

FOOTHILL WORKFORCE DEVELOPMENT BOARD (FWDB) MEETING
MINUTES OF FEBRUARY 18, 2025 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 9:06 a.m.

Present - FWDB

Tom Selinske, Chair, Owner, Selinske and Associates Consulting
Laurie Wheeler, Vice Chair, President/CEO, South Pasadena Chamber of Commerce
Dan J. Lien, DJL Professional Services
Keshia Darden, Owner, Simply Divine
Rachelle Arizmendi, Government Industry Advisor, Avenu Insight & Analytics
Soyinka Allen, Program Director, Hospital Association of Southern California
Gene Hurd, President, UAW Local 509
Emilia Rojas, Staff Services Manager, California Department of Rehabilitation
K-Rahn Vallatine, CEO, Inner Sun Consulting – 9:27 a.m.
Salvatrice Cummo, Executive Director – Economic & Workforce Dev., Pasadena City College

Absent - FWDB

Alexis Carter, Deputy Division Chief, Los Angeles/Coastal, EDD-Workforce Services
Emilia Rojas, Staff Services Manager, California Department of Rehabilitation
Noel Tony De Trinidad, Business Representative, Painters & Allied Trades DC 36
Hector Delgado, Vice President, Teamsters Local 986
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, Vicki Brannock, Senior Director of Workforce Strategy and Innovation, BioCom California, Zachary Solomon, Business Representative, IBEW, Amy Foell, Workforce Development Consultant

PUBLIC COMMENTS

No public comments.

APPROVAL OF MINUTES

The minutes of the September 17, 2024, FWDB meeting were approved.

Motion: Gene Hurd **Seconded:** Rachelle Arizmendi

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

Nays – 0

CHAIR COMMENTS

Chair Selinske opened the meeting with remarks regarding an upcoming business expo in the City of Arcadia, encouraging board members to participate.

Chair Selinske requested that the Youth Committee and Business Services Committee schedule meetings as needed to advance their initiatives.

Following these announcements, Chair Selinske opened the floor for board member comments, inviting members to share updates from their respective sectors.

FWDB MEMBER COMMENTS

1. **Laurie Wheeler** – Laurie Wheeler commented about South Pasadena did not have a direct impact from the fires but business has been down overall in South Pasadena. She is not aware of any layoffs occurring. South Pasadena is hosting a job fair in collaboration with the Foothill Workforce Development Board.
2. **Dan Lien** – Workforce has been severely affected by the fires with no end in sight. Dan Lien mentions that is a major concern in the service industry.
3. **Rachelle Arizmendi** – Member Arizmendi mentions that she is now part of the Chamber of Commerce for Sierra Madre, and that she is an appointee for the State Board of Food and Agriculture as it relates to workforce development. There is a major concern about the immigration side, such as deportation, and how that is going to affect agriculture and farming.

VII. A. CONSIDERATION FOR APPROVAL BY RECOMMENDATION OF THE CHAIR AND VICE CHAIR TO NOMINATE NEW FWDB MEMBERSHIP APPLICATIONS TO FILL VACANCIES

Chair Selinske introduced the item and invited staff member David Eder to provide an overview. David Eder explained that the report currently includes four names but proposed reducing the number to three. He reviewed the state requirements regarding board composition and percentage allocations.

David Eder then introduced the potential candidates and provided a brief description of each:

- Vicki Brannock, Senior Director of Workforce Strategy and Innovation, BioCom California, Business Category
- Zachary Solomon, Business Representative, IBEW, Labor Category
- Amy Foell, Workforce Development Consultant, San Gabriel Valley Economic Partnership, Economic and Community Development Category

David Eder explained that a request has been made to pause Herman Corteza's application, as his inclusion would affect the board's composition percentages required by the State.

APPROVAL OF VICKI BRANNOCK'S APPLICATION TO FILL A BUSINESS CATEGORY, ZACHARY SOLOMON'S APPLICATION TO FILL A LABOR CATEGORY, AND AMY FOELL'S APPLICATION TO FILL A ECONOMIC AND COMMUNITY DEVELOPMENT CATEGORY

Motion: Dan Lien **Seconded:** Gene Hurd

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

Nays – 0

VIII. A. BUDGET PRESENTATION

Chair Selinske introduced the agenda item and turned to staff member Paul Enge for the budget presentation.

Paul Enge provided updates on the FWDB budget (presentation attached).

Rachelle Arizmendi asked whether there are penalties for carrying over grant funds. Paul Enge clarified that there is no penalty and that the goal is to carry over 20% of each allocation. She then inquired whether the current budget has affected full-time equivalents (FTEs) for the fiscal year. Paul Enge explained that the numbers in the presentation reflect current staffing levels with no additions.

Dan Lien asked about the factors contributing to the 58% reduction in funding per participant. Staff member Michael Trogan explained that new goals have been implemented, including increasing the number of participants. He noted that while the reduction means funding per participant is lower, the focus will now be on securing direct placements for participants.

Chair Selinske commented on the possibility of reactivating the nonprofit portion of the Foothill Workforce Development Board, given the availability of grants specifically for nonprofits.

Dan Lien supported the idea and requested that staff explore the feasibility of reactivating the nonprofit portion of the board.

Michael Trogan added that restarting the nonprofit entity would be a strategic move, as certain grants do not allow workforce boards to apply directly.

Salvatrice Cummo noted that the timing aligns well with the development of the Local Plan and would strengthen collaboration between the Workforce Board and other organizations.

Chair Selinske proposed forming an ad hoc committee to explore collaboration opportunities with various organizations and suggested including Salvatrice Cummo in the effort.

Dan Lien advised caution in reactivating the nonprofit portion, emphasizing that it must remain separate from the Workforce Board.

Chair Selinske agreed and requested staff to provide clarity on the legal and structural implications before proceeding.

Chair Selinske then asked Paul Enge whether there were any budgeted positions that remained unfilled during the current fiscal year. Paul Enge confirmed that while the budget accounted for a full staff, some positions were not filled.

K-Rahn Vallatine requested that future budget presentations include comparative data sets. He also asked for information on the programs available and their specific requirements.

Chair Selinske requested staff to coordinate a presentation on available programs and their requirements for an upcoming meeting.

IX. A. WIOA POLITICAL UPDATE – Isis Orellana, Political Analysis, CWA and Chris Andresen, Senior Vice President, Dutko Government Relations

Isis Orellana and Chris Andresen provided an update via zoom. (update handouts provided at the end of minutes)

Executive Director Dianne Russell-Carter thanked them for the update.

Amy Foell shared a document that has information on the proposed cuts by the Federal Government.

X. EXECUTIVE DIRECTOR ATTACHMENTS

Chair Selinske informed the board that the agenda includes attachments with reports on key metrics and took a moment to acknowledge the new board members. He explained that their formal nominations will be made by the FETC Policy Board on February 20th.

Meeting was adjourned at 10:34 A.M.



Budget Update

FY 2025 Forecast & FY 2026 Review



Overview

- ✓ Past Performance
- ✓ 2025 Forecast
- ✓ 2026 Budget Review
- ✓ Key Takeaways

Historical Grant Revenue and Expenditures



Average Annual Revenue Decline

\$527,879

▼ (8)% Average YoY

Average Annual Expense Increase

\$120,830

▲ 7% Average Increase



*Data retrieved from the organization's financial records.

2025 Budget Forecast



2025 Forecast Highlights

58%

Reduction

COST PER PARTICIPANT



+83

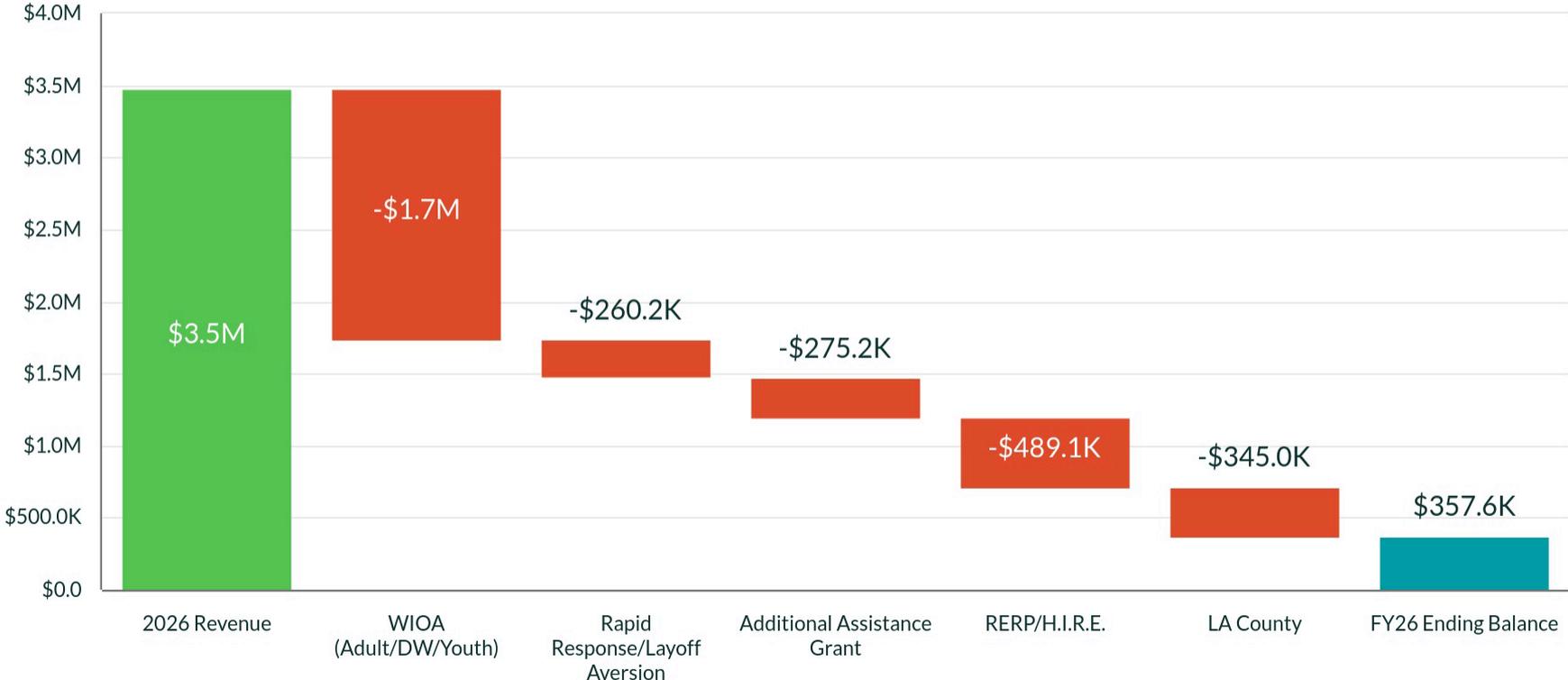
Enrollments

VERSUS HISTORICAL AVERAGE

1.24M

Reduction in Expenses vs. 2024

FY 2026 Budget



2026 Budget Summary



Grant Expenses Remain Same as 2025

Projected to be Compliant to Financial Spending Requirements

Revenue Excludes Additional Funding Sources

65% Reduction in Carryover versus prior year

2026 Grant Budget Outlook

Funding allocation for 2026 across key focus areas



Program Services



Employer Engagement & Partnerships



Administrative Costs

Budget Takeaways



Optimized Spending Per Participant

The data demonstrates a consistent reduction in cost per participant served, enabling an increase in annual enrollments without additional program service expenditures.



Expenditure Monitoring and Reporting

Due to a limited projected ending balance, regular monitoring and strategic allocation of grant funds will be required to sustain program operations and meet fiscal requirements.



Diversification of Funding Sources

Continue focusing on ongoing cost efficiencies and performance improvements to ensure a competitive edge when pursuing new grant funding therefore reducing dependence on WIOA allocation.

The key insights from the data presented indicate a balanced budget for FY 2026, with minimal carryover Focus on effective grant management and continued pursuit of additional funding sources

Questions?

