

FOOTHILL WORKFORCE DEVELOPMENT BOARD (FWDB) MEETING

MINUTES OF NOVEMBER 15, 2023 FWDB MEETING

INTRODUCTION AND ROLL CALL

Chair Dan Lien welcomed everyone and Raymond Delgado conducted the roll call. A quorum was established at 9:27 a.m.

Present - FWDB

Dan J. Lien, Chair, DJL Professional Services
Soyinka Allen Program Director, Hospital Association of Southern California
Alexis Carter, Deputy Division Chief, Los Angeles/Coastal, EDD-Workforce Services
Tashera Taylor, Chief Executive Officer, Foothill Unity Center Inc
K-Rahn Vallatine, CEO, Inner Sun Consulting
Laurie Wheeler, President/CEO, South Pasadena Chamber of Commerce

Absent - FWDB

Tom Selinske, Vice Chair, Owner-CFO, FocusOut LLC
Keshia Darden, Owner, Simply Divine
Emilia Rojas, Staff Services Manager, California Department of Rehabilitation
Flint Fertig, Director of Adult Education, Monrovia Unified School District
Gene Hurd, President, UAW Local 509
Noel Tony De Trinidad, Business Representative, Painters & Allied Trades DC 36
Rachelle Arizmendi, Government Industry Advisor, Avenu Insight & Analytics
Shomari Davis, Business Representative, IBEW Local 11
Hector Delgado, Vice President, Teamsters Local 986
Salvatrice Cummo, Executive Director – Economic & Workforce Dev., Pasadena City College
Elia Evans, Fiscal Operations Specialist, Success Education Colleges
Victor LaGroon, Director of Strategic Partnerships & Alliances, City of Hope

Staff Present

Dianne Russell-Carter, FWDB Executive Director, Stephen Leung, Paul Enge, Raymond Delgado, Sarah Mendoza, David Klug

Guests Present

Ariana Offray, Youth Program Participant
Timothy Tam, Youth Program Participant
William Gao, Youth Program Participant
Marco Robles, Program Participant

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES

The minutes of the August 09, 2023, FWDB meeting were approved.

Motion: Alexis Carter Seconded: Laurie Wheeler

Roll call vote: Ayes- Unanimous

Nays – 0; Abstentions – 1: Tashera Taylor

CHAIR'S REPORT

Chair Dan J. Lien spoke on the business industry having challenges with inflation in both the non-profit and for-profit sectors. Chair Dan J. Lien mentioned that retention of employees is another issue affecting businesses.

FWDB EXECUTIVE DIRECTOR'S REPORT

Dianne Russell-Carter provided a PowerPoint presentation.

1. Budget – Stephen Leung presented on the topic.
 - A. Formula Grants for Adults, Dislocated Worker, and Youth Programs – trending at 20% spending as of the end of September
 - B. Rapid Response Layoff Aversion – pending second allocation
 - C. LA County Youth and TSE Program – 30 % spent
 - D. New Grants – Prison to Employment 2.0, RERP, Quest NDWG Disaster Relief, Higher Grant (Justice involved enter employment – April 2024 – April 2025)
 - E. Support Services – An additional number of cases have increased in housing services

Chair Dan Lien asked if the grant funding for WIOA 201-202 (Expires June 30th, 2025) originates from June 30th 2023. Stephen Leung explained that it was inclusive of the 2023 and 2022 fiscal years.

Tashera Taylor asked if the WIOA 201-202 grant is received as a lump sum or as a reimbursement. Stephen Leung clarified that the grant is received as a reimbursement.

2. Youth Program – Sarah Mendoza Spoke about the youth program and introduced some of the current youth participants in the program to talk about their journey.
3. Activities
 - A. Mini MTU's – Not been able to find a vendor
 - B. New Programs – Career Scope, Launch Pad, AI Resume Builder

Tashera Taylor asked for a further explanation of the AI Resume Builder. Paul Enge explained that the AI Resume Builder is done by a series of prompting questions and it will guide and provide examples for the user to build their resume.

- C. Consideration of Apprenticeships in Allied Health Care
Tashera Taylor asked how the marketing is going for the apprenticeship. Executive Director Dianne Russell-Carter explained that the apprenticeship is in the beginning stages and everything is still being finalized.
- D. New Hires – 1 Case Manager in background process, 2nd round of interviews for another Case Manager Position
- E. Business Services – FWDB has participated at hiring events
- F. Biocom California – They are a non-profit that provides a training program in life sciences

Biennial Local Plan Goals

Executive Director Dianne Russell-Carter explained that the Foothill Workforce Development Board will be working with David Shinder and touched base on the goals they would like to address.

- A. Lack of digital equity in the foothill communities
- B. Prioritize local businesses and job seekers
- C. Adopt a holistic approach to businesses in recovery
- D. Plan workforce strategies to improve equity

Program Audit of the City of Pasadena As Program Administrator of the Foothill Workforce Development Board

Executive Director Dianne Russell-Carter introduced the item and provided a summary.

- A. On April 14th, 2023 the City of Pasadena provided a draft report of an audit prepared by TAP International.
- B. The draft report has recommendations on financial, operational, and performance areas
- C. After several conversations with the City of Pasadena and TAP International, Executive Director Dianne Russell-Carter recommended that a Ad Hoc Operations Committee be created (some of the recommendations TAP International and the City of Pasadena are making, fall under the purview of the Foothill Workforce Development Board). Chair Dan Lien added that it is not a creation of an Ad Hoc Operations Committee but a revival of the previous one

Executive Director Dianne Russell-Carter explained that one of the concerns mentioned in the audit was regarding assistance clients received in support services. Executive Director Dianne Russell-Carter explained that currently support services are limited to \$1,000 and per the current policy, the limit may exceed the \$1,000 threshold on a case-by-case basis with the approval of the Executive Director.

Executive Director Dianne Russell-Carter explained that this issue was brought up to the Executive Committee with the proposal to raise the Support Services limit from \$1,000 to \$2,000 (The Executive Committee passed a motion to recommend an action item to the Foothill Workforce Development Board to raise the Support Services limit from \$1,000 to \$2,000).

Chair Dan Lien wanted to mention that in the last 20 years he has served on the board, he has not seen this type of audit conducted before. Chair Dan Lien explained that based on his background experience with audits, the current audit does not have any indication of any type of violation but instead to make the Foothill Workforce Development Board more efficient and improve in areas. Economic Development Director Dave Klug agreed with Chair Dan Lien. Economic Development Director Dave Klug informed the board that the audit will be presented to the City Council and the Audit Committee in December.

Executive Director Dianne Russell-Carter informed the board that she had spoke to Tashera Taylor about chairing the Ad Hoc Operations Committee and that it would take Chair Dan Lien and the board's vote for approval.

Chair Dan Lien asked the current members present of the Foothill Workforce Development if no one was opposed, he would like to take a motion to appoint Tashera Taylor to become the Chair of the Ad Hoc Operations Committee.

Action Item: Appoint Tashera Taylor As The Chair for Ad Hoc Operations Committee

Motion: Alexis Carter Seconded: Laurie Wheeler

Roll call vote:

Aye – Alexis Carter, Dan J. Lien, K-Rahn Vallatine, Laurie Wheeler, Soyinka Allen

Nays – 0; Abstentions – 0

FWDB ROUNDTABLE – OPEN DISCUSSION

Chair Dan J. Lien asked everyone if they had any comments about anything else on the agenda or if they wanted to have any input for a future agenda item.

Chair Dan J. Lien requested if there can be more information on BioCom and have a representative at the meeting.

Laurie Wheeler thanked Raymond Delgado for putting a schedule together for the 2024 calendar year.

Chair Dan J. Lien asked Economic Development Director Dave Klug if there is any growth plans or any changes going on in Pasadena. Economic Development Director Dave Klug informed the board that there could be some more Life Sciences Businesses coming.

Chair Dan J. Lien thanked everyone for their time and the meeting was adjourned at 10:41 a.m.