

# FOOTHILL EMPLOYMENT TRAINING CONSORTIUM POLICY BOARD

## MINUTES OF DECEMBER 12, 2023 FETC POLICY BOARD MEETING

### INTRODUCTION AND ROLL CALL

The Foothill Employment Training Consortium (FETC) Policy Board Chair, Tyron Hampton, welcomed the board members, staff members, and guests and called the meeting to order at 9:08 a.m. FWDB staff member, Raymond Delgado, took roll call and stated a quorum of the Policy Board was established.

### Present – FETC Policy Board Members

Tyron Hampton, FETC Chair, City Councilmember, City of Pasadena  
Gene Goss, FETC Vice Chair, City Councilmember, City of Sierra Madre  
Evelyn Zneimer, City Councilmember, City of South Pasadena

### Absent – FETC Policy Board Members

Vinh Truong, City Councilmember, City of Duarte  
Michael Cao, City Councilmember, City of Arcadia

### FWDB Staff Present

Dianne Russell-Carter, FWDB Executive Director, David Eder, Stephen Leung, Paul Enge, Sarah T Mendoza, Raymond Delgado, Beatriz Sarabia

### FWDB Board Members Present

Tom Selinske, Vice Chair, FWDB  
Alexis Carter, Deputy Division Chief, Los Angeles/Coastal, EDD-Workforce Services  
Rachelle Arizmendi, Government Industry Advisor, Avenu Insight & Analytics

### PUBLIC COMMENTS

There were no public comments.

### APPROVAL OF MINUTES

The minutes of the September 12<sup>th</sup>, 2023, Policy Board meeting were approved.

Motion: Gene Goss   Seconded: Evelyn Zneimer

Roll call vote: Ayes- 3 (Hampton, Goss, Zneimer);

Nays – 0; Abstentions- 2

### FETC CHAIR COMMENTS

Chair Hampton commented about the recent finance meeting for the City of Pasadena, an update was provided regarding the program audit. Chair Hampton explained that there were 22 findings in the audit, and most of the findings were about the program having insufficient staffing (hiring freeze due to the possibility of transferring the program to PCC). Chair Hampton added that since there was no relocation, the program should begin to hire the vacant positions and be fully staffed by the end of the fiscal year.

### **FWDB DIRECTOR'S REPORT**

Executive Director Dianne Russell-Carter commented about attending a California Workforce Association Director's meeting and one of the focal points was the Workforce Innovation and Opportunity Act (WIOA Funding). Executive Director Dianne Russell-Carter explained how the funding was intended to end in 2020 but has received extensions and will continue to be funded until a new bill is passed. Executive Director Dianne Russell-Carter added, that once a new bill is passed, apprenticeships will be a focal point.

Executive Director Dianne Russell-Carter explained how the program is going to lose some funding but does not know how it will affect operations since they have not been told what percentage of funding will be lost.

Executive Director Dianne Russell-Carter commented about youth programs continuing to remain popular due to the apprenticeships. She also elaborated on the upcoming Youth Conference being held in Long Beach and how FWDB was chosen to present a workshop at the Conference with former youth.

Board Member Evelyn Zneimer asked what caused the reduction in funding. Executive Director Dianne Russell-Carter explained the most probable cause is due to more people enrolling at community colleges. Executive Director Dianne Russell-Carter explained that although funding is being lost, services will still be provided strategically.

Chair Hampton asked if there was an idea of the percentage or type of programs that would be lost. Executive Director Dianne Russell-Carter explained that the breakdown of the cuts were not given at the moment.

Chair Hampton asked how many grants have staff applied to in order to offset the funding lost. Executive Director Dianne Russell-Carter explained that the program has foundational funding (WIAO Adult, WIOA Youth, Dislocated Worker, and Rapid Response Funding). Executive Director Dianne Russell-Carter further elaborated on ancillary grants, such as Prison to Employment and Breaking Barriers. Executive Director Dianne Russell-Carter added that additional grants have not been pursued due to insufficient staff.

FWDB Vice Chair Selinske commented about how there was a conversation at the previous Executive Committee regarding collaboration with WIOA funding to Unions and Pasadena College.

### **ITEM VI. B. FWDB YOUTH PROGRAM**

Sarah Mendoza commented on the success story of Flavio Andrade, a participant who was enrolled in the Measure H program through LA County, and recently obtained employment in Utah as a case manager for ex-offenders and drug addicts.

Sarah Mendoza added that there are 34 youth students enrolled in the 301 Youth Program (half are enrolled in work experience and half are enrolled in training).

Sarah Mendoza commented about a recent partnership with Learning Works -Homeboy Industries, they will do training with at-risk youth.

**ITEM VI. A. FWDB BUDGET**

Stephen Leung introduced the item and explained that there was a reduction in the second round of funding for Rapid Response/Layoff Aversion, the program received 60% of funding when comparing it to the previous year. Stephen Leung added that formula funding only got reduced between \$30,000 - \$40,000 when comparing it to the previous year. Stephen Leung elaborated on the 221 active participants, 58% of the participants are in the 5 cities the program represents. Stephen Leung added that there are 37 individuals enrolled in the work experience program.

Board Member Evelyn Zneimer asked Stephen Leung if the remaining funds carry over to the next year. Stephen Leung explained that the formula dollars for the adult dislocated and youth do carry over but the funding for Rapid Response/Layoff Aversion needs to be expended by June 30<sup>th</sup>, 2024.

**ITEM VI. C. FWDB BIENNIAL LOCAL PLAN**

Executive Director Dianne Russel-Carter introduced the item and explained that David Shinder, a consultant, has been procured to meet with board members quarterly to go over the local plan. Executive Director Dianne Russell-Carter commented that one of the items on the local plan she feels strongly about is the lack of digital equity in the communities.

Chair Hampton asked if the MTUs had been purchased. Budget Analyst Stephen Leung explained that no vendors submitted bids during the last RFP and that he would reach out to the vendors to go over any issues.

**ITEM VI. D. PROGRAM AUDIT**

Executive Director Dianne Russell-Carter explained that during the last board meeting, an Ad Hoc Operations Committee was approved to address some of the issues brought forward in the audit report. Executive Director Dianne Russell-Carter added that Board Member Tashera Taylor is the Chair of the new committee.

Executive Director Dianne Russell-Carter explained how the amount for support services was raised from \$1,000 to \$2,000, she added that the majority of the money from support services was going towards housing.

Chair Hampton commented how the Foothill Workforce Development Board was considered a high-performing board under the state's standards, and that the audit was about the city employment standards from the City of Pasadena.

Staff Member David Eder commented about item number 12 from the audit. David Eder explained how the item states proportioning residents who are applicants from the geographical areas of the JPA. David Eder added that it is not so simple and an action item would have to be presented to the board since the way the program functions is by "customer choice". David Eder explained that adding a set number of applicants to each city and having the cities do the outreach to fill the slots for those applicants.

FWDB Vice Chair Selinske suggested adding goals for each city and supporting the cities through marketing for outreach.

Chair Hampton commented on having the ad hoc committee come up with an answer and having the policy board write a letter collectively to the City Manager and Auditor about the solution for item 12.

FWDB Member Rachelle Arizmendi asked if the auditor received any background on how Workforce Development works and how it is related to the State and Federal Government guidelines.

Executive Director Dianne Russell-Carter explained how TAPP International (auditor hired by the City of Pasadena) made some initial statements and findings but she could not find any information on those findings.

#### **FETC ROUNDTABLE**

Chair Hampton asked if they would like to add anything or comment on areas that the Foothill Workforce Development Board could improve on.

FWDB Vice Chair Selinske commented on Pasadena College doubling the number of students in dual enrollment for high school students (high school students receive full credit for college courses, while still receiving high school credit for the course). Vice Chair Selinske explained how he is a teacher but advocates for high schools to participate in this program. He explained that once a high school chooses to participate, Pasadena College works hard to find an instructor.

Tyron Hampton thanked everyone for their time and the meeting was adjourned at 10:42 a.m.