

# FOOTHILL EMPLOYMENT TRAINING CONSORTIUM POLICY BOARD

## DRAFT MINUTES OF SEPTEMBER 19, 2024 FETC POLICY BOARD MEETING

### INTRODUCTION AND ROLL CALL

The Foothill Employment Training Consortium (FETC) Policy Board Vice Chair Goss welcomed the Board and staff members. Vice Chair Goss was informed by Executive Director Dianne Russell-Carter that Chair Hampton would be running late and was asked to start the meeting in his place. Vice Chair Goss called the meeting to order at 8:05 a.m. FWDB staff member Raymond Delgado took roll call and confirmed that a quorum of the Policy Board was established.

### Present – FETC Policy Board Members

Tyron Hampton, FETC Chair, City Councilmember, City of Pasadena (arrived 8:45 a.m.)  
Gene Goss, FETC Vice Chair, City Councilmember, City of Sierra Madre  
Evelyn Zneimer, City Councilmember, City of South Pasadena  
Michael Cao, City Councilmember, City of Arcadia (left meeting at 9:15 a.m.)  
Vinh Truong, City Councilmember, City of Duarte (Via Zoom)

### FWDB Staff Present

Dianne Russell-Carter, FWDB Executive Director, David Eder, Stephen Leung, Alma Estevez, Raymond Delgado

### PUBLIC COMMENTS

There were no public comments.

### APPROVAL OF MINUTES

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

Motion: Gene Goss    Seconded: Evelyn Zneimer

Roll call vote: Ayes- 4 (Goss, Zneimer, Cao, Truong)

Nays – 0; Absent- 1 (Hampton)

### FETC CHAIR COMMENTS

Vice Chair Goss began the Chair Comments portion of the meeting in place of Chair Hampton, who arrived later. Staff member David Eder informed Vice Chair Goss that Board Member Cao needed to leave the meeting early and requested the Board begin with Item VIII.A: *Consideration and Approval of FWDB Membership Renominations to Fill FWDB Positions Expiring August 31, 2024*. Vice Chair Goss asked for the Board's consent to proceed with this adjustment to the agenda, and all members agreed.

**ITEM VIII. A. CONSIDERATION AND APPROVAL OF FWDB MEMBERSHIP RENOMINATIONS TO FILL FWDB POSITIONS EXPIRING AUGUST 31, 2024**

Vice Chair Goss introduced the item, and staff member David Eder provided an overview of the memberships and members proposed for renomination:

**Business Category:**

- Keshia Darden, Owner, Simply Divine
- Daniel J. Lien, Principal, DJL Professional Services
- Tom Selinske, Owner, Selinske and Associates Consulting
- Laurie Wheeler, President/CEO, South Pasadena Chamber of Commerce

David Eder explained that if these individuals are renominated, their terms would extend from October 1, 2024, to 2026. He also noted that there are currently five existing vacancies on the Board.

Additionally, David Eder reported that a member representing the Labor category has recently taken a position with another company. However, he has received a commitment from IBEW to recommend a new individual for the position.

**MOTION:**

Vice Chair Goss recommended a motion to approve the renominations of all four individuals together.

**ACTION:**

Vice Chair Goss moved to approve the motion as recommended. Board Member Cao seconded the motion. The motion was approved unanimously, with four votes in favor (Goss, Zneimer, Cao, Truong), 0 opposed, and 1 absent (Hampton)

**RENOMINATION OF KESHIA DARDEN, DANIEL J. LIEN, TOM SELINSKE, AND LAURIE WHEELER AS BUSINESS CATEGORY BOARD MEMBERS FOR A TWO-YEAR TERM (OCTOBER 1, 2024 – SEPTEMBER 30, 2026)**

Motion: Evelyn Zneimer      Seconded: Michael Cao  
Roll call vote: Ayes- 4 (Goss, Zneimer, Cao, Truong);  
Nays – 0; Absent- 1 (Hampton)

**VIII. B. CONSIDERATION FOR APPROVAL BY RECOMMENDATION OF THE FOOTHILL WORKFORCE DEVELOPMENT BOARD TO APPROVE NEW FWDB MEMBERSHIP APPLICATION TO FILL A BUSINESS CATEGORY VACANCY**

Vice Chair Goss introduced the item, and staff member David Eder provided an overview. David Eder explained that it is being recommended for John Frala to be approved as a new member in the Business category.

David Eder noted that John Frala previously served on the FWDB Board as a professor at Rio Hondo College but retired and subsequently left the Board. He further explained that John Frala now operates a private consulting practice and is interested in returning to the FWDB Board in the Business category.

Executive Director Dianne Russell-Carter added that John Frala served for many years as an alternative fuels consultant to Sacramento, highlighting his expertise and contributions in this field.

**RECOMMENDATION FOR APPROVAL OF JOHN FRALA'S MEMBERSHIP APPLICATION TO FILL A BUSINESS CATEGORY VACANCY ON THE FOOTHILL WORKFORCE DEVELOPMENT BOARD**

Motion: Evelyn Zneimer      Seconded: Michael Cao  
Roll call vote: Ayes- 4 (Goss, Zneimer, Cao, Troung);  
Nays – 0; Absent- 1 (Hampton)

**ITEM VI. FWDB DIRECTOR'S REPORT**

Executive Director Dianne Russell-Carter provided an update to the Board regarding the audit conducted by the City of Pasadena. She noted that the agenda packet includes the final response to be submitted to both the City of Pasadena and the State of California.

Executive Director Dianne Russell-Carter highlighted specific audit findings, including a recommendation for the Board to serve only the five cities within the consortium. She explained that under WIOA (Workforce Innovation and Opportunity Act) requirements, this is not feasible, as the Board is obligated to serve any eligible individual. However, she clarified that the Board has agreed to prioritize individuals from the five cities represented by the consortium. To address this, goals have been established for each city based on population size.

Chair Hampton inquired about initiatives the Board would undertake this year. Executive Director Dianne Russell-Carter responded that there would be an increased focus on business services, emphasizing that businesses are currently facing significant challenges.

Executive Director Dianne Russell-Carter also shared a recap of her trip to *Meeting of the Minds*, during which she participated in workshops focusing on businesses and apprenticeships.

Vice Chair Goss asked if the program targets specific types of businesses. Executive Director Dianne Russell-Carter explained that while the program aims to assist all businesses, small businesses typically benefit the most. She noted that larger businesses, particularly those in “hot sectors,” can be more challenging to support, with layoff aversion services often being the primary assistance provided to them.

Executive Director Dianne Russell-Carter announced a current grant through South Bay aimed at creating an apprenticeship program.

Executive Director Dianne Russell-Carter announced that the Deputy Director position has been officially filled. Michael Trogan, previously with the South Bay Workforce Board, has been hired for the role.

## **ITEM VII. BUDGET**

Executive Director Dianne Russell-Carter introduced the item and informed the Board that Stephen Leung has accepted a new position with the City Attorney's Office, making this his final budget presentation to the Board. Stephen Leung provided an overview of the current budget, noting the following key points:

- FY24 experienced a 34% increase in expenses compared to FY23.
- The FY25 budget was modeled similarly.
- Additional case managers may be hired depending on grant funding.
- Internal services expenses increased due to maintenance on the MTU.
- FY25 WIOA grant funds have been decreasing, which correlates with the state of the economy—when the economy is strong, formula funding typically decreases.
- The Quest Dislocated Grant was fully expensed.
- Approximately \$3.9 million in grants are available for FY25.

Executive Director Dianne Russell-Carter noted that with Stephen Leung's departure, the team is considering redistributing his responsibilities among the City's Finance Team and internal staff members.

## **FETC ROUNDTABLE**

Vice Chair Goss asked if the Business Services Division has been in contact with the Chamber of Commerce in Sierra Madre, as he believes the businesses there could benefit from the services offered by the program. Alma Estevez responded that there has not been much response from Sierra Madre. Vice Chair Goss recommended that Alma Estevez reach out to Carol Canterbury.

Chair Hampton suggested that the Business Services Division arrange a coffee meetup with all the Chambers to explain the services available.

Chair Hampton then asked if there were any additional comments or if anyone wanted to add anything. He also mentioned that if any board members would like to host a collaborative event in their city, they should not hesitate to reach out.

Board Member Zneimer shared that the recent job fair held in collaboration with South Pasadena was a success.

Chair Hampton thanked everyone, and the meeting was adjourned at 9:57 a.m.