

## WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Members Present	Members Absent	Staff & Guests
Glenn Agoncillo	Bradford Barto	Carla Anguiano
Carolyn Anderson	Melissa Infusion	Sal Barajas
Dr. Kim Armstrong	Weston Labar	Debbie Broadway
Regina Cash	Rosi Pederson	Wendy Calaycay
Elizabeth Castillo	Byron Reed	Veronica Champayne
Xochitl Cobarruvias	Peter Santillan	J.P. Elma
Tommy Faavae		Sasha Feldstein
Reginald Harrison		Paul Giczewski
Vernard Johnson		Cynthia Howell
Fredrick Johring		John Keisler
Weston LaBar		Tisha Kennedy
Larry Rice		Lucius Martin
Vivian Shimoyama		Alisa Munoz
		Fern Nueno
		Karla Olivas
		Julia Olson
		Jorge Perez
		Jaime Ramirez
		Sam Rath
		Nick Schultz
		Erick Serrato
		Adriana Vega
		Erika Whittaker-Gibson

Pacific Gateway Workforce Development Board (WDB) convened in a regular meeting on November 13, 2018 at the WorkPlace located at 4811 Airport Plaza Drive Long Beach, CA 90815.

Chair Dr. Kim Armstrong called the meeting to order at 8:41 a.m.

### 1. Public Comment

Dr. Kim Armstrong: Thanked Glenn for his previous leadership as the Board chair and commitment to chairing the new Youth Development Committee.

Cynthia Howell: In early June, a group of organizations in Long Beach, who have experience working in Long Beach, discussed the challenges faced in accessing, participating and benefit from workforce development services. The coalition shared the value of making workforce development opportunities equitable and

accessible to marginalize communities in the City, and seek Pacific Gateway as a main pathway to increase these opportunities.

Sasha Feldstein: There are 5 concrete recommendations in general areas and looks forward to working with Pacific Gateway to address:

1. Make Pacific Gateway meetings, convenings, and decision making processes more inclusive and open to communities, and make the Board more representative of communities that Pacific Gateway serves.
2. Provide adequate funding to CBOs with job training, mentoring, case management, communities with barriers to employment, since they are the ones that have the experience and expertise of the communities that they work with, and have the best understanding of their needs.
3. Create realistic performance measures that prioritize those most in need rather than those most likely to succeed.
4. Continue to work with the Language Access Coalition on the Language Access Policy and continue to allow community input in policy design and implementation.
5. Reduce transportation as a barrier to accessing services

## 2. Minutes

A motion to approve the minutes from August 21, 2018 was made by Xochitl Cobarruvias and seconded by Tommy Faavae.

**Motion Approved.**

## 3. Presentations

### Youth Program Overview

Under the Workforce Innovation and Opportunity Act (WIOA), it is not required for the local workforce boards to have a Youth Development Committee, but under the Board Chair leadership, we reconstituted the composition to allow for more flexibility to engage employers and youth. Glenn Agoncillo is now the Chair for the Youth Development Committee.

On November 1, 2018, the Youth Development Committee met and discussed the footprint of all the youth services just to give the committee an overview of the programs and investments being made in Long Beach and San Pedro. It was suggested by the Youth Development Committee to present on all of the youth programs at the next Board meeting.

Glenn Agoncillo: At the November 1<sup>st</sup> meeting, the Youth Development Committee was provided an overview of the youth services provided in the community. Board members were invited to share their thoughts and feedback.

Vernard Johnson: There is a multitude of youth services in Long Beach that help youth ages 16-21 to provide training, employment services, which includes resume writing, job finding, how to dress, how to communicate, etc. Department of Rehabilitation (DOR) partners with Pacific Gateway to help youth who would like to work, but may not have the tools necessary. It is important to share that we can

serve many youth in the community and if there are any youth with disabilities they are able to access a multitude of services.

Erick Serrato: There are many programs that have been in place for years and new programs that have emerged throughout the years.

Pacific Gateway made a strategic decision to apply for contracts in partnership with the City of Los Angeles. Two years ago, Pacific Gateway applied for a contract to operate the Harbor Gateway YouthSource Center, under the direction of Jowen-Pete Elma, and has been successful in serving the youth and employers in San Pedro.

In Long Beach, the Youth Opportunity Center operates under the direction of Julia Olson and manages all the non-WIOA programs. This center has been incubated within the WorkPlace, but in May 2019, a new center will open. Pacific Gateway will be one of the first workforce boards to have its own separate youth center. The new center will be innovative, and a series of youth focus groups will occur to define the programmatic framework. Site search for the new youth center is underway but two sites have been identified as potential spaces.

In addition to our centers, Pacific Gateway operates programs through a series of subcontractors. On the Harbor side, the main contractor is Boys & Girls Club and they focus on serving in-school youth. On the Long Beach side, Pacific Gateway typically worked with CBO's to serve out-of-school youth and had individual enrollments and services. Pacific Gateway expanded their partnership to Learn for Life Charter schools.

In Long Beach, there are several programs that include other partnerships in the community, Department of Labor Pathways to Justice, Port of Long Beach Internship Program, Starbucks Partnership, Beautification, Council Districts, Youth@Work.

Under the youth programs, Pacific Gateway has a responsibility to work with the school districts. At the Harbor YouthSource Center there is a truancy counselor from Los Angeles Unified School District, to help youth navigate back in the school system, if desired. In Long Beach, we work closely with the Long Beach Unified School District on Linked Learning initiatives.

Recently, Pacific Gateway was asked to explore the transfer of a teen center to Pacific Gateway and incorporate workforce development services. This was a Budget Oversight Committee recommendation, approved by City Council.

Glenn Agoncillo: Pacific Gateway has engaged more partners and has the opportunity to elevate those partnerships.

Pacific Gateway has partnered with the Youth Services Network to align existing services in the community.

Larry Rice: As a long-time Board member, it takes time to understand the services that Pacific Gateway provide. It was eye opening to see the different youth programs in place. This presentation shows what Pacific Gateway is all about and how the organization serves the community.

Fred Johring: What is the impact on staffing and budget for the teen centers? What does Pacific Gateway want to accomplish with the teen centers?

Erick Serrato: It is anticipated that its budget neutral. Pacific Gateway understands the importance of recreation in the teen centers, and Pacific Gateway will be using best-practices to better support what is currently occurring at the teen centers. This will be an opportunity for Pacific Gateway to be known in the community and have access to those individuals. This will help increase youth program enrollments.

Reggie Harrison: This was a unique presentation. Working with the teen centers are ideal. Youth will be able to feel secure in a comfortable environment.

Vivian Shimoyama: Requested to show more detailed information on all of the programs with metrics/performance to be able to share with new Board members, but also to apply for future funding.

Dr. Kim Armstrong: The Board did a great job at the retreat this year, and will continue to focus on individual advocacy to help support the youth programs in the upcoming year.

Caroline Anderson: Employment Development Department also provides youth services and to increase its footprint, EDD will be hiring a Youth Specialist in Long Beach and San Pedro. In addition, a Youth Representative.

Nick Schultz: A priority, as part of the retreat, is to support the Board with individual advocacy.

Board members understand, how Pacific Gateway help organizations in the community to achieve performance in support of the local workforce investment area, but in addition, Pacific Gateway can meet performance under contract with another workforce board. Secondly, there is limited amount of funding to help support capacity building compared to all of the programs Pacific Gateway supports, that includes Port of Long Beach, Long Beach Unified, and PATH programs. There are additional opportunities for capacity building in the community, but it will take the willingness and openness of the contractors for the new youth model.

Glenn Agoncillo: Thanked the youth team for their hard work and partnerships created to provide a variety of youth programs.

### Limited English Proficiency (LEP) Policy

At the last Board meeting, a draft of the Limited English Proficiency policy was presented to the Board. This policy was based on compliance with the EDD directive, in which all workforce boards were required to create an LEP policy. Since, Pacific Gateway is working closely with local partners on an English Language Learners grant it was ideal to create this policy ahead of the deadline.

The policy meets all the requirements from the State and explains how Pacific Gateway will implement.

Pacific Gateway connected with the Language Access Coalition to get feedback on items that were important to consider and incorporate in the policy. The recommendations shared by the Language Access Coalition team were included in the final LEP policy.

The policy ensures that Pacific Gateway provides adequate access to those who are limited English speaking individuals. As part of this policy, the Language Access Coalition highly encouraged the access of translation and interpretation in Spanish, Tagalog, and Khmer; have signage at the AJCC in multiple languages; have the AJCC services available in other languages; ensure more specific information is available as it relates to training services in other languages.

The Language Access Coalition suggested to not have children serve as an interpreter and to access translation services through WorkPlace staff only. Pacific Gateway is compiling a list of City employees who can assist with interpretation services to help individuals. Secondly, if an individual wants to file a complaint, it was suggested to have the forms available to individuals in their language of preference. Thirdly, provision of training services provided in other language.

The Equal Opportunity Officer, Alisa Munoz, is required to review this policy on a yearly basis and ensure that Pacific Gateway is in compliance.

Larry Rice: Who sets the parameters for this policy?

Erick Serrato: The State produces directives every year on a variety of different topics. This one was on Limited English Proficiency. All boards are required to meet a certain level based on how the State is implementing it. It is the responsibility of the Board to adopt a policy that is in alignment with State, but to incorporate additional items that is localized for the workforce development area.

#### **4. New Business**

##### **A. Action Items**

##### **1. Pacific Gateway Policies**

Three policies were presented to the Board for approval: Grievance and Complaint Procedure, Lower Living Income Levels and Poverty Guidelines, Limited English Proficiency. With the exception of the Limited English Proficiency policy, all policies are just an update to meet the requirements from the State.

Tommy Faavae: What are considered special projects as stated on the policies?

Erick Serrato: Special projects are those grants that are not Formula funds. These grants are the Pathways to Justice funded through Department of Labor (DOL) Pacific Gateway is the grantee, therefore policies in place to ensure that there is compliance across the organization.

Nick Schultz: As part of the discussion, Pacific Gateway can add additional requirements to the programs but we can't remove what is stated by DOL. We can always collaborate with other organizations and the nonprofit to help support individuals with additional services, who do not meet the eligibility requirements for the programs.

Vivian Shimoyama: Consider a fee for service moving forward if we continue to work with other organizations. This would allow for Pacific Gateway to serve more youth in the community.

Vernard Johnson: DOR offers services for youth that help support youth in the community, especially with soft skills and work experience. There is no income eligibility.

## **B. Discussion Items**

### **1. Regional and Local Plan PY 17-21**

Pacific Gateway worked in the development of the Regional Plan with the City of Los Angeles.

Two years ago, Pacific Gateway also developed its Local Plan and was written with the intention of having it in place for a period of four years. The State began to have discussions and saw the possibility to partner with other local agencies and grants availability. There are specific requirements from the State that we must incorporate, and an entire process Pacific Gateway must comply with.

For the Local Plan, Pacific Gateway needs to address the services to English language learners, individuals with disabilities, and local workforce services. There is also a CalWORKS and Cal-Fresh partnership component, but the agency will help support those agencies. Pacific Gateway will host three forums to allow the community provide feedback, as the plan gets developed.

The deadline to submit the Local Plan is March 14, 2019, and at the February Board meeting, a draft of the local plan will be presented to the Board for approval. The local plan will be posted online for public comment between January 7<sup>th</sup> and February 7<sup>th</sup>.

A flyer of the Pacific Gateway Forums was shared with the board, that includes additional details and information.

## 2. Business Engagement Strategy

Pacific Gateway Business Engagement Team consists of having staff assigned to specific industry sectors: Healthcare and Information Technology, Hospitality, Goods and Movement, and Construction. Pacific Gateway is seeking for an individual to join the team to focus on the construction industry sector. The entire team is out in the community engaging employers and establishing partnerships.

Pacific Gateway has a stronger relationship with employers that allows for an easy referral process for employment opportunities. Targeted recruitments have been hosted help employers with their hiring needs. Several workshops have been created to help individuals be more competitive in the workforce.

Reggie Harrison: The City of Long Beach had a competitive proposal to bring Amazon headquarters to Long Beach and although, Long Beach was not selected, it is important to identify other sectors for growth.

Nick Schultz: There has been a lot of growth and Pacific Gateway understands what the needs and sector drivers are in Long Beach. The Business Engagement Team will be provided with training and resources to assist them accomplishing their goals within each sector. Also, a plan will be created on how to work more effectively with businesses in each industry sector.

Vivian Shimoyama: In the development of the plan, it was recommended to track business size to be able to report to the Board. Would like the Board to be informed on how Pacific Gateway is working with small businesses.

## 3. Services for Individuals Facing Housing Insecurity (Homelessness)

Pacific Gateway is working on this special project related to housing insecurity and seeking to be a greater focus of the work the organization. Approximately, 30% of the customers served face housing insecurity. Pacific Gateway has received funding from the County of Los Angeles related to Measure H to provide case management for individuals facing homelessness. Secondly, in collaboration with the City of Long Beach

Health Department, Pacific Gateway is seeking to bring services to the Multi-Service Center and align services.

There are also new emerging opportunities such as Mental Health America that allows for further collaboration. A discussion occurred to create an intercept model to look at the journey of individuals and the support they need, prior to obtaining employment. Employers will also be engaged to help in the process. More information to follow on the progress of this partnership and work.

4. Grants Update

Pacific Gateway continues to pursue grant opportunities from various funding sources. Currently, the organization has been funded approximately \$400,000.

**5. Executive Director's Report**

- A. The Board has been extremely supportive of the Gig Economy work. The project continues to be in development and in March 2019, the project will fully launch. This project will be presented at the California Economic Summit in Sacramento. There are other cities who are seeking to scale this project in their own cities.
- B. The Early Childhood Education Committee launched the Early Childhood Education Strategic Citywide Strategic Plan. Pacific Gateway attended the event and the Strengthening Working Families Initiative grant funded the plan.
- C. The FUSE Fellowship team member is creating relationships to bring capital investments to Long Beach.
- D. The Economic Development Department now houses the Office of Inclusion to work on efforts around digital inclusions.
- E. As part of the Living Cities Accelerator, an extensive amount of time has been dedicated to creating a plan on how to serve minority entrepreneurs in Long Beach.
- F. Pacific Gateway will take the lead on a \$3M Chase's Advancing Cities on behalf of the City of Long Beach.
- G. Pacific Gateway will help support Mayor Garcia's Everyone Home Initiative.
- H. Jobs for Success Act is an important legislation for Board members to review.
- I. Dr. Kim Armstrong: Thanked all of the Board members that participated in the Gender Justice Training.

- J. Regina Cash: It has been a pleasure to serve on the Board. As of November 21, 2018, she will be resigning from Cal State Long Beach as she has taken a new position at Cal State Los Angeles. Nick Schultz offered that her contributions continue to be of value to the work of the Board.

**Adjourn**

Chair Dr. Kim Armstrong adjourned the meeting at 10:26 a.m. without objection.