

**FOOTHILL EMPLOYMENT TRAINING CONSORTIUM  
POLICY BOARD SPECIAL MEETING**

In Person/Virtual Zoom Meeting

**MINUTES OF MAY 11, 2023 FETC POLICY BOARD SPECIAL MEETING**

**INTRODUCTION AND ROLL CALL**

Dianne Russell Carter welcomed everyone and FWDB staff member, Raymond Delgado, took a roll call at 9:31 am. A quorum was established with the majority of the board members being present.

**Present – FETC Policy Board Members**

Chair Tyron Hampton, City Councilmember, City of Pasadena  
Vice Chair Gene Goss, City Councilmember, City of Sierra Madre  
Evelyn Zneimer, City Councilmember, City of South Pasadena  
Eileen Wang, City Councilmember, City of Arcadia

**Absent – FETC Policy Board Members**

Vinh Truong, City Councilmember, City of Duarte

**FWDB Staff Present**

Dianne Russell-Carter, FWDB Executive Director; Paul Enge, Sarah J Mendoza, Raymond Delgado, Alex Joya

**FWDB Board Members Present**

Tom Selinske, Vice Chair, FWDB

**Guests Present**

David Baquerizo, ProPath Inc., One-Stop operator  
David Shinder, Workforce Development Consultant

**PUBLIC COMMENTS**

There were no public comments.

**APPROVAL OF MINUTES**

The minutes of the November 23<sup>rd</sup>, 2022, Policy Board meeting were approved.

Motion: Tyron Hampton      Seconded: Evelyn Zneimer

Roll call vote: Ayes- 4 (Goss, Hampton, Wang, Zneimer);

Nays – 0; Abstentions- 1

**ELECTION OF A CHAIR FOR THE FETC POLICY BOARD**

Evelyn Zneimer nominated Tyron Hampton to be the FETC Policy Board Chair and Councilmember Gene Goss seconded.

Motion Passed (Aye – Goss, Hampton, Wang, Zneimer, Nays – 0)

**ELECTION OF A VICE CHAIR FOR THE FETC POLICY BOARD**

Evelyn Zneimer nominated Councilmember Gene Goss to be the FETC Policy Board Vice Chair and Councilmember Tyron Hampton seconded.

Motion Passed (Aye – Goss, Hampton, Wang, Zneimer, Nays – 0)

**FWDB'S 2023 APPROVAL BIENNIAL MODIFICATION TO THE PROGRAM YEAR 2021 LOCAL PLAN AND REGIONAL PLAN**

Dianne Russell-Carter Introduced the item and referred to David Shinder for introductory comments and he responded to questions.

FETC Vice Chair Gene Goss requested to review the priorities. David Shinder explained that the priorities are called considerations within the document.

David Shinder explained the priorities are divided into major themes which were adopted by the Workforce Development Board when they were written in 2021. David Shinder highlighted some of those themes:

- Address the digital divide and digital equity
- Greater local focus (concentrate on local jobs and give local workers a fair shot at those jobs)
- Underserved populations
- Address equity, diversion, inclusion, and access

David Shinder elaborated on the development of the 2023 modification, community members were engaged through a community forum. In the document, there is a series of bullet points that are recommendations to the Local Workforce System from stakeholders and community partners. Some of the recommendations are:

- Workforce Board and Partners work to develop specific messaging, targeted interests, and needs of small businesses
- Simplify the messaging to businesses

FETC Chair Tyron Hampton asked Dianne Russell-Carter about the RV mobile training unit not being highlighted in the plan. Dianne Russell-Carter explained that the Mobile Training Unit is more of a tool but it can also be implemented as a strategy. Dianne Russell-Carter also stated that additional mobile units are in the process of being acquired.

David Shinder added that the report does state that job seekers within the area receive services through two sites – Comprehensive AJCC or through mobile services. The report highlights that there is a mobile unit during the remaining period of the four-year plan and that it will be replaced by a smaller van unit. The smaller van unit will be used to support pop-up sites that will function as community access points for job seekers and businesses throughout the area.

FETC Chair Tyron Hampton asked if the current RV will be discontinued. Dianne Russell-Carter clarified that the RV will remain in service, and explained the concept of the mini

mobile vans came about during covid. Dianne Russell-Carter explained that one van will have all the necessary pop-up equipment and resources (canopy, desk, wi-fi, etc.) and the second van will serve as a mobile office (if there are layoffs, the board will be able to have an office onsite to work with those affected employers). Dianne Russell-Carter highlighted the new vans will provide the opportunity to bring internet to communities where they don't have that type of access needed to look/apply for jobs.

**APPROVAL OF FWDB'S 2023 BIENNIAL MODIFICATION TO THE PROGRAM YEAR 2021 LOCAL PLAN AND REGIONAL PLAN**

Evelyn Zneimer moved the motion and FETC Vice Chair Gene Goss Seconded  
Motion Passed (Aye – Goss, Hampton, Wang, Zneimer, Nays – 0)

**APPROVAL OF FWDB'S APPLICATIONS FOR LOCAL AREA SUBSEQUENT DESIGNATION AND LOCAL BOARD RECERTIFICATION FOR PROGRAM YEAR 2023-2025**

David Shinder presented and elaborated on the item. David Shinder provided details, importance, and requirements on the recertification. All requirements have been met or exceeded expectations.

FETC Chair Tyron Hampton opened the item for discussion (no questions).

FETC Vice Chair Gene Goss moved the motion and Evelyn Zneimer Seconded  
Motion Passed (Aye – Goss, Hampton, Wang, Zneimer, Nays – 0)

**FWDB MEMBERSHIP APPLICATIONS APPROVED BY THE FWDB AND FOR CONSIDERATION OF APPOINTMENT TO SERVE ON THE FWDB**

FWDB Vice Chair Tom Selinske introduced the item and provided introductory comments. FWDB Vice Chair Tom Selinske explained how the Workforce Development Board formed a nominations committee to review candidates, take applications, and bring nominees for consideration to the board. FWDB Vice Chair Tom Selinske explained that the board needed to be clear that it must add business members to remain in compliance (fifty percent plus one requirement) due to Monrovia leaving the JPA. FWDB Vice Chair Tom Selinske introduced the members from the packet:

- A. Shoshana Puccia – CEO, Duarte Chamber of Commerce
- B. Rachele Pastor Arizmendi – Govt. Industry Advisor/Busin. Devel Exec. Avenu Insights & Analytics
- C. K-Rahn Vallatine – CEO, Inner Sun Consulting
- D. Soyinka Allen – Program Director, Workforce Dev., Hospital Association of Southern CA
- E. Alexis Carter – Deputy Division Chief, Employment Deve. Department (Workforce Services Branch)
- F. Emilia Rojas – Staff Service Manager I, Department of Rehabilitation

FWDB Vice Chair Tom Selinske added that the board wanted to continue to push for diversity not only with the types of representatives but also geographically.

FETC Chair Tyron Hampton opened the item for discussion (no questions).

**APPROVAL OF FWDB MEMBERSHIP APPLICATIONS FOR APPOINTMENT TO SERVE ON THE FWDB**

FETC Vice Chair Gene Goss moved the motion and Eileen Wang Seconded  
Motion Passed (Aye – Goss, Hampton, Wang, Zneimer, Nays – 0)

FWDB Vice Chair Tom Selinske excused himself from the meeting after the vote.

**DIRECTOR'S REPORT – DIANNE RUSELL-CARTER, FWDB EXECUTIVE DIRECTOR**

Dianne Russell Carter updated the board on the last 6-12 months:

- The lease for the building was approved and expires in 2028
- FWDB sponsored several Diversity, Equity, and Inclusion Trainings (the main theme was unconscious bias)
- Released a new podcast (highlighting the work of FWDB, success stories)
- Mini Mobile Training Vans
- Continued concentration for older youth (18-24)
- New Vision for the Business Services & Incumbent Worker Training Program (David Baquerizo elaborated on working with companies who have existing employees who want to upskill those employee's talents)
- Budget Information

Paul Enge gave an overview of the financial standpoint for the Foothill Workforce Development Board and responded to questions.

FETC Chair Tyron Hampton inquired if the mobile vans have been purchased. Paul Enge confirmed that the vans have not been purchased, they are pending the state's approval. FETC Chair Tyron Hampton inquired if there was a comparison between a gas and electric vehicle. Paul Enge confirmed they did look into the differences but that the gas-powered vehicle was the most convenient due to the lack of a charging station for where the vans would be stored. FETC Chair Tyron Hampton requested to relook at the van options to see if it would be possible to purchase EV vans when approval is received from the state, FETC Chair Tyron Hampton provided information to staff about the charging stations available at the Paseo Parking Lots. Paul Enge took note and confirmed to look into the matter.

FETC Chair Tyron Hampton inquired about the unspent money from the youth program. Sarah J Mendoza explained how Covid has affected the program. The program is beginning to see an increase in enrollment. Due to the increase in enrollment, it is believed that funds will be spent before the end of the fiscal year.

Dianne Russell-Carter spoke about a recent successful job fair held at South Pasadena (106 clients showed up) and being hopeful about hosting another job fair event at the Rose Bowl – FETC Chair Tyron Hampton added that he has spoken to the Rose Bowl and they informed him that they would like to host another hiring event. Eileen Wang requested to have a

community job fair at Arcadia. Dianne Russell-Carter acknowledged her request and would touch base with her on setting up a date.

**ROUNDTABLE OPEN DISCUSSION:**

Dianne Russell-Carter explained to the policy board that they are required to meet at least once a year per the bylaws. Under her predecessor, Phil Dunn, the board met twice a year for about half an hour. It is up to the policy to make up the determination, but Dianne Russell-Carter did mention that their participation, support, and who they can bring to the table (employers, organizations, individuals) would be extremely helpful.

FETC Chair Tyron Hampton asked about the time and availability for the rest of the board. FETC Chair Tyron Hampton believes it is important to meet occasionally to hear everyone's voice and receive input on what they want to see happen in their cities. FETC Chair Tyron Hampton recommends meeting six times a year.

Dianne Russell-Carter added that Workforce Development Board meets four times a year and the Executive Committee meets in between that time as well.

Eileen Wang recognized that the City of Arcadia has not been involved as much as the other cities. Eileen Wang pledged more engagement and involvement from the City of Arcadia going forward. Eileen Wang suggests the board meet once a month.

Evelyn Zneimer suggests the board meet six times a year.

FETC Vice Chair Gene Goss suggests meeting quarterly but is open to six times a year.

The board agreed to meet six times a year (preferably mornings)

The meeting adjourned at 10:58 AM.