

## **FOOTHILL WORKFORCE INVESTMENT BOARD MEETING**

Altadena Town & Country Club  
2290 Country Club Drive  
Altadena, CA 91001

### **MINUTES OF MARCH 20, 2014 WIB MEETING**

#### **INTRODUCTION AND ROLL CALL**

The Foothill Workforce Investment Board Chairman, Anthony Tartaglia, welcomed the board members, staff members and guests and called the meeting to order at 8:43 a.m.

#### **Present - FWIB**

Constance Anderson, PCR– Small Business Development Center  
Tina Carey, Miyachi America Company  
Carolyn Dallas, Kaiser Permanente  
Salomon Davila, Pasadena City College  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Ana Hernandez, Path Point  
William Huang, City of Pasadena Housing Dept.  
Gene Hurd, UAW Local 509  
Ilene Frost, Methodist Hospital of Southern California  
Daniel Lien, Professional Services  
Paul Little, Pasadena Chamber of Commerce  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc.  
Alfredo Mejia, CIBA Real Estate  
Sandra Mejia, M & R Professional Services  
Laura Pancake, Pacific Clinics  
Jane Templin, NECA/IBEW Electrical Training Trust  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.

#### **Absent - FWIB**

Peter Barash, Morgan Stanley  
Dennis Chiappetta, Athens Services (Excused)  
Hector Delgado, Teamsters Local Union No.396  
Scott Feldmann, South Pasadena Chamber of Commerce  
Flint Fertig, Monrovia Unified School District (Excused)  
Noah Green, The Ryan Law Firm (Excused)  
Robert Helbing, Air Tro, Inc.  
Scott Payne, So. California Carpentry JATC (Excused)  
Raul Romero, United Domestic Workers of America  
Rosalba Solorio, Los Angeles County-DPSS

#### **Staff Present**

Joumana Barakat, Steve Chase, Rita Magno, Julie McElrath, Mario Real and Phil Dunn, FWIB Executive Director

### **Guests Present**

Kimberly Legg-Beverly – Pacific Clinics  
America Solis-Bowman, Employment Development Department  
Joyce Fong, Employment Development Department  
Cassie Jones, Employment Development Department  
Olin King, Employment Development Department  
Diana Ling, Department of Rehabilitation  
Jennifer McLain, San Gabriel Valley Economic Partnership (SGVEP)  
Nona Yegiazaryan, Employment Development Department

### **APPROVAL OF MINUTES**

The minutes of the December 6, 2013 meeting were approved as submitted.

M/S                Templin/Hurd Approved unanimously

### **CHAIRMAN'S REPORT**

Chairman Tartaglia began the meeting by welcoming the Board and conducting a round of individual introductions. He then invited Bill Huang, City of Pasadena Housing Director; Bill presented Phil Dunn with his 30-year service pin from the City of Pasadena. Director Phil Dunn was lauded for his meritorious service to the City of Pasadena and the FWIB.

Chair Tartaglia reported that the keynote speaker was Kim Beverly of Pacific Clinics. He also reported that Ray Serafin, General Manager of Sheraton Hotel Pasadena has tendered his resignation as a board member. Chair Tartaglia announced that the Sheraton Hotel Pasadena was sold and Ray Serafin was seeking a General Manager's position at another hotel.

In addition, he noted that Atty. Noah Green, chair of the Planning Committee could not attend today's meeting so Steve Chase will present the Planning Committee Report.

Lastly, Chair Tartaglia reminded the Board members to complete their annual filing of the Statement of Economic Interest Form 700 for fiscal year 2013-2014. He urged everyone to submit their Form 700 promptly to Rita Magno to comply with the April 2, 2014 submission deadline.

### **DIRECTOR'S REPORT**

Phil Dunn reported that on April 11, 2014, FWIB will host an Open House at the One-Stop Career Center (aka – America's Job Center of CA - AJCC). The open house will showcase the AJCC facility and the many resources and services available for employers and job seekers.

Also, Phil Dunn briefed the Board on a number of strategic initiatives going on at the AJCC including: the ERISS Employer Labor Market Survey, the Career Pathways Project, the CA Slingshot Project, and the expansion of Workforce Investment Act services at the Monrovia Unified School District to better serve clients on the east side of the consortium.

Finally, Phil Dunn announced that Los Angeles County Department of Community and Senior Services has awarded FWIB \$200K to serve 198 youth in Phase I of a summer youth program (April-June). He noted that Phase I of the summer youth program is only for CalWorks participants. Also, Dunn stated that it is anticipated that the County will allocate additional funding to FWIB to support Phase II of the summer youth program (July-September).

## **ACTION ITEM**

### **Planning Committee Report and Recommendations**

#### **A. Approval of Additional Funds to South Bay Workforce Investment Board, Inc.**

On behalf of the Planning Committee, Steve Chase recommended that the Foothill Workforce Investment Board approve the Planning Committee's proposal to award an additional \$175,000 to the South Bay Workforce Investment Board, Inc. for a revised total of \$800,000 for the 2013-2014 program year.

After a thorough review of the agenda report, the Board voted on the recommendation.

M/S	Gutierrez/Davila	Approved unanimously
	Templin	Abstain

#### **B. Approval of Award of WIA Funds to the Monrovia Unified School District**

On behalf of the Planning Committee, Steve Chase recommended that the Foothill Workforce Investment Board approve the action of the Planning Committee to award up to \$50,000 to the Monrovia Unified School District to pay for staffing at the auxiliary one stop on the east side of the Foothill consortium.

M/S	Trainor / Templin	Approved unanimously
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### **WIB Membership and Renewal Appointment Report and Recommendations**

On behalf of the Executive Committee, Chair Tartaglia recommended that the WIB approve one (1) new nominee for Board membership and the renewal appointments for three (3) FWIB members/designees whose terms expire in March 2014.

#### **New member nominee:**

- **Olin King**, Deputy Division Chief, Employment Development Department; new appointment

#### **Renewal appointments:**

- **Flint Fertig**, Monrovia Unified School District; renewal appointment
- **Dan Lien**, Banking Professional Services; renewal appointment
- **Hector Delgado**, Teamsters Local 398; renewal appointment

M/S	Templin/Mejia, S.	Approved unanimously
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Acceptance of Resignation:

- **Ray Serafin**, Sheraton Hotel Pasadena

M/S

Templin/McWilliams

Approved unanimously (With Regrets)

**INFORMATION ITEMS**

**Ad Hoc Marketing Committee Report**

Vice-Chair, Brenda Trainor briefed the Board on the status of FWIB Ad Hoc Marketing committee strategic outreach and marketing campaign. She urged the Board to view the Branding Marketing Communication presentation in the meeting packet. Vice Chair Trainor emphasized the importance of branding and the need to elevate the awareness, image and relevance of the FWIB. She reported that the FWIB is working with Full Capacity Marketing, a marketing firm based in San Diego, to facilitate a marketing campaign for the FWIB.

**CA Labor Federation's Building Workforce Partnerships Conference Report**

On February 26 – 28, 2014, Four FWIB Labor Representatives attended the CA Labor Federation's Building Workforce Partnership Conference in Westin LAX Hotel. Jane Templin shared that the conference was about how labor can work with the WIB's to benefit our communities. She reported that the conference also focused on collaboration, marketing and branding, reaching out and connecting with other WIBs.

Julie McErath, FWIB Staff also reported that the FWIB in collaboration with Jane Templin held a very successful positive recruitment at the One-Stop Career Center for apprenticeship positions at IBEW.

**PRESENTATION – "Wellness Works!"**

Kim Beverly from Pacific Clinics presented the "Wellness Works!" Program. This program seeks to reduce mental health stigma and promote mental wellness in the workplace. She explained the various stages of mental illness in the workplace and she discussed the organizational challenges in handling employee productivity in the workplace. She emphasized the need for training to meet the needs of employees and to promote mental wellness in the workplace.

Following Ms. Beverly's presentation, there was an interactive question and answer session.

Following a roundtable update of news and announcements from Board and staff, Chair Tartaglia adjourned the meeting at 10:07 a.m.

# **FOOTHILL WORKFORCE INVESTMENT BOARD MEETING**

Altadena Town & Country Club  
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## **MINUTES OF JUNE 19, 2014 WIB MEETING**

### **INTRODUCTION AND ROLL CALL**

The Foothill Workforce Investment Board Chairman, Anthony Tartaglia, welcomed the board members, staff members and guests and called the meeting to order at 8:45 a.m.

### **Present - FWIB**

Anthony Tartaglia, Chair, The Gas Company  
Peter Barash, Morgan Stanley  
Tina Carey, Miyachi America Company  
Carolyn Dallas, Kaiser Permanente  
Salomon Davila, Pasadena City College  
Hector Delgado, Teamsters Local Union No.396  
Ilene Frost, Methodist Hospital of Southern California  
Noah Green, Law Offices of Noah Green, P.C.  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
William Huang, City of Pasadena Housing Dept.  
Gene Hurd, UAW Local 509  
Olin King, Employment Development Department  
Paul Little, Pasadena Chamber of Commerce  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc.  
Alfredo Mejia, CIBA Real Estate  
Sandra Mejia, M & R Professional Services  
Scott Payne, So. California Carpentry JATC  
Jane Templin, NECA/IBEW Electrical Training Trust  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.

### **Absent - FWIB**

Constance Anderson, PCR– Small Business Development Center  
Dennis Chiappetta, Athens Services (Excused)  
Flint Fertig, Monrovia Unified School District  
Robert Helbing, Air Tro, Inc.  
Ana Hernandez, Path Point  
Daniel Lien, Professional Services  
Laura Pancake, Pacific Clinics (Excused)  
Raul Romero, United Domestic Workers of America  
Rosalba Santos, Los Angeles County-DPSS

### **Staff Present**

Joumana Barakat, Steve Chase, Dianne Glean, Rita Magno, Julie McElrath, Sarah Mendoza-Jaime, Dianne Russell-Carter and Phil Dunn, FWIB Executive Director

### **Guests Present**

Kimberly Legg-Beverly, Pacific Clinics  
Chin Yu Cheng, Employment Development Department  
Shomari Davis, IBEW Local 11  
Nani Escudero, Pacific Clinics  
Byron Galvez, Teriyaki Madness  
Diana Ling, Department of Rehabilitation  
Ruth Martinez, City of Pasadena  
Jennifer McLain, San Gabriel Valley Economic Partnership (SGVEP)  
Juan Miron, Teriyaki Madness  
Olabisi Oyewo, Employment Development Department  
Jim Raney, Creative Landscape Solutions  
Clara Wong, City of Pasadena  
Nona Yegiazaryan, Employment Development Department

### **APPROVAL OF MINUTES**

The minutes of the March 20, 2014 meeting were approved as submitted.

M/S                      Templin/Mejia Approved unanimously

### **CHAIRMAN'S REPORT**

Chair Tartaglia welcomed the FWIB members and announced that the June meeting is the annual business meeting of the Board. As such, the meeting agenda will address relevant business matters such as elections, board membership issues, strategic plan reviews and contract award recommendations. In addition, he stated that there will be an award ceremony.

Chair Tartaglia announced the resignation of Scott Feldmann, South Pasadena Chamber of Commerce due to business reasons. Chair Tartaglia emphasized the need for representation from all of the consortium cities and encouraged the Board to assist in referring qualified nominees to WIB vacancies.

Chair Tartaglia reported that he and three (3) other FWIB Members attended the San Gabriel Valley Economic Outlook presentation on May 20, 2014 at the Pasadena Convention Center. He reported that Robert Kleinhenz, Chief Economist of LAEDC, gave a very interesting presentation on the economic outlook for the San Gabriel Valley.

Next, he announced that he and Phil Dunn will be making a FWIB presentation to the Pasadena City Council on June 23, 2014. He also shared that the FWIB has been designated as one of the High-Performance Local Boards (HPB) in California and Phil Dunn will report further on this designation.

Lastly, he pointed out that the next meeting will be on September 18, 2014 and will focus on the ERISS Employer Market Survey.

## **DIRECTOR'S REPORT**

Phil Dunn announced that the CA Workforce Board, on behalf of the Governor, recently informed the Foothill Workforce Investment Board (FWIB) that it had achieved "High Performing Workforce Investment Board Certification". He noted that FWIB is one of a select few Boards in CA to receive this prestigious designation. The certification was awarded as a result of a stringent review process by an independent team of evaluators from Sacramento. The designation was based on Foothill's high program performance, the quality of FWIB's 5-Year strategic Plan, and the effectiveness of its workforce system involving business, labor, education and key partners.

Next, Phil announced that FWIB recently received notice of a \$300K grant award from the State of CA to continue operation of its highly successful Foster Youth program. It was mentioned that FWIB is the only Board in CA to receive funding for this important project and the award is a \$100K increase over previous allocations.

Also, Phil Dunn briefed the Board on several statewide workforce development initiatives, including the Slingshot Project, the Accelerator Project and the Career Pathways Trust Project.

Phil also reported on the success of FWIB's America Job Center of CA (One-Stop Career Center) Open House held on April 11, 2014. He noted that the open house provided the FWIB with an opportunity to showcase its career center and the many resources and services available to employers and job seekers. The event was well attended by local elected officials, area employers, job seekers, and partner agencies. The open house was co-sponsored by the Employment Development Department and over 200 job seekers attended the event.

Finally, Phil reported on a successful targeted recruitment effort held at the career center involving the grand opening of the Home Goods Store in the Hasting Ranch area of Pasadena. It was noted that Home Goods interviewed 428 clients and hired 65 clients, which completed their entire staffing needs.

## **ACTION ITEMS**

### **A. Election of Officers**

On behalf of the Executive Committee, Phil Dunn facilitated the annual Board elections. Dunn reviewed the Election of Officers report in the agenda packet and presented the recommendation to approve the re-election of the incumbent Board Officers:

**Tony Tartaglia**, Chairman and **Brenda Trainor**, Vice-Chairperson.

M/S                      Hurd/Templin                      Approved unanimously

### **B. WIB Membership Report and Recommendations**

On behalf of the Executive Committee, Chair Tartaglia recommended that the WIB approve one (1) new nominee for Board membership.

New member nominee:

- **Jennifer McLain**, Business Development Manager  
San Gabriel Valley Economic Partnership

M/S Little/Mejia, S. Approved unanimously

**C. Planning Committee Report and Recommendations** - Approval of Contract Award to South Bay Workforce Investment Board, Inc.

On behalf of the Planning Committee, Noah Green recommended that the Foothill Workforce Investment Board approve the Planning Committee's proposal to award \$1,000,000 to the South Bay Workforce Investment Board for the 2014-2015 program year.

After a thorough review of the agenda report, the Board voted on the recommendation.

M/S King/Dallas Approved unanimously  
Davila/Little/Templin Abstain







**INFORMATION ITEMS**

**Budget and Fiscal Report**

Clara Wong, Senior Accountant City of Pasadena reported on the budget and fiscal status of the FWIB. She reported that the FWIB is operating within our budget expenditures. She announced there are sufficient program funds for fiscal year 2014-2015 as indicated in the referenced FWIB Budget report in the packet. Lastly, she announced that FWIB is in compliance with all Workforce Investment Act (WIA) financial requirements and audits.

**Awards of Recognition**

Chairman Tony Tartaglia and Director Phil Dunn distributed the following recognition awards:

	Dan Lien	-	Foothill WIB Member of the Year Award
	Pacific Clinics	-	Foothill WIB Partner Organization of the Year Award
	Teriyaki Madness	-	Foothill WIB Employer of the Year Award
	James Raney	-	Foothill WIB Adult Participant of the Year Award
	Juan Miron	-	Foothill WIB Youth Participant of the Year Award
	America Solis-Bowman	-	Foothill WIB Special Recognition Award

Following a roundtable update of news and announcements from Board and staff, Chair Tartaglia adjourned the meeting at 9:50 a.m.



## **FOOTHILL WORKFORCE INVESTMENT BOARD MEETING**

Altadena Town & Country Club  
2290 Country Club Drive  
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### **MINUTES OF SEPTEMBER 18, 2014 WIB MEETING**

#### **INTRODUCTION AND ROLL CALL**

The Foothill Workforce Investment Board Chairman, Anthony Tartaglia, welcomed the board members, staff members and guests and called the meeting to order at 8:45 a.m.

#### **Present - FWIB**

Anthony Tartaglia, Chair, The Gas Company  
Tina Carey, Miyachi America Company  
Carolyn Dallas, Kaiser Permanente  
Flint Fertig, Monrovia Unified School District  
Noah Green, Law Offices of Noah Green, P.C.  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Robert Helbing, Air Tro, Inc.  
William Huang, City of Pasadena Housing Dept.  
Gene Hurd, UAW Local 509  
Olin King, Employment Development Department  
Daniel Lien, Professional Services  
Paul Little, Pasadena Chamber of Commerce  
Sandra Mejia, M & R Professional Services  
Laura Pancake, Pacific Clinics  
Scott Payne, So. California Carpentry JATC  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.

#### **Absent - FWIB**

Constance Anderson, PCR– Small Business Development Center  
Peter Barash, Morgan Stanley  
Dennis Chiappetta, Athens Services (Excused)  
Salomon Davila, Pasadena City College  
Hector Delgado, Teamsters Local Union No.396  
Ilene Frost, Methodist Hospital of Southern California  
Ana Hernandez, Path Point  
Jennifer McLain, San Gabriel Valley Economic Partnership (SGVEP)  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc.  
Alfredo Mejia, CIBA Real Estate  
Raul Romero, United Domestic Workers of America  
Rosalba Santos, Los Angeles County-DPSS  
Jane Templin, NECA/IBEW Electrical Training Trust (Excused)

#### **Staff Present**

Joumana Barakat, Steve Chase, Rita Magno, Julie McElrath, Mario Real, Dianne Russell-Carter and Phil Dunn, FWIB Executive Director

### **Guests Present**

America Solis-Bowman, Employment Development Department  
Jorge Cabrera – Guest of Gene Hurd  
Shomari Davis, IBEW Local 11  
Tyanne Evans, Employment Development Department  
Diana Ling, Department of Rehabilitation  
Olabisi Oyewo, Employment Development Department  
Eileen Rohlfing, Employment Development Department  
Andrea Sanchez, Employment Development Department  
Jan Tokumaru – California Labor Federation Workforce & Economic Development  
Nona Yegiazaryan, Employment Development Department

### **APPROVAL OF MINUTES**

The minutes of the June 19, 2014 meeting were approved as submitted.

M/S Gutierrez/Trainor Approved unanimously

### **CHAIRMAN'S REPORT**

Chair Tartaglia welcomed the FWIB members and started the meeting by greeting Executive Director, Phil Dunn on his birthday. He also congratulated Board member Dan Lien for his FWIB Member of the Year award.

Chair Tartaglia reported that he was invited to the California Workforce Association Conference "Meeting of the Minds" in Monterey CA on Sept. 2-4, 2014. He served on a panel that discussed "The Business Point of View on WIOA and Business Engagement Strategies: Shifting from Driven to Market Responsive". Also, he mentioned that there were presentations on Workforce Investment Opportunity Act (WIOA) by Portia Wu, Assistant Secretary of Labor; Patrick Henning, Director of EDD; and Scott Chaney, Senior Advisor, Senate Budget Committee.

He disclosed that the WIB Executive Committee met on September 16th with Vice-Chairwoman Brenda Trainor presiding in his absence. He also reported that Barbara Nyegaard of ERISS will be presenting a labor market survey report which provides ultra current data and local workforce intelligence.

Next, he shared that the FWIB will meet with the Los Angeles County WIB in late October regarding WIOA and regional WIB collaboration efforts.

Lastly, he pointed out that the next meeting will be on Friday, December 5, 2014.



**PRESENTATION** – Barbara Nyegaard, ERISS

Barbara Nyegaard gave a presentation on the results of FWIB's Employer Labor Market Survey presentation which was conducted between May – July, 2014. Ms. Nyegaard began her presentation by acknowledging that FWIB is an "employer-focused" organization and she mentioned that employer engagement is a key principal in the new WIOA legislation and it is a great return on investment.

Barbara Nyegaard reported that the purpose of the survey was to engage employers and to collect current comprehensive labor market information from employers within FWIB's six city consortium area. Next, she discussed the scope of the survey and the methodology used to conduct the survey.

Barbara Nyegaard reported that the ERISS survey targeted 3024 employers in the region and 610 employers responded achieving a response rate of 22%. Also, she mentioned that the survey collected occupational data covering 45 occupations and these occupations tend to be where the majority of workers in the region are employed.

Ms. Nyegaard presented an in-depth summary of the key survey findings and she explained how the survey could be used by employers, job seekers, educational entities, staff and key stakeholders for program planning, research, and job development purposes.

During and following her presentation, there was an interactive question and answer period regarding the survey and its findings. It was noted that the results of the survey and other workforce data relevant to the region can be found at: [www.usworks.com/foothilljobs](http://www.usworks.com/foothilljobs)

Following a roundtable update of news and announcements from Board and staff, Chair Tartaglia adjourned the meeting at 10:14 a.m.