

WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Members Present	Members Absent	Staff & Guests
Kim Armstrong (Chair)	Bradford Barto	Carla Hendy-Anguiano
Regina Cash	Larry Rice	Sal Barajas
Xochitl Cobarruvias	Vacant-Business	Sandra Brizuela
Tommy Faavae	Vacant-Business	JP Elma
Ken Gomez	Vacant- Business	Utilia Guzman
Melissa Infusino		Lucius Martin
Fredrick Johring		Alisa Munoz
Simon Kim		Julia Olson
Janet Kornblatt		Nick Schultz
Weston Labar		Julia Smay
Peter Santillan		Dawn Swann
Graham Scott		Jessica Quintana
		Jaime Ramirez

Pacific Gateway Workforce Development Board (PGWDB) convened in a regular meeting on February 16, 2021 via Zoom and at Pacific Gateway/The WorkPlace, located at 4811 Airport Plaza Drive, Long Beach, CA 90815.

I. Call to Order

Chair Kim Armstrong called the meeting to order at 7:46 a.m.

Roll call was taken by Utilia Guzman. Quorum confirmed.

II. Public Comment

No public comments

III. Minutes

Motion to approve the PGWDB Meeting Minutes from November 17, 2020 was made by Peter Santillan and seconded by Regina Cash. No discussion.

Motion Approved.

IV. Local Workforce Development System

A. Pacific Gateway Local Plan PY 2021-2024

Under WIOA, Pacific Gateway is required to submit a local plan every 3 years. This is a compliance document to address new State policies, and ensure that Pacific Gateway's service delivery and operations align with the States policies and directives.

Pacific Gateway is required to host community sessions. A Targeted Service Innovations session is scheduled for February 18, 2021 and is the last day for partners to participate.

To remain consistent with the plan submittal deadline, Pacific Gateway would like to request a pre-approval from the Board on the plan presented. Pacific Gateway will provide an update and convene with the Board if public comments reflects an oversight or significant change to service strategy.

Recommendation to authorize the PGWDB to approve the Pacific Gateway Local Plan electronically. If public comment creates a substantial change to the Pacific Gateway Local Plan, the Board will need to convene in a Special Meeting for approval.

Motion to advance the plan consistent with guidelines timelines was made by Weston Labar and seconded by Tommy Faavae.

Discussion:

Kim Armstrong (Chair): Alisa will provide additional information before we take a vote

Weston Labar and Tommy Faavae are accepting of a discussion prior to the vote.

Pacific staff provided additional information on the requirements of the plan. The categories are: workforce economic analysis, economic equity, WIOA partner coordination, strategic partner coordination. Community engagements sessions are also required.

The local plan will be released for public comment on March 8, 2021. The local plan will be submitted to the State by March 30, 2021.

Kim Armstrong (Chair): What feedback is being provided during public sessions?

Alisa Munoz: The feedback that Pacific Gateway is receiving includes making services accessible throughout the community and to the different populations, ensuring that we are addressing our community effectively.

Peter Santillan: How often is the local plan filed?

Alisa Munoz: Every 4 years

Nick Schultz: It ends up being 3 years by the time we start the process again.

Peter Santillan: Are there any changes that must be made based on community involvement presentation?

Alisa Munoz: No major changes. Community partners continue to express the need for collaboration, working together with community organizations and serving our community.

Kim Armstrong (Chair): We do have a motion, and we have had a discussion, I move to vote on this motion.

After Motion and Discussion, Motion Approved.

B. Local Area Subsequent Designation and Local Board Recertification Application PY 2021-2023

Under WIOA, the Governor requires certification of one Local Board for each Local Area. This year, the Subsequent Designation and Recertification of Local Boards will be effective July 1, 2021, for a two-year period, ending June 30, 2023. As part as the designation and recertification, Pacific Gateway must meet specific criteria related to Board membership, performance, fiscal integrity, and engagement in Regional Planning.

The Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23 is presented to the Board for approval. The deadline to submit the application is March 31, 2021.

No Discussion

Motion to approve the Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23 was made by Weston Labar and seconded by Peter Santillan.

Motion Approved.

C. Selection of Adult and Dislocated Career Services Provider

Under WIOA, Local Boards are required to conduct an open and competitive process to select their AJCC operator every four years. Unlike AJCC operators, Local Boards can request to be the career service provider, with the Local Board's and the Chief Elected Official approval.

Pacific Gateway is requesting to serve as the Career Service Provider and submit the Request for Approval to be an Adult and Dislocated Worker Career Services Provider Application. The deadline to submit the application is March 1, 2021.

Comments/Questions:

Peter Santillan: Not finding the responses for the questions in the attachment provided

Alisa Munoz: There should be a page with the questions attached.

The answers to the questions are numbered incorrectly on the attachment. Staff will correct the document, and it will be resent to all Board members.

Motion to approve for Pacific Gateway to be the Adult and Dislocated Career Service Provider for AJCC, pending the correction of the document numbering, was made by Peter Santillan, and seconded by Xochitl Cobarruvias.

Motion Approved.

D. America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification

Every 3 years, Pacific Gateway is required to assess our AJCC to determine the effectiveness and accessibility of our programs, addressing individuals with disabilities and other areas for continuous improvement. Pacific Gateway has hired an independent consultant to conduct the assessment of the AJCC. The assessment involves different areas to ensure that Pacific Gateway is compliant and delivers services effectively in accordance with WIOA. Pacific Gateway is also required that we meet, at minimum, a baseline matrix that involves different areas that must align with WIOA.

Pacific Gateway has not commenced the certification, but the certification process will begin through our outside consultant. Once completed, Pacific Gateway will share the AJCC Certification Baseline matrix and AJCC Certification Indicator assessment with the Board for review.

Pacific Gateway will submit the Comprehensive AJCC Certification Baseline Matrix and AJCC Certification Indicator assessment by April 30, 2021.

Pacific Gateway is requesting to authorize the PGWDB to approve the Comprehensive AJCC and Affiliate/Specialized Certifications (Baseline Criteria Matrix and AJCC Certification Indicator Assessment) electronically.

Comment:

Nick Schultz: Pacific Gateway is requesting a pre-approval to help align with the certification's current timeline. This will be provided between this recent meeting and our next PGWDB meeting. Since this will need to be approved electronically, we would like to provide you with the information beforehand. If there is information that comes out in the assessment that requires discussion, we will convene a special meeting.

Motion to authorize the PGWDB to approve the Comprehensive AJCC and Affiliate/Specialized Certifications (Baseline Criteria Matrix and AJCC Certification Indicator Assessment) electronically made by Tommy Faavae and seconded by Ken Gomez.

Motion Approved.

E. WIOA Youth Request for Proposals (RFP)

Pacific Gateway must go through a formal procurement process and is currently seeking to issue a Request for Proposal by April 1, 2021. If the proposal deadline is met, Pacific Gateway is expected to provide funding for the Youth programs at the start of the new program year beginning July 1, 2021.

Pacific Gateway will seek approval to continue working under the current service delivery model and launch procurement for Youth services for the next 3-4 program years.

Comments/Questions:

Peter Santillan: Does the Board approve all the proposals submitted?

Nick Schultz: We have brought members of the boards, and other independent reviewers, to evaluate proposals. We do not score proposals. You either meet our minimum criteria, or you do not. We have engaged others in that process.

Kim Armstrong (Chair): Nick, this is typically when the Youth Development Committee gets engaged, discusses, and discusses and provides ideas, correct?

Nick Schultz: Yes, this is part of the committee's regular agenda; evaluate the model, evaluate the providers, and make recommendations as to what questions we should ask in the request for proposal. It would be the first place we would start for a potential reviewer.

No approval is needed on this item at this time.

F. Performance Working Group Update

Composed of Simon Kim, Peter Santillan, Larry Rice, and Regina King, The Performance Working Group was created in 2019.

On Monday, February 1, 2021, the Performance Working Group convened, and the PGWIN staff provided an update on all the grants and programs. The Performance Working Group made a recommendation on how staff should provide program reports.

Comments

Kim Armstrong (Chair): Dawn, thank you so much for the information.

Nick Schultz: A grant period is open, regardless of where enrollment is, Pacific Gateway will over enroll. It does not stop if or when Pacific Gateway meets enrollment numbers. The whole team has done a great job on delivery and performance.

Simon Kim: To all the Pacific Gateway staff and its partners, they have done a great job despite the pandemic. Thank you for all the work.

Ken Gomez: Great job to the staff, and I would like to join the group.

G. Pacific Gateway Policies

There are two policies updates presented to the Board for approval:

Audit Requirements, Audit Resolution, and Debt Collection - Update

Supportive Services - Update

Motion to approve the Pacific Gateway policies made by Tommy Faavae and seconded by Melissa Infusino. No discussion.

Motion Approved.

V. Industry Engagement

A. Community Hospital Long Beach (CHLB) Update

Community Hospital Long Beach (CHLB) closed its doors in July 2018, impacting over 300 employees. Pacific Gateway's Rapid Response team conducted 11 special worker resource sessions to assist the affected employees.

In late 2018, a newly established management group, MWN, had taken over and in late March of 2020, MWN contacted Pacific Gateway's Business Engagement team to assist with sourcing, recruiting, and reviewing potential medical and non-medical staff. Pacific Gateway was able to source over 1,000 interested applicants and carefully screened and scheduled several hundred candidates for interviews at the WorkPlace over several weeks in April of 2020.

Due to final state inspections, CHLB's opening did not occur until January 2021. In the interim, Pacific Gateway set an agreement with CHLB to be both a Work Experience (WEX) and On-the-Job Training (OJT) location for our enrolled customers. Since CHLB could not source a Talent Acquisition Team, Pacific Gateway served as the acting Talent Acquisition Team and provided CHLB assistance during their reopening. Pacific Gateway will continue supporting its growth while connecting customers to training and direct hire opportunities available at CHLB.

No Discussion

B. Prologis Partnership Update

Pacific Gateway has partnered with Prologis, the world's leading logistics and warehouse distribution center developer and real estate holder, to offer access to a free training program that includes several certifications in logistics, warehousing, and goods movement.

Prologis and JFF selected Pacific Gateway and the City of Long Beach to offer online training for its job seekers. Developed in partnership with JFF (Jobs for the Future), a national nonprofit that drives transformation in the American workforce and education systems. The training curriculum helps job candidates learn the fundamentals of e-commerce, supply chain and other vital skills required for logistics careers. Upon completion of the training, Pacific Gateway connects interested job seekers with regional employment and advanced training opportunities in the industry. Pacific Gateway's goal was to connect 800 area residents to the platform, and as of February 1st, 2021, we have exceeded 1,300 users or 163% of our goal.

No Discussion

VI. Career Services

Adult Services – *WorkPlace*

A. INVEST Program Overview

In partnership with the County of Los Angeles Probation Department (Probation), and in collaboration with the County Office of Diversion and Re-

Entry (ODR), the County of Los Angeles Workforce Development, Aging and Community Services (WDACS), Pacific Gateway launched INVEST, a program designed to provide workforce development services to adult reentry population. As of December 1, 2020, Pacific Gateway was awarded \$303,000 for a 7-month period that continues into June 2021.

Pacific Gateway's goal is to enroll 70 participants into this program, and as of January 1st, Pacific Gateway has received 20 referrals.

The INVEST goals has 70 participants enrolled, with 42 placed in paid work experience (WEX) and 42 placed in training. 3 placed in On-the-Job Training and 42 placed in unsubsidized employment

To date, 12 individuals have been referred by probation. Pacific Gateway anticipates receiving over 100 referrals. The grant period is December 2020 through June 2021.

Adult Services – Harbor Gateway WorkSource Center

B. Los Angeles Community Care Corp Program (LACCCP) Update

On November 17, 2020, The City of Los Angeles Economic and Workforce Development Department (EWDD) awarded the Harbor Gateway WorkSource Center \$281,250 to fund the Los Angeles Community Care Corp Program. This program assists individuals impacted by COVID-19 in providing an average of 200 hours of work experience at a rate of \$22/hour.

The Los Angeles Community Care Corp Program (LACCCP) overview:

41 Current Enrollments
38 Placed in Paid Work Experience

The program period was July 2020 through December 2020.

No discussion

C. National Dislocated Worker Additional Assistance LAX Grant

The City of Los Angeles Economic and Workforce Development Department (EWDD) was awarded an Additional Assistance Grant for \$1 million in December 2020 to provide training and supportive services to dislocated Los Angeles World Airport (LAX) employees. The grant provides career and training services and supportive services, and upon placement, follow-up services.

Harbor Gateway WorkSource Center was awarded \$67,500 to serve 15 customers. The grant period is January 1, 2021, through December 31, 2021.

National Dislocated Worker Additional Assistance LAX Grant has an enrollment goal of 15 individuals and currently has 4 referrals.

No Discussion

D. Los Angeles Reconnection Career Academy (LARCA)

The LARCA 2.0 "Jobs and Education Program" is exclusively for eligible class members, as part of the Gang Injunction Curfew Settlement (Settlement) in the case of "Rodriguez vs. the City of Los Angeles."

Since 2017, The City of Los Angeles has awarded Harbor Gateway WorkSource Center a total of \$443,000 to serve these eligible class members. Class members who do not need, are not interested in, or available to participate in the LARCA 2.0 program can transfer benefits to their children or family members.

Los Angeles Reconnection Career Academy (LARCA) has 51 individuals currently enrolled.

To date, eligible class members have accessed various services and completed various training.

No Discussion

Youth Services – Long Beach

E. No discussion.

Youth Services – Harbor YouthSource Center

F. No discussion.

VII. Grants Updates

Pacific Gateway has received new grants such as the INVEST, CARES Act, the Supportive Services Grant, Prologis, and Kaiser Permanente, totaling \$933,000.

Comments:

Tommy Faavae: Great job to the whole team on the grants

Xochitl Cobarruvias: Congratulations on the grants. Thank you for your leadership, Nick and Kim.

VIII. Leadership Reports

A. Board Chair Report

Updated the Board on all the events that have been canceled due to COVID-19.

Expressed her gratitude to Regina Cash and Xochitl Cobarruvias for accepting their roles as Youth Development Committee co-chairs.

Discussed the possibility of this year's Board Retreat being in a virtual setting, possibly in late March or early April.

B. Executive Director Report

Provided an update on the CSULB study. The city will use the study to begin the recovery analysis.

Shared that work has been commissioned some independent work on the restaurant and bar industry given the importance of hospitality to our local economy.

Shared updates on the new opportunities in the aerospace industry in the city of Long Beach.

Share update and work being done with WorkLB.

Shared that the city has hosted several Economic Recovery Roundtable. The data gathered will be used to create the city's final recommendation for an overall economic recovery.

Expressed excitement new program, the HERO (Health Emergency Response Opportunity) Project, that allows our customers to be placed in Health and Human Services' critical roles. Pacific Gateway is looking to expand this to community outreach programs.

Announced Workforce will be leading the working groups and the work related to the Mayor's Guaranteed Income and Public Banking Initiative.

Shared that there will be a relaunch of the America Workforce Act, so expect an influx of support letters.

Announced the city's new 10-year Project Labor Agreement. The previous agreement was 5 years, \$49,000,00. No forecast has been done past the

first 5 years of the new 10-year agreement, but there is already a \$262,500,000 on the table in infrastructure and improvement to the city and local hire opportunity for our residents.

Comments:

Tommy Faavae: Congratulations on the new Project Labor Agreement.

Regina Cash: Nick, what are your thoughts on the recent announcement in LA county that elementary schools will be opening, and Long Beach Unified is getting ahead of that and potentially opening next month? And as a childcare issue, how is this going to impact many of the clients in the coming months?

Nick Schultz: Great question. Since the onset of the pandemic, one of the barriers for people was childcare and the ability to return to work. But the real issue is the other sectors of the economy and when they open. A return to school might make some people available, but if there is nothing for them to return to, that is still a big concern. The other issue is the "after school" or "off-hour" need for childcare for those that do not work traditional shifts, so that still does not go away. We have always been committed to trying to figure that out.

IV. Adjournment

Board Chair Kim Armstrong adjourned the meeting at 9:26 a.m. without objection.

Next Board Meeting: Tuesday, May 18, 2021 at 3:00 p.m.