

## WORKFORCE DEVELOPMENT BOARD MEETING MINUTES REGULAR MEETING

Members Present	Members Absent	Staff & Guests
Regina Cash	Glenn Agoncillo	April Apodaca
Elizabeth Castillo	Carolyn Anderson	Sal Barajas
Xochitl Cobarruvias	Kim Armstrong	JP Elma
Reginald (Reggie) Harrison	Bradford Barto	Dana Friez
Melissa Infusino	Tommy Faavae	Chris Gallegos
Vernard Johnson	Simon Kim	Utilia Guzman
Frederick (Fred) Johring	Larry Rice	Carla Hendy-Anguiano
Weston LaBar	Peter Santillan	Rachel Kersey
Graham Scott	Vacant – Business	Janet Kornblatt
Vivian Shimoyama		Lucius Martin
		Alisa Munoz
		Karla Olivas
		Julia Olson
		Jorge Perez
		Jaime Ramirez
		Sam Rath
		Tiffany Robertson
		Nick Schultz
		Erick Serrato
		Darick Simpson
		Johnny Vallejo

Pacific Gateway Workforce Development Board (WDB) convened in a regular meeting on May 21, 2019 at the WorkPlace located at 4811 Airport Plaza Drive Long Beach, CA 90815.

Vice Chair Weston LaBar called the meeting to order at 8:25 a.m.

Nick Schultz welcomed new Board Members Simon Kim and Graham Scott. Simon was not able to attend the meeting due to other commitments.

April Apodaca is the new Fiscal Officer for Pacific Gateway.

### 1. Public Comment

No public comment.

## 2. Approval of Minutes

Due to no quorum, the minutes will be approved at the next regular Pacific Gateway Workforce Development Board Meeting on August 20, 2019.

## 3. Presentations

*Pacific Gateway Budget Outlook*

Presenter: April Apodaca, Fiscal Officer

The Pacific Gateway PY 2019-2020 Budget was presented for discussion. The Summary Budget shows the revenue with all the grants received and projected expenditures. For PY 19-20, there is about \$16.2M in funding starting July 2019.

A full report out was provided on all expenditures.

Reggie Harrison asked where does the PATH Program fit in the budget. The PATH Program is supported by the Pathways to Justice Grant. This grant will end September 2019.

Regina Cash asked if the move to the new facility is less costly. Overall, Pacific Gateway experienced a reduction in facility costs with a great deal on the negotiated lease. Yet, with the delay of Employment Development Department (EDD) move, Pacific Gateway picked-up the rent cost for an entire year, a total of \$192,000. A net savings will be expected when EDD occupies the space.

Regina Cash asked who are the Miscellaneous Contractors. This category is for subcontractors that have not been procured, but Pacific Gateway will list the subcontractors when they are identified.

Vivian Shimoyama asked if there would be an impact on staffing. The budget is presented with no anticipated layoffs, but eventually there will be retirements and transfers that will create flexibility in the budget.

Vivian Shimoyama recommended to provide an explanation of the staff reduction at the special meeting (call), to fully inform the Board.

Weston LaBar asked for clarification on the City negotiated salaries. There was an increase in staff salaries due the City's 2% negotiation. Pacific Gateway accounted for this in the budget.

## 4. New Business

### A. Action Items

#### 1. Pacific Gateway PY 2019-2020 Budget

Budget for PY 2019-2020 was presented to the Board.

Due to no quorum, the Pacific Gateway PY 2019-2020 Budget did not get approved. A motion to have a special meeting (call) to approve this item and include Vivian Shimoyama's recommendation was made by Reggie Harrison and seconded by Xochitl Cobarruvias.

Motion Approved.

2. Pacific Gateway Local Plan

The Pacific Gateway Workforce Innovation Network Local Modification Plan was submitted to the State on March 13, 2019.

The comments received during the comment period were incorporated into the plan: extending WorkPlace and FutureLB business hours, explicitly describing the building of cultural competency among staff and training providers, and provision of childcare support and the development of childcare support system.

A hard copy of the final plan will be required to be submitted with signatures from the Chief Elected Official, Mayor Robert Garcia and Board Chair, Dr. Kim Armstrong by June 30, 2019.

Due to no quorum the Pacific Gateway Local Plan did not get approved. A motion to have a special meeting (call) to approve this item was made by Frederick Johring and seconded by Vivian Shimoyama. Motion Approved.

3. Pacific Gateway Policies

The following WIOA policies have been updated to reflect only updates: Self-Sufficiency Standard, and WIOA Training Expenditures .

The Pathways to Services, Referral, and Enrollment is a new policy under WIOA. Provides guidance and procedures on verifying authorization to work based on the level of services being provided.

Due to no quorum, the Pacific Gateway Policies did not get approved. A motion to have a special meeting (call) to approve this item was made by Reggie Harrison and seconded by Fred Johring. Motion Approved.

4. SB1111 Submission Development

SB1111 is the Breaking Barriers Bill, sponsored by the California Workforce Association.

This funding is to target impacted populations and moving them towards job training and employment.

The Local Workforce Development Board will work with a local community based-organizations to receive funding and will begin to convene and have discussions on the process.

The State has encouraged Local Workforce Development Boards (LWDB) to work directly with their partners to develop an understanding of where the gaps of services exist and submit a comprehensive proposal.

In April 2019, Pacific Gateway convened community partners to understand the different types of services each partner provides.

Pacific Gateway is seeking Board approval to apply for this funding opportunity.

Reggie Harrison asked how the funds would be distributed. The partner(s) would be subcontractors of Pacific Gateway.

Due to no quorum, the SB1111 Submission Development did not get approved. A motion to have a special meeting (call) to approve this item was made by Reggie Harrison and seconded by Regina Cash. Motion Approved.

## **B. Discussion Items**

### **1. Pacific Gateway's WIOA Memorandum of Understanding (MOU)**

Pacific Gateway is conducting negotiations with the required partners as directed by WIOA.

Erick Serrato thanked Alisa Munoz for the leadership on the MOU process. The State required each Local Workforce Development Area (LWDA) to develop a formal MOU that brings together all the mandated partners, on a share system cost. There are also non-mandated partners such as community based organizations that Pacific Gateway will be connecting with.

Pacific Gateway brought together all of the partners (mandated and non-mandated) to begin a discussion on the process and initiate the MOU development, with a due date to the State of June 30, 2019.

The MOU process has been different for Pacific Gateway as far as the negotiations. The State was able to negotiate with mandated partners and now the LWDA are in the process of doing the same.

Congratulations to Erick Serrato and Alisa Munoz, as the process and negotiations have been challenging.

### **2. SB1111**

Discussion on SB1111 on the process of how to strengthen efforts to secure the funding was part of the action item discussion.

### **3. Youth Services Update**

The Board identified a youth committee that would serve as the successor of the Youth Council. The Youth Development Committee meets on a bimonthly basis, but at least quarterly. Glenn Agoncillo is the Chair of the Committee.

FutureLB is the new programmatic framework for all of the youth services. This is the fourth evolution of the youth program, dating back to more than 14 years. Julia Olson has been part of the organization for

over 20 years and has seen the evolution of youth services over the years.

There will be several working groups that will explore specific issues in the development of FutureLB. FutureLB is expected to open sometime in September or October 2019. Pacific Gateway is in current negotiations with leasing the space.

The name FutureLB was chosen because youth wanted something that was future looking and honored their contribution to the future of the city. Through focus groups, it was determined that youth wanted a space that was youth accessible, but professional. Those concepts were taken into consideration.

The Mental Health working group, lead by Xochitl Cobarruvias, convened eleven mental health organizations to discuss the nexus between youth development, mental health, and workforce development services. A recommendation was made to co-locate mental health partners to assist youth.

The Portal to Training working group explored ways Pacific Gateway can be a portal for youth that would like to understand their vocational and CTE opportunities. Long Beach City College (LBCC) is a partner of this work. Initial discussions of this work has begun.

Reconnection to Education working group explored ways to reengage high school drop outs and create as space for them. LBCC and Long Beach Unified School District (LBUSD) have engaged in this discussion to develop an ideal space.

Direct Employment working group explored and calibrated the options to focus on what the youth want to do.

Life Planning working group focuses developed a life and career pathway for youth within two years.

Julia Olson and JP Elma will be oversee the new youth center.

More discussions and focus groups will be developed with local community based organizations to receive additional feedback to have a successful FutureLB.

Xotchil Cobarruvias, thanked Julia Olson, Eli Romero, and Erick Serrato for their commitment to helping youth and bringing forward all these partners and organizations to address the different needs of youth.

4. Long Beach College Promise Career Fellows Program

The Long Beach College Promise Career Fellows program was developed to help retain talent within our local employers, and for Pacific Gateway to improve service delivery strategies.

Long Beach Community Foundation made a \$75,000 commitment, with leverage funds from the City and educational institutions to support the program. The goal is to close the loop on the Long Beach College Promise and connect graduates to employment opportunities locally. This year the goal is to serve 70 graduates from LBCC and Cal State Long Beach, and place them in employment within their field of study.

There are approximately 30 employers in the pipeline to help support this program. Pacific Gateway will work with these employers to understand the profiles of the graduates, and bridge the skills gap between employers and students.

Employers and students participate in various activities including industry mixers. Students meet with Pacific Gateway staff to complete career assessments, and create an employment plan.

Lucius Martin shared that this is a great opportunity for Pacific Gateway to connect these graduates with local employers and retain talent locally.

Next month a Healthcare Mixer is scheduled for the career fellow students allowing them to network with employers and find out about employment opportunities. Local employers such as ScanHealthcare, and Dignity will be participating in this mixer.

Employers have gravitated towards the branding and therefore Pacific Gateway will continue work on creating a more sustainable program in the years to come, by securing additional funding.

Melissa Infusion thanked Pacific Gateway on the efforts related to this program. A challenge that LBCC faces is not having a cultural support of promoting internships. Students assume they are not eligible for internships, not have the qualifications, or are accessible to them. LBCC is also having to address cultural challenges that students face. Also, the economy is so strong that students don't want to leave their employment, which is not related to their field of study, for a temporary position.

Vivian Shimoyama asked how long was the funding for. This was a one-time investment of \$75,000. Conversations are occurring with potential partners, to secure additional funding.

5. Service Strategies for Homeless and Precariously-Housed Residents  
This past year, Pacific Gateway received funding to help support the homeless population. The funding sources are from Measure H and Mental Health America (MHA).

There several initiatives and activities occurring in the city in an effort to support homelessness.

Pacific Gateway received funding to serve 24 homeless individuals, providing a full spectrum of services including case management, subsidized employment, counseling, and supportive services.

In the upcoming months, Pacific Gateway will receive about \$1.2M over three years to link individuals, who are precariously housed and/or have mental health issues, to employment. Pacific Gateway will work closely with MHA.

Vernard Johnson asked if there was an intention to create a specific program to connect other homeless individuals to workforce services. The City of Long Beach Health Department will work directly with local community based organization to deliver such services and programs, but there are several homeless shelters and the MultiService Center that has been doing the work for years.

The City has leased a storage in to help homeless individuals store their belongings and a new homeless shelter is being built in North Long Beach.

Regina Cash asked about the homeless status of the current 24 individuals being served. Rachel Kersey shared the majority of individuals are currently living in shelters, with the exception of one, who is couch surfing.

Weston LaBar believes that this is a great opportunity to address the homeless population in the City and hopes this program can be a model that can lead to affordable housing.

Reggie Harrison asked if Pacific Gateway is working closely with the Health Department to address the housing needs of the homeless individuals. Yes, Pacific Gateway is providing wrap-around services with not only the Health Department, but other local community based organizations.

Weston LaBar asked if transportation has been addressed; is there a formal contract with Long Beach Transit. Transportation continues to be a supportive service under all of Pacific Gateway's programs. There is no formal contract with Long Beach Transit, but we help address the transportation barrier.

Vivian asked if Pacific Gateway has data on the number of homeless individuals served and number of homeless individuals in the City. The Health Department has information on the number of homeless individuals and will obtain that information to share with the Board.

Vivian requested for staff to provide homeless and employment data to the Board.

6. Long Beach Youth Services Network (LBYSN)

Pacific Gateway received a \$45,000 grant through the Regional Plan Unit to connect youth development providers, in various ways, with a focus on workforce development. Instead of adopting to a standard model called P3 and creating something new, Pacific Gateway decided to invest in the Long Beach Youth Services Network (LBYSN).

The LBYSN has been here in Long Beach for several years and Pacific Gateway reactivated the network. LBYSN is co-chaired by Julia Olson and Pamela Sepulveda. The meetings are coordinated by Eli Romero and has been a successful network of community based organizations sharing their expertise.

7. Living Cities

The City of Long Beach received a Living Cities Accelerator award with the purpose of making entrepreneurship more accessible in urban environments. The City's focus was to provide access to entrepreneurs of color and build a support system that enables them to thrive.

The program is led by the Economic Development Department. This is the only cohort in the nation that is co-led by a Workforce Development Board.

The cohort has a mentorship component led by Vivian Shimoyama. A group of micro businesses have developed a plan to move forward to the next level and expand their business.

The City is launching its first pop-up entrepreneurial space, in partnership with LINC Housing. The location will be at the old Palace Hotel,

Eric Romero from the Economic Development Department is creating an asset map on the resources available to entrepreneurs and identifying gaps in the ecosystem.

Long Beach was selected to have a national convening with all the cohorts.

Vivian Shimoyama is excited to have the national convening locally as it will be an opportunity to share best practices of what the City is doing for small business owners, as well as entrepreneurs of color.



Reggie Harrison asked if Pacific Gateway saw the Kiva Loan being an interest to the entrepreneurs. Entrepreneurs are currently accessing this opportunity.

8. Language English Proficiency (LEP)

Pacific Gateway continues to implement the LEP policy and track the progress made thus far. Information was shared about progress made. Alisa Munoz has been taking the lead on ensuring customers have full access to workforce development services in their language of preference.

9. Prison-to-Employment (P2E)

P2E is a new funding opportunity from the Department of Correction for workforce development agencies to create a system of integration between workforce and reentry services.

The Regional Planning Unit applied and received an allocation of \$13M over two years, to be split between the LWDB.

10. Performance Metrics

Under WIOA, all local workforce boards are required to meet the negotiated performance metrics from the State. Each local board is responsible for tracking these metrics.

Pacific Gateway staff identified additional metrics related to the expectations of customers of how the system works. These new metrics are called Additional Internal Metrics (AIMs). These metrics measure the number of days it take a customer to meet with a Career Specialist; the number of days from enrollment to their first meaningful service; the rate of completion among all of the customers that complete training; the number of days from training completion to first day of employment; the wage growth between previous employment and new employment; and number of cases that contain all pertaining information to a customer that allows for proper reporting to the State; and the number of closed cases that are employed.

In addition, customers are asked if they would refer other individuals to Pacific Gateway, and how easy is it to obtain what they came in to do.

The Business Engagement Team will also have their own AIMs around the number of unduplicated employer customers; the number of new employers that are accessing services; the number of referrals made to employers; the individual of services provided to each employer; the number of sector-based employer customers; the number of convenings; the number of customers connected to employers through Pacific Gateway efforts.

Weston LaBar mentioned these metrics will help secure additional funding to provide additional services to residents in the community.

## 11. Grants Update

Pacific Gateway continuous to request and secure various types of funding. A total of \$769,000 has been awarded this program year.

The Healthcare/25% Application will be submitted soon. Pacific Gateway will also apply for the Department of Defense, Office of Economic Adjustment for Phase III.

Wells Fargo reached out to apply for additional funding.

NFTI is closing and Pacific Gateway will request additional funding to help support the closure of this employer in the Harbor area. The Port of Los Angeles reached out to Pacific Gateway to deploy services for the impacted employees.

## 5. **Executive Director's Report**

- The City will be transferring administration of the Project Labor Agreement will be transferred to Pacific Gateway. A staff will be hired to oversee the project.
- In 2020, CSULB will bring classes from the College of Professional and International Education Programs to Downtown Long Beach for the benefit of students and businesses. The City of Long Beach gifted \$1M to the CSULB Foundation to help secure the lease.
- In March 2019, Dr. Kim Armstrong and Melissa Infusino attended the California Workforce Association Day at the Capitol. This was an opportunity to discuss AB593. A support letter was submitted from Robert Mayor Garcia and Dr. Kim Armstrong.
- \$35M investment of California in becoming a carbon neutral economy and can being additional funding around job training opportunities for individuals.
- Erick Serrato, Dr. Kim Armstrong, and Weston LaBar attended the National Association of Workforce Boards in Washington, D.C. A presentation was provided on virtual services. Dr. Kim Armstrong has some suggestions on Board engagement, and will share additional information.
- Appropriations for PY 2020 are in negotiations at the Federal level. There is a possible 10% increase in workforce development.
- Efforts continues to launch the Irregular Workforce Project.

## **Adjourn**

A special meeting (call) will need to be scheduled to vote on the WIOA Youth Programs Investments due to not having a quorum.

Next meeting is August 20, 2019.

Vice Chair Weston LaBar adjourned the meeting at 10:43 a.m. without objection.