



Los Angeles County Workforce Development Board (WDB)

QUARTERLY MEETING

Draft MINUTES

10:00 AM -12:00 PM

Los Angeles County

Workforce Development, Aging & Community Services (WDACS)

1st Floor Collaboration Room

3175 West 6th Street, Los Angeles, CA 90020

A CALL TO ORDER

Holly Schroeder, Chair, L.A. County Workforce Development Board (WDB), called the 06/08/2018 Quarterly Board Meeting of the L.A. County WDB to order at **10:02 a.m.**

B ROLL CALL

A quorum was established with 15 Members of the L.A. County WDB in attendance during the roll call. Commissioners Cynthia Parulan-Colfer and Lola Smallwood-Cuevas arrived at 10:15 a.m. after the roll call.

Present (17): Russell Barnard, Wan-Chun Chang, Shomari Davis, Keith Harkey, Adriana Kuhnle, Cynthia Parulan-Colfer (arrived at 10:15 a.m.), Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Lola Smallwood Cuevas (arrived at 10:15 a.m.), Jaime Valdivia, and Dr. Michelle Yanez.

Absent (4): Aida Cardenas (Excused), David Flaks (Excused), Laurie Traktman (Excused), and Erick Verduzco-Vega (Excused).

Conflict of Interest clause outlined in Section 107(h) of the Workforce Innovation and Opportunity Act (WIOA) was read by Holly Schroeder, *Chair*.

C CHAIR REMARKS

Holly Schroeder, *Chair*, L.A. County WDB welcomed everyone and introduced the new WDB Commissioner, Erika Sockaci from AltaMed. She thanked the commissioners for their time spent on the Innovation Pilot Project and for those who traveled to D.C. for the National Association Workforce Board meeting.

D ACTION ITEMS

1. DRAFT MINUTES OF THE L.A. COUNTY WDB MEETING HELD ON MARCH 9, 2018

It was moved by Commissioner Sanchez and seconded by Commissioner Valdivia, to approve the Draft Minutes of the L.A. County WDB Meeting held on March 9, 2018 with the following corrections on page 4 and 5 of the Agenda, Action Item E2 to include Holly Schroeder as abstained vote on election of the Office of the Chair, Joanne Peterson abstained on election for the Vice Chair, and Russell Barnard abstained on election for the Secretary/Treasurer.

The motion carried by majority vote of members present.

In Favor (12): Russell Barnard, Wan-Chun Chang, Shomari Davis, Jose Gardea, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (3): Adriana Kuhnle, Keith Harkey, and Erika Sockaci

Not Present During Vote (6): Aida Cardenas, David Flaks, Cynthia Parulan-Colfer, Lola Smallwood-Cuevas, Laurie Traktman, and Erick Verduzco-Vega.

A subsequent motion to reconsider the original motion was moved by Commissioner Ramos and seconded by Commissioner Valdivia to approve the Draft Minutes with a correction on Agenda Item C, under Chair Remarks, first sentence, supervisorial district "4" to be changed to supervisorial district "3".

The motion carried by majority vote of members present.

In Favor (12): Russell Barnard, Wan-Chun Chang, Shomari Davis, Jose Gardea, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (3): Adriana Kuhnle, Keith Harkey, and Erika Sockaci

Not Present During Vote (6): Aida Cardenas, David Flaks, Cynthia Parulan-Colfer, Lola Smallwood-Cuevas, Laurie Traktman, and Erick Verduzco-Vega.

2. **UPDATES ON THE WDB INNOVATION FUND PILOT PROJECT**

Chair Schroeder and Commissioner Gardea presented this item for discussion, review and approval, and any other action deemed necessary and recommended the Board to approve the Executive Leadership Workgroup short term project through the AJCC system for the next quarter while developing longer term frameworks that address systematic weaknesses influencing capacity building and providing employer support opportunities. Furthermore, it was recommended that this board directs WDACS staff to develop potential program design that can be implemented in the current AJCC system.

- Due to the great need of workforce with various initiatives in the next decades in Construction Industry (LAX Capital Improvement Program, Measure M, Olympics, Hotels, Residential, Non-Residential, and Affordable Housing) and given the low placements in the key and rapidly growing Construction Sector specifically with underrepresented populations, the pilot project focus has been to support the players serving the priority populations by reaching the underserved populations and also supporting employers to hire priority populations.
- The workgroup has identified four principles: 1) Reaching underserved population, 2) Addressing system weaknesses, 3) Influencing capacity building needs, and 4) Provide employer support opportunities.
- On a short-term basis, the pilot will work with Hire-LAX project to provide the needed supportive services to young adults, who are emancipated foster youth, specifically supporting at least 30 of target population over the next 8-12 months for 3 cohorts of 10 in each group.
- On a long-term basis, to address system weaknesses and employer support, this board recommends to have Executive Leadership Workgroup to work with WDACS staff to come up with a strategic program design to address the 4 principles of the pilot project.

Discussions and Follow-ups:

- Commissioners discussed and supported the pilot that utilizes existing AJCC partners to save time by not going through lengthy procurement process and that it leverages wrap-around services with case management that helps remove barriers for the targeted underrepresented population.
- Staff to ensure the supportive services cover the expensive items such as construction boots, tools and union initiation fees, etc.
- The commissioners also discussed the need of evidence-based processes to scale up and increase number of placements and to work with other projects and programs in other sectors.
- Commissioners directed staff to provide the program design with the allocated budget and the parameters for measuring the success.
- The Executive Leadership Workgroup will work with Staff and AJCC partners to move forward with the Hire-LAX project which the first cohort that will start before next WDB meeting.
- Commissioners discussed the strategic approach to leverage existing mechanism and further the model to expand and integrate into the system.

It was moved by Commissioner Gardea and seconded by Commissioner Barnard to approve WDACS to provide the plan at the June 8th Quarterly Meeting.

The motion carried by majority vote of members present.

In Favor (16): Russell Barnard, Wan-Chun Chang, Cynthia Parulan-Colfer, Shomari Davis, Jose Gardea, Keith Harkey, Adriana Kuhnle, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Lola Smallwood-Cuevas, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (1): Erika Sockaci

Not Present During Vote (4): Aida Cardenas, David Flaks, Laurie Traktman, and Erick Verduzco-Vega.

3. **DELEGATION OF AUTHORITY FOR THE APPROVAL OF COMPREHENSIVE AMERICA'S JOB CENTER OF CALIFORNIA HALLMARKS OF EXCELLENCE CERTIFICATION DOCUMENTS**

Martha Molina Aviles, Program Manager, WDACS, presented for review and approval, and any other action deemed necessary, delegated authority for the WDB Chair or designee to sign the qualification documents for all seven L.A. County Comprehensive AJCCs currently undergoing Hallmarks of Excellence Certification reviews that will be completed and submitted to the State on or before June 30, 2018. She then thanked the commissioners for their time who participated in some of the reviews as observers: Commissioners Valdivia, Shockley, Harkey, Parulan-Colfer, and Yanez.

- The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed. The Hallmarks of Excellence were developed in alignment with Department of Labor TEGL 4-15, the State Plan, and the AJCC Certification Workgroup's vision for California's One-Stop delivery system. It is important to note that certification is an individualized process; it will not be used to compare or rank one AJCC or Local Board against another AJCC or Local Board.
- The goal of the certification is for Local Boards to work with each of their AJCCs to continually improve and progress within each Hallmark of Excellence.
- All Local Boards must also develop a continuous improvement plan, with target dates, for each AJCC that outlines how they plan to increase their ranking for each Hallmark of Excellence or maintain their ranking for any Hallmark of Excellence in which they have already achieved a ranking of 5.
- Once Hallmarks of Excellence certification is concluded for the seven (7) Comprehensive AJCCs, the full report will be provided to the WDB, for approval and signature.
- WDACS will submit a completed matrix and continuous improvement plan to the State Regional Advisor for each Comprehensive AJCC by June 30, 2018 deadline.

It was moved by Commissioner Sanchez and seconded by Commissioner Parulan-Colfer to approve the delegated authority for the WDB Chair or designee to sign the qualification documents for all seven L.A. County Comprehensive AJCCs currently undergoing Hallmarks of Excellence Certification reviews that will be completed and submitted to the State on or before June 30, 2018.

The motion carried by majority vote of the members present.

In Favor (16): Russell Barnard, Wan-Chun Chang, Shomari Davis, Jose Gardea, Keith Harkey, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Lola Smallwood-Cuevas, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (1): Erika Sockaci

Not Present During Vote (4): Aida Cardenas, David Flaks, Laurie Traktman, and Erick Verduzco-Vega.

4. **BUSINESS TECHNICAL ASSISTANCE PROCUREMENT UPDATE**

Paul Goldman, Assistant Director, Contracts Services Branch, WDACS, presented for review and discussion, and any other action deemed necessary, the procurement update on the Request for Proposals (RFP) for the Business Technical Assistance.

- The Commissioners discussed the County's RFP process and proposed that before renewal of any of the awarded contractors for another year, WDB to review the performance reports in advance and to provide

feedback and input on whether or not any of the contractors should be renewed for another year.

Discussions and Follow-Ups:

- WDB proposed a motion to agendaize Business Services Strategies at the upcoming meetings, for review, discussion and approval, inclusive of methodologies for measuring success and providing performance reports of Business Technical Assistance contractors allowing ample time to the Board for review and feedback before renewing any of the contracts.

It was moved by Commissioner Barnard and seconded by Commissioner Shockley to agendaize Business Services Strategies at the upcoming meetings, for review, discussion and approval, inclusive of methodologies for measuring success and providing performance reports of Business Technical Assistance contractors allowing ample time to the Board for review and feedback before renewing any of the contracts.

The motion carried by majority vote of the members present.

In Favor (16): Russell Barnard, Wan-Chun Chang, Shomari Davis, Jose Gardea, Keith Harkey, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Lola Smallwood-Cuevas, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (1): Erika Sockaci

Not Present During Vote (4): Aida Cardenas, David Flaks, Laurie Traktman, and Erick Verduzco-Vega.

5. FY 2017-18 L.A. COUNTY WORKFORCE PROGRAMS EXPENDITURE REPORT (THROUGH MARCH 31, 2018)

Alfred Beyruti, Budget Officer, WDACS presented this item for review and approval, and any other action deemed necessary, the FY 2017-18 LA County Workforce programs expenditure report (through March 31, 2018).

- The cumulative payment made through March 2018 totaled \$20.6 M or 58% of the available funds.
- The estimated year-end balance is \$6.6M which is \$1.2M higher than last year's balance primarily due to a lower WIOA Youth expenditure in the current year.

Discussions and Follow-Ups:

- Commissioners discussed about the high amount of carryovers and best strategies to reduce the carryovers since there is always a greater need than available resources. Also, Commissioners discussed that some of the carryovers can be used as a reserve funds for future budget cuts.
- WDACS staff responded that due to some of the contractors not operating fully for the full year and some had only three months and some were extended for another 6 months, this instability caused the operators to not fully operate with their full capacity causing the high amount of carryover.

It was moved by Commissioner Peterson and seconded by Commissioner Yanez to approve the FY 2017-18 LA County Workforce programs expenditure report (through March 31, 2018).

The motion carried by majority vote of the members present.

In Favor (15): Russell Barnard, Wan-Chun Chang, Shomari Davis, Keith Harkey, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Lola Smallwood-Cuevas, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (1): Erika Sockaci

Not Present During Vote (5): Aida Cardenas, David Flaks, Jose Gardea, Laurie Traktman, and Erick Verduzco-Vega.

6. PROPOSED FY 2018-19 WORKFORCE DEVELOPMENT PROGRAMS BUDGET

Alfred Beyruti, Budget Officer, WDACS presented this item for review and approval, and any other action deemed necessary, the proposed budget for FY 2018-19 Workforce Development Programs.

- There are some proposed WIOA and non-WIOA budget adjustments that are attached to the current Agenda on pages 67 -76 for discussion, review and approval.

- A \$1.7M reduction in WIOA funding for FY 18/19 was proposed by the State. The County of LA and the area WDBs are working closely with the State to obtain additional information on the budget cuts at the State level. However, there is a projected increase in WIOA funding at the federal level.
- WDACS will provide this Board a revised Budget once funding at all levels are finalized.

Discussions and Follow-Ups:

- Commissioners discussed about how coming up with strategies to better utilize the annual carryover funds is crucial to have a greater impact on the system by working on policy statements and changes in the existing policies to maximize the services as a whole. At the next board meetings, once the revised budget of carryovers are more defined, the commission then can discuss and make an informed decision on how to allocate some of those carryovers to expand, replicate and integrate the change into the overall system.
- Commissioners asked WDACS Staff to design the next meeting's agenda to include a presentation providing strategies by the Business Services and continuing the discussion during the AJCC Convening right after the meeting with the AJCC operators for their best practices and innovative ideas for greater impact on the system overall.

It was moved by Commissioner Sanchez and seconded by Commissioner Peterson to approve the proposed budget for FY 2018-19 Workforce Development programs.

The motion carried by majority vote of the members present.

In Favor (15): Russell Barnard, Wan-Chun Chang, Shomari Davis, Keith Harkey, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Lola Smallwood-Cuevas, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (1): Erika Sockaci

Not Present During Vote (5): Aida Cardenas, David Flaks, Jose Gardea, Laurie Traktman, and Erick Verduzco-Vega.

7. FY 2017-18 L.A. COUNTY WORKFORCE SYSTEM PERFORMANCE REPORT (THROUGH APRIL 30, 2018)

Jose Rivas, Human Services Administrative III, WDACS presented this item for review and approval, and any other action deemed necessary, the FY 2017-18 L.A. County Workforce System Performance Report (through April 30, 2018).

Discussions and Follow-Ups:

- Commissioners and Staff discussed the low number of placements in high growth sectors.
- Staff indicated the County's efforts in implementing different types of specialized cohort projects. The project will train the needed cohorts in the specific trade needed by County. The specialized cohort will then be hired by the County department to fill the vacancies.
- Commissioners asked staff to look into the coding of those placements with the County that translates to the high growth sectors and ensure they are coded accordingly whether it is in health care, construction or else and not public administration.

It was moved by Commissioner Parulan-Colfer and seconded by Commissioner Davis to approve the FY 2017-18 L.A. County Workforce System Performance Report (Through April 30, 2018).

The motion carried by majority vote of the members present.

In Favor (14): Russell Barnard, Wan-Chun Chang, Shomari Davis, Keith Harkey, Adriana Kuhnle, Cynthia Parulan-Colfer, Joanne Peterson, Dr. Patricia Ramos, Corinne Sanchez, Darrel Saucedo, Holly Schroeder, Laurel Shockley, Lola Smallwood-Cuevas, Jaime Valdivia, and Dr. Michelle Yanez.

Opposed (0):

Abstained (1): Erika Sockaci

Not Present During Vote (6): Aida Cardenas, Wan-Chun Chang, David Flaks, Jose Gardea, Laurie Traktman, and Erick Verduzco-Vega.

E INFORMATION ITEMS**1 UPDATE ON L.A. COUNTY'S AMERICA'S JOB CENTERS OF CALIFORNIA (AJCC) SYSTEM PROCUREMENT PROCESS**

Paul Goldman, Assistant Director, Contracts Services Branch, WDACS presented this item for informational purposes only and announced that on May 29th the Board of Supervisors approved awarding all the remaining contractors and on July 1st the entire system will be up and running. He thanked the commissioners and the board for their feedback and support.

2 UPCOMING WDB MEETINGS AND CONFERENCES/EVENTS

A list of all the upcoming meetings and conferences/events was provided on pages 3 and 4 of the agenda.

F PUBLIC COMMENTS

No public comments were received during this meeting.

G ADJOURNMENT

The June 8, 2018 Quarterly Board Meeting of the L.A. County WDB was adjourned at **12:12 p.m.**