

WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
Tuesday, June 22, 2021

Members Present	Members Absent	Staff & Guests
Dr. Kim Armstrong	Bradford Barto	Utilia Guzman
Sandra Brizuela	Tommy Faavae	Lucius Martin
Regina Cash	Frederick Johring	Alisa Munoz
Xochitl Cobarrubias		Eli Romero
Ken Gomez		Nick Schultz
Melissa Infusino		Julia Smay
Simon Kim		
Janet Kornblatt		
Weston Labar		
Larry Rice		
Peter Santillan		
Graham Scott		
Adey Tesfaye		

Pacific Gateway Workforce Development Board (PGWDB) convened in a regular meeting on June 22, 2021, via Zoom and at Pacific Gateway/The WorkPlace, located at 4811 Airport Plaza Drive, Long Beach, CA 90815.

**I. Call to Order**

Chair Dr. Kim Armstrong called the meeting to order at 3:02 p.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 February 16, 2021, was made by Xochitl Cobarrubias and seconded by Regina Cash. No discussion.

**Motion Approved.**

#### IV. Local Workforce Development System

##### A. Pacific Gateway Structural Changes

In November 2020, Pacific Gateway's Assistant Executive Director, Erick Serrato, accepted the new role of Workforce Executive Director in Merced County. Since his departure, Pacific Gateway started to explore the opportunity to restructure and strengthen the organization. At the forefront of the restructure was having individuals in positions to use their talents to further Pacific Gateway's mission and enhance services.

Pacific Gateway created the three Workforce Officer roles to replace the Deputy Director role as part of the restructuring. The Officers were selected and organized into three categories:

Workforce Development Officer- Contract and Compliance: Alisa Munoz  
Special Projects Officer/Economic Development- Equity Officer: Lucius Martin

Workforce Development Officer-Strategy and Innovation: Eli Romero

Pacific Gateway is currently conducting final interviews to replace Lucius Martin as Manager of the Business Engagement Team. Once a manager has been selected, the Business Engagement Manager will be reporting to Lucius Martin. The Contracts and Compliance team, as well as the Data Management team, will be reporting to Alisa Munoz. Program delivery services at the WorkPlace and Harbor Worksource, Adult and Youth, will be reporting to Eli Romero.

On July 1, Pacific Gateway will be assigning Julia Olson to the WorkPlace to assist with managing staff and programs. Utilia Guzman will be leading Youth Programs, including WIOA and the County Youth@Work in Long Beach, at Pacific Gateway's new youth facility in Long Beach. JP Elma will continue to manage Youth Programs at Harbor Worksource and Youth@Work, focusing on the Harbor Region. Carla Hendy-Anguiano will continue her strong leadership at the Harbor Worksource center.

Pacific Gateway's only vacancy remains the Business Engagement Manager.

Comments:

Kim Armstrong: Congratulations to the team and new officers.

Melissa Infusino: Nick, I really appreciate the explanation and thoughtfulness that you put into why there was a need to restructure. I'm glad to see you took the opportunity to find a way to better serve the community by doing a restructure. It's exciting to know that we have talent within. I am thrilled to see an organizational chart that can help in the coming years.

Simon Kim: Nick, I'm excited to see that you are promoting from within. My only concern is that when you had a Deputy Executive Director, you had someone to be hands-on with these activities, my concern with this flatten structure is that you will be interacting with three officers and running the organization, and I'm wondering if it's going to affect your time commitment

Nick Schultz: I appreciate that. We have put together a schedule that will be manageable for our team, and communication is paramount to how we will work together. We're off to a good start, and I enjoy spending time with his new group.

## **B. Pacific Gateway PY 2021- 2021 Budget**

*Introduction by Nick Schultz:*

*Pacific Gateway program year is scheduled from July 1 to June 30. It was imperative to have a budget ready and approved before July 1; however, we're still in a situation with some of our funding sources estimated. Although the budget is relatively healthy compare to last year, there are some major differences where the investments are coming from that Alisa will highlight for you. New direction stabilizes our baseline moving forward and gives us a chance to grow the budget in a different way. And we can talk about this as we move along in the presentation. We will be presenting a draft final for the Board today, and In August, we will provide an update with all the final numbers. We can achieve all required expenses around personnel, training obligations, and work experience with the budget as presented.*

Pacific Gateway's Program Year begins July 1, 2021, and ends June 30, 2022, and City Fiscal Year begins October 1, 2021, and ends September 30, 2022, and many of Pacific Gateway's projects that are funded through the City run through the City's timeframe. Discretionary grants have various start and end dates. In developing the Pacific Gateway's budget, the budget only considers the plan expenditures for plans 2021-2022 since grants extend across multiple years. Revenue is based on full enrollment and grant execution for specific grants that have prescribed "expenditure portions" and "cost-per" revenues. This is a draft final budget as Pacific Gateway awaits additional funding sources.

Pacific Gateway's total revenue is \$12,437,889; this is secure revenue to date and does not include pending allocations or anticipated grant allocations. It also includes carryover from WIOA programs from this year. Planned expenditure of \$12,198,889, leaving a budget balance of \$239,000.

For Budget Comparison, In Program Year 20-21, the total revenue was \$15,752,879. While Program Year 21-22, the revenue is \$12,437,889, leaving a budget difference of \$3,314,990.

What is the difference this year?

- PY 2021, Pacific Gateway had the SWFI grant, which ends 6/30, and accounted for \$2,500,000 of our 2021 budget.
- Pacific Gateway also had COVID grants ending this program and also falling off during PY 21-22
- Received a decrease of \$230,000 in WIOA Adult and Youth formula funding, which impacts overall revenue.

What makes up our revenue for PY 2021-2022?

- 9 funding sources, with more than 40 funding streams or grants
- The largest funding source is WIOA formula and discretionary grants, which is \$6,334,985
- The second largest is City of Los Angeles, with \$2,792,473
- Adult programs, which include forty funding sources, total \$6,924,957. Approximately 56% of our revenue
  - The largest source is WIOA Adult, which is \$1,577,928
- Youth programs have 17 funding sources with a total of \$4,941,144
  - The largest source is WIOA Youth Programs, followed LA City WIOA Youth Programs

Revenue is projected to be \$12,437,889, pending the outstanding funding that Pacific Gateway is expected to receive before the next Board meeting.

*Closing by Nick Schultz:*

*On page 4 of this item, there is \$4,800,000 listed from the City of Long Beach Recovery Act; the City operates on a different fiscal year than the Board. We're currently working on securing those funds from the City. We do have a commitment to support and bolster our programming. This will increase our revenue to \$17,000,000, which would exceed last year's revenue. As usual,*

*we're aggressively pursuing funding opportunities in grant development. We feel confident in a couple of proposals that should bring some significant resources.*

Recommendation to approve the Pacific Gateway PY 2021-2022 Draft Final Budget.

Comments:

Peter Santillan: Are we going to be approving this budget in the draft form?

Nick Schultz: Correct. As we've done previous times, we will bring you back a fully updated version in August. You wouldn't need to approve it, but we can discuss any variances based on what we provided today.

Peter Santillan: Nothing to do with this budget; how did we do with the PY 2020-2021 budget projected vs. actual? If I can have that email to me at your convenience, that would be great.

Aday Tesfaye: Just a clarification of the \$4,800,000; once we received that funding, it just becomes revenue, no expenditure?

Nick Schultz: This is basically a flow-through, so it would be to expand programming.

Peter Santillan: Is that payment [\$4,800,000] paid in one lump sum or throughout the fiscal year for the City?

Nick Schultz: We anticipate it happening in two payments. There has been a lot of excitement about the top-line number for the City's Recovery Act's monies. There has been speculation that we would've received a down payment from the Fed's that has not happened now, but I can keep you apprised of when that money comes in.

*Motion to approve the Pacific Gateway PY 2021-2022 Draft Final Budget was made by Peter Santillan and seconded by Ken Gomez*

**Motion Approved**

## C. Los Angeles Basin Regional Plan and Pacific Gateway Workforce Development Local Plan

*Introduction by Nick Schultz:*

*The Plan is currently with the State, with all seven local elected officials' signatures, waiting for approval or request for subsequent information from the State. We will advise the Board when it has been approved.*

Pacific Gateway conducted four community engagement sessions to engage feedback and input from various community organizations. The information provided was incorporated into our Local Plan. The Plan was posted on the Pacific Gateway website and had 30 days public comment period, and no comments were received during this period. The Board will be notified once we notification from the State.

Comments:

Ken Gomez: Praises to Alisa for having probing questions, and the draft was wonderful and very comprehensive.

## D. Pacific Gateway Policies

There is one policy update presented to the Board for approval:

*Policy Number: P-WIOA-INC -2.A | Incident Reporting – Update  
New directive released. Policy updated to reflect the new guidance.*

Recommendation to approve Pacific Gateway's policy presented per WIOA regulations.

*Motion to approve Pacific Gateway's presented per WIOA regulations was made by Weston Labar and seconded by Larry Rice.*

## E. Performance Working Group Update

In May 2020, The Performance Working Group convened to discuss grants that are currently being administered through the WorkPlace. This included an overview of the nine programs. A snapshot of the programs was provided, which covered the customers being served and the outcomes and activities of these programs.

A brief presentation on Pacific Gateway's grants and PY 20-21 State and DOL Annual Performance Report time periods was presented to the Board. Pacific Gateway will provide an update on all programs, including Harbor WorkSource, at a later date.

Comments:

Dr. Kim Armstrong: I would like to start by thanking the Performance Working Group. This is a really great opportunity for any board member to learn about the performance of the programs and really understand how the organization is performing. If anyone wants to join this group, please reach out to myself or Julia Smay.

Ken Gomez: I love the infographics. It helps tell the story so well and brings it to life.

Nick Schultz: A lot of times, we show you Harbor and Long Beach together; this is just aggregated for just Long Beach today. Although the total numbers are lower than what you would expect, the entered employment in the WEX that we were able to achieve in the middle of the pandemic is really impressive. I want to recognize the staff in terms of securing those spots and that everyone was healthy and supported when they went to those worksites. We also managed over 250,000 inquiries related to people's unemployment claims over the course. We connected people to EDD and came without incident, and it shows the commitment and compassion of our staff.

Weston Labar: This has been a difficult year for so many people and industry clusters, and Long Beach is not unique to that. We've seen some industries that are dealing with scarcity and capacity issues. We've seen others, like our tourism industry, be ravaged thanks to COVID, so to be able to respond to a barbell situation is something that not a lot of workforce boards can do, so is a testament to Nick and the team and wanted to share that.

Dr. Kim Armstrong: This organization is flexible, and we never shut our doors. We doubled down and supported our communities.

## V. Industry Engagement

### A. Business Engagement Partnership Development

Lucius Martin, Special Projects Officer, provided current programmatic partnerships from the Pacific Gateway's Business Engagement Team.

#### Aerospace & Advanced Manufacturing:

In the past 16 months, the aerospace industry has taken a huge hit, but a continued expansion has occurred in the aerospace and advanced manufacturing sector. In 2020, the Long Beach Aerospace Council was successfully launched. It had grown to represent a connection point for more than two dozen aerospace and ancillary advanced manufacturing companies in Long Beach. Pacific Gateway shared the list of all members that have joined our Long Beach Aerospace Council. More companies are reaching out to the City of Long Beach's Economic Development team looking to expand or open a location in Long Beach. Pacific Gateway is looking forward to having these new companies join the Council.

#### Transportation, Distribution & Logistics

As part of the importance of talent development, Pacific Gateway partnered with Prologis to help develop warehousing and distribution training programs. Since launching a logistics sector training partnership with Prologis in the Fall of 2020, more than 1,500 persons have registered and enrolled in close to 49,000 courses. Today, the program has more than 14,300 cumulative hours of Work Experience hours for individuals coming out of this sector.

#### Healthcare & Technology

Individuals taking part in The Healthcare and Emergency Response Opportunity Project, also known as the HERO project, are still serving in the vaccination site in Downtown Long Beach. These individuals are gaining skills that will help them in their job search process and gaining wages. One of the individuals participating in this program has been able to vaccinate over five hundred individuals.

*Closing Thoughts by Nick Schultz: The aerospace and technology sector is poised to grow here in Long Beach, and the list will continue to grow. There are eighteen companies with a one billion dollar valuation, and two of them are part of our partnership team, with the potential to add more companies to our list. We're excited about how excited these companies are to engage with us. We hope to talk very soon about specific programming in support of a diversity pipeline for these companies. With Prologis, we were approached to do this for*



*a very nominal fee. We agreed to a partnership, and our numbers were substantially better than the partnerships that Prologis has had with other cities, so we're in the process of securing another round of funding, where we're not only their partner but the example of the model for other communities across the country. We continue to have a more robust and qualified workforce for our logistics industry here in Long Beach.*

No comments.

## VI. Career Services

### Adult Services – WorkPlace

#### A. No discussion

### Adult Services – Harbor Gateway WorkSource Center

#### B. No discussion

### Youth Services – Long Beach

#### C. WIOA Youth Request for Proposals (RFP)

Pacific Gateway released the request for proposals to organizations to administer the WIOA Youth Program on April 27, 2021. On May 4, Pacific Gateway held a pre-proposal meeting for interested organizations and had fifteen community organizations attend. The RFP deadline was May 27, 2021, and Pacific Gateway received seven proposals from Long Beach and non-Long Beach organizations; however, based on the limited numbers of proposals received from organizations that demonstrated WIOA Youth experience, a decision was made to re-release the RFP. The RFP was released on June 14, 2021, and is scheduled to close on June 22, 2021. The RFP's received will be forwarded to the RFP Evaluation Committee for review and recommendations. Recommendations will be presented to the Board at the August 17, 2021 Board meeting.

No comments

## D. Youth Development Committee Update

*Introduction by Regina Cash, Co-Chair of the Youth Development Committee: Pacific Gateway and its Leadership Team decided to keep the Youth Development Committee. The committee continues to be a valuable asset to the Pacific Gateway Workforce Innovation Network and its Board, providing guidance and support on youth programming. The Youth Development Committee comprises current board members, employers such as Starbucks, youth members, the Los Angeles Probation Department, and the Long Beach Unified School District.*

The Youth Development Committee continues to meet and have strategized how the agenda is set for the committee. There are four areas of focus when strategizing that include: Youth Trends, Youth Programs Performance and Programmatic Updates, Partners and Convenings, and Youth "Spotlight"

An update was provided on the Youth and Emerging Adults Strategic Plan:

In collaboration with the City of Long Beach Health and Human Services and Parks, Recreation, and Marine Department, the Strategic Plan for Youth and Emerging adults was born out of a community and youth-led effort. Those efforts were coordinated by Building Healthy Communities- Long Beach, and they received an allocation from the City Council to begin reviewing data, and conducting environmental scans and analyses. Nineteen youth members, all residents of Long Beach, received training from a retired UCLA professor and other policy experts and led a variety of data collection activities, including youth forums, surveys, and other activities. This process took about a year and a half, and it all happened amidst the pandemic and the country's racial reckoning. Through this process, six visionary goals were identified:

1. Youth Development: Youth, ages 8 to 24, have robust, sustainable, and accessible services within the City.
2. Physical Health, Mental Health, and Emotional Wellness: Youth have health, mental health, and wellness services to support their overall well-being.
3. Planning for the Future: Youth have career pathways to ensure economic stability
4. Community Care: Social Connectedness: Youth have inclusive spaces that foster a caring environment to grow and develop.
6. Transportation: Youth have safe, affordable transportation options.

*Technical difficulties were experienced during this presentation.*

Comments:

Nick Schultz: We're excited about the completion of the City's Strategic Plan for youth. I would ask you all to familiarize yourself with it. You will hear us reference alignment to it.

## **Youth Services – Harbor YouthSource Center**

### **VII. Grants Updates**

Pacific Gateway has received new grants such as the Aspen Institute, Invest, CARES Act, EDD, Prologis, and Kaiser Permanente, totaling \$1,083,000

Comments:

Weston Labar: My company has a deep relationship with Prologis, so anything I can do to help, please let me know

### **VIII. Leadership Reports**

#### **A. Board Chair Report**

Special thanks to Julia and Utilia for getting this meeting together.

Shared that the Board should come together for a Board retreat in the fall to look at our strategies and goals.

Shared that the August Board meeting will be in person.

Shared that Board members and staff will be going to the NAWB conference.

#### **B. Executive Report**

Shared an update on additional RFP's. Subject matter experts, which support Pacific Gateway in a variety of different capacities, and we received 22 qualified respondents. If Board members would like more information about the responses, please communicate with Pacific Gateway.

Shared that Pacific Gateway selected a new one-stop operator, the Munoz Group, based in Long Beach. They will take over as the new operator on July 1.

Shared that the leadership team is working on the needs on each of Pacific Gateway's functional areas that customers request and expect from Pacific Gateway. Working with the team on what could be expected as a relaunch of Pacific Gateway post-pandemic.

Long Beach was selected as one of the 50 finalists for the Bloomberg Mayor's Challenge. Currently on a three-month design sprint and hoping to be selected to be one of the \$15,000,000 recipients of this grant.

Provided updates on the Recovery Act and Guaranteed Income Pilot

Comments:

Ken Gomez: Question for Nick, at one point, you were looking at using the "Unite Us" platform, and I was wondering if that has come to fruition?

Nick Schultz: That's related to the Kaiser Permanente investment, and we're looking to add people on the "Unite Us" platform

#### **IV. Adjournment**

Board Chair Dr. Kim Armstrong adjourned the meeting at 4:47 p.m. without objection.

Next Board Meeting: Tuesday, August 17, 2021, at 7:45 a.m.