce Management Consultants

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Foothill Workforce Development Board One-Stop Operator Quarterly Report

First Quarter - July 01, 2020 through September 30, 2020

Submitted by: David Baquerizo - ProPath, Inc.

I have spent most of this quarter researching electronic referral systems that could be used to track customer referrals from one partner agency to the other. This system would also be utilized as support of interagency referral collaboration identified in a AJCC memorandum of understanding (MOU), a WIOA requirement. And is a perfect tool to utilize in a COVID-19 environment.

I should inform you that the Employment Development Department EDD has provided an electronic system called CalJobs which at this point offers a registration process and even a job posting process. EDD has planned to design and implement a partner referral system within their electronic CalJobs system. Although due to COVID-19 the EDD referral system has been placed on hold. Most workforce development boards in California are currently simply utilizing a paper and pencil referral process to document MOU partner referrals.

Through research I found an organization called Unite Us. They are currently rolling out a Statewide electronic community partner referral system (please see attachments). You will see that this system is based in a foundation of providing both healthcare and social services to communities throughout California. This system has already been introduced and is operating in many other States in our Country. The Idea for the system was originated by two United States Veterans returning from tours of duty who had difficulty receiving the proper medical care that they needed and deserved. Their efforts set in motion a nationwide effort to network healthcare and social services utilizing an electronic programmed referral system which assist in providing more healthcare and social service opportunities to everyone at every level of society. This system also benefits agencies utilizing the program to track customers and services and best of all - expedite the time frame in which people in need receive those services.

Now, more good news. Unite Us is offering their electronic community referral system to community based organizations at no cost. The program is currently funded through various healthcare foundations. You can read more about these foundations in the attachments. Recent meetings with the Foothill Workforce Development Board Executive Director Dianne Russell regarding Unite Us and their community electronic referral system may lead to registering into the system as a network partner. Ms. Russell will be providing program demonstrations to the Foothill Workforce Development Board and AJCC MOU Partners in the near future.

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I have also continued to research and attend webinars that may assist with AJCC program operations and services.

Such agencies as:

State Department of Industrial Relations

Small Business Administration (SBA)

California Workforce Association

Global McKinsey & Company

California's Office of Business and Economic Development

National Small Business Administration

My contact information if you have comments or questions: [Davidpropath@me.com](mailto:Davidpropath@me.com)

Take Care,

David Baquerizo

Propath Inc.

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**FOOTHILL**  **WORKFORCE DEVELOPMENT BOARD**

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

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**AGENDA REPORT**

**TO:** Foothill Workforce Development Board **DATE:** November 4, 2020  
**FROM:** Dianne Russell-Carter, Executive Director  
**SUBJECT:** **APPROVAL OF FWDB OPERATING BUDGET FOR FISCAL YEAR 2021**

**RECOMMENDATION:**

It is recommended that the Foothill Workforce Development Board:

- 1) Approve the Fiscal Year 2021 Foothill Workforce Development Board Operating Budget to recognize revenues and appropriate expenditures in the amount of \$6,607,038.
- 2) Authorize the Foothill Workforce Development Board to accept grant funds for the receipt of:
  - a. Workforce Innovation and Opportunity Act Adult Program Year 2020-21 grant funds in the amount of \$518,652.00 over a 27-month term; and
  - b. Workforce Innovation and Opportunity Act Dislocated Worker Program Year 2020-21 grant funds in the amount of \$502,874.00 over a 27-month term; and
  - c. Workforce Innovation and Opportunity Act Youth Program Year 2020-21 grant funds in the amount of \$501,323.00 over a 27-month term; and
  - d. Workforce Innovation and Opportunity Act Rapid Response Program Year 2020-21 grant funds in the amount of \$340,056.00 over a 27-month term; and
  - e. Workforce Innovation and Opportunity Act Veterans' Employment Related Assistance Program grant funds in the amount of \$288,635.00 over a 9-month term; and
  - f. Los Angeles County Department of Workforce Development, Aging and Community Services Youth at Work grant funds in the amount of \$205,650.00 over a 12-month term; and
  - g. South Bay Workforce Investment Board Prison to Employment grant funds in the amount of \$258,222.00 over a 21-month term; and



- h. Regional Planning Implementation 3.0 grant funds in the amount of \$400,000.00 over an 18-month term; and
  - i. Workforce Innovation and Opportunity Act Additional Assistance Hire Path grant funds in the amount of \$2,493,126.00 over a 9-month term; and
  - j. Workforce Innovation and Opportunity Act COVID-19 Employment Recovery National Dislocated Worker Grant in the amount of \$525,000.00 over a 24-month term; and
  - k. Workforce Innovation and Opportunity Act Additional Assistance Underserved COVID-19 Impacted Individuals Grant in the amount of \$450,000.00 over a 7-month term; and
  - l. South Bay Workforce Investment Board Transitional Subsidized Employment Program Year 2020-21 in the amount of \$123,500.00 over a 12-month term; and
- 3) Authorize the Foothill Workforce Development Board to enter into a contract amendment with the South Bay Workforce Investment Board ITRAIN for an increase of \$300,000 for a new contract amount not to exceed \$3,160,000.

**BUDGET:**

Attached is the fiscal year 2020-21 budget which summarizes the Foothill Workforce Development Board's (Foothill WDB) revenues and appropriated expenditures for the year. Foothill WDB staff would like to share the following points:

- The 2020-2021 budget is currently \$6.6 Million which is an increase of \$3.5 million over last year's budget. Foothill WDB's formula allocation (which is its base allocation) makes up approximately 30% of the total budget.
- 60% of the total budget is comprised of new grants obtained competitively. These include the Higher Path Program, COVID-19 Impacted Individuals Program, National Dislocated Worker Program, Prison to Employment and Regional Planning Implementation 3.0.
- Foothill WDB received reductions in allocation under formula Rapid Response and LA County Youth at Work programs.
- With the exception of a modest amount of administrative overhead costs, the Foothill WDB operating budget is fully funded by a series of Federal, State and Local Grants.

## Foothill Workforce Development Board

### Proposed Budget FY2021

REVENUE	BUDGET FY2020	PROPOSED BUDGET FY2021
Adult	486,437.00	518,652.00
Dislocated	502,137.00	502,874.00
Youth	468,883.00	501,323.00
Rapid Response	459,211.00	340,056.00
Veterans' Employment Related Assistance Program	200,000.00	288,635.00
Youth at Work	420,200.00	205,650.00
Prison to Employment	-	258,222.00
Regional Plan Implementation 3.0	-	400,000.00
Hire Path	493,125.00	2,493,126.00
COVID-19 National Dislocated Worker Grant	-	525,000.00
COVID-19 Impacted Individuals	-	450,000.00
Transitional Subsidized Employment	110,000.00	123,500.00
<b>Total Revenue</b>	<b>3,139,993.00</b>	<b>6,607,038.00</b>
<b>EXPENSES</b>		
Employee Compensation		
Employee Salaries	1,325,980.00	1,365,760.00
Employee Benefits	739,526.86	761,713.00
<b>Total Employee Compensation</b>	<b>2,065,506.86</b>	<b>2,127,473.00</b>
Direct Expenses		
Participant Training	607,910.00	1,234,440.00
Paid Worker Experience	345,818.00	457,538.00
Support Services	5,500.00	1,681,485.00
Subcontractors	18,240.00	224,625.00
<b>Total Direct Expenses</b>	<b>977,468.00</b>	<b>3,598,088.00</b>
Indirect Expenses		
Rent	114,000.00	150,000.00
Materials and Supplies	5,800.00	7,800.00
Equipment Lease Payments	300.00	300.00
Computer Related Supplies	24,500.00	46,200.00
Contractual Services	121,020.00	120,270.00
Due and Memberships	5,330.00	5,400.00
Travel	35,780.00	25,000.00
Mileage	1,000.00	1,000.00
Postage	1,820.00	1,820.00
Insurance	9,500.00	10,500.00
Printing and Marketing	6,000.00	6,000.00
<b>Total Indirect Expenses</b>	<b>325,050.00</b>	<b>374,290.00</b>
<b>TOTAL EXPENSES</b>	<b>3,368,024.86</b>	<b>6,099,851.00</b>
<b>SURPLUS (DEFICIT) FROM OPERATIONS</b>	<b>(228,031.86)</b>	<b>507,187.00</b>
<b>NET SURPLUS (DEFICIT) FROM OPERATIONS</b>		<b>279,155.14</b>

## **BACKGROUND:**

The Foothill Workforce Development Board (Foothill WDB) is comprised of a six city Joint Powers Authority (JPA), including the cities of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena. As the largest city in this partnership, Pasadena has maintained the role as the administrative agent. The Foothill WDB's operating budget is fully funded by a series of Federal, State and Local Grants that are allocated to support workforce programs for the under and unemployed. Programs for laid-off workers, veterans, youth, the disabled and those previously incarcerated are among the primary activities. The Foothill WDB operates a One Stop Center located at 1207 East Green Street, Pasadena, CA 91106. Services offered at the One Stop Center include career training information, career assessment, job search workshops, case management, youth and adult work experience, skills upgrade training, entrepreneurship training, and other workforce related services. The Foothill WDB also provides businesses and employers with connections to resources, including on-the-job training, layoff aversion, incumbent worker training, and recruitment. The proposed programs identified above will expand existing services to the adult population, dislocated worker population, youth population, low-income population, veteran population, formerly incarcerated population, businesses, regional planning, and those impacted by COVID-19. All proposed programs will be administered at the One Stop Center through existing staff apart from contracted training providers who are subject to State training eligibility requirements. The acceptance of these funds is required for the Foothill WDB to begin providing services to these target populations.

### **A. Workforce Innovation and Opportunity Act (WIOA) – Adult, Dislocated Worker, and Rapid Response**

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. The WIOA supersedes the Workforce Investment Act of 1988 (WIA). WIOA is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

On September 8, 2020, the State of California Employment Development Department issued an award to the Foothill WDB for WIOA Adult, Dislocated Worker, and Rapid Response funding in the amount of \$1,361,582 with a term of July 1, 2020 through June 30, 2022.

The funding is intended for the Foothill WDB to provide up to 300 adults and dislocated workers access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy. The Adult and Dislocated Worker programs serve individuals who face barriers to education, training, and employment. Eligible participants will be offered training opportunities to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Other program services include activities that lead to attainment of occupational skills training, work readiness, and social skills development. Support services payments will be offered to ensure the clients ability to successfully complete work experience and meet their

basic needs such as shelter, transportation, and other needs-related payments. The Rapid Response programs are intended for the Foothill WDB to respond to layoffs and business closures by quickly coordinating services and providing immediate aid to companies and their affected workers. The Foothill WDB Rapid Response teams will coordinate with employers, partner organizations, and employee representatives to quickly maximize public and private resources to minimize disruptions associated with job loss. Services include connecting displaced workers with access to direct services offered by the Foothill WDB including training, paid work experience, and support service payments. Other services include layoff aversion, on-the-job training, unemployment benefits information, and training on employment rights and regulations.

#### B. Workforce Innovation and Opportunity Act (WIOA) – Youth

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. The WIOA supersedes the Workforce Investment Act of 1988 (WIA). WIOA is designed to strengthen and improve our nation’s public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers.

On May 27, 2020, the State of California Employment Development Department issued an award to the Foothill WDB for WIOA Youth funding in the amount of \$501,323 with a term of April 1, 2020 through June 30, 2022.

The funding is intended for the Foothill WDB to provide 75 youth access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy. The Youth Services program serves eligible youth, ages 18-24, who face barriers to education, training, and employment with a focus on out-of-school youth. Eligible youth will be offered up to 420 hours in paid work experience for opportunities to gain knowledge, develop skills, and build work habits that prepare youth for unsubsidized employment opportunities. Other youth program services include activities that lead to attainment of occupational skills training, work readiness, and social skills development. Support services payments will be offered to ensure the clients ability to successfully complete work experience and meet their basic needs such as shelter, transportation, and other needs-related payments.

#### C. Veterans’ Employment Related Assistance Program

In May 2019, the State of California Employment Development Department issued an award to the Foothill WDB for WIOA Veterans’ Employment Related Assistance Program funding in the amount of \$488,635 with a term of May 1, 2019 through March 31, 2021.

The funding is intended for the Foothill WDB to provide up to 70 veterans access to employment, education, training, and support services while matching employers with the skilled workers they need to compete in the global economy. The Veterans’ program serves individuals who face barriers to education, training, and employment. Eligible participants

will be offered training opportunities to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Other program services include activities that lead to attainment of occupational skills training, work readiness, and social skills development. Support services payments will be offered to ensure the clients ability to successfully complete work experience and meet their basic needs such as shelter, transportation, and other needs-related payments.

#### D. Youth at Work Program

On July 13, 2020, the County of Los Angeles Workforce Development, Aging, and Community Services issued an award and distributed a standard agreement to the Foothill WDB for Youth at Work Program Grant funding in the amount of \$205,650 with a term of July 1, 2020 through June 30, 2021.

The funding is intended for the Foothill WDB to provide 75 youth with paid job opportunities that lead to long-term career pathways in high-growth, in-demand industries. The program serves eligible youth, ages 14 to 24, with a focus on at risk youth including foster, system involved, juvenile justice, and low-income populations. Eligible youth will be offered up to 120 hours of paid work experience with a variety of employers in the public, private, or non-profit sectors, providing for opportunities to build knowledge, develop skills, and build work habits that prepare youth for unsubsidized employment opportunities.

#### E. Prison to Employment Initiative Program

The Prison to Employment Initiative is a grant program included in the Governor's 2018 budget and includes \$37 million over three years to operationalize integration of workforce and reentry services in the state's 14 labor regions. On June 1, 2019, the South Bay Workforce Investment Board, on behalf of the Los Angeles Basin Regional Planning Unit was awarded a grant under the Prison to Employment Initiative from the State of California, California Workforce Development Board. The South Bay Workforce Investment Board along with the other seven local workforce development boards in the County of Los Angeles, have come together under this initiative as partners to develop regional plans that will help improve and expand reentry services.

On February 25, 2020, the South Bay Workforce Investment Board issued an award notification and distributed a Standard Agreement to the Foothill WDB for Prison to Employment funding in the amount of \$258,222.00. Funding allocations were divided proportionally across eligible workforce development boards based on the number of projected participants.

The funding is intended for the Foothill WDB to participate in developing a regional reentry activity plan, implementing a regional reentry hub model service, and enrolling reentry participants into career services. Services will be focused on formerly incarcerated individuals and their families and will mitigate barriers that are impediments that prevent

justice involved individuals from successfully transitioning back to their communities and gaining reentry to the labor force in jobs that have career ladders that lead to living wages.

F. Regional Planning Implementation 3.0 Program

In January 2020, the Foothill WDB submitted a grant application to the State of California Employment Development Department on behalf of the Los Angeles Regional Planning Unit. The Foothill WDB along with the seven local workforce development boards in the County of Los Angeles, have come together under this initiative as partners to develop regional plans that will help improve and expand reentry services. In May 2020, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the Foothill WDB for Regional Planning Implementation 3.0 funding in the amount of \$400,000 with a term of April 2020 through September 2021.

The funding is intended for the Los Angeles Regional Planning Unit to strategize and develop initiatives and support continued efforts in implementing the three policy objectives of the California's Strategic Workforce Plan: fostering demand-driven skills attainment in high road jobs, enabling upward mobility for populations with barriers, and aligning, coordinating, and integrating programs and services. Services will be focused on the english language learner, formerly incarcerated, individuals with disabilities, veterans, disconnected youth, and low-wage workers and create opportunity through apprenticeship or career pathways for high road jobs.

G. Hire Path Additional Assistance Program

In March 2020, the Foothill WDB submitted a grant application to the State of California Employment Development Department for additional emergency funds through the Governor's 25% Dislocated Worker Additional Assistance discretionary funds. Foothill WDB requested additional funding to provide workforce services to individuals dislocated by the COVID-19 virus. In April 2020, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the Foothill WDB for Hire Path funding in the amount of \$2,000,000 with a term of April 2020 through March 2021.

The funding is intended to provide training and support services to 800 individuals dislocated by the COVID-19 virus. Services will focus on layoffs occurring in the hospitality industry and other industries impacted by COVID-19. Dislocated individuals will be provided training opportunities to upskill in the hospitality industry and other in demand occupations. Support service payments will be offered to ensure the clients ability to successfully complete training and meet their basic needs such as shelter, transportation, and other needs-related payments.

H. COVID-19 Employment Recovery National Dislocated Worker Grant

In April 2020, the Foothill WDB, submitted a grant application to the State of California Employment Development Department for additional emergency funds through the National

Emergency Grant. Foothill WDB requested funding to provide workforce services to individuals dislocated by the COVID-19 virus. On June 9, 2020, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the Foothill WDB for COVID-19 Employment Recovery National Dislocated Worker Grant funding in the amount of \$525,000 with a term of April 10, 2020 through March 31, 2022.

The funding is intended to provide services to 125 individuals dislocated by the COVID-19 virus. Services will focus on dislocated workers and members of the US Armed Forces. Training will be offered to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Support service payments will be offered to ensure the clients ability to successfully receive workforce services and meet their basic needs such as shelter, transportation, and other needs-related payments.

I. COVID-19 Impacted Individuals Program

In April 2020, the Foothill WDB, submitted a grant application to the State of California Employment Development Department for additional emergency funds through the Governor's 25% Dislocated Worker Additional Assistance discretionary funds. Foothill WDB requested funding to provide workforce services to individuals dislocated by the COVID-19 virus. On May 12, 2020, the State of California Employment Development Department issued an award and distributed a subgrant agreement to the Foothill WDB for Underserved COVID-19 Impacted Individuals funding in the amount of \$450,000 with a term of March 1, 2020 through September 30, 2020.

The funding is intended to provide support services to 600 individuals impacted by the COVID-19 virus. Services will focus on underserved populations, particularly those in need of support services in the English Language Learner (ELL) and ELL Navigator programs. Support service payments will be offered to ensure the clients ability to successfully receive workforce services and meet their basic needs such as shelter, transportation, and other needs-related payments.

J. Transitional Subsidized Employment:

On August 5, 2020, the South Bay Workforce Investment Board issued an award and distributed a standard agreement to the Foothill WDB for Transitional Subsidized Employment (TSE) Grant funding in the amount of \$123,500 with a term of July 1, 2020 through June 30, 2021.

The funding is intended for the Foothill WDB to provide 95 adults with temporary subsidized employment opportunities to overcome barriers to employment through fully supervised paid work experience, on-the-job training, and classroom training. The program serves the low-income population with a focus on at-risk adults who suffer from homelessness, mental health, substance abuse, domestic violence, and criminal records. Eligible participants will be offered up to 10-months of full time paid work experience with a variety of employers in the

public, private, or non-profit sectors, providing for opportunities to build knowledge, develop skills, and build work habits that prepare participants for unsubsidized employment opportunities.

K. South Bay Workforce Investment Board Contract Amendment:

The Foothill WDB and the South Bay Workforce Investment Board entered into agreement No. 31641, dated as of July 1, 2020 for an amount not to exceed \$2,860,000 over a two-year term. Since the execution of the original contract, the Foothill WDB has been awarded additional funding from the California Employment Development Department to be utilized to provide training. The Foothill WDB desires to amend the original contract with an increase of \$300,000 for a total contract amount not to exceed \$3,160,000 to provide additional funding for training services.

Under the Workforce Innovation and Opportunity Act (WIOA), Section 122 requires states to establish and maintain a list of training providers who are eligible to receive WIOA Title I funds for training services. An America's Job Center of California (AJCC) may issue an Individual Training Account (ITA) to a WIOA Title I, subtitle B eligible individual (out of school youth age 16-24, adult or dislocated worker) to fund training services. The training provider must be selected from those listed on the List (ETPL). Under the federal WIOA, most vocational classroom training must be provided through vouchers known as Individual Training Accounts (ITAs). The State of California has established a policy that requires Local Workforce Development Boards to develop procedures for accepting applications of ITA training providers, contracting, payment, and monitoring of performance.

In accordance with state policy, Local Boards may authorize a single Local Board to act on their behalf in making determinations for initial and/or subsequent eligibility of training providers. The South Bay Workforce Investment Board ("South Bay WIB") is the Local Board in the Los Angeles County Area that has acted on the behalf of local workforce development areas, including the Foothill WDB for the past seventeen (17) years.

Training opportunities are offered through individual case management at the One Stop Center located at 1207 East Green Street, Pasadena, CA 91106. Training is available to eligible populations on a first come first serve basis and is subject to available funding. The selection of training and training providers are customer choice in accordance with the Workforce Innovation and Opportunity Act.

Respectfully submitted,



Dianne Russell-Carter  
Executive Director





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**FOOTHILL**  **WORKFORCE DEVELOPMENT BOARD**

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

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**AGENDA REPORT**

**TO:** Foothill Workforce Development Board                      **DATE:** November 4, 2020  
**FROM:** Dianne Russell-Carter, Executive Director  
**SUBJECT:**     **NOMINATIONS AND VOTING FOR FWDB VICE-CHAIR**

**BACKGROUND:**

Foothill Workforce Development Board Vice Chair, Carolyn Dallas, has resigned from her position at Kaiser Permanente. She is no longer the FWDB Vice-Chair.

As per the Foothill Workforce Development Board By-Laws, Section VI.2: Election of Chair and Vice Chair, “The FWDB shall elect a Chair and a Vice Chair by a majority vote of its membership.”

As per the Foothill Workforce Development Board By-Laws, Section VI.6 Absence of the Chair: “In the absence of the Chair, the Vice Chair shall serve as Presiding Officer.”

Roberts Rules of Order recommends that if the Board Members are accountable to a constituency, a roll-call vote is appropriate. When voting, each member’s name is called by the secretary and the member announces their vote. The secretary repeats the vote after recording it to ensure accuracy. The number of votes is counted and separated to announce the results.

Respectfully submitted,



Dianne Russell-Carter  
Executive Director

### Detail Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board
- Date range: 07/01/2019 - 06/30/2020

Summary	Total
<b>INDIVIDUAL AND TOTAL SERVICES</b>	
<b>Individuals that Registered</b>	
05 - Foothill Workforce Investment Board	8,814
<b>Total number of Individuals that Registered</b>	<b>8,814</b>
<b>Individuals that Logged In</b>	
05 - Foothill Workforce Investment Board	5,953
<b>Total number of Individuals that Logged In</b>	<b>5,953</b>
<b>Distinct Individuals Receiving Services</b>	
05 - Foothill Workforce Investment Board	8,938
<b>Total number of Distinct Individuals Receiving Services</b>	<b>8,938</b>
<b>Services Provided to Individuals</b>	
05 - Foothill Workforce Investment Board	39,180
<b>Total number of Services Provided to Individuals</b>	<b>39,180</b>
<b>LABOR EXCHANGE SERVICES</b>	
<b>Individual Virtual Recruiters Created</b>	
05 - Foothill Workforce Investment Board	280
<b>Total number of Individual Virtual Recruiters Created</b>	<b>280</b>
<b>Resumes Added</b>	
05 - Foothill Workforce Investment Board	5,941
<b>Total number of Resumes Added</b>	<b>5,941</b>
<b>Internal Job Orders Created</b>	
05 - Foothill Workforce Investment Board	4,917
<b>Total number of Internal Job Orders Created</b>	<b>4,917</b>
<b>Internal Job Referrals</b>	
05 - Foothill Workforce Investment Board	1,251
<b>Total number of Internal Job Referrals</b>	<b>1,251</b>
<b>External Job Referrals Created</b>	
05 - Foothill Workforce Investment Board	2,722
<b>Total number of External Job Referrals Created</b>	<b>2,722</b>
<b>EMPLOYER SERVICES</b>	
<b>Services Provided Employers</b>	
05 - Foothill Workforce Investment Board	4,178
<b>Total number of Services Provided Employers</b>	<b>4,178</b>

### Detail Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board  
 - Date range: 07/01/2019 - 06/30/2020

Summary	Total
<b>WAGNER PEYSER PROGRAMS (WP) INFORMATION</b>	
<b>Completed WP applications</b>	
05 - Foothill Workforce Investment Board	9,264
<b>Total number of Completed WP applications</b>	<b>9,264</b>
<b>WP Participations</b>	
05 - Foothill Workforce Investment Board	1,626
<b>Total number of WP Participations</b>	<b>1,626</b>
<b>WP Exits</b>	
05 - Foothill Workforce Investment Board	2,280
<b>Total number of WP Exits</b>	<b>2,280</b>
<b>WORKFORCE INNOVATION &amp; OPPORTUNITY ACT (WIOA) PROGRAM INFORMATION</b>	
<b>Completed WIOA applications</b>	
05 - Foothill Workforce Investment Board	631
<b>Total number of Completed WIOA applications</b>	<b>631</b>
<b>Closed Never Enrolled WIOA applications</b>	
05 - Foothill Workforce Investment Board	23
<b>Total number of Closed Never Enrolled WIOA applications</b>	<b>23</b>
<b>WIOA Participations</b>	
05 - Foothill Workforce Investment Board	628
<b>Total number of WIOA Participations</b>	<b>628</b>
<b>WIOA Exits</b>	
05 - Foothill Workforce Investment Board	209
<b>Total number of WIOA Exits</b>	<b>209</b>
<b>TRADE ADJUSTMENT ACT PROGRAM (TAA) INFORMATION</b>	
<b>Completed TAA applications</b>	
05 - Foothill Workforce Investment Board	19
<b>Total number of Completed TAA applications</b>	<b>19</b>
<b>TAA Participations Created</b>	
05 - Foothill Workforce Investment Board	16
<b>Total number of TAA Participations Created</b>	<b>16</b>
<b>TAA Exits Created</b>	
05 - Foothill Workforce Investment Board	42
<b>Total number of TAA Exits Created</b>	<b>42</b>
<b>Summary</b>	<b>Total</b>
<b>Total Rows: 20</b>	

## Foothill Workforce Development Board

### Budget Status Report

FY 2020-21

As of 09/30/20

Program	Grant Period	Award	Carryforward	Beginning Balance	Expenditures Year To Date	Remaining Balance	% Expended
Adult	07/01/20 - 06/30/22	518,652.00	(47,781.28)	470,870.72	(50,926.70)	419,944.02	11%
Dislocated Worker	07/01/20 - 06/30/22	502,874.00	(97,535.38)	405,338.62	(36,738.03)	368,600.59	9%
Youth	04/01/20 - 06/30/22	501,323.00	(21,459.17)	479,863.83	(74,791.70)	405,072.13	16%
Rapid Response	07/01/20 - 06/30/21	274,822.00	192,359.41	467,181.41	(116,160.27)	351,021.14	25%
Rapid Response Layoff Aversion	07/01/20 - 06/30/21	65,234.00	54,149.56	119,383.56	(20,707.85)	98,675.71	17%
Hire Path	04/01/19 - 03/31/20	2,493,126.00	(375,014.65)	2,118,111.35	(285,628.18)	1,832,483.17	13%
Veterans' Employment Assistance Program	05/01/19 - 03/31/20	488,635.00	(292,239.02)	196,395.98	(52,009.94)	144,386.04	26%
National Dislocated Worker Grant	04/01/20 - 03/31/22	525,000.00	-	525,000.00	(4,774.19)	520,225.81	1%
COVID-19 Impacted Individuals	03/01/20 - 12/31/20	450,000.00	-	450,000.00	(66,017.29)	383,982.71	15%
Regional Planning Implementation 3.0	04/01/20 - 09/30/21	400,000.00	-	400,000.00	(20,206.71)	379,793.29	5%
Prison to Employment	11/26/19 - 03/31/22	258,222.00	(12,305.69)	245,916.31	(10,882.03)	235,034.28	4%
Youth at Work	07/01/20 - 06/30/21	205,650.00	-	205,650.00	-	205,650.00	0%
Totals:		6,683,538.00	(599,826.22)	6,083,711.78	(738,842.89)	5,344,868.89	12%

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**Foothill Workforce Development Board  
Standing Committees Program Year 2020-2021  
Update – October 28, 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.

<b>EXECUTIVE COMMITTEE</b>
<b>Dan Lien – Committee Chair</b>
Steven Gutierrez
Sandi Mejia
Victor LaGroon
Laurie Wheeler
<b>FWDB Staff – Dianne Russell-Carter</b>

**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.

<b>BUSINESS SERVICES COMMITTEE</b>
<b>Steven Gutierrez - Committee Chair</b>
Denise McKnight
Betty McWilliams
Sandi Mejia
Laurie Wheeler
<b>FWDB Staff – Ricardo Quezada, Julie McElrath</b>



## 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.

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

## 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.

<b>YOUTH COMMITTEE</b>
<b>Laurie Wheeler - Committee Chair</b>
Hector Delgado
Flint Fertig
Steven Gutierrez
Gene Hurd
Betty McWilliams
Sandi Mejia
Tom Selinske
<b>FWDB Staff – Ricardo Quezada, Sarah Mendoza</b>

## 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.

<b>PLANNING COMMITTEE</b>
<b>Sandi Mejia - Committee Chair</b>
Brenda Trainor
<b>FWDB Staff – Dianne Russell-Carter, Rey Okamoto</b>

## 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 workplaces 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.

<b>DIVERSITY AND INCLUSION AD HOC COMMITTEE</b>
<b>Victor LaGroon – Committee Chair</b>
Steve Gutierrez
Brenda Trainor
<b>FWDB Staff – Dianne Russell-Carter, Julie McElrath</b>