

WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Members Present	Members Absent	Staff & Guests
Glenn Agoncillo	Brady Barto	Sal Barajas
Kim Armstrong (Chair)	Frederick Johring	Sandra Brizuela
Regina Cash	Jannet Kornblatt	Jowen Pete Elma
Xochitl Cobarruvias	Larry Rice	Utilia Guzman
Tommy Faavae	Business - Vacant	Carla Hendy- Anguiano
Ken Gomez	Business - Vacant	Lucius Martin
Melissa Infusino	Labor- Vacant	Alisa Munoz
Simon Kim	DOR - Vacant	Julia Olson
Weston LaBar		Nick Schultz
Peter Santillan		Erick Serrato
Graham Scott		Julia Smay
		Dawn Swann
		Adey Tesfaye

Pacific Gateway Workforce Development Board (PGWDB) convened in a regular meeting on November 17, 2020 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 3:00 p.m.

Roll call was taken by Utilia Guzman. Quorum confirmed.

II. Public Comment

Glenn Agoncillo and Vivian Shimoyama announced their resignation from the PGWDB and thanked the Pacific Gateway staff and Board for all the support throughout the years they served as Board Chair and Board Members.

Erick Serrato announced his departure from Pacific Gateway as he accepted the position of Executive Director for the County of Merced. He thanked the Board and the Pacific Gateway team.

Ken Gomez was welcomed as a new Board member. Ken expressed his excitement and looked forward to working with everyone.

III. Minutes

Motion to approve the PGWDB Meeting Minutes from August 18, 2020, was made by Xochitl Cobarruvias and seconded by Tommy Faavae. No discussion.

Motion Approved.

IV. Local Workforce Development System

A. Election of Board Officers

Kim Armstrong and Weston LaBar recused themselves for this agenda item.

Pacific Gateway Elects a Chair and Vice Chair biennially.

Pacific Gateway solicited nominations for Board Chair and Vice Chair. On October 14, 2020, the Nominations Committee, composed of Regina Cash and Peter Santillan, met on October 14, 2020, along with Nick Schultz and Utilia Guzman, to discuss the nominations submitted.

The Nominations Committee recommends Kim Armstrong to serve as the Chair and Weston LaBar as the Vice Chair.

Motion to approve the Nominations Committee recommended slate for Board Chair and Vice Chair was made by Peter Santillan and seconded by Xochitl Cobarruvias. No discussion.

Motion Approved.

Kim Armstrong and Weston LaBar were requested to rejoin the meeting.

B. Local Workforce Development Plan

Pacific Gateway is required to develop a Local Plan approximately every four years. The Local Workforce Development plan is not a strategic plan but a compliance document for the State and Federal government to monitor the activities and work performed by Pacific Gateway.

The notes from the last Pacific Gateway Board Retreat is typically used to develop the Local Plan. Due to the economic impact of the pandemic, Pacific Gateway will need to have other retreat in 2021.

The staff will be updating the Board on the progress of the Local Plan and bringing it for approval once it is completed. No action is required from the Board at this time.

The deadline to submit the Pacific Gateway Workforce Development Local Plan is April 30, 2020.

Comments/Questions:

Peter Santillan: The deadline indicates that it is due April 2020, is this supposed to be 2021?

Nick Schultz: 2020 is correct. The current administration seems unwilling to be flexible with the state's deadlines, creating inflexibility for the local workforce.

C. One-Stop Operator Request for Proposals (RFP)

Local Boards are mandated by the State to conduct an open and competitive process to select their America's Job Center of California (AJCC) Operator at least once every four years. The AJCC Operator is responsible for coordinating services among partners and AJCC service providers.

In 2017, Pacific Gateway selected Performance Excellence Partners (PEP). Pacific Gateway will be releasing a Subject Matter Expert (SME) RFP by the end of the year. A new AJCC Operator must be officially on board by July 1, 2021.

Comments/Questions:

Nick Schultz: "New" refers to the top selection of the procurement process. Our current operator is eligible to reapply.

Kim Armstrong: How can the Board assist with this matter?

Nick Schultz: The RFP is not scored or ranked. If an applicant can express in the application that they meet the criteria, the applicant is added to the list of qualified parties, and Pacific Gateway can make the selection from that list.

Peter Santillan: At any point, are there any milestones that are set into the contract to track progress? Or once it is awarded, it moves forwards until the end of the contract?

Nick Schultz: There are some reporting milestones. Jaime Ramirez from PEP participates in the Board meetings and has presented to the Board. Pacific Gateway does not have a large contract PEP, but it helps Pacific Gateway demonstrate a separation in some objectivity between the policy and the program side of the house.

D. Pacific Gateway Policies

There are two policies presented to the Board for approval:

Access to Pacific Gateway Services by Family Members – New policy provides staff guidance on serving family members who access Pacific Gateway services.

Motion to approve the Access to Pacific Gateway Services by Family Members made by Peter Santillan and seconded by Xochitl Cobarruvias. No discussion.

Motion Approved.

Childcare Supportive Services – Update policy that provides staff guidance on how customers can access childcare and reimbursement rates for the various options.

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

Motion Approved.

V. Industry Engagement

A. Local Area Rapid Response Activities

Since the beginning of the COVID-19 pandemic, Pacific Gateway has responded to filed WARN (Worker Adjustment and Retraining Notifications) letters impacting workers and employers within Pacific Gateway's service area. Rapid Response Services continue to be provided to all impacted employers and workers.

Pacific Gateway has a 100% response rate and has provided a secondary rapid response help to the Los Angeles County and provided regional support to companies that have a presence inside and outside Pacific Gateway's traditional service area.

Currently, Pacific Gateway is working with Gulfstream Aerospace to provide Rapid Response Services to 650 impacted workers. In addition, the Hospitality industry is being affected, as small regional hotels are being sold to government entities, to address the homeless populations.

Comments/Questions:

Kim Armstrong: Pacific Gateway continues to do an incredible work in providing Rapid Response Services.

Nick Schultz: Lucius and the team have done an excellent job in providing services to all the impacted workers.

B. Long Beach Aerospace Council

Pacific Gateway used the Next Gen Sector Model and launched the Long Beach Aerospace Council in January 2020 with 20 aerospace, aviation, and manufacturing companies in Long Beach. The industry convenings have included tackling a range of issues and immediate needs such as improving the workforce pipeline, addressing downsizing and employee transitions, improving infrastructure, addressing regulatory barriers, and facilitating business-to-business networking.

Next meeting will occur in December 2020.

VI. Career Services

Adult Services – WorkPlace

A. PACE (Willow Springs Homeless Pilot)

Pacific Gateway received \$300,000 from the Long Beach Health Department for the PACE (People Advancing to City Employment) Program to provide services to homeless individuals, in partnership with other local agencies who serve this population.

The goal is to serve 30 participants:

- 15 via cohort model (Willow Springs Park Wetlands)
- 15 via other worksites

As part of the program, Pacific Gateway was tasked to provide transportation assistance (to and from work), hot meals, education, skill development, on-site job coach, and other support as needed. In addition, participants were to be paid daily and transition into weekly.

Pacific Gateway has served 20 individuals and program participant demographics was shared with the Board.

The program is scheduled to be completed by December 31, 2020. However, due to the COVID-19 impacts on program services, a no-cost grant extension has been requested to March 3, 2021.

Comments/Questions:

Simon Kim: When discussing gender breakdown, any reason as to why Pacific Gateway is not attracting male participants?

Salvador Barajas: The staff at Willow Springs is mostly women, so Pacific Gateway wanted to pilot a female specific cohort to make sure everyone felt comfortable, and create a more holistic experience.

B. Supportive Services Grant (COVID-19 Impacted Individuals)

Pacific Gateway was awarded \$370,000 from California's Employment Development Department (EDD) to provide supportive services to workers impacted by COVID-19 pandemic. The goal was to target underserved populations, particularly English Language Learners and other at-risk populations who lost their job or had their hours reduced due to COVID-19. In addition, the State provided specific program eligibility based on Federal Poverty Levels.

Pacific Gateway partnered with over ten (10) local CBO's to provide rent relief to Long Beach & Signal Hill resident, and a website was created (four (4) language options) to track applicants and make the referral process seamless.

Participant demographics was shared with the Board.

It is projected that Pacific Gateway will assist almost 600 individuals by December 31, 2020.

Comments/Questions:

Simon Kim: Glad to see that assistance is being provided for undocumented individuals.

Nick Schultz: Please review the demographics that were presented. As we start to think about how we evolve service delivery and who we need to reach out to post-pandemic, that is a relevant sample moving forward.

Adult Services – Harbor Gateway WorkSource Center

C. Rancho San Pedro Housing Project Update

The Harbor Gateway WorkSource Center (HGWSC) was awarded two grants from the City of Los Angeles to serve eligible residents whose jobs have been impacted by COVID-19.

Supportive Services Grant: This grant is for vulnerable populations, including survivors of human trafficking and domestic violence, English Language Learners, Homeless, Re-entry, Veterans, and Persons with Disabilities. Participants receive up to \$800 in supportive services, which may include rental assistance, utility assistance, or childcare assistance reimbursements. Harbor Gateway received funding for 15 participants.

Work Experience (WEX) Grant: This grant will provide an average of 500 hours of temporary employment opportunities at State Approved Project

Room Key worksites and other worksites being developed. Harbor Gateway WSC received \$231,000 to serve 20 participants.

HGWSC developed an outreach strategy with the One San Pedro Alliance to recruit individuals. On Thursday, October 22, 2020, HGWSC conducted an outreach event at Rancho San Pedro and has seen an increase in referrals.

Youth Services – Long Beach

D. Youth@Work

Each year, Pacific Gateway receives funding to operate Youth@Work, which serves youth ages 14-24 years old, providing them with 120 hours of work experience, paid at \$15 an hour.

The program has received a total of \$1,646,850, which is \$240,000 more than we received the previous year. The additional funding was to support those youth that were unable to complete their hours due to the pandemic.

Youth@Work enrollment goals (plan and actual) was shared with the Board.

Comments/Questions:

Kim Armstrong: Overjoyed to see Probation funding has been added.

Simon Kim: Is there a limit to the amount that we can carry over? Also, I see the numbers are low because of the pandemic, but given that this is not going to end anytime soon, should we be adjusting the numbers for this upcoming year?

Julia Olson: As far as the carryovers, the County of Los Angeles allow us to carry over twenty (20) percent based on the youth's progress. This year was different; the county provided funding for those youths that could not complete their hours due to the pandemic. In addition, Pacific Gateway is not allowed to adjust the numbers for the year. The funding is based on cost per participant and we are required to meet the enrollment goal. The only difference this year, is that County of Los Angeles provided flexibility in utilizing online training platforms to assist youth in completing their work experience hours.

Nick Schultz: Due to the pandemic, Pacific Gateway continues to face challenges with developing worksites for youth. The Board is encouraged to assist in the development of worksites to support the youth.

Youth Services – Harbor YouthSource Center

E. City of Los Angeles- Harbor YouthSource Center Programs

LA City released preliminary results of the Harbor YouthSource's PY 2019-20 Annual Performance Evaluation. This evaluation measures how well the Center performed on four (4) areas: Met Federal Outcomes, Administrative Capability, Customer Satisfaction, and Customer Flow.

Harbor YouthSource Center received a 3 out of 4 stars on the evaluation measures.

For PY 2021, the Harbor Gateway WorkSource Center received \$1,001,986 to serve 408 youth through various funding sources as part of Hire LA and Youth@Work.

Comment/Questions:

Nick Schultz: JP and his team have resurrected Youth Services. Harbor should meet the performance levels. In addition, Harbor Gateway Youth Source Center is expected to receive the additional star.

VII. Grants Updates

Pacific Gateway has received new grants such as the INVEST, CARES Act, and the Supportive Services Grant totaling a total of \$808,000.

Pending is Prologis and Kaiser Permanente for a total of \$100,000.

VIII. Leadership Reports

A. Board Chair Report

Expressed sincerest thanks to outgoing board members and welcomed Ken Gomez.

Congratulated Weston LaBar for continuing to be the Vice-Chair of the Board.

Thanked the Pacific Gateway Staff for their hard work.

The 2021 PGWDB Meeting Schedule will be sent to the Board.

Seeking to add Board Members to the Youth Development Committee. In addition, seeking a new Chair for the committee. If any Board Members are interested, please contact Utilia Guzman.

B. Executive Director Report:

A new PLA agreement had been executed between the City of Long Beach and Los Angeles/Orange County Trades Council.

Pacific Gateway negotiated its Performance Measures with the State.

Excited about the Prologis and JFF partnership with Pacific Gateway.

Pacific Gateway assisted the City of Long Beach with the CARES Act funding in providing free childcare to healthcare workers through Work Long Beach.

Pacific Gateway has provided technical assistance to Cannabis Equity Entrepreneur Program, and the development of a more robust program for cannabis interested entrepreneurs.

Pacific Gateway is leading both the study of public banking and guaranteed income that Mayor Garcia and City Council have discussed recently, and will be releasing reports and recommendations relating to these actions.

Pacific Gateway strengthened its partnership with Echo Global Logistics. Echo Global Logistics provided Pacific Gateway customers with virtual WEX opportunities during the pandemic.

Pacific Gateway is working with Relativity Space on its expansion here in Long Beach.

Pacific Gateway partnership with LINC Housing working on establishing opportunities on affordable housing.

Pacific Gateway has been able to keep most of its staff available to serve customers despite the city's furlough.

The Board will be presented with a revised organizational chart soon.

Presented at the United States Conference of Mayors Workforce Development Council.

Comments/ Questions:

Graham Scott: Delighted that we were able to push back against the furlough. The work at Pacific Gateway is critical. Provided his assistance to support any of Pacific Gateway's efforts.

IV. Adjournment

Board Chair Kim Armstrong adjourned the meeting at 4:39 p.m. without objection.

Next Board Meeting: Tuesday, February 16, 2021 at 7:45 a.m.