

**FOOTHILL WORKFORCE DEVELOPMENT BOARD (FWDB) MEETING**  
**DRAFT MINUTES OF SEPTEMBER 17, 2024 FWDB MEETING**

**INTRODUCTION AND ROLL CALL**

Vice Chair Tom Selinske called the meeting to order and welcomed all attendees. Staff member Raymond Delgado conducted the roll call, and a quorum was established at 9:07 a.m.

**Board Member Updates**

Chair Selinske then requested an update from Executive Director Dianne Russell-Carter regarding the status of board members Tashera Taylor and Shomari Davis.

- **Tashera Taylor:** Executive Director Russell-Carter informed the board that Ms. Taylor has stepped down from her formal responsibilities due to family reasons but has expressed a desire to remain involved with the board in some capacity.
- **Shomari Davis:** Mr. Davis has accepted a new role as Senior Manager at the Building Decarbonization Coalition. Executive Director Russell-Carter noted that staff would reach out to IBEW to inquire about a potential replacement for Mr. Davis on the board.

**Present - FWDB**

Tom Selinske, Chair, Owner, Selinske and Associates Consulting  
Laurie Wheeler, Vice Chair, President/CEO, South Pasadena Chamber of Commerce  
Alexis Carter, Deputy Division Chief, Los Angeles/Coastal, EDD-Workforce Services  
Keshia Darden, Owner, Simply Divine – Keshia Darden  
Soyinka Allen, Program Director, Hospital Association of Southern California  
Emilia Rojas, Staff Services Manager, California Department of Rehabilitation  
K-Rahn Vallatine, CEO, Inner Sun Consulting – 9:27 a.m.

**Absent - FWDB**

Dan J. Lien, DJL Professional Services  
Salvatrice Cummo, Executive Director – Economic & Workforce Dev., Pasadena City College  
Rachelle Arizmendi, Government Industry Advisor, Avenu Insight & Analytics  
Noel Tony De Trinidad, Business Representative, Painters & Allied Trades DC 36  
Hector Delgado, Vice President, Teamsters Local 986  
Gene Hurd, President, UAW Local 509  
Flint Fertig, Director of Adult Education, Monrovia Unified School District

**Staff Present**

Dianne Russell-Carter – Executive Director, Michael Trogan, Raymond Delgado, Sarah Mendoza, Paul Enge, and David Eder

**Other Attendees**

David Baquerizo – ProPath, Diana Ling – Department of Rehab. CA

**PUBLIC COMMENTS**

No public comments.

### **APPROVAL OF MINUTES**

The minutes of the June 26, 2024, FWDB meeting were approved.

**Motion:** Keshia Darden      **Seconded:** Laurie Wheeler

**Roll call vote:** Ayes- Unanimous (Tom Selinske, Laurie Wheeler, Alexis Carter, Keshia Darden, Soyinka Allen, Emilia Rojas)

**Nays – 0**

### **CHAIR COMMENTS**

Chair Selinske thanked the board members for their support in electing him as Chair of the Foothill Workforce Development Board.

Chair Selinske opened the floor for member comments, encouraging board members to share updates from their sectors and discuss ways to improve collaboration and mutual support.

### **FWDB MEMBER COMMENTS**

Chair Selinske introduced the agenda item and invited Keshia Darden share any updates in her field.

1. **Keshia Darden** – Keshia Darden emphasized her commitment to supporting youth, particularly those interested in attending cosmetology school, but who face financial challenges. She explained her partnership with Duarte Unified School District, which covers Career and Technical Education (CTE) costs for some students. However, not all schools have access to CTE funding, and she expressed a desire to find solutions for students who lack financial support for their education.

Chair Selinske added that Pasadena Community College may offer dual enrollment opportunities, and there had been previous discussions about collaborating with local school districts to provide such classes in high schools. While Darden noted that dual enrollment is currently not available for the specific program, Chair Selinske encouraged approaching high schools to request these classes from community colleges, which have the funding for instructors. He suggested that this issue be prioritized by the Youth Committee for further exploration.

2. **Laurie Wheeler** – Laurie Wheeler announced a Job Fair in South Pasadena on September 25th, organized in collaboration with Foothill, with nine employers confirmed to participate.

Chair Selinske asked Vice Chair Wheeler about employment and business trends in her community. She shared that soft skills are a key focus, and the increasing minimum wage is challenging smaller businesses in the current economic climate.

3. **K-Rahn Vallatine** – K-Rahn Vallatine noted that while many individuals seek employment, they often struggle with fully embracing the responsibilities that come with being employed. He highlighted that mindset is a crucial factor in employee retention, including showing up consistently and maintaining professionalism.

Executive Director Dianne Russell-Carter added that this mindset issue extends beyond youth and affects individuals at all levels. She invited Alexis Carter to share her insights.

Alexis Carter shared that her department has many job openings and conducts numerous interviews, but candidates frequently inquire about telework availability. Despite offering a hybrid telework schedule, this option doesn't always attract candidates. She also mentioned that employers are struggling to hire and retain employees, with companies reporting difficulties to EDD.

Executive Director Dianne Russell-Carter suggested exploring incentives for employees to maintain attendance, which could potentially be incorporated into the youth program.

Chair Selinske opened the floor for any additional updates.

4. **Guest Diane Ling** – Diane Ling announced that the Department of Rehabilitation (DOR) California will be hosting a business summit on October 9th. The summit will focus on introducing small to medium-sized businesses to various programs available, ranging from youth to adult services.

#### **VII. A. Election of FWDB Sub Committee Chairs**

Chair Selinske introduced the election of subcommittee chairs, noting that in the previous meeting, the board voted to reduce the number of subcommittees. Per the by-laws, Chair Selinske has the authority to appoint subcommittee chairs.

- **Youth Committee:** Chair Selinske asked Keshia Darden if she would be willing to chair the Youth Committee, to which she accepted.
- **Business Services Committee:** Chair Selinske mentioned that John Frala will be appointed at the next FETC Policy Board meeting, and he intends to ask Frala to chair the Business Services Committee.

Chair Selinske also requested that Keshia Darden collaborate with staff to prioritize efforts for the Youth Committee.

#### **VII. A. 3. Addition and Election of Two At-Large Executive-Committee Members**

Chair Selinske introduced the agenda item and opened the floor for volunteers or nominations for two At-Large Executive Committee members.

Staff Member Raymond suggested sending an email to all board members to gauge interest in participating on the committees and to forward the responses to Chair Selinske.

Chair Selinske agreed with this approach and stated that he would share the compiled list with the board at the next meeting.

**VII. A. 4. Program Audit of the City of Pasadena as Program Administrator of the Foothill Workforce Development Board**

Chair Selinske introduced this action item, which involves approving the response to the audit findings, and requested Executive Director Dianne Russell-Carter to highlight key items from the audit.

**Key Findings:**

- **Finding 12:** The FWDB Executive Director should work with the Board to establish goals that set the proportion of residents from JPA communities to be served by FWDB.
  - Executive Director Dianne Russell-Carter explained that, legally, individuals cannot be denied services based on residency. Chair Selinske emphasized the importance of reaching the five communities represented by the board and suggested tracking community-specific information and key metrics. In response, a goal was added to ensure that 80% of new enrollments come from the JPA cities represented by the board.
- **Finding 15:** The FWDB Executive Director should establish performance measures that assess the effectiveness of the goals established in the 2021-2024 FWDB Local Plan.
  - Executive Director Dianne Russell-Carter noted that discussions would be held between the FWDB and FETC Policy Board regarding the Local Plan goals, which will help determine the effectiveness of the 2023 Biennial Work Plan. She mentioned that the current plan expires in two months and that staff is working on a new plan.
- **Finding 19:** The FWDB Board should choose and prioritize performance measures to improve upon.
  - Executive Director Dianne Russell-Carter indicated that the focus will include the second quarter employment rate, median earnings, and credential attainment. Chair Selinske requested an examination of key metrics that would be relevant for community prioritization.

Chair Selinske confirmed that the approval of these recommendations would result in them being forwarded to the City of Pasadena, to which Executive Director Dianne Russell-Carter agreed.

**Approval of Audit Responses to be Forwarded to the City of Pasadena**

**Motion:** Alexis Carter                      **Seconded:** Soyinka Allen

**Roll call vote:** Ayes- Unanimous (Tom Selinske, Laurie Wheeler, Alexis Carter, Keshia Darden, Soyinka Allen, Emilia Rojas, K-Rahn Vallatine)

**Nays – 0**

**VIII. A. FWDB Local Area and Program Statistics**

Chair Selinske introduced the agenda item and invited Staff Member Michael Trogan to present the statistics.

Michael provided an overview of the current program year, which commenced in July, indicating a goal of serving 469 individuals. He reported that, as of now, 212 individuals have already been served, attributing a significant portion of this number to carryover from the previous year.

The presentation included a review of several charts that illustrated these statistics.

FOOTHILL WORKFORCE DEVELOPMENT BOARD			
PROGRAM YEAR 2024-2025			
REPORT PERIOD: 7/1/2024 TO 8/31/2024			
	Plan	Plan	% of Plan
INDIVIDUALS SERVED	212	469	45%
TRAINING/WORK EXPERIENCE COMPLETION	82	261	31%
	0	65%	0%
INDIVIDUALS EXITED FROM SERVICES EMPLOYMENT	0		
	0	75.90%	0%

WIOA ADULT PROGRAM (201)			
GRANT TERM: 7/1/2024 TO 6/30/2025			
REPORT PERIOD: 7/1/2024 TO 8/31/2024			
	Overall		
	Total	Goal	% of Goal
ENROLLMENTS	59	119	50%
TOTAL EXITS	0		
A. Unsubsidized Employment	0		
B. Attained Credential	0		
C. % Placed		77%	
D. Average Wage			

WIOA DISLOCATED WORKER PROGRAM (501)  
 GRANT TERM: 7/1/2024 TO 6/30/2025  
 REPORT PERIOD: 7/1/2024 TO 8/31/2024

	Overall		
	Total	Goal	% of Goal
ENROLLMENTS	53	85	62%
TOTAL EXITS	0		
A. Unsubsidized Employment	0		
B. Attained Credential	0		
C. % Placed		75%	
D. Average Wage			

WIOA YOUTH PROGRAM (301)  
 GRANT TERM: 7/1/2024 TO 6/30/2025  
 REPORT PERIOD: 7/1/2024 TO 8/31/2024

	Overall		
	Total	Goal	% of Goal
ENROLLMENTS	24	49	49%
TOTAL EXITS	0		
A. Attained Credential	0		
B. Unsubsidized Employment	0		
C. Training/Post Secondary	0		
D. Positive Exit Rate (B+C)		76%	

LA COUNTY YOUTH@WORK  
 GRANT TERM: 7/1/2024 TO 6/30/2025  
 REPORT PERIOD: 7/01/2024 TO 8/31/2024

	Activities	Plan	% of Plan
TOTAL ENROLLMENTS	7	61	11%
CALWORKS	2	11	18%
WORK BASED LEARNING	5	50	10%

LA COUNTY MEASURE H  
 GRANT TERM: 7/1/2024 TO 6/30/2025  
 REPORT PERIOD: 7/1/2024 TO 8/31/2024

	Activities	Plan	% of Plan
ENROLLMENTS	0	9	0%

LA COUNTY TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

GRANT TERM: 7/1/2024 TO 6/30/2025

REPORT PERIOD: 7/1/2024 TO 8/31/2024

	Activities	Plan	% of Plan
CARRY OVER PARTICIPANTS	20		
ENROLLMENTS	8	30	27%
TOTAL EXITS			
EMPLOYMENT			

PRISON TO EMPLOYMENT

GRANT PERIOD: 4/10/2023 TO 3/31/26

REPORT PERIOD: 4/10/2023 TO 8/31/2024

	Activities	Plan	% of Plan
ENROLLMENTS	12	26	46%
TRAINING	3	9	33%
TRAINING COMPLETION	0	7	0%
EMPLOYMENT	0	16	0%

NDWG - QUEST

GRANT TERM: 5/31/2023 TO 9/30/2024

REPORT PERIOD: 4/10/2023 TO 8/31/2024

	Activities	Plan	% of Plan
ENROLLMENTS	27	25	108%
TRAINING/WORK EXPERIENCE	23	25	92%
EMPLOYMENT	4	19	21%

NDWG - CALTECH/JPL

GRANT TERM: 4/10/2023 TO 12/31/2025

REPORT PERIOD: 4/10/2023 TO 8/31/2024

	Activities	Plan	% of Plan
ENROLLMENTS	2	50	4%
TRAINING/WORK EXPERIENCE	0	40	0%
CREDENTIAL ATTAINED/COMPLETION	0	36	0%
EMPLOYMENT	0	32	0%





During the presentation, Michael highlighted challenges associated with the JPL Grant, noting that many dislocated workers were - to utilize the available services. In response, Alexis Carter mentioned that the EDD has a program that allows them to identify individuals who have filed for unemployment. This program can be utilized to determine which individuals are nearing the end of their unemployment benefits.

#### **IX. EXECUTIVE DIRECTOR ATTACHMENTS**

Executive Director Dianne Russell-Carter informed the board about an attachment containing a report on the Local Plan by David Shinder, noting that he will no longer be working with the Board. She proposed the creation of an Ad Hoc Committee to assist with the new Local Plan, a suggestion that Chair Selinske supported. He invited board members to volunteer for the Ad Hoc Committee to collaborate with staff.

Executive Director Russell-Carter stated that the deadline for the new Local Plan is in March, although it may be extended pending the official directive. The Board agreed to maintain the March deadline and schedule meetings to begin in November/December. Board Member K-Rahn Vallatine expressed interest in joining the Ad Hoc Committee.

The Board set their next meeting for January 14th, 2025, at 9:00 A.M.

Vice Chair Selinske thanked everyone for their participation, and the meeting was adjourned at 10:25 A.M.