

**Chair:**

Daniel J. Lien  
DJL Professional Services

**Executive Director:**

Dianne Russell-Carter

**POLICY BOARD**

**Chair:**

Rachelle Arizmendi  
City of Sierra Madre

**FOOTHILL WDB MEETING**

**JUNE 16, 2021 – Wednesday  
9:00am**

Zoom Meeting  
Meeting ID: 881 9491 0290  
Password: 560367

**AGENDA**

- I. CALL TO ORDER**
- II. OFFICIAL ROLL CALL AND VISITOR INTRODUCTIONS**
- III. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- IV. APPROVAL OF MINUTES FOR MARCH 17, 2021 MEETING**
- V. PRESENTATION OF FWDB CHAIR’S REPORT – Dan Lien, FWDB Chair**
- VI. PRESENTATION OF FWDB DIRECTOR’S REPORT – Dianne Russell-Carter, FWDB Executive Director**
- VII. PRESENTATION ON CA EDD DIRECTIVE WSD20-04 – LOCAL AREA MODIFICATION PROCESS, DECEMBER 24, 2020 – David Shinder, Consultant**
- VIII. WDB ROUNDTABLE – OPEN DISCUSSION**
- IX. ADDITIONAL ITEMS CONTAINED IN WDB PACKET – Copies of BEACON JOURNAL Articles, Copy of South Bay Workforce Investment Board Letter to Beacon Media, Copy of Los Angeles WDB Local Modification Application, FWDB Operations and Business Services Report, FWDB Budget Status, AJCC DATA Report, Copy of High Performing Board Designation, Copy of Approval to Continue to Provide Career Services, FWDB Rosters and Committees, Schedule of 2021 FWDB Meetings**
- X. ADJOURNMENT**

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PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FWDB MEETING FOR JUNE 16, 2021, AT 9:00 A.M. WILL TAKE PLACE SOLELY BY VIDEOCONFERENCE/TELECONFERENCE.

IN ORDER TO FACILITATE PUBLIC PARTICIPATION ON ZOOM, COPY AND PASTE THE FOLLOWING LINK:

<https://us02web.zoom.us/j/88194910290?pwd=cWlYWTBYmWVY04wZlErQkxpQVI3QT09>

**Meeting ID: 881 9491 0290**

**Passcode: 560367**

For assistance, please contact FWDB Staff at (626) 584-8395 or email [rmagno@foothilletc.org](mailto:rmagno@foothilletc.org)

# FOOTHILL WORKFORCE DEVELOPMENT BOARD MEETING

Virtual Zoom Meeting

## MINUTES OF MARCH 17, 2021 FWDB MEETING

### INTRODUCTION AND ROLL CALL

The Foothill Workforce Development Board Chair, Dan Lien, welcomed the board members, staff members and guests and called the meeting to order at 9:03a.m.

### Present - FWDB

Dan J. Lien, Chair, DJL Professional Services  
Salvatrice Cummo, Pasadena City College  
Shomari Davis, IBEW Local 11  
Hector Delgado, Teamsters Local Union No.396  
Elia Evans, UEI College  
Flint Fertig, Monrovia Unified School District  
John Frala, Rio Hondo College  
Steven Gutierrez, Rager's Abbey Flooring & Window Covering  
Victor LaGroom, City of Hope  
Denise McKnight, Department of Rehabilitation  
Betty McWilliams, Foothill Unity Center, Inc.  
Sandra Mejia, M & R Professional Services  
Helen Romero-Shaw, Southern Gas Company  
Tom Selinske, FocusOut LLC  
Brenda Trainor, Frontier Trail, Inc.  
Laurie Wheeler, South Pasadena Chamber of Commerce

### Absent - FWDB

Keshia Bowen, Simply Divine  
Tony de Trinidad, Painters & Allied Trades DC 36  
Robert Helbing, Air Tro, Inc.  
Gene Hurd, UAW Local 509  
Michael Wangler, Citrus College

### Staff Present

Dianne Russell-Carter, FWDB Executive Director, Susanne Ko, Rita Magno, Julie McElrath, Sarah Mendoza, Rey Okamoto, and David Eder

### Guests Present

Rachelle Arizmendi, FETC Policy Board Chair/Mayor, City of Sierra Madre  
Michelle Pride-Bankston, Department of Rehabilitation  
David Baquerizo, ProPath Inc.  
Anthony Crouch, Employment Development Department  
Eric Duyshart, City of Pasadena  
Diana Ling, Department of Rehabilitation

David Shinder, Consultant  
Vinh Truong, City of Duarte  
Nona Yegiazaryan, Employment Development Department  
Evelyn Zneimer, City of South Pasadena

### **APPROVAL OF MINUTES**

The minutes of the November 4, 2020 meeting were approved as submitted.

M/S Wheeler/Selinske Approved

### **PUBLIC COMMENTS**

None

### **CHAIR'S REPORT**

Chair Dan Lien called the meeting to order at 9:03 am, called for the roll call of members and briefly introduced and welcomed the new FETC Policy Board Member from South Pasadena, Councilmember Evelyn Zneimer.

Chair Lien mentioned that the focus of this meeting will be about the FWDB Local Plan that will be presented by Consultant, David Shinder.

He then reported that the City of Monrovia is leaving the six-city FETC Policy Board Consortium and has officially filed an application to join the Los Angeles Development Board. Chair Lien intoned that this was disheartening news as FWDB, consistently recognized as a High Performing Board, has long been hard at work in service of the six-city consortium in a fair and equitable manner. He stated that it is unfortunate that incorrect data/numbers and the inaccurate delivery of information was used to convince certain decision makers to pull out of the Foothill consortium.

In closing, Chair Lien expressed his appreciation to all board members, Dianne Russell-Carter, Eric Duyshart of the City of Pasadena and FWDB staff for making FWDB move forward amidst the challenges.

### **DIRECTOR'S REPORT**

Executive Director, Dianne Russell-Carter started her report by welcoming South Pasadena Councilmember, Evelyn Zneimer and City of Duarte Councilmember, Vinh Truong. They are the two new FETC Policy Board members.

Dianne Russell-Carter talked about the report from Los Angeles Economic Development Council (LAEDC) 2021 Economic Forecast: A Tale of Two Recoveries. This article puts a spotlight on the two different worlds in LA County which is a tale of two recoveries, those who are faring better and those who see their economic security decreasing. This highlights the disparity in LA and Dianne Russell-Carter emphasizes that there needs to be more equality; there needs to be more inclusion,

and more diversity. In line with this, she reported that the FWDB's Diversity and Inclusion Ad Hoc Committee is chaired by Victor Lagroon, City of Hope, and through Board member Brenda Trainor's suggestion, this committee will now be called "IDEA" for Inclusion, Diversity, Equity for All.

**ONE-STOP OPERATOR UPDATE** – David Baquerizo, ProPath Inc.

David Baquerizo, President of ProPath Inc. reported that he identified some partners in the community that can help provide some of our services. These two organizations are Unite Us and Tooling-U. The Unite Us system is a referral system utilized by communities nationwide. It is designed to increase recruitment efforts by having hundreds of other community agencies within the referral system process.

The other partner is an organization called Tooling-U. They are a training organization that has been instrumental in a lot of incumbent worker training in California. He referred the board attendees to the attached informational materials in the meeting packet.

**PRESENTATION** – Vision for the Workforce Board

David Shinder, Workforce Consultant, modulated the discussion on the Local Plan for FWDB. He reported that the FWDB 4-Year Local Workforce Plan must be submitted to the State no later than April 30, 2021. The FWDB Local Plan will cover July 1, 2021 through June 30, 2025.

David Shinder emphasized that the Local Plan should address FWDB's strategic vision to support economic growth and economic self-sufficiency over the next four years. After a substantive and highly informative exchange of ideas and inputs from various board members, David Shinder concluded that localizing the local plan is the best strategy for customers to make services more equitable and for improving opportunities for the customers to move toward economic self-sufficiency.

After a roundtable of announcements, Chair Dan Lien adjourned the meeting at 10:44 a.m.

Signed: \_\_\_\_\_



Dianne Russell-Carter  
Executive Director

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**FOOTHILL WORKFORCE DEVELOPMENT BOARD**

The Workforce Partnership of Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre and South Pasadena

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## **AGENDA REPORT**

**TO:** Foothill Workforce Development Board **DATE:** June 16, 2021  
**FROM:** Dianne Russell-Carter, Executive Director  
**SUBJECT:** **OPERATIONS/EMPLOYER SERVICES REPORT**

### **RECOMMENDATION:**

This report is for informational purposes only.

### **BACKGROUND:**

The FWDB Operations and Employer Services Update:

- RPI 3.0
- RPI 4.0
- Veterans' Employment-Related Assistance Program (VEAP) Grant Award
- A Hire Path Additional Assistance Grant Award: 25% Dislocated Workers Assistance Program
- COVID-19 Impacted Individuals Program
- COVID-19 Employment Recovery National Dislocated Worker Grant
- Prison to Employment (P2E)
- Arcadia's Homeless Resource Hub
- Regional and Non-Regional Updates

### **RPI 3.0**

FWDB conducted nine regional Director's meetings to keep RPI 2.0 moving forward, establishing deliverables for RPI 3.0, extending grant terms, and coordinating discussions that led to the Los Angeles Basin region successfully negotiating WIOA performance level goals with the State for FY 2021-22 and other regional initiatives. The Directors are engaged and communicating about regional and state level initiatives and guidance. The last meeting took place on Tuesday, May 24-25, 2021, in which the Directors met virtually with the representatives with Corporation for a Skilled Workforce to discussed Regional Plan Implementation (RPI) and the evolution of regional work in the Los Angeles Basin.

COVID-19 continues to be a factor and a barrier that has greatly impacted operations for all the LABRPU WDBs. However, the region continues to have dialogue around best practices and strategies for moving forward. Also, the pandemic created a need to extend RPI 2.0 and 3.0 projects leading to additional coordination and cooperation. Delays to updating the new grant terms (six-month extensions through Mach 30, 2022.) in CalJOBS has impeded FWDB's ability to finalize the sub-contracts and distribute to the six remaining LABRPU WDBs. This concern has been resolved and

draft contracts were distributed to the six partner Los Angeles Basin Workforce Development Boards in December 2020.

The LABPRU Directors continue participating in the activities of the Los Angeles Workforce Collaborative, formed, and facilitated by a third-party nonprofit organization, which seeks to involve partners including the RPU WDB's, CA State University campuses, community colleges, the local economic development agency and other education and workforce organizations. In addition, the Regional Organizer coordinated or participated in meetings to address RPI contract, project progress and reporting, Regional Technical Assistance Plan, State Level Performance Goals Negotiations, Regional Organizer and Training Coordinator convenings, Regional Technical Assistance calls with the State, Peer to Peer learning sessions, and Regional initiatives and trainings including P2E, SlingShot, Youth Services and Rapid Response.

### **RPI 4.0**

On February 17, 2021, FWDB was awarded \$350,000 for the RPI 4.0 which staff submitted on behalf of the Los Angeles Basin Regional Planning Unit (LABRPU). FWDB will continue playing the role of the Regional Organizer for the LABRPU. The grant term is from April 1, 2021, to September 30, 2022.

The purpose of the RPI 4.0 funding is to support the RPUs in their efforts to develop regional leadership, and organize regional industry leaders and workforce, education, and economic development partners to promote systems change and worker empowerment by building a “high road” economy based on equity, skills, innovation, and shared prosperity that:

- Supports and achieves equity by assuring quality jobs for all and targets services and training to workers hardest hit by discrimination, economic exclusion, and exploitation
- Builds economically resilient communities by addressing environmental concerns
- Supports and invests collaborating with employers to assure quality jobs are generated that provide the pay, benefits, physical safety, stable schedule, and career pathways that result in economic mobility.

RPI 4.0 funding allows RPUs the opportunity to strategize and develop initiatives and partnerships to support continued efforts in implementing the three policy objectives of the California's Strategic Workforce Plan:

- **Fostering demand-driven skills attainment:** Workforce and education programs need to align program content with the state's industry sector needs so as to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.
- **Enabling upward mobility for all Californians:** Workforce and education programs need to be accessible for all Californians, especially populations with barriers to employment, and ensure that everyone has access to a marketable set of skills and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

- **Aligning, coordinating, and integrating programs and services:** Workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client's particular and potentially unique needs, including any needs for skills-development.

### **Veterans' Employment-Related Assistance Program (VEAP) Grant Award**

The Foothill Workforce Development Board conducted multiple outreaches to recruit veteran job seekers including collaborating with EDD, Volunteers of America, Pasadena City College, Rio Hondo College, Citrus College, chambers of commerce, public and private vendors, and businesses.

FWDB enrolled sixty-one (61) veterans in the program. FWDB is leveraging partnerships and has obtained referrals from EDD, Pasadena City College, Rio Hondo College, Leadership Pasadena, Tesla, City of Hope, Volunteers of America, CAL State Los Angeles University, and public and private vendors. Staff assisted six veterans at Rio Hondo College with supportive services to complete the Tesla S.T.A.R.T. apprenticeship program. We have several veterans that are waiting to be hired and one female veteran through a referral of our agency waiting to start working with EDD with the referral from our agency. Staff is working to close out this project by 6/30/2021.

### **A Hire Path Additional Assistance Grant Award: 25% Dislocated Workers Assistance Program**

FWDB staff collaborated with partners including the Employment Development Department, Hospitality Training Academy (HTA) and the local area consortium Cities to promote services to over one thousand workers displaced by COVID-19 which included social media blasts, website announcements, mailers and podcasts.

The response has been tremendous. FWDB staff has enrolled eleven hundred and seven (1107) dislocated workers with eight hundred and fifty-one (851) participants enrolled in training as of March 01, 2021. Weekly efforts to recruit participants are ongoing and have been highly successful. The Hire Path services are available to dislocated workers impacted by recent closures in the hospitality and other industry sectors impacted by COVID-19 closures. Staff is working to close out this project by 6/30/2021.

### **COVID-19 Impacted Individuals Program:**

In April 2020, the Foothill Workforce Development Board (FWDB), submitted a grant application to the State of California Employment Development Department for additional emergency funds through the Governor's 25% Dislocated Worker Additional Assistance discretionary funds. Foothill WDB was awarded \$450,000 to provide workforce services to individuals dislocated by the COVID-19 virus. The initial project term was March 1, 2020, through September 30, 2020. The State extended the term through December 31, 2020.

The funding was intended to provide support services to individuals impacted by the COVID-19 virus. Services will focus on underserved populations, particularly those in need of support services in the English Language Learner (ELL) and ELL Navigator programs. Support service payments are offered to ensure the client's ability to successfully receive workforce services and meet their basic needs such as shelter, transportation, and other needs-related payments.

As of March 1, 2021, three hundred sixty-seven (367) DocuSign applications were distributed to potential participants. Staff received three hundred forty-four (344) applications with verification documents. Currently, three hundred and two (302) clients are enrolled in the COVID-19 Impacted Individuals program and their supportive services requests have been processed for payment.

### **COVID-19 Employment Recovery, National Dislocated Worker Grant:**

The funding is intended to provide services to individuals dislocated by the COVID-19 virus. Services will focus on dislocated workers impacted by COVID-19 related furloughs and business closures. Classroom vocational training will be offered to ensure measurable skill gains and credential attainment for job placement in high-demand sectors. Support service payments will be offered to ensure the clients ability to successfully receive workforce services and meet their basic needs such as shelter, transportation, and other needs-related payments.

Due to priority focus on the Hire Path project, FWDB's dislocated workers impacted by the pandemic were served through the Additional Assistance grant listed above. Staff is seeking additional AA funds from the state for this purpose and working with EDD representatives on returning a portion of the NWDG funds.

### **Prison to Employment (P2E)**

FWDB staff participated in Los Angeles County's (WDACS) P2E Hubs training on the P2E program, the Automated Referral System (ARS) and CalJOBS in September 2020. Staff was trained in multiple components of the project including the directives, goals, and budget line items as they pertain to services levels and program activities.

Ongoing Shelter-in-Place policies and business closures continue to pose barriers to successful participation in face-to-face components of the P2E model. As employers begin to reopen, FWDB recognizes that all operations have been impacted resulting in delays in programming as employers are held to capacity limits which lowers FWDB's ability to place clients in WEX opportunities that were projected for P2E. FWDB will continue to monitor progress and move forward on a virtual basis to ensure that business reengagement is incorporated safely and at the appropriate times. FWDB remains confident that goals will be met within established timelines. FWDB staff has enrolled over 80% of contracted service levels and is enrolling participants in project activities such as occupational skills training, on-the-job-training and supportive services. FWDB continues to meet with CDCR, SBWIB, Lived Mentor and Hub teams to advance relationships to enhance services and coordination.

### **Arcadia Homeless Resource Hub**

City of Arcadia Recreation and Community Services Department is at the forefront of the City's homelessness initiative and serves as the designated project lead for coordinating the City's response to homelessness. The Department coordinates the City's participation in the annual PIT Count and has created resource and referral information for individuals experiencing homelessness.

The Pilot Program Grant includes a Homelessness Resource Hub ("HRH"), which operates at the Par 3 Golf Course Parking Lot on Thursdays until the conclusion of the grant. The HRH provides free showers, laundry facilities, resources, and onsite case management.



FWDB continues its' effort to support the Arcadia's homeless community. Staff enrolled client referrals from the City of Arcadia and its' partners into workforce development paid work experience. These participants play the important role of "Workforce Ambassadors" by conducting the outreach and communicating available services and resources to individuals at the Homeless Resource Hub as well as in the area. FWDB is working to expand services by incorporating the Mobile Training Unit to its service delivery of these participants.

### **Regional and Non-Regional Updates**

#### FWDB Recent Regional Plan Implementation Updates:

- RPI 4.0 (Diversity, Equity and Inclusion) subgrants have been executed and all projects, TA and eval have access to funds.
- RPI 4.0 Technical Assistance Providers will include California Workforce Association (CWA) and Jobs for the Future (JFF)
- RPI Evaluation will be conducted by Corporation for a Skilled Workforce (CSW)

Respectfully submitted,



Dianne Russell-Carter  
Executive Director

**Foothill Workforce Development Board**  
**Budget Status Report**  
**FY 2020-21**  
**as of April 30, 2021**

Program	Subgrant	Grant Code	Grant Period	Beginning Balance	Expenditures Year To Date	Remaining Balance
Adult	AA111004	201/202	07/01/20 - 06/30/22	470,870.72	(140,862.96)	330,007.76
Dislocated Worker	AA111004	501/502	07/01/20 - 06/30/22	405,338.62	(108,052.22)	297,286.40
Youth	AA111004	301	04/01/20 - 06/30/22	479,863.83	(209,839.11)	270,024.72
Rapid Response	AA111004	540/541	07/01/20 - 06/30/21	467,181.41	(269,375.06)	197,806.35
Rapid Response Layoff Aversion	AA111004	292/293	07/01/20 - 06/30/21	119,383.56	(56,940.38)	62,443.18
Hire Path	K9110005	1159	04/01/19 - 05/31/21	2,118,111.35	(1,623,065.92)	495,045.43
Veterans' Employment Assistance Program	K9110005	1151	05/01/19 - 03/31/21	196,395.98	(158,629.25)	37,766.73
National Dislocated Worker Grant	AA011004	1194	04/01/20 - 03/31/22	525,000.00	(18,968.31)	506,031.69
COVID-19 Impacted Individuals	AA011004	1187	03/01/20 - 06/30/21	450,000.00	(252,492.92)	197,507.08
Regional Planning Implementation 3.0	AA011004	1168	04/01/20 - 03/31/22	400,000.00	(58,638.56)	341,361.44
Prison to Employment			11/26/19 - 03/31/22	245,916.31	(48,248.13)	197,668.18
Transitional Subsidized Employment			07/01/20 - 06/30/21	123,500.00	(3,653.34)	119,846.66
Community Development Block Grant			07/01/20 - 12/30/20	33,984.21	-	33,984.21
Youth at Work			07/01/20 - 06/30/21	271,650.00	(55,535.50)	216,114.50
Totals:				6,307,195.99	(3,004,301.66)	3,302,894.33

### Detail Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board
- Date range: 07/01/2020 - 06/10/2021

Summary	Total
<b>INDIVIDUAL AND TOTAL SERVICES</b>	
<b>Individuals that Registered</b>	
05 - Foothill Workforce Investment Board	2,874
<b>Total number of Individuals that Registered</b>	<b>2,874</b>
<b>Individuals that Logged In</b>	
05 - Foothill Workforce Investment Board	3,222
<b>Total number of Individuals that Logged In</b>	<b>3,222</b>
<b>Distinct Individuals Receiving Services</b>	
05 - Foothill Workforce Investment Board	4,557
<b>Total number of Distinct Individuals Receiving Services</b>	<b>4,557</b>
<b>Services Provided to Individuals</b>	
05 - Foothill Workforce Investment Board	22,255
<b>Total number of Services Provided to Individuals</b>	<b>22,255</b>
<b>LABOR EXCHANGE SERVICES</b>	
<b>Individual Virtual Recruiters Created</b>	
05 - Foothill Workforce Investment Board	113
<b>Total number of Individual Virtual Recruiters Created</b>	<b>113</b>
<b>Resumes Added</b>	
05 - Foothill Workforce Investment Board	2,756
<b>Total number of Resumes Added</b>	<b>2,756</b>
<b>Internal Job Orders Created</b>	
05 - Foothill Workforce Investment Board	4,529
<b>Total number of Internal Job Orders Created</b>	<b>4,529</b>
<b>Internal Job Referrals</b>	
05 - Foothill Workforce Investment Board	809
<b>Total number of Internal Job Referrals</b>	<b>809</b>
<b>External Job Referrals Created</b>	
05 - Foothill Workforce Investment Board	1,749
<b>Total number of External Job Referrals Created</b>	<b>1,749</b>
<b>EMPLOYER SERVICES</b>	
<b>Services Provided Employers</b>	
05 - Foothill Workforce Investment Board	2,359
<b>Total number of Services Provided Employers</b>	<b>2,359</b>

### Detail Master Summary Report by LWIA

- Region/LWIA: Foothill Workforce Investment Board  
 - Date range: 07/01/2020 - 06/10/2021

Summary	Total
<b>WAGNER PEYSER PROGRAMS (WP) INFORMATION</b>	
<b>Completed WP applications</b>	
05 - Foothill Workforce Investment Board	3,677
<b>Total number of Completed WP applications</b>	<b>3,677</b>
<b>WP Participations</b>	
05 - Foothill Workforce Investment Board	204
<b>Total number of WP Participations</b>	<b>204</b>
<b>WP Exits</b>	
05 - Foothill Workforce Investment Board	60
<b>Total number of WP Exits</b>	<b>60</b>
<b>WORKFORCE INNOVATION &amp; OPPORTUNITY ACT (WIOA) PROGRAM INFORMATION</b>	
<b>Completed WIOA applications</b>	
05 - Foothill Workforce Investment Board	671
<b>Total number of Completed WIOA applications</b>	<b>671</b>
<b>Closed Never Enrolled WIOA applications</b>	
05 - Foothill Workforce Investment Board	14
<b>Total number of Closed Never Enrolled WIOA applications</b>	<b>14</b>
<b>WIOA Participations</b>	
05 - Foothill Workforce Investment Board	672
<b>Total number of WIOA Participations</b>	<b>672</b>
<b>WIOA Exits</b>	
05 - Foothill Workforce Investment Board	412
<b>Total number of WIOA Exits</b>	<b>412</b>
<b>TRADE ADJUSTMENT ACT PROGRAM (TAA) INFORMATION</b>	
<b>Completed TAA applications</b>	
05 - Foothill Workforce Investment Board	4
<b>Total number of Completed TAA applications</b>	<b>4</b>
<b>TAA Participations Created</b>	
05 - Foothill Workforce Investment Board	4
<b>Total number of TAA Participations Created</b>	<b>4</b>
<b>TAA Exits Created</b>	
05 - Foothill Workforce Investment Board	16
<b>Total number of TAA Exits Created</b>	<b>16</b>
<b>Summary</b>	<b>Total</b>
<b>Total Rows: 20</b>	

12/01/2020

Diane Russell-Carter  
Foothill Workforce Development Board  
1207 East Green St.  
Pasadena, CA 91106

SUBJECT: Application for Certification of High Performing Board

Dear Director Russell-Carter,

The California Workforce Development Board has received and carefully assessed your application for certification as a High Performing Board under the California Unemployment Insurance Code Section 14200.

This letter is to inform you that Foothill Workforce Development Board met the eligibility requirements outlined in [Workforce Services Directive WSD19-12](#). Therefore, your application requesting designation as a High Performing Board for the period of July 1, 2020, through June 30, 2023 has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director  
California Workforce Development Board

cc: Anthony Crouch, Regional Advisor

April 21, 2021

Diane Russell-Carter  
Foothill Workforce Development Board

SUBJECT: Approval for the Local Board to act as Career Service Provider

Dear Director Russell-Carter,

The California Workforce Development Board has received and carefully assessed your application to act as the Career Service Provider, in accordance with the criteria established in the Workforce Innovation and Opportunity Act (WIOA) and Workforce Services Directive WSD19-13. We are pleased to inform you that your Local Workforce Development Board has been approved to act as the Career Service Provider, through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



TIM RAINEY, Executive Director  
California Workforce Development Board

cc: Anthony Crouch, Regional Advisor

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**Updated Foothill Workforce Development Board Local Board**  
**Membership As of June 2021**

**BUSINESS: WIOA Section 107(b)(2)(A)** – a majority of the members of each local board shall be representatives of business in the local area, who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

WIOA Section 107(b)(3) – the members of the local board shall elect a chairperson for the local board from among the representatives described in Section 107(b)(2)(A).

**Must include two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	End of Term
Dan J. Lien	Owner	DJL Professional Services. Independent Concierge Banker of Business, Financing & Consulting	8/20	8/24
<b>FWDB Chair</b>			<b>7/20</b>	<b>7/21</b>
Keshia Bowen	Owner	Simply Divine	8/20	8/24
Steven Gutierrez	Contract Manager	Rager’s Abbey Flooring & Window Covering	8/20	8/24
Robert Helbing	President	Air Tro, Inc.	8/20	8/24
Victor LaGroon	Director of Strategic Partnerships and Alliances	City of Hope	8/20	8/24
Sandi Mejia-Ramirez	Owner	M & R Professional Services	8/20	8/24
Tom Selinske	Owner, CFO	FocusOut LLC	8/20	8/24
Helen Romero-Shaw	Public Affairs Manager	Southern Gas Company	8/20	8/24
Brenda Trainor	Proprietor	Frontier Trail, Inc.	8/20	8/24
Laurie Wheeler	President/CEO	South Pasadena Chamber of Commerce	8/20	8/24
<b>TOTAL BUSINESS CONFIRMED REPRESENTATIVES</b>	<b><u>10</u></b>			

**WORKFORCE: WIOA Section 107(b)(2)(B) – not less than 20 percent of the members of each local board** shall be representatives of the workforce within the local area, who— (i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- **Must include two or more representatives of labor organizations**, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- **Must include one or more representatives** of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) further requires and specifies that at least **15 percent of local board members** shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least **10 percent of the local board members** shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	End of Term
Shomari Davis	Business Representative	IBEW Local 11	8/20	8/24
Noel (Tony) De Trinidad	Business Representative	Painters & Allied Trades DC 36	9/19	9/23
Hector Delgado	Business Agent/Political Coordinator LCLAA SGV-IE, Vice President	Teamsters Local 986	9/19	9/23
Gene Hurd	President	UAW Local 509	9/19	9/23
<b>TOTAL LABOR REPRESENTATIVES</b>	<b><u>4</u></b>			

**EDUCATION AND TRAINING:** WIOA Section 107(b)(2)(C) – each local board shall include representatives of entities administering education and training activities in the local area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- **Must include at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- **Must include at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.
- 

Name	Title	Entity	Appointment Date	End of Term
Salvatrice Cummo	Executive Director, Economic & Workforce Development	Pasadena City College	9/18	9/21
Elia Evans	Director of Community Outreach	UEI College	9/19	9/23
Flint Fertig	Director of Adult Education	Monrovia Unified School District	9/19	9/23
Professor John Frala	Professor Alternative Fuels	Rio Hondo College	9/19	9/23
Michael Wangler	Dean, Career/Technical & Cont Ed.	Citrus College	8/20	8/24
<b>TOTAL EDUCATION AND TRAINING REPRESENTATIVES</b>	<u>5</u>			

**GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT: WIOA**

Section 107(b)(2)(D) – each local board shall include representatives of governmental and economic and community development entities serving the local area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;

(iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the local area.

- **Must include at least one representative** of economic and community development entities.
- **Must include at least one representative** from the state Employment Service Office (EDD) under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area.
- **Must include at least one representative** from programs carried out under title I of the Rehabilitation Act of 1973, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	End of Term
Denise McKnight	Staff Services Manager I	Department of Rehabilitation	8/20	8/24
			8/20	8/24
<b>TOTAL REPRESENTATIVES</b>	<b><u>1</u></b>			

**ADDITIONAL MEMBERS:** WIOA Section 107(b)(2)(E) - each local board may include such other individuals or representatives of entities as the chief elected official (CEO) in the local area determines to be appropriate.

Name	Title	Entity	Appointment Date	End of Term
Betty McWilliams	Executive Director	Foothill Unity Center, Inc.	8/20	8/24
<b>TOTAL REPRESENTATIVES</b>	<b><u>1</u></b>			

**TOTAL FOOTHILL WORKFORCE DEVELOPMENT BOARD MEMBERSHIP = 21**



**Foothill Workforce Development Board  
Standing Committees Program Year 2021-2022  
Update – June 1, 2021**

**Executive Committee**

There shall be established an Executive Committee, comprised of the FWDB Chair and Vice Chair and the Chair of each standing committee. The Executive Committee shall be empowered to act on behalf of, and with the full power of, the FWDB in those instances where immediate action is deemed necessary or time is insufficient to call a special meeting of the FWDB, such actions must be reported back to the full FWDB at the next possible opportunity.

<b>EXECUTIVE COMMITTEE</b>
<b>Dan Lien – Committee Chair</b>
Steven Gutierrez
Sandi Mejia
Victor LaGroon
Laurie Wheeler
<b>FWDB Staff – Dianne Russell-Carter</b>

**Business Services Committee**

There shall be a Business Services Committee, comprised of FWDB members, who shall establish linkages with business and economic development agencies, and interested parties. This committee shall develop communications and public relations plans, marketing activities, and other business services outreach plans and activities.

<b>BUSINESS SERVICES COMMITTEE</b>
<b>Steven Gutierrez - Committee Chair</b>
Denise McKnight
Betty McWilliams
Sandi Mejia
Laurie Wheeler
<b>FWDB Staff – Ricardo Quezada, Julie McElrath</b>

## **America’s Job Center of California (AJCC) and Disability Committee**

There shall be an AJCC and Disability Committee, as clearly defined in WIOA, which shall include in its membership representatives of the WIOA Core partners as well as other such members as determined by the FWDB Chair. The Committee shall make recommendations regarding AJCC services and accessibility to those services.

<b>AJCC and DISABILITY COMMITTEE</b>
Committee Chair – <i>To be Determined</i>
Hector Delgado
Flint Fertig
Gene Hurd
Betty McWilliams
Sandi Mejia
Tom Selinske
<b>FWDB Staff – Ricardo Quezada</b>

## **Youth Committee**

There shall be a Youth Committee of which one of its members shall be a representative from a community-based organization and the representative shall also be a FWDB member. The Youth Committee shall make recommendations regarding youth program design.

<b>YOUTH COMMITTEE</b>
<b>Laurie Wheeler - Committee Chair</b>
Hector Delgado
Flint Fertig
Steven Gutierrez
Gene Hurd
Betty McWilliams
Sandi Mejia
Tom Selinske
<b>FWDB Staff – Ricardo Quezada, Sarah Mendoza</b>

### **Planning Committee**

The Planning Committee reviews and approves funding recommendations for adult, dislocated worker, and youth programs. It also reviews and approves Job Training plans and plan amendments. It reviews monitoring reports prepared by grantors. It receives reports on participant performance generated by staff and makes recommendations for corrective action plans, where necessary.

<b>PLANNING COMMITTEE</b>
<b>Sandi Mejia - Committee Chair</b>
Brenda Trainor
<b>FWDB Staff – Dianne Russell-Carter, Rey Okamoto</b>

### **Diversity and Inclusion Ad Hoc Committee**

The Diversity and Inclusion Ad Hoc Committee will function as an advocate for diversity and inclusion in employment. The Diversity and Inclusion Ad Hoc Committee seeks to encourage workplaces to develop inclusive environments, seek and value diversity, and respect individuals for their skills and talents and empowered them to reach their fullest potential. From an individual and programmatic aspect, this committee will reflect the concentration on those who are most in need as identified in the federal law that governs our program.

<b>DIVERSITY AND INCLUSION AD HOC COMMITTEE/ I.D.E.A. Inclusion, Diversity,Equity for All</b>
<b>Victor LaGroon – Committee Chair</b>
Steve Gutierrez
Brenda Trainor
<b>FWDB Staff – Dianne Russell-Carter, Julie McElrath</b>



# CALENDAR OF FWDB MEETINGS

## 2021

Dates	Meeting
June 16, 2021 - Wed	FWDB Quarterly Meeting - 9:00am
Sept 15, 2021 - Wed	FWDB Quarterly Meeting - 9:00am
Dec 8, 2021 - Wed	FWDB Quarterly Meeting - 9:00am

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, A LOCAL LEGISLATIVE BODY OR STATE BODY IS AUTHORIZED TO HOLD PUBLIC MEETING BY VIDEOCONFERENCE/TELECONFERENCE.