

# **FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING**

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

## **MINUTES OF SEPTEMBER 29, 2016 FWDB MEETING**

### **Present - FWDB**

Tony Tartaglia, Chair, The Gas Company  
Tina Carey, Amada Miyachi America Inc.  
Carolyn Dallas, Kaiser Permanente  
Salomon Davila, Pasadena City College  
Hector Delgado, Teamsters Local Union No.396  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Gene Hurd, UAW Local 509  
Daniel Lien, Plaza Bank  
Jennifer McLain, City of Glendale, Community Development Dept  
Laura Pancake, Pacific Clinics  
Jane Templin, NECA/IBEW Electrical Training Trust  
Brenda Trainor, Vice-Chair, Frontier Trail, Inc.  
Laurie Wheeler, South Pasadena Chamber of Commerce

### **Absent - FWDB**

Alma Apodaca, City of Hope (Excused)  
Ron Carter, The Carter Agency (Excused)  
Matt Dunphy, Southwest Carpenters Training Fund (Excused)  
Flint Fertig, Monrovia Unified School District  
Robert Helbing, Air Tro, Inc.  
Olin King, Employment Development Department (Excused)  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc. (Excused)  
Alfredo Mejia, CIBA Real Estate  
Sandra Mejia, M & R Professional Services (Excused)  
Tom Selinske, FocusOut LLC (Excused)

### **Staff Present**

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

### **Guests Present**

Jeff Allred, San Gabriel Valley Economic Partnership (SGVEP)  
Stephen Amezcua, Employment Development Department  
America Solis-Bowman, Employment Development Department  
Olivia Galicia, Financially Fit Foundation  
Bill Huang, City of Pasadena  
Richard Negui, Southern California Coalition for Occupational Safety and Health (SoCalCOSH)  
Olabisi, Oyewo, Employment Development Department

### **APPROVAL OF MINUTES**

The minutes of the June 23, 2016 meeting were approved as submitted.

M/S                      Gutierrez /Templin    Approved unanimously

### **CHAIRMAN'S REPORT**

Chair Tartaglia welcomed the FWDB members and called the meeting to order at 8:57 a.m. He announced that this meeting was a logistical meeting about the implementation of WIOA and the related policy issues such as the One-Stop operator competitive bid process, updates on the Joint Powers Agreements, By-laws amendments and Policy Board Agreement.

On a lighter note, Chair Tartaglia requested the Board to wish Phil Dunn a belated birthday and everyone rendered Phil with a Happy Birthday song.

Chair Tartaglia also announced and congratulated Sarah Mendoza-Jaime, FWDB staff, for being recognized and awarded by Business Life Magazine as one of the 2016 Women Achievers.

Also, Chair Tartaglia referenced a draft copy of the FWDB By-laws in the meeting agenda packet and he asked that comments and/or edits to the By-laws be sent to Phil Dunn.

Lastly, Chair Tartaglia announced that the next FWDB meeting is scheduled to convene on December 8, 2016.

### **DIRECTOR'S REPORT**

Phil Dunn made a bittersweet announcement indicating that he will be retiring at the end of the year. He mentioned that after nearly 34 years with Foothill and approximately 40 years of service in the employment and training field it is time to move on to the next chapter in his life.

Also, Phil indicated that he has been through four iterations of federal workforce development programs beginning with the Comprehensive Employment and Training Act (CETA) program to the Job Training Partnership Act (JTPA) program to the Workforce Investment Act (WIA) program and now to the Workforce Innovation and Opportunity Act (WIOA) program. He noted that each program transition requires a lot of time and attention; as such, now is a good time for him to phase out of the system so that a new team can facilitate transition efforts.

Phil Dunn noted that he is leaving the Board and program operations in excellent order as FWDB has been Re-Certified by the CA Workforce Development Board and Governor Brown, FWDB remains designated as "High Performing Board", Memorandums of Understanding (MOUs) have been negotiated and signed by the WIOA mandatory partners, FWDB is fully engaged in a regional and local strategic planning process, and Board agreements are being finalized (i.e., Joint Powers Agreements, By-laws, FWDB-Policy Board Agreement). Additionally, FWDB is fiscally sound and the America's Job Center of CA is fully operational and compliant with WIOA.

Next, Phil updated the Board on the CA Workforce Association (CWA) Meeting of the Minds Conference held in Monterey, CA from September 6-8, 2016. He noted that the conference was attended by over 300 workforce development professionals, key stakeholders and/or board members from throughout the western region of the United States. He mentioned that there were plenary sessions and workshops on an array of topics covering WIOA regulations, regional and local planning guidance and business engagement strategies.

Finally, Phil Dunn noted that FWDB is a partner in the Back on Track Los Angeles (BOT-LA) Project. BOT-LA is an intensive recidivism reduction project designed by the LA County Probation Department, the LA County Sheriff's Department in conjunction with CA Attorney General Kamala Harris. BOT-LA is a regional project involving the Los Angeles area workforce boards and the above noted groups. The project has leveraged funding to support training, support services and job placement activities.

## **ACTION ITEMS**

### **A. FWDB MEMBERSHIP REPORT AND RECOMMENDATION**

On behalf of the Executive Committee, Phil Dunn recommended that the Foothill Workforce Development Board approve one (1) new nominee for Board membership and the one (1) replacement appointment.

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

**Jeff Allred**, President/CEO, San Gabriel Valley Economic Partnership (SGVEP), new appointment

M/S                      Lien/Templin                      Approved unanimously

#### **Replacement member nominee:**

**Cesar Valladares**, Deputy Division Chief, Employment Development Department, replacement appointment for Olin King

M/S      Dallas/Templin                      Approved unanimously

## **INFORMATION ITEMS**

### **A. Joint Operations and Employer Services Committee Report**

Dianne Russell-Carter announced that the Operations and Employer Services committees will continue to work together as a joint committee. She reported on the updated process of the One-Stop Client Orientation and announced that the generic FWDB Business card is still being finalized. She mentioned the success of the Entrepreneur Workshop Kickoff Event last September 23, 2016 and reported that there will be additional workshops scheduled.

B. Youth Committee Report

Dianne Russell-Carter reported that Youth Committee met on September 7, 2016 and discussed the WIOA Youth Program requirements and the implementation of the Summer Youth Employment Program (SYEP). Since FWDB has elected to serve all Out of School Youth (OSY), Dianne reported that this was the main topic at the meeting.

Sarah Mendoza-Jaime reported that the SYEP is ending on September 30, 2016 and the program has exceeded all performance standards.

C. Planning Committee Report

Jennifer McLain and Steve Chase discussed the development and preparation of the 2017-2020 regional and local strategic plans. It was noted that the regional and local plans are due for submission by March 15, 2017.

Steve Chase reported on the development of WIOA performance standards as set forth by the State of CA and the US Department of Labor. He mentioned that the State is giving local Boards the option of adopting in part or whole the State's performance standards and FWDB accepted the goals established by the State

**Guest Presentation**

Financially Fit Foundation – Olivia Galicia

Olivia Galicia explained that the mission of Financially Fit Foundation is to teach financial literacy to teens, adults, couples and small business owners. She explained that the Financially Fit Foundation provides a step-by-step training procedure to help individuals and groups to attain the goal of being financially fit.

Southern California Coalition for Occupational Safety and Health (SoCalCOSH) - Richard Negui

Richard Negui explained that SoCalCOSH is part of a nationwide non-profit organization that is primarily focused on providing training and education to workers for their occupational safety and health. They provide training for unions, safety workers and for a variety of organizations. Richard Negui reported that they have a young worker grant and provide training for young workers age 14 – 18 years old.

After a brief question and answer session, Chair Tartaglia adjourned the meeting at 9:54 a.m.