

## WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Members Present	Members Absent	Staff & Guests
Kim Armstrong (Chair)	Bradford Barto	Utilia Guzman
Glenn Agoncillo	Xochitl Cobarruvias	Nick Schultz
Regina Cash	Vacant – Business	Erick Serrato
Tommy Faavae	Vacant – Business	Julia Smay
Melissa Infusino	Vacant – EDD	
Vernard Johnson		
Frederick Johring		
Simon Kim		
Weston LaBar		
Larry Rice		
Peter Santillan		
Graham Scott		
Vivian Shimoyama		

Pacific Gateway Workforce Development Board (PGWDB) convened in a regular meeting on June 30, 2020 via WebEx 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 3:02 p.m.

Kim Armstrong thanked all the Board members and the public for participating in the meeting.

Pacific Gateway has been one of the only workforce boards that has remained opened during the pandemic to serve its constituents.

### II. **Public Comment**

No public comment.

### III. **Minutes**

Motion to approve the PGWDB Meeting Minutes from February 25, 2020, was made by Peter Santillan and seconded by Tommy Faavae.

**Motion Approved.**

### IV. **Presentation: Pacific Gateway Budget Outlook**

Erick Serrato, Assistant Director, presented on the Pacific Gateway Budget.

The program year for Pacific Gateway begins July 1, 2020 and ends June 20, 2021. It is the role of the Board to review and approve the budget, in addition to monitoring all expenditures.

Grants are awarded at any time during the year and can extend among several years. The budget figures represents what Pacific Gateway is expecting to spend during the program year and may not reflect the entire grant award.

Pacific Gateway lost the MHA grant but received notification of an additional award received within the last few hours.

Pacific Gateway budget only includes grants that have been secured.

What is different this year?

- Pacific Gateway received more funding in the last three months than in the last 9 months.
- It is anticipated that Workforce Boards will receive additional funding in the upcoming year; based on what happened during the last recession.
- It is an election year; it is anticipated that the new administration will provide additional funding.
- Unemployment Insurance has brought many unknowns as many individuals are not interested in returning to work and not accessing services.
- Cost associated with COVID-19 have increased in the budget

Pacific Gateway total revenue is \$14,706,965, with a planned expenditure of \$14,255,475, leaving a budget balance of \$451,490. The remaining balance will be utilized for staffing or providing additional resources to specific grants.

A few of the expenditures include:

- A 2% negotiated Cost of Living Adjustment that is still pending and has been incorporated in the budget.
- Approximately, \$90,000 has been budgeted for technology, computers, and virtual services.
- \$50,000 in facility related expenses
- Additional staff will need to be hired to help support various grants
- Facility cost is the greatest expense
- Supportive Services; includes approximately \$900,000 in childcare supportive services
- New virtual services costs to deliver services to staff and customers

A total of \$9,584,250 in Adult, Dislocated Worker, and Special Population grants have been secured for PY 20-21. The WIOA formula funds for PY 20-21 is approximately. Pacific Gateway also received COVID-19 grants from the State for a total of \$976,000. WIOA Youth funds is approximately, \$2,761,000.

Peter Santillan: How did Pacific Gateway close out this last program year?

Erick Serrato: The Program Year is from July 1<sup>st</sup> – June 30<sup>th</sup>. At this time Pacific Gateway has not closed out PY 19-20.

Vivian Shimoyama: Seems like, due to COVID-19, more funding will become available. Is the Board approving this budget with unconfirmed funds, and the budget will be amended throughout the year?

Erick Serrato: Yes, at this time all the expenses have not been added into the budget. A revised budget will be presented to the Board at the next Board meeting. In addition, a revised budget will be presented throughout the year when new funding is received.

Graham Scott: The budget is showing a surplus, is this amount used as reserve to be used in the future?

Erick Serrato: The Board has approved budgets with deficits in the past and amendments have been made throughout the year. The remaining balance is not necessarily a surplus as we will need to allocate this amount towards other projects/grants.

Simon Kim: Does Pacific Gateway have any reserve funds?

Erick Serrato: Pacific Gateway does not operate with a reserve. All of the grants received by Pacific Gateway require full grant expenditures, unless a discretionary grant is received allowing the flexibility to so do.

Melissa Infusino: Is there an impact on how Pacific Gateway provides services if the grants have deadlines and expenditures?

Erick Serrato: There is no impact in the way that we operate services under the grants.

## V. New Business

### A. Action Items

#### 1. Pacific Gateway PY 2020-2021 Budget

After presenting the Pacific Gateway PY 2020-2021 Budget, the Board was requested to approve the budget as is and will be amended as necessary to reflect any new grants received or expenditures. Motion to approve Pacific Gateway PY 2020-2021 Budget was made by Weston LaBar and seconded by Tommy Faavae.

**Motion Approved.**

#### 2. Pacific Gateway Policies

Two policies were presented to Board for approval:

Supportive Service Policy was updated to expand the types of services provided and increase the maximum amounts, in response to COVID-19.

Electronic Enrollment and Eligibility Services is a new policy allowing Pacific Gateway to use self-attestation or electronic signatures and temporarily waive requirements for wet signatures on all WIOA enrollment and program forms.

Simon Kim: Can the Electronic Enrollment and Eligibility Services policy not be temporary?

Erick Serrato: Yes, these will be permanent changes that Pacific Gateway will keep moving forward.

Simon Kim: For Supportive Services, can the policy include other natural disasters and not specific to COVID-19?

Alisa Munoz: Yes, all of policies have a general language.

Motion to approve the WIOA policies was made by Tommy Faavae and seconded by Weston LaBar.

**Motion Approved.**

## B. Discussion Items

### 1. Grants Update

Pacific Gateway has received a total of \$3,047,329.

The following grants were received:

- Housing & Urban Development
- COVID-19 Impacted Workers Assistance
- COVID-19 Impacted Workers – Los Angeles Support Program
- National Dislocated Worker Grant
- Dislocated Worker 25% Additional Assistance – Aerospace
- National Dislocated Worker Grant – Emergency Employment

## VI. Leadership Reports

### A. Board Chair Report

Thanked the Board and staff for their commitment and support.

Thanked Tommy Faavae for attending the CWA Day at the Capitol.

Appreciates the work of the Youth Development Committee.

As the Board Chair, Kim is not involved in any discussions related to Boeing. She is to recuse herself from any discussion.

## **B. Executive Director Report**

On May 21<sup>st</sup>, Weston LaBar announced the welcoming of his first child.

Pacific Gateway held its Board Retreat on February 25, 2020 and will be sharing additional information provided soon. Due to the pandemic, Pacific Gateway leadership team has not had the opportunity to focus on this at this time.

Pacific Gateway hosted Metro Connect for its Subcontracting Bonding Program in Long Beach.

Pacific Gateway participated at the California Workforce Association (CWA) Day at the Capitol. Tommy Faavae was able to attend along with Nick. Thanked Tommy for his participation.

Cal State Long Beach, California State Labor Market Information Division, and Pacific Gateway have been working together to secure confidential data to work on a few models of the economy recovery. The discussion is ongoing and will provide continuous updates.

Pacific Gateway continues to provide information on Unemployment Insurance.

In response to the pandemic, Pacific Gateway was awarded a few grants from the State to help support individuals impacted by COVID-19.

Working with Long Beach City Council and Economic Development Department on Economic Resilience Package.

Working with the Los Angeles/Orange Counties Building and Construction Trades regarding negotiations on PLA agreement.

Pacific Gateway supported Mayor Robert Garcia on the Reopen Long Beach strategy.

Pacific Gateway was reached out by the Harbor Trucking Association to provide conduct a presentation to local businesses in response to the pandemic.

The Pacific Gateway team has done an incredible job in providing services since the start COVID-19 and Safer-At-Home Order.

- Lucius Martin and his entire team have been supporting Boeing and Community Hospital efforts.
- Cort Huckabone assisted in providing services at a local community homeless shelter.
- Sokko Kong helped managed the Call Center.

- Julia Smay assisted the entire leadership team in responding to various immediate needs and keeping track of staff working remotely.
- Utilia Guzman coordinated training for parents and assisted with securing onsite childcare.
- Erick Serrato took the lead in ensuring that safety protocols were in place, ensure the centers remained opened, and overall work with his team to deliver various services.

#### **IV. Adjournment**

Board Chair Kim Armstrong adjourned the meeting at 4:24 p.m. without objection.

Next Board Meeting: Tuesday, November 17, 2020 at 3:00 p.m.