CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD (WDB)
EXECUTIVE COMMITTEE MEETING

Thursday, June 22, 2023
10:00 AM - 12:00 PM

Economic & Workforce Development Department

1200 W. 7th St., 6th Floor, Main Conference Room, Los Angeles, CA. 90017

AGENDA

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

ACTION ITEMS:

3.	Consideration of the Minutes of May 26, 2023	Charles Woo
4.	Approval of Technical Corrections to the Year 24 Annual Plan related to the Southeast LA / Watts YouthSource and contract authorities related to the ACES, Girls Construction Camp and the Returning Citizens Housing Stability Pilot Program.	Gerardo Ruvalcaba
5.	Chair Charles Woo to establish an ad hoc committee for the 5 year workforce strategic plan and an ad hoc committee for the adult WSC RFP. And Authorize Charles Woo to work with the Mayor's Office to finalize the list of ad hoc committee members.	Tammy Ortuño

ADVISORIES/DISCUSSIONS/PRESENTATIONS/REPORT-BACKS/UPDATES

6.	Report back from the Department on the status of the 5 year strategic plan RFP and timeline	Gerardo Ruvalcaba
7.	Next Meeting	
8.	Adjourn	

Executive Committee:

Charles Woo, Patricia Perez, Garrett Gin, David Crippens, Ruth Lopez Novodor, La Shondra Mercurius, Nancy Hoffman-Vanyek

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: June 22, 2023

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Consideration of the Minutes of May 26, 2023**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- ITEM 3 - Draft_MINUTES_WDB_Exec_Comm_Mtg_05.26.2023V2
- ADOPTED_MINUTES_WDB_Exec_Comm_Mtg_05.26

CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD (WDB)
EXECUTIVE COMMITTEE MEETING
Friendship Auditorium
3201 Riverside Drive, Los Angeles, CA 90027
FRIDAY, MAY 26, 2023
10:00 A.M. – 12:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT: Charles Woo, Patricia Perez, Garrett Gin, David Crippens, Ruth Lopez Novodor, Nancy Hoffman Vanyek

1. Call to Order – Chair Charles Woo called the meeting to order at 10:08 a.m., after the Commission Executive Assistant Bianca Vite called the roll and confirmed the presence of a quorum.

2. Public Comments on Non-Agenda Items – None

ACTION ITEMS:

3. Consideration of the Minutes of May 18, 2023
   MOTION TO APPROVE THE MINUTES BY GARRETT GIN/SECONDED BY RUTH LOPEZ NOVODOR

   MOTION APPROVED UNANIMOUSLY

4. Approval of the Year 24/Program Year (PY) 2023-24 Annual Plan Prepared by the Economic and Workforce Development Department (EWDD)

   Felipe Valladolid-Chavez of the Economic and Workforce Development Department (EWDD) gave an overview of the Annual Plan. He outlined program funding and revenue streams, and explained the eight long-term strategic initiatives and plan of action.

   Mr. Valladolid-Chavez reminded members of the WDB that the EWDD will provide information about actual workforce development expenditures during Program Year (PY) 2022-23 and an update on PY 2023-24 revenue in the annual Carry-Over Report in September 2023.

After an extended discussion of the PY 2023-24 Annual Plan, WDB members and WDB Executive Director Gregg Irish recommended that the following be included therein:

1. The total number of customers (unduplicated) that will be served during PY 2023A-24.

   That total should reflect the rollup of all customers served, regardless of AP activity or funding source.

2. The total number of adults (including dislocated workers) and youth that will be served in PY 2023-24.

   That total should reflect the rollup of all customers served, regardless of AP activity or funding source.

3. The total number of homeless or housing insecure residents that will be served in PY 2023-24.

   That total should reflect the rollup of all customers served, regardless of AP activity or funding source.

4. The total number of business customers that will be served in PY 2023-24.

   That total should reflect the rollup of all funding, regardless of AP activity or source.

5. The total amount of funding budgeted in PY 2023-24 for Direct Participant Cost (e.g., training, wages, stipends, work experience payments, supportive services, etc.).

   That total should reflect the rollup of all funding, regardless of AP activity or source.

6. Funding for a contract with the County of Los Angeles to provide performance data for all programs that involved the enrollment of customers in CalJOBS.

7. WDB Innovation Account funding that includes a combination of WIOA Adult and Dislocated Worker allocations.

8. An aspirational goal regarding workforce development placements in living wage jobs that enable workers to live and thrive in Los Angeles.
9. That a one-page cheat sheet be developed by the EWDD for items 1 through 5 above.

WDB members and the WDB Executive Director also recommended that the following instructions regarding fiscal and program management by the EWDD be included in the PY 2023-23 Annual Plan:

1. That a report be prepared and presented to the WDB by September 1, 2023 on the extent of vendor delinquencies and a plan and timeline for addressing them.

2. That a report be prepared and presented to the WDB by September 1, 2023 on staff vacancies, and a plan and timeline for addressing them.

3. That EWDD identify, as part of its PY 2022-23 Carry-In Report presented to the WDB in September, be required to identify any previous year's funding (i.e., Federal, State, County, or City) returned to its source.

4. That EWDD provide a report to the WDB by September 1, 2023 on the frequency and completion of all fiscal and program monitoring activities.

A representative of the Mayor's Office, Tammy Ortuno, commented that the Deputy Mayor will work with the EWDD in developing a definition of homelessness for inclusion in future annual plans and as a guide for providing services to this population.

RECUSALS: DAVID CRIPPENS AND RUTH LOPEZ NOVODOR HAD EXITED THE MEETING DURING THE ABOVE DISCUSSIONS

MOTION TO APPROVE ALL OF THE ABOVE RECOMMENDATIONS AND AMENDMENTS TO THE PY 2023-24 ANNUAL PLAN BY PATRICIA PEREZ/SECONDED BY NANCY HOFFMAN VANYEK

MOTION APPROVED UNANIMOUSLY, AFTER AN AMENDMENT WAS ACCEPTED THAT EWDD ALSO ATTEMPT TO DEVELOP A DATA UNIT

5. Approval of the Economic and Workforce Development Department's (EWDD) Recommendations Regarding Four Sole Source Agreements with Former EWDD Staff Members and Related Funding, not to Exceed $100,000 Per Agreement to Provide Assistance to EWDD with Grant Reporting, Grant Close-Out and Invoice Processing Tasks

EWDD Manager Donny Brooks advised WDB members that the department is requesting authority to bring back four former employees as consultants to handle certain fiscal related tasks and to train newly hired fiscal staff.

The Board engaged in a robust discussion regarding the department's request for sole source contracts to bring back pensioned employees, its efforts at

succession planning and hiring new employees to fill vacancies, and its problems in processing invoices and paying bills.

MOTION TO APPROVE THE EWDD'S REQUEST (WITH A REPORT BACK AT EVERY WDB EXECUTIVE COMMITTEE MEETING OVER THE NEXT FOUR MONTHS ON THE STATUS OF THE EWDD'S CURRENT INVOICE BACKLOG AND PAYMENT OF BILLS, AND FISCAL STAFF VACANCIES) BY DAVID CRIPPENTS/SECONDED BY PATRICIA PEREZ

MOTION APPROVED UNANIMOUSLY

6. Approval of the Economic and Workforce Development Department's (EWDD) Recommendations Regarding a $65,000 Contract with the Los Angeles Economic Development Corporation to Provide an Updates People, Industry and Jobs Report

   WDB Executive Director Gregg Irish advised WDB members that the Department relies on the LAEDC's People, Industry, and Jobs Report to inform its workforce development decisions.

   WDB member Nancy Hoffman Vanyek commented that data regarding the San Fernando Valley is often excluded from the labor market and economic data the WDB uses to make its decisions.

   Ms. Vanyek wants assurances that WDB members have access to labor market and economic data regarding the San Fernando Valley through this report and others.

   MOTION TO APPROVE FUNDING FOR LAEDC'S REPORT (WITH THE PROVISION THAT SAN FERNANDO VALLEY DATA BE INCLUDED THEREIN) BY NANCY VANYEK/SECONDED BY PATRICIA PEREZ

   MOTION APPROVED UNANIMOUSLY

7. Next Meeting – TBA

8. Adjourn- Chair Charles Woo adjourned the meeting at 12:18 p.m.

CITY OF LOS ANGELES
WORKFORCE DEVELOPMENT BOARD (WDB)
EXECUTIVE COMMITTEE MEETING
Friendship Auditorium
3201 Riverside Drive, Los Angeles, CA 90027
FRIDAY, MAY 26, 2023
10:00 A.M. – 12:00 P.M.

MINUTES

MEMBERS PRESENT: Charles Woo, Patricia Perez, Garrett Gin, David Crippens, Ruth Lopez Novodor, Nancy Hoffman Vanyek

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7. Next Meeting – TBA

8. Adjourn- Chair Charles Woo adjourned the meeting at 12:18 p.m.

4.

DATE: June 22, 2023

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Approval of Technical Corrections to the Year 24 Annual Plan related to the Southeast LA / Watts YouthSource and contract authorities related to the ACES, Girls Construction Camp and the Returning Citizens Housing Stability Pilot Program.**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

- Item 4 - Approval of Technical Corrections to be Year 24 Annual Plan related to the Southeast LA...

CITY OF LOS ANGELES
CALIFORNIA

CAROLYN M. HULL
GENERAL MANAGER

4

ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT

1200 W. 7TH STREET
LOS ANGELES, CA 90017

KAREN BASS
MAYOR

DATE: June 22, 2023

TO: Charles Woo, Chair
Workforce Development Board, Executive Committee

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

SUBJECT: APPROVAL OF TECHNICAL CORRECTIONS TO THE YEAR 24 ANNUAL PLAN RELATED TO THE SOUTHEAST LA / WATTS YOUTHSOURCE AND CONTRACT AUTHORITIES RELATED TO THE ACES, GIRLS CONSTRUCTION CAMP AND THE RETURNING CITIZENS HOUSING STABILITY PILOT PROGRAM

WORKFORCE DEVELOPMENT BOARD ACTION

The General Manager of the Economic and Workforce Development Department (EWDD) requests the Workforce Development Board (WDB) authority to amend the Year 24 Annual Plan to add the following recommendation:

1. AUTHORIZE the General Manager, EWDD, or designee, to negotiate and execute agreements and amendments to agreements, where appropriate, with entities on a sole source basis, subject to City Attorney review and approval as to form, legality, and procurement, and in compliance with the WDB-Local Elected Officials (LEO) Agreement, City grant regulations, and City contracting requirements with the following service providers:

No.	Program	Funding Source	Agency	Funding Allocation
1	Returning Citizens Housing Stability Pilot	Federal Earmark	Coalition for Responsible Community Development	900,000
2	Architecture, Construction, and Engineering (ACES)	General Fund	Watts Labor Community Action Committee (WLCAC)	162,513
3	Girls Summer Construction Camp	General Fund	WLCAC	$92,500

2. AUTHORIZE the General Manager, EWDD, or designee, to modify the Year 24 Annual Plan Budget Schedules to reflect 3-months funding ($195,000) for the Youth Opportunity Watts YSC due to the unresolved YouthSource (YSC) Request for Proposal (RFP) Appeals hearing.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

BACKGROUND

On May 26, 2023, the WDB approved the Year 24 PY 2023-24 Annual Plan. The Annual Plan establishes the priorities, strategies, policies, budget, and timeline for the City's Workforce Development System (WDS). The Annual Plan articulates a framework of long-term strategic initiatives set forth to achieve the City's goal of placing its residents on the path to economic security through equity-focused strategies that create and expand living-wage jobs and remove barriers to employment for Angelenos facing the greatest economic disparities. This equity-focused strategic framework also provides a strong foundation from which to begin to address the new challenges brought forth as the region transitions out of the COVID-19 pandemic.

MODIFICATIONS TO THE YEAR 24 ANNUAL PLAN

EWDD requests WDB authority to make technical adjustments to the Year 24 Annual Plan due to contract authorities that were inadvertently omitted from the Budget Schedules. The programs include:

Returning Citizens Housing Stability Pilot ($900,000)

As part of Mayor Bass' efforts to reduce homelessness in the City of Los Angeles, the Mayor's Office secured a federal earmark of $1.0 million to pilot a new reentry program focused on providing both housing and workforce development services to returning citizens. The program will provide workforce development services, including paid work experience and training services with both housing and wrap-around support services for a 12-month period. The program will build upon successful partnerships between the City's workforce development system, the Vernon Central/LATTC Workforce Center and the Amity Foundation.

ACES Program - $162,513

EWDD proposes to provide funding in the amount of $162,513 to fund the ACES program. The ACES program is a comprehensive youth workforce development for students grades 9-12 that combines structured academic pathways to Science, Technology, Engineering, and Math (STEM) careers, access to pre-apprenticeships training and paid internships. The ACES program engages disadvantaged students to explore careers in architecture, engineering, and construction.

Girls Summer Construction Camp - $92,500

EWDD proposes to allocate $92,500 to fund a summer camp for girls at a local South LA high school that participates in the ACES program. The purpose of this program is to introduced young girls to the construction industry and subsequently place them in a three-week pain internship to provide them with training on construction management.

YouthSource Center Appeals Hearing

Monday June 5, 2023, the WDB convened an Appeals Board to consider 2 appeals to the YSC RFP. In that meeting, the Appeals Board voted to deny to of the three appeals, including the following:

- The Equus appeal to the results of the South Valley YSC application and
- The El Nino Family Center appeal to the results of the Southeast LA / Watts application.

The appeals board however delayed action on the Equus appeal to the results of the Southeast LA / Watts application. The board voted to delay action for 60-days while the department analyzes the feasibility of co-funding the top 2 applications.

As a result of this delay, it is necessary to amend the Annual Plan to reduce funding for the Youth Opportunity Watts YSC from $780,000 to $195,000, while the Appeals Board makes its final decision.

CMH:GR:FVC:cg

Workforce Development Board
City of Los Angeles

5.

DATE: June 22, 2023

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Chair Charles Woo to establish an ad hoc committee for the 5 year workforce strategic plan and an ad hoc committee for the adult WSC RFP. And Authorize Charles Woo to work with the Mayor's Office to finalize the list of ad hoc committee members.**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available

Workforce Development Board
City of Los Angeles

6.

DATE: June 22, 2023

TO: Workforce Development Board (WDB)

FROM:

SUBJECT: **Report back from the Department on the status of the 5 year strategic plan RFP and timeline**

REQUESTED ACTION:

BACKGROUND:

ADDITIONAL BACKGROUND:

ATTACHMENTS:

Description

No Attachments Available