CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD
(WDB) NON-PROFIT 501(C) 3 CORPORATION MEETING
Wednesday, August 14, 2024
10:00 AM - 11:15 A.M.

THE WDB NON-PROFIT 501(C) 3 CORPORATION WILL CONVENE DURING A RECESS OF THE WDB QUARTERLY MEETING.

AGENDA

1. Call to Order/Roll Call
2. Public Comment on Non-Agenda Items

ACTION ITEMS:

3.	Consideration of the Minutes of July 27, 2023	Charles Woo
4.	Approval of the Workforce Development Board (WDB) Nonprofit 501 (c) (3) Corporation Annual Financial Report/Statement of Revenue and Expenditures	Gregg Irish
5.	Approval of the Monthly Payments to Two Youth Advisors to Workforce Development Board (WDB) Youth Council to Offset their Costs of Preparing for and Attending Meetings	David Crippens

6. Next Meeting
7. Adjourn

The WDB will Reconvene.

Workforce Development Board Members:

Charles Woo, Patricia Perez, Garrett Gin, Ace Anaya, Chad Boggio, Miguel Cabral, Agustin Cabrera, Priscilla Chavez, Veronica Corona, Michelle Crenshaw, David Crippens, Jesse Cuevas, Dr. Alex Davis, Kathy A. Finn, Jaleesa Hazzard, Hrag Hamalian, Terri Hollingsworth, Casey O'Neill, Dr. Kelly Nguyen, Linda Nguyen-Perez, Ruth Lopez-Novodor, LaShondra Mercurius, Hector Perez-Pacheco, Gabriel Pimentel, Jonathan Port, Carmen Rad, Sergio Rascon, Steve Simon, Alexanda Suh, Maria Turrubiartes, Nancy Hoffman Vanyek, Steven Zimmer

PUBLIC INPUT AT WORKFORCE DEVELOPMENT BOARD MEETINGS

The public will have an opportunity to address the Board on any agenda item at the time the item is considered. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address, and present the completed card(s) to the designated personnel of the Board. Speaker cards are available at the sign-in table at the back of the meeting room. Documents/reports on agenda items are available on the Board's website and may be distributed at the meeting. For updated meeting schedules please visit www.wiblacity.org. For more information call 213-744-7164.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, your request should be received at least 72 hours in advance of the need. The TTY: 771.

For more information please contact us at 444 S. Flower Street, 14th Floor, Los Angeles, CA 90071.
Phone: 213-744-7164 www.wiblacity.org

3.

DATE: August 14, 2024

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Consideration of the Minutes of July 27, 2023**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available

Workforce Development Board
City of Los Angeles

4.

DATE: August 14, 2024

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of the Workforce Development Board (WDB) Nonprofit 501 (c) (3) Corporation Annual Financial Report/Statement of Revenue and Expenditures**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- item 4 Report...WDB Nonprofit 501 (c) (3) Annual Financial Report Statement of Revenue and Expenditures
- Item 4...WDB Nonprofit 501 (c) (3)...Annual Financial Report...Chart
- Item 4...WDB Nonprofit...Checks Written on the WDB 501

Workforce Development Board
City of Los Angeles

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MEMORANDUM

DATE: August 14, 2024

TO: Charles Woo, Chair
Workforce Development Board (WDB)

FROM: Gregg Irish, Executive Director
Workforce Development Board (WDB)

SUBJECT: APPROVAL OF THE WORKFORCE DEVELOPMENT BOARD (WDB) NONPROFIT 501 (C) (3) CORPORATION ANNUAL FINANCIAL REPORT/STATEMENT OF REVENUE AND EXPENDITURES

REQUESTED ACTION:

1. That the Workforce Development Board (WDB) authorize the transfer of $400,000 to the Economic and Workforce Development Department (EWDD) to underwrite workforce development activities of benefit to youth, including subsidized work experience opportunities; and

2. That the WDB receive and file the attached WDB Nonprofit 501 (c) (3) Corporation Annual Financial Report/Statement of Revenue and Expenditures.

BACKGROUND:

The WDB, in partnership with the City Council and the Mayor, oversees the administration of Workforce Innovation and Opportunity Act (WIOA) funding and programming pursuant to all related federal statutes, a WDB-Local Elected Official (WDB-LEO) agreement, and WDB bylaws.

The WDB is also a nonprofit charitable entity (incorporated under Section 501 (c) (3) of the Internal Revenue Code) and can raise and expend contributions/donations it receives for workforce development endeavors of benefit to the public.

As such, the WDB has a business checking account that is managed by the WDB Executive Director. The beginning and ending balances of the WDB's checking account were $346,548.36 and $443,751.05, respectively, on July 11, 2023 and July 8, 2024.

The WDB Executive Director is requesting $400,000 be transferred to the Economic and Workforce Development Department (EWDD) for youth related workforce development activities and that the attached WDB Nonprofit 501 (c) (3) Corporation Annual Financial Report/ Statement of Revenue and Expenditures be received and filed.

CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD
NONPROFIT 501 (c) (3) CORPORATION
ANNUAL FINANCIAL REPORT/STATEMENT OF REVENUE & EXPENDITURES

DATE	REVENUE/INTEREST	SOURCE OF DONATIONS	EXPENSES	TAX	CHECK NO.	BALANCE
7/11/2023						$346,548.36
7/31/2023			$251.71		ck. #1309	$346,296.65
8/7/2023			$6.37	Taxes		$346,290.28
8/7/2023	$26.58					$346,316.86
9/8/2023			$7.28	Taxes		$346,309.58
9/8/2023	$30.37					$346,339.95
10/6/2023			$6.37	Taxes		$346,333.58
10/6/2023	$26.57					$346,360.15
10/19/2023			$75.00		ck. #1310	$346,285.15
10/24/2023			$400.00		ck. #1311	$345,885.15
11/7/2023			$5.03	Taxes		$345,880.12
11/7/2023	$20.96					$345,901.08
12/7/2023			$0.68	Taxes		$345,900.40
12/7/2023	$2.84					$345,903.24
12/15/2023			$400.00		ck. #1312	$345,503.24
1/2/2024			$1,440.00		ck. #1308	$344,063.24
1/8/2024			$.0.72	Taxes		$344,062.52
1/8/2024	$3.03					$344,065.55
2/7/2024			$0.67	Taxes		$344,064.88
2/7/2024	$2.83					$344,067.71
3/7/2024			$0.65	Taxes		$344,067.06
3/7/2024	$2.73					$344,069.79
4/5/2024			$0.65	Taxes		$344,069.14
4/5/2024	$2.74					$344,071.88
4/12/2024			$200.00		ck. #1313	$343,871.88
4/30/2024			$128.40		ck. #1314	$343,743.48
5/7/2024			$0.72	Taxes		$343,742,76
5/7/2024	$3.01					$343,745.77
5/30/2024	$100,000	Bank of America				$443,745.77
6/7/2024			$0.76	Taxes		$443,745.01
6/7/2024	$3.17					$443,748.18
7/8/2024			$0.90	Taxes		$443,747.28
7/8/2024	$3.77					$443,751.05
Ending Balance 7/8/2024						**$443,751.05**

CHECKS WRITTEN ON THE WDB 501 (C) (3) NONPROFIT CORPORATION BANK ACCOUNT FROM JULY 1, 2023 TO JULY 8, 2024

Check #1308 $1,440.00 John Chamberlin
Payment for Consultant Services Rendered

Check #1309 251.71 Bianca Vite
To Purchase WDB Meeting Refreshments

Check #1310 75.00 Calif. Atty. General
Payment of Annual Registration of Charitable Trust

Check #1311 400.00 Gregg Irish
To Purchase WDB Meeting Refreshments (Multiple Meetings)

Check #1312 400.00 Gregg Irish
To Purchase WDB Meeting Refreshments (Multiple Meetings)

Check #1313 200.00 Gregg Irish
To Purchase WDB Meeting Refreshments (Multiple Meetings)

Check #1314 128.40 Bianca Vite
To Purchase Flowers for the Funeral of a WDB member's relative

Workforce Development Board
City of Los Angeles

5.

DATE: August 14, 2024

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of the Monthly Payments to Two Youth Advisors to Workforce Development Board (WDB) Youth Council to Offset their Costs of Preparing for and Attending Meetings**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Item 5 Report...WDB Nonprofit...Monthly Payment...Stipends
- Item 5...WDB Nonprofit...WDB Educational Stipend Policy

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DATE: *August 12, 2024*

TO: *Workforce Development Board*

FROM: *Luciela Rojas, Youth Advisory Council Program Manager, Youth Development Department*

SUBJECT: *Approval of the Monthly Payments to Two Youth Advisors to Workforce Development Board (WDB) Youth Council to Offset their Costs of Preparing for and Attending Meetings*

WORKFORCE DEVELOPMENT BOARD ACTION

1. Approval of the Monthly Payments (Educational Stipends) to Two Youth Advisors to Workforce Development Board (WDB) Youth Council to Offset their Costs of Preparing for and Attending Meetings.
2. Approval of the Educational Stipend Policy for Youth Advisors serving the WDB Youth Council Committee.

BACKGROUND:

In 2021, in partnership with the WDB Youth Council and the Youth Development Department (YDD), EWDD engaged in an extensive review of the YSC program design. As part of the program review, EWDD and YDD conducted multiple public forums with service providers, community stakeholders and youth participants. A common theme among youth in particular was the need to elevate and incorporate youth voice in the development and implementation of youth programming.

Youth expressed the importance of empowering them to make decisions and provide a space to share ideas and contribute to planning activities in the YouthSource Centers. In response to this input EWDD and YDD incorporated a new YouthSource program service element that mandates center-based youth councils. With the funded support of the Conrad N. Hilton Foundation the pilot initiative officially launched at all 14 YouthSource centers in November 2023.

In FY 23-24 in acknowledgment of the importance of incorporating youth voices, the Workforce Development Board (WDB) Youth Council Committee led by example and added two (2) Youth Advisor seats to the WDB Youth Council Committee. After a competitive application process the first two Youth Advisors were selected in April 2024.This endeavor aims to bring authentic youth voice to our system, build community,

and champion causes that impact their futures. Their voices will shape each community and region's programs, activities, and opportunities.

DISCUSSION:

EWDD is intended to provide youth in the City direct engagement and educational experiences to benefit their career and educational trajectory. By providing an educational stipend, we abide by the City's commitment to equity, diversity, and inclusion to ensure that otherwise talented individuals have the opportunity to participate regardless of their socioeconomic status.

Compensation of youths time and expertise is a tenet of Positive Youth Development. The two youth voices currently serving the board have not been compensated for their time, and have been volunteering their time in addition to attending school and internships.

In order to qualify for the monthly Educational Stipend, Youth Advisors are required to:

1. Attend monthly briefing meetings on WDB Youth Council agenda items.
2. Read and research agenda items discussed during the briefing.
3. Attend and participate at in person WDB Youth Council monthly meetings

NEXT STEPS:

Upon WDB approval, the staff of the WDB will generate Educational Stipend checks going retroactive to April 2024 and continue to issue checks on a monthly basis per the outlined requirements have been met as outlined in the Educational Stipend Policy (Attachment A).

Workforce Development Board
Educational Stipend Policy

Background:

The Workforce Development Board Youth Council Committee Youth Advisor seats provide the opportunity for 2 youth between the ages of 16-25 residing within the boundaries of the City of Los Angeles to engage their municipal government. The intent is to educate and train youth within the City of Los Angeles on the inner functions of the Workforce Development Board, Economic Workforce Development Department, the City's Workforce Annual Budgetary Process. More importantly, youth members will understand the role of Mayoral appointed local Workforce Board members as they provide governance and oversight to the City's workforce development training resources.

In order to honor the time and expertise of the selected youth, and support the Positive Youth Development tenet to compensate youth, the Workforce Development Board (WDB) will offer an educational stipend of $300.00 per month over a 12 month period to Youth Advisors. This stipend is a nominal fee to assist with participating in the board, and encourages applicants from underserved communities to take part in the opportunity without having to take economic realities into account in their decision.

The opportunity is intended to provide youth in the City direct engagement and educational experiences to benefit their career and educational trajectory. By providing an educational stipend we abide by the City's commitment to equity, diversity, and inclusion to ensure that otherwise talented individuals have the opportunity to apply regardless of their socioeconomic status.

Description:

Youth Advisors engage in a 12 month seat. Attend 2 Meetings per Month, one in person meeting and one virtual meeting lasting 2- 3 hours per session.

Monthly meetings will involve an overview of the agenda items, receiving context and background on the items and gaining an understanding of the impact of the decision points to be discussed. The second set of monthly meetings will involve on-site in person Workforce Development Board Youth Council Committee meetings. The Youth Advisors' findings and recommendations will be discussed at both meetings.

Youth Advisors are not to receive any wages in compensation for their participation but are rather given an educational stipend at the benevolence of the City's WDB.

Adopted:: Aug 14, 2024

Educational Stipend & Compensation Qualification Requirements
Youth Advisors are eligible to receive a $300.00 per month stipend based on full attendance and participation.
Annual stipends per youth advisor will not exceed $3,600.00 per fiscal year.

Educational Stipend Disbursement Schedule
Educational Stipends are to be paid on a regular monthly basis. Youth Advisors will receive their stipend disbursement via check or direct deposit.

Time & Participation Commitment
Youth Advisors are expected to participate actively in all meetings required of council duties.
Youth Advisors are allowed two unexcused absences throughout the duration of the 12 months.
Youth Advisors who have more than two unexcused absences, will be automatically discharged from the WDB Youth Council Committee and will forfeit the rest of the educational stipend allocated to them for the remaining council term.

Youth Council Member Agreement
All participants sign agreement acknowledging:

They are not considered City Employees.

Are not entitled to wages as an employee but instead offered an educational stipend at the City's WDB benevolence.

Are not entitled nor guaranteed a job after fulfilling their term.

Start & End Dates
Official Start Date: Jul 1, 2024
Official End Date: Jun 30, 2024

Note: The inaugural Youth Advisors started their term of service Apr 19, 2024.

Disclaimer: The Workforce Development Board reserves the right to make adjustments to the policy as necessary to comply with city, state, and federal labor regulations.

YOUTH ADVISOR EDUCATIONAL STIPEND AGREEMENT FORM

(ATTACHMENT A)

THE WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL COMMITTEE YOUTH ADVISOR SEATS PROVIDE THE OPPORTUNITY FOR 2 YOUTH BETWEEN THE AGES OF 16-25 RESIDING WITHIN THE BOUNDARIES OF THE CITY OF LOS ANGELES TO ENGAGE THEIR MUNICIPAL GOVERNMENT. THE INTENT IS TO EDUCATE AND TRAIN YOUTH WITHIN THE CITY OF LOS ANGELES ON THE INNER FUNCTIONS OF THE WORKFORCE DEVELOPMENT BOARD, ECONOMIC WORKFORCE DEVELOPMENT DEPARTMENT, THE CITY'S WORKFORCE ANNUAL BUDGETARY PROCESS. MORE IMPORTANTLY, YOUTH MEMBERS WILL UNDERSTAND THE ROLE OF MAYORAL APPOINTED LOCAL WORKFORCE BOARD MEMBERS AS THEY PROVIDE GOVERNANCE AND OVERSIGHT TO THE CITY'S WORKFORCE DEVELOPMENT TRAINING RESOURCES.

IN ORDER TO HONOR THE TIME AND EXPERTISE OF THE SELECTED YOUTH, AND SUPPORT THE POSITIVE YOUTH DEVELOPMENT TENET TO COMPENSATE YOUTH, THE WORKFORCE DEVELOPMENT BOARD (WDB) WILL OFFER AN EDUCATIONAL STIPEND OF $300.00 PER MONTH OVER A 12 MONTH PERIOD TO YOUTH ADVISORS. THIS STIPEND IS A NOMINAL FEE TO ASSIST WITH PARTICIPATING IN THE BOARD, AND ENCOURAGES APPLICANTS FROM UNDERSERVED COMMUNITIES TO TAKE PART IN THE OPPORTUNITY WITHOUT HAVING TO TAKE ECONOMIC REALITIES INTO ACCOUNT IN THEIR DECISION.

THE OPPORTUNITY IS INTENDED TO PROVIDE YOUTH IN THE CITY DIRECT ENGAGEMENT AND EDUCATIONAL EXPERIENCES TO BENEFIT THEIR CAREER AND EDUCATIONAL TRAJECTORY. BY PROVIDING AN EDUCATIONAL STIPEND, WE ABIDE BY THE CITY'S COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION TO ENSURE THAT OTHERWISE TALENTED INDIVIDUALS HAVE THE OPPORTUNITY TO APPLY REGARDLESS OF THEIR SOCIOECONOMIC STATUS.

AS A YOUTH ADVISOR OF THE WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL COMMITTEE, YOU ARE TO FULLY AND ACTIVELY PARTICIPATE IN THE MEETINGS PROVIDED BY THE WORKFORCE DEVELOPMENT BOARD. BY SIGNING THIS AGREEMENT, YOU COMMIT TO CONFORMING TO THE POLICIES OF THE WORKFORCE DEVELOPMENT BOARD AS WELL AS ACKNOWLEDGING THE INTENT BEHIND THIS OPPORTUNITY.

YOUTH ADVISOR AGREEMENT

BY SIGNING THIS AGREEMENT, I COMMIT TO ATTEND AND FULLY PARTICIPATE IN ALL WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL COMMITTEE MEETINGS.
I ACKNOWLEDGE THAT MY ATTENDANCE AND PARTICIPATION AT ALL MEETINGS IS A PREREQUISITE TO RECEIVING THE EDUCATIONAL STIPEND OF $300.00 PER MONTH FROM THE WORKFORCE DEVELOPMENT BOARD.

I ACKNOWLEDGE THAT IF I HAVE MORE THAN TWO UNEXCUSED ABSENCES, I FORFEIT MY SEAT AS YOUTH ADVISOR ON THE WORKFORCE DEVELOPMENT YOUTH COUNCIL COMMITTEE AND FORFEIT THE REMAINDER OF THE EDUCATIONAL STIPEND ALLOTTED TO ME FOR THIS TERM.

I UNDERSTAND AND ACKNOWLEDGE THAT THE WORKFORCE DEVELOPMENT YOUTH COUNCIL COMMITTEE YOUTH ADVISOR SEAT IS NOT AN EMPLOYMENT OPPORTUNITY.

I UNDERSTAND AND ACKNOWLEDGE MY PARTICIPATION DOES NOT QUALIFY ME AS A CITY OF LOS ANGELES EMPLOYEE.

I UNDERSTAND AND ACKNOWLEDGE THAT PARTICIPATION IN THE WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL COMMITTEE DOES NOT GUARANTEE ME A PERMANENT POSITION WITH THE CITY OF LOS ANGELES UPON TERM COMPLETION.

I UNDERSTAND THAT MY PARTICIPATION IN THE WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL COMMITTEE DOES NOT ENTITLE ME TO WAGES, HOWEVER THE WORKFORCE DEVELOPMENT BOARD WILL PROVIDE ME WITH A $300.00 PER MONTH EDUCATIONAL STIPEND FOR MY PARTICIPATION IN THE WORKFORCE DEVELOPMENT BOARD YOUTH COUNCIL COMMITTEE.

YOUTH ADVISOR SIGNATURE: _____ **DATE:** _____

PARTICIPANT NAME PRINTED: _____