

## **FOOTHILL WORKFORCE INVESTMENT BOARD MEETING**

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

### **MINUTES OF APRIL 23, 2015 STRATEGIC PLANNING MEETING**

#### **Present - FWIB**

Tony Tartaglia, Chair, The Gas Company  
Tina Carey, Amada Miyachi America Inc.  
Salomon Davila, Pasadena City College  
Hector Delgado, Teamsters Local Union No.396  
Flint Fertig, Monrovia Unified School District  
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  
Betty McWilliams, Foothill Unity Center, Inc.  
Alfredo Mejia, CIBA Real Estate  
Raul Romero, United Domestic Workers of America  
Rosalva Santos, Los Angeles County-DPSS  
Jane Templin, NECA/IBEW Electrical Training Trust  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.

#### **Present – FETC Policy Board**

Sho Tay, City of Arcadia  
Sam Kang, City of Duarte  
Alexander C. Blackburn, City of Monrovia

#### **Absent - FWIB**

Constance Anderson, PCR– Small Business Development Center – (Excused)  
Peter Barash, Morgan Stanley  
Dennis Chiappetta, Athens Services (Excused)  
Carolyn Dallas, Kaiser Permanente (Excused)  
Ilene Frost, Methodist Hospital of Southern California (Excused)  
Noah Green, Law Offices of Noah Green, P.C. (Excused)  
Ana Hernandez, Path Point  
Jennifer McLain, San Gabriel Valley Economic Partnership (Excused)  
Denise McKnight, Department of Rehabilitation  
Sandra Mejia, M & R Professional Services  
Laura Pancake, Pacific Clinics  
Scott Payne, So. California Carpentry JATC (Excused)

#### **Staff Present**

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

**Guests Present**

Eli Cortez, Guest of Raul Romero  
Shomari Davis, IBEW Local 11

**CHAIRMAN'S REPORT**

Chair Tartaglia welcomed the FWIB members and called the meeting to order at 2:05 pm. After the Board voted on the two (2) action items in the agenda, Chair Tartaglia held a roundtable of introductions before presenting the speaker, Greg Newton of Greg Newton and Associates.

**ACTION ITEMS**

**A. Acceptance and Transfer of Funds** - On behalf of the Executive Committee, Phil Dunn recommended that the Foothill Workforce Investment Board approve two (2) Action Items :

1. The acceptance of \$55,000 from the Los Angeles County WIB to operate a Youth Jobs Program, and \$141,713 from the South Bay WIB, Inc. to augment its 25% WIA Dislocated Worker Additional Assistance Project for the California Multi-Sector Workforce Partnership.
2. The transfer of up to \$125,000 in Dislocated Worker Funds to the Adult funding stream.

After a thorough discussion regarding the agenda reports, the Board voted on the recommendations.

M/S	Helbing/Lien	Approved unanimously
	Templin	Abstain

**PRESENTATION** – Greg Newton, Greg Newton & Associates

Greg Newton facilitated a spirited presentation which provided an overview of the major expectations and requirements of the Workforce Innovation and Opportunity Act (WIOA). He noted that the Workforce Innovation and Opportunity (WIOA) was signed into law on July 22, 2014, and it is the first legislative reform of the public workforce system in 15 years. This law supersedes the Workforce Investment Act of 1998.

Greg presented and discussed the **five WIOA strategic change areas**:

1. Real System Partnership - increase partnerships; ensure alignment with partner programs;
2. Access for those with Barriers to Employment – Increase access to services and universal system where no one is left behind;
3. Career Pathways and Talent Pipelines – convene efforts in the local area to develop and implement career pathways within the local area;

4. Credentials and Employment – performance measures under WIOA add new employment outcomes on earnings and effectiveness in serving employers, and include educational measures for credential attainment and measurable skill gains;
5. Employer Engagement – increasing the Local Board’s strategic role with businesses and providing more than “business services”; seeking advice on the design and delivery of job seeker services; validating career pathways; & providing work-based learning opportunities.

Greg reported that with WIOA, Local Boards are expected to be more strategic in terms of facilitating public-private partnerships, supporting sector strategies and career pathways and ensuring effective delivery services operations. He also reported that local boards are expected to develop a plan for electronic connectivity among partners.

With reference to the seven (7) Workforce Boards in LA County, Greg stated there is no planned merger of the Workforce Boards. However, the State requires all the Local Boards to come together and formulate a single regional plan for all seven boards.

Greg presented a crosswalk between FWIB current Strategic Plan Goals versus the new WIOA Alignment Opportunities and asked the Board to identify the top three strategic action steps for the successful implementation of WIOA.

The Board spent time identifying how these strategies will be addressed and agreed on formulating a road map for the implementation of these goals. Chair Tartaglia identified the Executive Committee and additional Board member volunteers as the steering committee to identify and prioritize 3-4 key WIOA goals for the Board’s consideration.

Lastly, he confirmed that the committee will meet and formulate the blueprint of goals before the next WIB meeting on June 18, 2015.

Chair Tartaglia adjourned the meeting at 4:30 pm.

# **FOOTHILL WORKFORCE INVESTMENT BOARD MEETING**

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

## **MINUTES OF JUNE 18, 2015 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 8:51 a.m.

### **Present - FWIB**

Tony Tartaglia, Chair, The Gas Company  
Carolyn Dallas, Kaiser Permanente  
Hector Delgado, Teamsters Local Union No.396  
Noah Green, Law Offices of Noah Green, P.C.  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
William Huang, City of Pasadena Housing Dept.  
Olin King, Employment Development Department  
Daniel Lien, Professional Services  
Paul Little, Pasadena Chamber of Commerce  
Betty McWilliams, Foothill Unity Center, Inc.  
Alfredo Mejia, CIBA Real Estate  
Sandra Mejia, M & R Professional Services  
Rosalba Santos, Los Angeles County-DPSS  
Jane Templin, NECA/IBEW Electrical Training Trust  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.

### **Absent - FWIB**

Constance Anderson, PCR– Small Business Development Center – (Excused)  
Peter Barash, Morgan Stanley (Excused)  
Tina Carey, Amada Miyachi America Inc. (Excused)  
Dennis Chiappetta, Athens Services (Excused)  
Salomon Davila, Pasadena City College (Excused)  
Flint Fertig, Monrovia Unified School District  
Ilene Frost, Methodist Hospital of Southern California  
Robert Helbing, Air Tro, Inc (Excused)  
Ana Hernandez, Path Point  
Gene Hurd, UAW Local 509  
Jennifer McLain, San Gabriel Valley Economic Partnership (Excused)  
Denise McKnight, Department of Rehabilitation  
Laura Pancake, Pacific Clinics  
Scott Payne, So. California Carpentry JATC (Excused)  
Raul Romero, United Domestic Workers of America

### **Staff Present**

Steve Chase, Alex Joya, Rita Magno, Julie McElrath, Sarah Mendoza-Jaime and Phil Dunn, FWIB Executive Director

### **Guests Present**

America Solis-Bowman, Employment Development Department  
Elaine Chapman, Pasadena City College  
David Hinojosa, Employment Development Department  
Jorge Rodriguez, Rodriguez Group  
Shomari Davis, IBEW Local 11  
Olabisi Oyewo, Employment Development Department

### **APPROVAL OF MINUTES**

The minutes of the April 23, 2015 meeting were approved as submitted.

M/S                      Templin/Green                      Approved unanimously

### **CHAIRMAN'S REPORT**

Chair Tartaglia reported that the FWIB Executive Committee met on June 2, 2015 and discussed how to streamline the FWIB's five (5) year strategic plan goals to comply with the Workforce Innovation and Opportunities Act (WIOA) regulations. He reported that the committee also discussed WIOA transition issues and made reference to the WIOA Governance report in the packet.

He reported that since there was no ad hoc governance committee formed following the April 2015 Strategic Planning Meeting, he has directed the Executive Committee to serve as Ad Hoc Membership Committee. He has instructed the Executive Committee to carefully design a nominating and appointing process to comply with the new WIOA regulations with the goal of retaining a strong Board membership. Chair Tartaglia also reported that FETC Policy Board has permitted the FWIB to transition into a WIOA Workforce Development Board utilizing its own process.

Lastly, Chair Tartaglia announced that upon the invitation of the Vice-Chair, Brenda Trainor, Bruce Lathrop of MADIA Tech Launch, Inc. would be the keynote presenter in this meeting.

### **DIRECTOR'S REPORT**

Phil Dunn reported that the Foothill Workforce Investment Board recently received a \$444,444 Veterans grant from the CA Workforce Investment Board. Foothill was one of nine statewide agencies to receive this highly competitive grant. The Veterans Employment Related Assistance Program (VEAP) is designed to provide intensive employment and training services to veterans within the Foothill region.

Phil Dunn also noted that Foothill received \$137K from the Los Angeles County Youth Jobs Program to serve 70 youth in a summer youth program. The funds will provide 120 hours of



### **AD HOC MARKETING COMMITTEE REPORT**

Vice Chair, Brenda Trainor, announced that effective July 1, the local board will be change its name to Foothill Workforce Development Board (FWDB). The FWIB will surrender its status as a Workforce Investment Board to become a Workforce Development Board.

Vice Chair Trainor FWIB reported that the FWIB staff is working with Full Capacity Marketing (FCM) to develop marketing materials to reflect the name change and the rebranding of our marketing materials. She encouraged the FWDB members to raise the visibility of its mission and communicate value propositions to a variety of targeted audiences including customers, prospective customers, funders, employers and partners of the system.

### **PRESENTATION – BRUCE LATHROP**

MADIA Tech Launch, Inc.  
Monrovia CA

Bruce Lathrop explained that **MADIA** Tech Launch, Inc. (**Monrovia-Arcadia-Duarte-Irwindale-Azusa**) started as “Make It Monrovia” and is now a 501(c) (3) non-profit corporation. He explained that MADIA Tech Launch Inc. provides educational programs in entrepreneurship, business finance and operations, and technology development. Also, the training is conducted in settings which encourage networking and collaboration among members. MADIA Tech Launch Inc. is an industry incubator company which provides educational services to the region's technical, scientific, and industrial workforce.

Bruce reported that MADIA has monthly evening meetings and uses LinkedIn to connect with local talent and create a technology network. He highlighted a few of MADIA’s noteworthy accomplishments which include being a catalyst for a new Biotech Incubator in Monrovia; 134 members on LinkedIn; and established as a 501©(3) Educational Nonprofit Corporation. MADIA’s board members are affiliated with Caltech, City of Hope and Mt. Sierra College etc.

He emphasized that MADIA targets partnerships with various entrepreneurs, business employers and their employees and encourages the FWIB to work with MADIA in promoting its workforce programs.

Following a brief roundtable, Chair Tartaglia adjourned the meeting at 9:50 a.m.

**JOINT MEETING OF THE  
FOOTHILL EMPLOYMENT AND TRAINING CONSORTIUM POLICY BOARD and  
FOOTHILL WORKFORCE DEVELOPMENT BOARD**

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

**MINUTES OF SEPTEMBER 17, 2015 WIB MEETING**

**INTRODUCTION AND ROLL CALL**

The Foothill Workforce Development Board Vice-Chair, Brenda Tartaglia, welcomed the board members, staff members and guests and called the meeting to order at 8:57 a.m.

**Present – FETC POLICY BOARD**

Tyron Hampton – City of Pasadena  
Robert S. Joe – City of South Pasadena  
Sam Kang, City of Duarte  
Sho Tay - City of Arcadia

**Absent – FETC POLICY BOARD**

John Harabedian – City of Sierra Madre  
Larry Spicer – City of Monrovia

**Present - FWDB**

Tina Carey, Amada Miyachi America Inc.  
Carolyn Dallas, Kaiser Permanente  
Hector Delgado, Teamsters Local Union No.396  
Flint Fertig, Monrovia Unified School District  
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  
Daniel Lien, Professional Services  
Paul Little, Pasadena Chamber of Commerce  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc.  
Laura Pancake, Pacific Clinics  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.

**Absent - FWDB**

Tony Tartaglia, Chair, The Gas Company – (Excused)  
Constance Anderson, PCR– Small Business Development Center – (Excused)  
Peter Barash, Morgan Stanley  
Dennis Chiappetta, Athens Services (Excused)  
Salomon Davila, Pasadena City College  
Ilene Frost, Methodist Hospital of Southern California  
Noah Green, Law Offices of Noah Green, P.C.  
Robert Helbing, Air Tro, Inc



Ana Hernandez, Path Point  
Jennifer McLain, San Gabriel Valley Economic Partnership (Excused)  
Alfredo Mejia, CIBA Real Estate  
Sandra Mejia, M & R Professional Services (Excused)  
Raul Romero, United Domestic Workers of America  
Rosalba Santos, Los Angeles County-DPSS (Excused)  
Jane Templin, NECA/IBEW Electrical Training Trust (Excused)

**Staff Present**

Steve Chase, Rita Magno, Sarah Mendoza-Jaime, Mario Real, Dianne Russell-Carter, Mariana Voskerchyan, Suzy Voskerchyan and Phil Dunn, FWDB Executive Director

**Guests Present**

Kayleen Maya-Aviles, District Director for CA Assemblyman Chris Holden  
America Solis-Bowman, Employment Development Department  
Cheynne Chong, District 1 Field Rep (Tyron Hampton) City of Pasadena  
David Hinojosa, Employment Development Department  
Olabisi Oyewo, Employment Development Department  
John Russell – Monrovia Adult School  
Nona Yegiazaryan, Employment Development Department

**APPROVAL OF MINUTES**

The minutes of the June 18, 2015 meeting were approved as submitted.

M/S            Lien/Carey    Approved unanimously

**VICE-CHAIR'S REPORT**

Vice Chair Brenda Trainor welcomed the FWDB members and acknowledged the presence of the FETC Policy Board members. She conveyed the apologies of Chairman Tony Tartaglia who could not attend due to an out of town meeting conflict.

Vice Chair Trainor encouraged the Board to review the meeting packet and mentioned that Phil Dunn has developed an extensive Workforce Innovation and Opportunity Act (WIOA) Action Matrix for the implementation of WIOA guidelines.

Next, Vice Chair Trainor reported that she, together with Director Phil Dunn and FWDB staff, Sarah Mendoza-Jaime recently attended the California Workforce Association (CWA) Meeting of the Minds Conference in Monterey CA from September 8-10, 2015. Vice Chair Trainor stated that there was a very interesting panel discussion that focused on the new WIOA and how it can be implemented effectively throughout the State. She mentioned that FWDB staff, Sarah Mendoza-Jaime took part in a youth presentation highlighting the various youth programs of the seven Workforce Development Boards within Los Angeles County. Also, Vice Chair Trainor mentioned

that the conference featured several high caliber speakers such as Global Futurist and Strategic Advisor, Rohit Talwar, who spoke about the rapid technological changes over the next 5-10 years and its future impact on the business world.

### **DIRECTOR'S REPORT**

Phil Dunn reported that the Foothill Workforce Investment Board (FWIB) passed all nine performance goals for the 2014-15 program year. He noted that the criteria for measuring performance was established by law and standardized for all local workforce areas in the U.S. Phil referenced the agenda report in the packet for details about the successful accomplishment of passing all nine performance standards. He also noted that Foothill continues to be designated as a High Performing Board by the Governor.

Phil Dunn also stated that the Board had received a clean fiscal and procurement review by the CA Employment Development Department. He reported that for the fiscal portion of the review, the state focused on the following areas: expenditures charged to WIA grants, cost allocation, oversight of sub-recipients, and sub-recipient adults. For the procurement portion of the review, the state examined procurement transactions and property management activities. For additional details, Dunn referenced the state monitoring report in the agenda packet.

Finally, Phil briefly reviewed the WIO Implementation Action Matrix in the meeting agenda packet and he stated that Foothill is actively engaged in a regional planning process with the 7 other workforce development boards in Los Angeles County.

### **PRESENTATION** - Legislative Presentation by **Kayleen Maya-Aviles** District Director for CA Assembly member Chris Holden

Kayleen Maya-Aviles first thanked Phil Dunn and South Pasadena Mayor, Bob Joe, for inviting her to speak on behalf of Assembly Member Chris Holden who was out of town attending a conference.

She noted that Assembly Member Chris Holden has wrapped up the 2015 CA Legislative Session with an impressive list of accomplishments. He had 14 bills approved in the state legislature with four already signed into law. The remaining bills are waiting Governor Brown's signature and the deadline for these bills to be signed into law is October 11, 2015.

Kayleen highlighted a few of these bills:

- **AB 525** - Franchise Bill of Rights - provides small business franchisees with more protections and closes loopholes in state law to protect small business franchise owners.
- **AB 1378** - Senior Homeowner Property Tax Relief - ensures both property owners in a recognized partnership are entitled to the base tax transfer. Currently, California seniors over 55 and disabled adults are permitted to transfer the assessed value of their present home to a new home – but only one spouse or partner can claim the tax transfer.

- AB 288 - Concurrent Enrollment - creates college pathways for high school students by expanding dual enrollment courses on community college and high school campuses.
- AB 1270 - California Workforce Innovation and Opportunity Act - This bill would update statutory references to the Workforce Investment Act of 1998 to instead refer to the Workforce Innovation and Opportunity Act of 2014 and make related conforming changes.
- AB 1093 – Workforce Training for Re-Entry Population – This bill modifies the criteria for the Supervised Population Workforce Training Grant Program to allow grant applicants to address education training needs of the Re-entry population.
- SB 342 – Investment and Workforce Development from Poverty to Upward Mobility Bill - This bill requires the CWIB to assist the Governor in helping individuals with barriers to employment, including low-skill, low-wage workers, the long-term unemployed, and members of single-parent households, achieve economic security and upward mobility by implementing policies that encourage the attainment of marketable skills relevant to current labor market trends.

In closing, Kayleen Maya-Aviles presented South Pasadena Mayor Bob Joe a Certification of Recognition as the new elected Chair of the Foothill Employment and Training Consortium Policy Board.

**PRESENTATION** - FWDB Ad Hoc Marketing Committee Presentation  
**Brenda Trainor**, FWDB Vice-Chair

Vice Chair Brenda Trainor gave a comprehensive and informative presentation on the marketing plan developed by the committee, staff and Full Capacity Marketing, Inc. She presented an array of marketing tools developed by the team which Board members can use to promote the Foothill Workforce Development Board (FWDB). Each board member was presented with a folder of Power Point slides and a USB drive containing the FWDB marketing presentation. Vice Chair and Ad Hoc Committee Chair Trainor noted that WIOA strongly emphasizes the need to build partnerships and regional collaborations and these materials will facilitate such efforts. Also, she encouraged each Board member to utilize these tools to promote the FWDB to the job seeking and employer communities. Finally, the Board viewed the new youth and Veteran micro sites on the FWDB website and the promotional marketing video. The marketing presentation and deliverables were well received by the Board.

Following a brief roundtable, Vice-Chair Trainor adjourned the meeting at 9:58 a.m.