CITY OF LOS ANGELES
MEETING OF THE WORKFORCE DEVELOPMENT BOARD
(WDB) NON-PROFIT 501(C) 3 CORPORATION
Wednesday, July 27, 2022
11:00 AM - 11:15 A.M.

VIA CONFERENCE CALL

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

Zoom Meeting ID: 821 6851 9286 Passcode: 113158

AGENDA

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

ACTION ITEMS:

3.	Consideration of the Minutes of August 26, 2021	Charles Woo
4.	Approval of Recommendations from the Workforce Development Board (WDB) Nominations/Membership Committee Regarding the Election of WDB Officers (President/Chair, Secretary, and Treasurer)	LaShondra Mercurius
5.	Approval of Workforce Development Board (WDB) Standing Committee Chairs	LaShondra Mercurius
6.	Acknowledgement and Acceptance of a $120,000 Grant from Bank of America Charitable Foundation to Underwriter Youth Work Experience Opportunities	Charles Woo
7.	Approval of the Annual Financial Report/Statement of Revenue and Expenditures of the Workforce Development Board (WDB) Nonprofit 501 (c) (3) Corporation for the Period July 1, 2021 through June 30, 2022	Gregg Irish

ADVISORIES/DISCUSSIONS/PRESENTATIONS/REPORT-BACKS/UPDATES

8. Next Meeting
9. Adjourn

The WDB will Reconvene.

Workforce Development Board: Charles Woo, Patricia Perez, Miguel Cabral, Rushmore Cervantes, Veronica Corona, David Crippens, Ahmed Enany, David Flanks, Adine Forman, Dennis Francis, Marco Frausto, Garrett Gin, Joseph Herrera, Teraylan (Terri) Hollingsworth, Mark Jurisic, Adriana Kuhnle, Ruth Lopez Novodor, Dina Lozofsky, Llanet Martin, PhD., Luther Medina, Michaela Mendelson, La Shondra Mercurius, Dr. Robert Miller, Jackie Mizell-Burt, Hector Perez-Pacheco, Kenn Phillips, Jonathan Port, Sergio Rascon, David Rattray, T Santora, Paula Starr, Joseph Stark, Elise Swanson, Laura Trejo, Maria Turrubiartes, Faye Washington

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.

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For more information please contact us at 1200 W. 7th Street, 6th Floor, Los Angeles, CA 90017. Phone: 213-744-7164 www.wiblacity.org

3.

DATE: July 27, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Consideration of the Minutes of August 26, 2021**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Item 3 - Draft Minutes of 08.26.2021

CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD (WDB) NONPROFIT 501 (c) 3
Annual Meeting
Thursday, August 26, 2021
11:00 A.M. – 11:15 A.M.
ZOOM VIDEO CONFERENCE CALL

DRAFT MINUTES

MEMBERS PRESENT: Charlie Woo, Patricia Perez, Garrett Gin, Michelle Crenshaw, Steve Dahms, Dr. Alex Davis, Paul Edwards, Terry Hollingsworth, Robert Lake, LaShondra Mercurius, Michael Murray, Kelly Nguyen, Ruth Lopez Novodor, Casey O'Neill, Hector Perez Pacheco, Ernesto Pantoja (alt.), Gabriel Pimentel, Jonathan Port, David Rattray, Sharon Shelton (alt.), Esther Soliman, Alexandra Suh, Maria Turrubiartes, Nancy Hoffman Vanyek,

1. Call to Order/Roll Call: Chair Charles Woo called the meeting to order at 11:36 a.m.

2. Public Comments on Non Agenda Items - None

3. Consideration of the Minutes of October 29, 2020

Moved to accept David Crippens/Second Mary Rose Ortega
Motion carries unanimously

4. Approval of the Workforce Development Board (WDB) Officers, (i.e. President/Chair, Secretary, And Treasurer) as Officers of the WDB Nonprofit 501 (c) 3 Corporation, respectively, Charlie Woo, Patricia Perez and Garrett Gin

David Rattray Moved to approve the nominations of Charlie Woo, Patricia Perez and Garrett Gin, respectively as President/Chair, Secretary, and Treasurer/Second Mary Rose Ortega
Vote : Unanimous approval.

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

Gregg Irish presented the Annual Nonprofit revenue and expenditures report. The current balance is $258, 970.89. He is requesting a motion to transfer $158,970.89 to EWDD to fund paid/subsidized work experience opportunities for HIRE LA's Youth participants, and that this Annual Financial/Statement of Revenue & Expenditures be Received and Filed. The remaining balance of $100,000.00 will be used to supplement the WDB Innovation Fund.

Moved to approve David Crippens/Second Gabriel Pimentel

Vote: Motion carries unanimously

6. Acknowledgement and Acceptance of a $120,000 Grant from Bank of America Charitable Foundation to Underwrite Youth Work Experience Opportunities

Gregg Irish thanked Raul Anaya, and Garrett Gin. He asked the WDB to acknowledge their contributions for the benefit of youth in Los Angeles.

David Crippens thanked Garrett Gin and Bank of America for their fantastic work and charitable contributions.

Motion to approve report David Crippens/Second Mary Rose Ortega
Unanimous approval

7. Authorization for Workforce Development Board (WDB) Staff to Purchase Two Wifi Enabled Laptop Computers from Best Buy with Funds from the WDB Nonprofit Bank Account

Moved to approve David Rattray/Second David Crippens
Vote: Unanimous approval

8. Next Meeting – TBA

9. Adjourn: Chair Charles Woo adjourned the meeting at 11:44 a.m.

4.

DATE: July 27, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Recommendations from the Workforce Development Board (WDB) Nominations/Membership Committee Regarding the Election of WDB Officers (President/Chair, Secretary, and Treasurer)**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Item 4 - Approval of Recomm. from the WDB Nominations Membership Committee Regarding the Election....

Workforce **Development** Board
City of **Los Angeles**

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MEMORANDUM

DATE: July 27, 2022

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

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

SUBJECT: APPROVAL OF RECOMMENDATIONS FROM THE WORKFORCE DEVELOPMENT BOARD (WDB) NOMINATIONS/MEMBERSHIP COMMITTEE REGARDING THE ELECTION OF WDB OFFICERS (PRESIDENT/CHAIR, SECRETARY, AND TREASURER)

REQUESTED ACTION:

The Workforce Development Board (WDB) Nominations/Membership Committee is recommending Charles Woo, Patricia Perez, and Garrett Gin, respectively, for election as WDB President/Chair, Secretary, and Treasurer.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) was signed by President Obama on July 22, 2014, to amend the Workforce Investment Act (WIA) of 1998 and strengthen the nation's public workforce development system through innovation in and alignment and improvement of employment, training, and education programs, and to promote individual and economic growth.

Said legislation authorized Governors to designate Local Workforce Development Areas (LWDA) in their states and certify attendant WDBs for the receipt of WIOA funds and for the conduct of WIOA activities.

There are currently 45 LWDAs and WDBs in California. In partnership with Chief Elected Officials, WDBs are charged with ensuring the appropriate use and management of WIOA funds in LWDAs. The WIOA stipulates the execution of a WDB-Local Elected Official (WDB-LEO) agreement in each LWDA, which describes the roles and responsibilities of the Chief Elected Officials and WDB members.

All members of a WDB are appointed by the Chief Elected Officials of a LWDA. Representatives of the business/employer community Constitute the majority of a WDB's

membership, and the President/Chair of a WDB must come from within their ranks. The balance of a WDB's membership includes representatives of education institutions, organized labor and joint labor-management apprenticeship programs, economic development entities, community-based agencies, and others.

The City of Los Angeles' WDB consists of 39 members, appointed by the Mayor and confirmed by the City Council, that provide direction on all matters regarding the WIOA, including evaluation and oversight, and the development of the Regional Plan, Four-Year Plan, and Local Annual Plan. The WDB operates in accordance with a WDB-LEO agreement and WDB bylaws.

The WDB is also a nonprofit charitable corporation under Section 501(c) (3) of the Internal Revenue Code and can accept and expend Donations from various sources for workforce development endeavors of benefit to the public.

Both the WDB-LEO agreement and WDB bylaws call for the election of WDB officers (President/Chair, Secretary, and Treasurer) annually.

5.

DATE: July 27, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Workforce Development Board (WDB) Standing Committee Chairs**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Item 5 - Approval of WDB Standing Committee Chairs

Workforce **Development** Board
City of **Los Angeles**

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MEMORANDUM

DATE: July 27, 2022

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

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

SUBJECT: APPROVAL OF WORKFORCE DEVELOPMENT BOARD (WDB) STANDING COMMITTEE CHAIRS

REQUESTED ACTION:

That the Workforce Development Board (WDB) President/Chair accept the recommendations of the WDB Nominations/Membership Committee for the appointment and election of the following WDB Standing Committee Chairs:

Nancy Hoffman Vanyek	Business Services, Marketing and Resource Development Committee
Ruth Lopez Novador	Nominations/Membership Committee
LaShondra Mercurius	Policy and Oversight Committee
David Crippens	Youth Council

BACKGROUND:

Four Standing Committees and a WDB Executive Committee are specified in WDB bylaws:

Business Services, Marketing and Resource Development

Nominations/Membership

Policy and Oversight

Youth Council

The WDB President/Chair appoints WDB Standing Committee Chairs, subject to the their approval/election by the full WDB.

Inasmuch as the full WDB meets quarterly, the WDB Executive Committee has the authority to take actions on behalf of the full WDB between sessions. It is comprised of the WDB President/Chair, Secretary, Treasurer, and the Chairs of the four WDB Standing Committees. The WDB President/Chair presides over the WDB Executive Committee.

Two additional WDB members may be appointed to the WDB Executive Committee by the WDB President/Chair, absent the concurrence of the full WDB.

No fewer than five of the nine members of the WDB Executive Committee shall be WDB members representing private industry/business.

Workforce Development Board
City of Los Angeles

6.

DATE: July 27, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Acknowledgement and Acceptance of a $120,000 Grant from Bank of America Charitable Foundation to Underwriter Youth Work Experience Opportunities**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Item 6 - Acknowledgement and Acceptance of a $120,000 Grant from Bank of America Charitable Foundation.

Workforce Development Board
City of Los Angeles

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MEMORANDUM

DATE: July 27, 2022

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

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

SUBJECT: **ACKNOWLEDGEMENT AND ACCEPTANCE OF A $120,000 GRANT FROM BANK OF AMERICA CHARITABLE FOUNDATION TO UNDERWRITE YOUTH WORK EXPERIENCE OPPORTUNITIES**

REQUESTED ACTION:

Authorization for Workforce Development Board (WDB) staff to accept the above referenced grant from Bank of American Charitable Foundation.

BACKGROUND:

The WDB, in partnership with the City Council and the Mayor, oversees the administration of Workforce Innovation and Opportunity Act (WIOA) funds and functions 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 funds for workforce development endeavors of benefit to the public.

The Economic and Workforce Development Department (EWDD) applied for and has been advised the WDB will receive $120,000 from Bank of America Charitable Foundation to pay the wages of participants in HIRE LA's Youth initiative. These funds will be deposited in the WDB's business checking account and later transferred to the EWDD for said purpose.

HIRE LA's Youth provides summer and year-round paid work experience and permanent employment opportunities for 16 to 24 year olds in Los Angeles.

Bank of America is deserving of special recognition from the WDB for the large contributions it has consistently made each year in support of the Mayor and the WDB's efforts to connect young people to the world of work.

Special thanks should be extended by the WDB to Bank of America's Raul Anaya, President of Business Banking and Garrett Gin, Senior Vice President of Global Marketing and Corporate Affairs. They have been staunch advocates for and supportive of youth development in Los Angeles.

7.

DATE: July 27, 2022

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of the Annual Financial Report/Statement of Revenue and Expenditures of the Workforce Development Board (WDB) Nonprofit 501 (c) (3) Corporation for the Period July 1, 2021 through June 30, 2022**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Item 7 - Approval of the Annual Financial Report Statement of Revenue and Expenditures of WDB 501 (C)

Workforce **Development** Board
City of **Los Angeles**

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MEMORANDUM

DATE: July 27, 2022

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

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

SUBJECT: APPROVAL OF THE ANNUAL FINANCIAL REPORT/ STATEMENT OF REVENUE AND EXPENDITURES OF THE WORKFORCE DEVELOPMENT BOARD (WDB) 501 (C) (3) CORPORATION FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

REQUESTED ACTION:

That the Workforce Development Board (WDB) Receive and File the attached 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 funds for workforce development endeavors of benefit to the public.

As such, the WDB has a business checking account that is managed by WDB staff. The opening balance of the WDB's checking account was $138,968.62 and $138,969.43, respectively, on May 11, 2021 and June 7, 2021. The closing balance was $119,086.29 on July 7, 2022.

WDB staff is requesting that the attached Annual Financial Report/Statement of Revenue and Expenditures be received and filed.