

**FOOTHILL EMPLOYMENT TRAINING CONSORTIUM
POLICY BOARD MEETING**

Virtual Zoom Meeting

DRAFT MINUTES OF JUNE 28, 2022 FETC POLICY BOARD MEETING

INTRODUCTION AND ROLL CALL

The Foothill Employment Training Consortium (FETC) Policy Board Chair, Rachele Arizmendi, welcomed the Board members, staff members and guests and called the meeting to order at 9:15 a.m. She noted that Vinh Truong's colleague, Duarte City Councilmember Tzeitel Russel Paras-Caracci had passed away after battling cancer. FWDB staff member, David Eder, took roll call and stated a quorum of the Policy Board was established.

Present - FWDB

Rachele Arizmendi, Policy Board Chair, City Councilmember, City of Sierra Madre
Tyrone Hampton, City Councilmember, City of Pasadena
Vinh Truong, City Councilmember, City of Duarte
Larry Spicer, City Councilmember, City of Monrovia
Sho Tay, Mayor, City of Arcadia
Evelyn Zneimer, City Councilmember, City of South Pasadena

Absent - FWDB

(None)

Staff Present

Dianne Russell-Carter, FWDB Executive Director, David Eder, Paul Enge, Alex Joya
David Klugh, Office of Economic Development, City of Pasadena
Michelle Garrett, City of Pasadena

Guests Present

Salvatrice Cummo, Pasadena City College
David Baquerizo, ProPath Inc., One-Stop operator

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

The minutes of the October 21, 2021, Policy Board meeting were approved.

Motion: Tyrone Hampton Seconded: Vinh Truong

Roll call vote: Ayes- 6 (Tay, Truong, Spicer, Hampton, Arizmendi, Zneimer);

Nays – 0; Abstentions- 0

FWDB EXECUTIVE DIRECTOR'S REPORT

Dianne Russell-Carter briefed the Board regarding the 2022-2023 Program Year budget. She stated the FWDB was entering the program year with a \$5.1 million balance. This budget also contains funds that continue through 2024. She stated the staff has been concentrating on

business services as while the unemployment rate in the service area is barely over 3%, yet businesses are having difficult time retaining employees. It is currently an employees' market. Yesterday, California Employment Development Department (EDD) Labor Market Information staff briefed FWDB staff members regarding the local labor market condition. The discussion centered on wages. Local wages have progressed upward. In 2019, local wages were \$59,000; in 2020, local wages were \$62,000; and in 2022, local wages were \$69,000. She stated staff is working with employers in terms of strategies and conducting workshops to focus on employee retention. Staff also conducted two job fairs, one at the FWDB office and the other at the Rose Bowl, on behalf of Councilmember Tyrone Hampton's district. At both job fairs, individuals were hired on the spot. While job seekers come to the EDD/FWDB office, EDD has moved the required job seeker reemployment workshops (Unemployment Insurance recipients) to virtual/online and not live at the center. Staff is improving this as we get used to the virtual workshops. Included in your packet is a copy of the City of Pasadena Northwest Commission presentation that she made recently to that commission. Also included is a brief on the 2020-2021 performance data. Based on COVID, the State reduced the performance formula requirements and FWDB performed well, particularly in terms of Youth and Dislocated Workers. Also, included in the report is LMI data.

Chair Rachelle Arizmendi thanked Dianne Russell-Carter for the quick report. She asked regarding the \$350,000 remaining balance in the WIOA Regional Plan and why we have not expended any of these funds. Dianne Russell-Carter stated these funds were the Diversity, Equity and Inclusion grant, RPI 4.0, which allocates \$37,000 to each of the seven WDBs in the region. She stated we won't see any expenditures until near the end of the grant due, as the WDBs will invoice closer to December 2022. David Eder explained that he was working on these contracts and that of the six contracts with the WDBs, two contracts were completed. The other four are await processing and City of Pasadena City Attorney approvals. He stated that he has emailed and contacted each of the WDBs executive directors to confirm that each of them have activities to be billed under this grant. There were no other questions regarding the budget. Councilmember Tyrone Hampton stated that he had an opportunity to talk to a several of the jobseekers that were hired by at the job fair held in his district and that the employers were hospitality employers.

Dianne Russell-Carter noted that John Chamberlin entered the Zoom meeting.

DISCUSSION ITEM: CITY OF PASADENA

Chair Rachelle Arizmendi noted that some guests in the meeting, Michelle Garrett and Salvatrice Cummo, were likely in attendance regarding the potential proposal by the City of Pasadena and that they may have visited all the board members. She noted this matter may be a future action item but that she wanted to initiate a discussion to see if anyone had any comments and questions. She did ask Michelle Garrett to put on paper some of her questions, including: a summary of the proposal, what the purpose and the perceived benefits would be to operations and impact on participants; efficiencies and fiscal impact; what the proposed structure would look like and the JPA (joint powers agreement) composition; the proposed staffing, restructuring, including reassignment; the procedures, process and timeline of transition, if adopted; the role of the FWDB itself; and, any other considerations, if any. She

stated that Michelle Garrett indicated she would get answers together for the Policy Board at future time. She stated that while this is not an action item now, she wanted to discuss and see if there are any other questions to this information requested. She stated it was her understanding that all board members have had a visit or discussion with Michelle Garrett and possibly Salvatrice Cummo. She asked if anyone had any questions. There were none.

Chair Rachelle Arizmendi asked if anyone had not had a visit by Michelle Garrett or Salvatrice Cummo regarding the proposal. Larry Spicer noted he did not have a meeting but that Monrovia is departing the FWDB on July 1, 2022. Chair Rachelle Arizmendi stated that Monrovia's departure meant that the Board needed to revisit the JPA (Joint Powers Agreement). This would be a future agenda item, likely needed in a special meeting, due to the timeline of Monrovia leaving July 1. Michelle Garrett stated that regarding to any amendment to the JPA regarding Monrovia leaving the consortium, the City of Pasadena Interim City Manager did reach out to the Monrovia City Manager. She stated that regarding the JPA, for Monrovia to leave the JPA, Monrovia must advise a 90-day written notice intent to leave the JPA. This event alone would not likely trigger a JPA amendment, the JPA would continue to operate until there was only one member left. Chair Rachelle Arizmendi thanked her for the clarification.

Chair Rachelle Arizmendi noted that City of Pasadena and Pasadena City College (PCC) had some discussions regarding possible changes in management or administration of how the FWDB would look and that she wanted some documentation regarding this proposal. She stated she wanted to ensure all questions and comments were gathered from the board members. Vinh Truong stated he had no questions. Tyrone Hampton asked when would the board be having a special meeting or when this item would be coming back to the board. She stated she did not have an answer, a proposed timeline was one of the questions she had for Michelle Garrett. Chair Rachelle Arizmendi stated she thought having answers to some of the questions on how it impacts the JPA is what is needed, and what may be needed at the State level and if Monrovia's departure may impact it or not. She stated there are a lot of questions at this point.

Vinh Truong asked if Michelle Garrett could speak as to the matter. Michelle Garrett stated that Dianne Russell-Carter had a meeting with David Klugh and the Interim City Manager. Pasadena officials have met with each of the JPA member cities to talk about a proposal to bring PCC into the administrative role. Pasadena believes the proposal would offer operational efficiencies and better outcomes for participants. She stated Pasadena officials will put the details of this into the white paper that Chair Rachelle Arizmendi requested. The last meeting with the cities was held on June 16 and we then received the request for the white paper. She stated it is her hope to have the white paper ready for the Policy Board within the next two weeks or so. So, there may be an opportunity for a mid-summer Policy Board meeting regarding this matter and that she will be in communication with the Chair and Dianne Russell-Carter to schedule this.

Tyrone Hampton stated that FWDB staff may not know this but it was explained to him by the Interim City Manager that the City of Pasadena proposes that the proposal may involve some

FWDB staff transferring to PCC and that those not transferred would be absorbed by the City of Pasadena.

Dianne Russell-Carter asked if the proposal meant the fiscal agent portion of the FWDB would be what is handed over, as Pasadena is the FWDB's fiscal agent. Michelle Garrett stated that, by law, we are required to have a FWDB, which advises and consults on program administration – we can't and wouldn't change that. Michelle Garrett stated we think that the proposal to add PCC in the administrative role would offer opportunities to braid together additional funding from PCC. It would also closely align data tracking and opportunities and allow PCC to provide more global data in the workforce development area. All of this will be in the white paper.

Chair Rachelle Arizmendi asked for clarification if the proposal still includes City of Pasadena as the fiscal agent would the move include PCC as part of the administration? Michelle Garrett stated the proposal is that PCC would take on both the administrative and fiscal agent roles. Chair Rachelle Arizmendi stated that is something she would like clarification on, as it is her understanding the fiscal agent and administrative arm cannot be the same. This would significantly change the intent of the JPA because right now, the JPA assigns the City of Pasadena as the fiscal agent. She stated, if she understood correctly, the City of Pasadena would have no fiscal agent role and all the responsibilities would go to PCC. Michelle Garrett stated that the administration role would shift to PCC. Chair Rachelle Arizmendi stated she would follow up with Michelle Garrett on this item as she is unclear as to what advantage it would be to all the cities if PCC were part of the JPA. She is not aware of any existing structures where the administrative arm is also the fiscal agent and part of a JPA. It is possible San Diego may have done this in the past and she would like to get further information on that.

David Eder asked if the white paper can address the pros and cons of impact on job seeker customers. Fifteen years ago, the City of Los Angeles moved a career center to a community college campus and there was initially a concern about jobseekers' reluctance to enter the campus. He requested the white paper address whether a campus location enhances services to jobseekers. He also asked if the white paper can note the importance of regional planning and how PCC's role would fit into the regional planning requirements. Chair Rachelle Arizmendi agreed that regional planning would be an important issue to address. She noted that FWDB currently is lead of the seven WDB regional planning area. Dianne Russell-Carter noted there is a new regional grant with the community colleges and it calls for the FWDB to provide case management services for jobseekers and training providers for in-demand training. The focus is on underserved/underrepresented communities. It is a three-year grant that begins in December of this year. It is a regional grant. Chair Rachelle Arizmendi stated that regarding the proposal, we would need to consider any contracts that go beyond the period. Salvatrice Cummo asked David Eder to clarify what role he thinks PCC would play in regional planning. David Eder stated that, functionally, regional planning ends up being WDB executive directors representing their boards to negotiate grant applications to the State and responses to the State regarding workforce development discretionary grants. He asked that the white paper address this consideration and how it would work with PCC. Chair Rachelle

Arizmendi noted that she was thinking more contractual as FWDB is regional lead over the WDBs through 2024.

Dianne Russell-Carter stated that she wants to make sure no one has the impression that she did not know anything about this proposal. She did meet with the City Manager and David Klugh to discuss the proposal. The anticipated white paper will be a defining moment for everyone in terms of understanding specifics.

Chair Rachelle Arizmendi asked John Chamberlin to introduce himself and to address the matter. John Chamberline introduced himself as an attorney based in Oregon but providing consulting services to WDBs across the country and that he has worked with the all the seven WDBs in Los Angeles County. He stated he has also co-authored portions of the regional plan. He stated that the Policy Board, acting through your key local elected officials, decide who your fiscal agent is. The fiscal agent does the accounting work, the drawing of the money and the paying of the bills. The staff to the Workforce Development Board works where the WDB wants them to work. The local elected officials can have a say in this, but this is ultimately the decision of the WDB. He stated he wants to make sure that the WDB gets included in these discussions early. He stated what we don't want is two sets of staff, one set in the WDB and another set doing administrative tasks. That is expensive and it can be divisive. As a point to start, make sure the WDB gets included. The term of the administrative staff, the transfer of the workforce board requires the consent of the WDB in the lead role, not just the Policy Board. Chair Rachelle Arizmendi thanked John Chamberlin. She asked if the members had any other comments or questions. There were none.

Chair Rachelle Arizmendi asked if there were any announcements. Larry Spicer said that when Michelle Garrett talked to the Monrovia City Manager, she asked if Monrovia would be willing to stay within the consortium. He stated that Monrovia initiated back in 2021 that it was going to leave the consortium. He just wanted to clarify and that this be put on the record.

Tyrone Hampton thanked Larry Spicer for his time and service on the WDB. He stated the WDB appreciated his services to the Board and wish the best of luck to Monrovia and the County. Larry Spicer stated he appreciated the compliment and said he had really enjoyed his service on the WDB.

There were no other comments. Chair Rachelle Arizmendi also thanked Larry Spicer for his service.

The meeting adjourned at 9:58 AM.

Signed:



Dianne Russell-Carter, Executive Director