



America's **JobCenter**
of CaliforniaSM LA County



LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD

DRAFT MINUTES

MARCH 29, 2024

10:00 AM – 12:00 PM

Hybrid In-Person and Virtual Meeting

Department of Economic Opportunity Headquarters

510 South Vermont Avenue, Los Angeles, CA 90020

A. CALL TO ORDER

Chair Darrel Saucedo called the Los Angeles County Workforce Development Board (LACWDB) March 29, 2024, meeting to order at 10:00 AM.

Land Acknowledgement was read by LACWDB Executive Director Cheren Kochen:

The County of Los Angeles recognizes that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh and Chumash Peoples. We honor and pay respect to their elders and descendants- past, present, and emerging- as they continue their stewardship of these lands and waters. We acknowledge that settler-colonization resulted in land seizure, disease, subjugations, slavery, relocation, broken promises, genocide, and multigenerational trauma. This acknowledgement demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native Peoples and local tribal governments, including (in no particular order) the:

- Fernandefio Tataviam Band of Mission Indians
- Gabrielino Tongva Indians of California Tribal Council
- Gabrieleno Tongva San Gabriel Band of Mission Indians
- Gabrieleño Band of Mission Indians
- Kizh Nation - San Manuel Band of Mission Indians
- San Fernando Band of Mission Indians

Please find the Los Angeles City/County Native American Indian Commission website below at:

Attachments:

[Board Motion](#)

[Los Angeles City/County NAIC Website \(Click Here\)](#)

B. ROLL CALL

A quorum was established with **20 board members** in attendance during roll call.

Present (17 in-person and 3 virtual): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Stephen Cheung, Berenice Nunez Constant (Virtual), Jesse Cuevas, Jeremy Diaz (Virtual), Ben Garcia, Christopher Graeber, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson, Jeffery Wallace (Virtual)

Absent (1): Delbert Whetter

Conflict of Interest was read by LACWDB Executive Director Cheren Kochen:

Members shall abide by conflict-of-interest requirements outlined in Workforce Innovation and Opportunity Act (WIOA), Section 107(h), which states a member of a local board, or a member of a standing committee, may not vote on a matter under consideration by the local board (1) regarding the provision of services by such member represents; or (2) that would provide a direct financial benefit to such member of the immediate family of such member.

C. CHAIR'S REMARKS

Chair Saucedo opened the meeting by thanking and welcoming the board. He acknowledged staff for strengthening and sharing information, ensuring transparency, and for supporting the LACWDB. He specifically highlighted the board and department's response to the pandemic, the work of the modernization efforts for the Los Angeles (LA) County workforce system, and the department transition from Workforce Development, Aging, and Community Services to the Department of Economic Opportunity (DEO). He thanked the board itself for their strong leadership. He finished by stating that he is looking forward to continuing his service to the board as a member.

The Chair then welcomed the newest members to the board, Ben Garcia, and Christopher Graeber.

D. ACTION ITEMS

i. LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD OFFICERS' ELECTION

Presenter: Darrel Saucedo, LACWDB Chair

Summary: This item presents for approval the election of officers per the bylaws of the LACWDB.

Discussion: Chair Saucedo called for the election of officers by stating that the LACWDB bylaws decree that the election of all LACWDB members shall take place at a regular LACWDB meeting in the spring of each even numbered year.

LACWDB members submitted nominations for each of the officer's positions authorized by the bylaws with a public announcement period of no less than two weeks before the election. The proposed nomination period took place from December 15th, 2023, to January 19, 2024.

Chair Saucedo allowed each candidate to make a statement of up to five (5) minutes, starting with the position of Chair. He announced the candidates, starting with members Jorge Marquez and Alex-Handrah Aime. Candidates for Vice Chair were members Alex-Handrah Aime and Tami Hutchins-Nunez. Candidates for treasurer/secretary were Jeffery Wallace and Mary Hewitt.

Chair Saucedo allowed each candidate to make a statement, starting with the position of Chair, and in alphabetical order. He asked if member Aime would like to make a statement as a nominated candidate for Chair. Member Aime thanked the board for the nomination but recused herself as a candidate at this time.

LACWDB Executive Director Kochen reminded the board that each member needs to vote on each position, regardless of the number of nominees on the ballot for them.

Chair Saucedo asked member Marquez if he would like to make a statement as a candidate for the position of Chair.

Member Marquez made a statement sharing his vision with the board. He started by thanking Kelly LoBianco, Director of DEO, then the members of the board, followed by the members of the public, then the LACWDB staff. He explained that he is an appointee on behalf of Supervisor Kathryn Barger, of the 5th Supervisorial District. He discussed current economic trends in LA County and the nation. He highlighted skills' gaps and stated that there are six main causes: 1) Technological advancements, particularly in fields that include artificial intelligence (AI), automation and digitalization, that have transformed job requirements. Traditional jobs require a higher level of digital literacy, technical skills and adaptability, and new technologies. He emphasized that the most profound dynamic is change. 2) The evolving job market and globalization. 3) Educational systems may not always align with the changing needs of the evolving job market, resulting recent graduates' education not aligning with the needs of employers. He stated that education must evolve along with job markets. 4) Demographic shifts, aging populations, and declining birth rates in some regions are leading the labor shortages in certain sectors. 5) Lack of training opportunities for incumbent workers. He would like to increase access and awareness for incumbent workers, so they develop higher skills levels, resulting in higher paying jobs, and successful careers. 6) Global competition; businesses constantly seek more highly skilled talent to stay competitive, which can further widen skills' gaps, especially if local talent skills are lacking. The results of growing job skills' gaps are significant for employers, leading to difficulties in finding qualified candidates, reduced productivity, and increased training costs for job seekers, resulting in unemployment or underemployment.

Member Marquez also stated that the board can improve board governance and effectiveness by creating defined committees in finance, and funding business engagement. This is accomplished by bringing together stakeholders that would include employers, government, community-based organizations (CBOs), educational institutions, labor unions, industry associations, and individuals to collectively address workforce development challenges. He believes the board can collectively determine which occupations and skills are in greatest demand and can grow work-based learning programs (including apprenticeships) that align with employer requirements, as well as create wrap around support systems. He said the board can leverage CBOs, and strengthen outreach, communication, and services to unemployed/underrepresented worker and business communities including displaced workers, low-income adults, opportunity youth, individuals with disabilities, unemployed or underemployed individuals, veterans, and Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual individuals. He started to complete his statement by saying the board will look to support policies at the local, state, and federal levels, and encourage continuous skills' development to incentivize worker participation. He finalized his comments by giving a brief background into his personal, academic, and professional career.

There was no public comment received.

It was moved by Chair Saucedo and seconded by member Hewitt to appoint member Marquez as the Chair of the LACWDB for a two-year term from 2024-2026.

Motion passes with a majority vote.

In Favor (19): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Stephen Cheung, Berenice Nunez Constant, Jesse Cuevas, Jeremy Diaz, Ben Garcia, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson, Jeffery Wallace

Abstain (1): Christopher Graeber

Recused (0):

Opposed (0):

Absent (1): Delbert Whetter

Chair Saucedo called for the election of the position of Vice Chair for the LACWDB 2024-2026 term. He stated that members Aime and Hutchins-Nunez had expressed an interest to serve as Vice Chair. Member Aime recused herself as a nominee given current commitments, while also stating she is fully committed to continue serving on the board.

Member Hutchins-Nunez reiterated her commitment to ensuring the board is serving the community, representing those that face challenges and barriers to employment. She relayed her commitment to assisting board's Chair, utilizing her experience as a business sector appointee in the healthcare field.

No public comment was received.

It was moved by member Cheung and seconded by member Thompson to appoint member Hutchins-Nunez as the Vice Chair of the LACWDB for 2024-2026 term.

Motion passes with a majority vote.

In Favor (19): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Stephen Cheung, Berenice Nunez Constant, Jesse Cuevas, Jeremy Diaz, Ben Garcia, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson, Jeffery Wallace

Abstain (1): Christopher Graeber

Recused (0):

Opposed (0):

Absent (1): Delbert Whetter

Chair Saucedo called for the election of the position of Secretary/Treasurer for the LACWDB 2024-2026 term with two candidates for Secretary/Treasurer: members Jeffery Wallace, and Mary Hewitt. He asked if the members wanted to make opening comments.

Member Hewitt opened and thanked everyone stating it is an honor and privilege to serve the board as the interim secretary/treasurer for the past year, and she would like to continue in that capacity. She said that in the past few years she has served on various committees and workgroups, including the America's Job Centers of California (AJCCs) modernization workgroup, the bylaws review ad hoc committee, the innovation fund, and the guiding principles workgroups. She reiterated her support of the board, including the board's passion to the communities it serves.

Chair Saucedo then asked if member Wallace would like to make comments.

Member Wallace said he was deeply honored to be nominated but would not accept the nomination. He stated the importance of supporting new leadership, thanking the current leadership for its commitment to operational and administrative excellence. He stated that it is important to recognize the board is one of the largest in the nation, and as such, it must model operational excellence and efficiency. He commented that it is important to support the LACWDB in maximizing operational excellence, necessary when representing the communities and sectors the board is tasked with serving.

No public comment was received.

It was moved by member Cheung and seconded by member Marquez to appoint member Hewitt as the Secretary/Treasurer of the LACWDB for 2024-2026

Motion passes with a majority vote.

In Favor (19): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Stephen Cheung, Berenice Nunez Constant, Jesse Cuevas, Jeremy Diaz, Ben Garcia, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson, Jeffery Wallace

Abstain (1): Christopher Graeber

Recused (0):

Opposed (0):

Absent (1): Delbert Whetter

Member Thompson thanked Chair Saucedo for his leadership as Chair during the previous term. He also thanked the new leadership elected to officer positions. He stated there are challenges still awaiting the board, including the aftermath of the COVID-19 shutdowns and the emergence of AI.

Chair Saucedo continued to thank the members of the board for all their work on the modernization efforts.

Member Wallace asked the LACWDB's Executive Director to explain expectations and any established standards governing communications between commissioners and LACWDB staff. He indicated asking so that board members can manage expectations around the flow of information, and so that the board maintains its mission by receiving timely responses.

LACWDB Executive Director Kochen explained there is a standard for communicating with board members through communication with the Chair. Also, when board members work or communicate with the LACWDB team, the team works to ensure members receive the answers or support needed. She indicated that the LACWDB team is available provide any requested guidance or orientation to board members through dedicated time at the board's convenience, via one-on-ones or a variety of options that can be further discussed. Board members can email or call to communicate directly with her or the LACWDB team as needed.

DEO Director Kelly LoBianco noted that the request from board member Wallace was received during a County-observed holiday. She stated that responsiveness is important to the department, and that 24 hours is the standard timeline for a response once staff receives an inquiry, though it may take longer for a resolution to a question or to get a meeting scheduled.

Member Wallace stated his inquiry pertained to the role of secretary/treasurer of the board, sent via e-mail, but he did not receive a response. Separately, reiterated his support for member Hewitt.

Director LoBianco responded that the team will convene to discuss concerns.

ii. DRAFT MINUTES OF THE LACWDB QUARTERLY MEETING HELD ON DECEMBER 15, 2023

Presenter: Darrel Saucedo, LACWDB Chair

Summary: This item presents for approval, and any other action deemed necessary, the draft minutes of the LACWDB quarterly meeting held on December 15, 2023.

Discussion: Chair Saucedo made the motion to approve the minutes of December 15, with a friendly amendment to correct a statement on page 2 of the minutes, which reflected that Chair Saucedo presented the item. The minutes will reflect that Secretary/Treasurer Hewitt, who chaired the December 15 meeting, presented the minutes for discussion. The amendment was approved without discussion.

No public comment was received.

It was moved by Chair Saucedo with amendments and seconded by member Hewitt to approve the minutes of the of the December 15, 2023, LACWDB's regular board meeting.

Motion passes with a majority vote.

In Favor (17): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Stephen Cheung, Berenice Nunez Constant, Jesse Cuevas, Jeremy Diaz, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson, Jeffery Wallace

Abstain (3): Ben Garcia, Christopher Graeber, Kyle Miller

Recused (0):

Opposed (0):

Absent (1): Delbert Whetter

Following approval of the minutes from the December 2023 LACWDB meeting, member Aime brought forward for discussion the action items she identified within the approved minutes, asking about the process to follow up on them. She also asked if a consistent approach to addressing those items can be developed.

Member Hewitt asked for a status update on the committees that were discussed at the December LACWDB meeting.

Executive Director Kochen replied to member Hewitt that discussion on the committee structure will take place later in this meeting, as it is listed on the agenda for the board to discuss. She then addressed member Aime's question, stating that it could be the first order of business of the new Chair to get a roster of items that require further action, review, or discussion.

Member Marquez asked how LACWDB manages its programs. Specifically, he asked if

there is a formal project management office (PMO) that establishes a governance structure for the board's list of projects. He asked if the projects have identified priorities.

DEO Director LoBianco stated the LACWDB has authority and jurisdiction over the board itself. She indicated there is not a formal PMO structure, but internal discussions could continue to vet the infrastructure and organization of the LACWDB, including roles and responsibilities. She further commented that she would like to hear more about what member Marquez is requesting, to determine how staff could work within the request to find a solution.

Member Marquez would like to review and address project governance at the next board meeting. Also, he requests that LACWDB staff research PMOs, including other organizations within the county that have a formal PMO. He wants to see how the board can utilize it to manage, prioritize, and understand projects' pipelines, to ensure they are completed.

DEO Director LoBianco stated she believes Chair Marquez is requesting is to have better transparency on programs, and on the funding streams within purview of the board, so members easily understand timelines, milestones, and prioritization. She said there are different ways to achieve these outcomes, with some limitations. The board and team can examine how gains are being made, documented, and communicated.

Member Aime would like to see an action item report added to the minutes, detailing the boards' priorities and their progress. She asked if the new chair could work with the executive director to determine which projects should be prioritized for action. She then thanked the Executive Director for acting on an open item from the last meeting in setting up the committee structure. She emphasized that communication with the board should be conducted through periodic updates, as live information is critical in moving board priorities forward.

Chair Saucedo recommended that any concerns should go to the Chair to craft questions for the LACWDB team, so they are not lost with one person. He explained that this was how it was done before; in doing so, if anybody that had a concern, everyone was aware of it.

iii. AMERICA'S JOB CENTERS OF CALIFORNIA MODERNIZATION REQUEST FOR PROPOSALS, RECOMMENDATIONS, UPDATE, AND DELEGATION OF AUTHORITY TO THE CHAIR

Presenters: Cheren Kochen, Executive Director, LACWDB and Michael Yamashige, Contracts Management Division Manager, DEO

Summary: This item presents for review and approval, and any other action deemed necessary, delegation of authority to the LACWDB chair to approve DEO's recommended operators of the modernized AJCCs upon finalization.

Discussion: Chair Saucedo started discussion of the item by asking if the protest period would end near the end of April.

Senior Deputy County Counsel Lawrence Green, from the LA County's Office of County Counsel, answered it is BOS that ultimately determines the final award of contract. The timeline for approval and protest is flexible. However, the protest period should conclude by the end of April.

LACWDB Executive Director Kochen continued to explain the protest period and timeline. She said that the goal for implementation is July. She stated the action before the board is to grant authority to the Chair for approval of the recommended actions and operators. This approval allows for the RFP to be brought before the BOS for approval. The reason approval from the LACWDB is being requested now is to prevent a special meeting of the board between quarterly meetings solely to request this approval.

Chair Saucedo asked if this is the standard BOS approval process.

Executive Director Kochen answered yes, DEO will send the approval request to the BOS, but the LACWDB's Chair needs to sign the approval of the RFP. The proposed action before the board is to approve to allow the Chair to sign the RFP, to then forward it to the BOS. Member Marquez commented that the action required from the board is a WIOA requirement and asked if the team could explain the requirement.

County Counsel explained that approval of the RFP from the LACWDB is not the most appropriate term to use. He offered as an example how that the United States Senate advises and consents presidential appointees (e.g., cabinet positions such as Secretary of State, Secretary of Defense, other presidential appointments that require Senate approval, etc.). He explained the functional role of the LACWDB is to advise and consent to the BOS. The BOS makes the final determination on RFPs and awardees.

Member Marquez sought clarification regarding LACWDB's role on the final determination on funding, stating WIOA funding is under LACWDB's governance.

County Counsel explained the BOS has the final authority on spending.

Member Marquez said he believes LACWDB has the final authority and asked that WIOA be reviewed by County Counsel to ensure who has the final authority on WIOA fund allocation.

County Counsel confirmed WIOA will be reviewed as requested, and the funding approval requirements will be reported back to the board.

Chair Saucedo sought approval for the board to move forward on the item.

Member Marquez asked for more information on the specifics of the protests, as they may

hold facts that could impact his vote.

County Counsel said he defers to Director LoBianco as proper due process must be followed.

DEO Director LoBianco said there are four exclusive criteria that a protester can exert to show they should have been determined as the awardee. The first is the department failed to follow procedures specified in the solicitation; the second is the graders or reviewers made identifiable mathematical or other errors in evaluating the proposals; the third is a member of the evaluation committee demonstrated bias; the fourth is where federal and state laws followed. The department must follow a very specific process established by County Counsel as it relates to gathering information, feedback, and review of the internal departments, as well as the independent reviews' scores. She said the process is nearing the end, and DEO will get the delegated authority to enter into contracts with the final proposers. Finally, she assured the board that if any award changes resulting from the protest period and final recommendations, the board will be notified.

Member Marquez expressed concern that the board is being put in a position to approve the current action, and a protest may later bring forth facts that change results, but the board will have already approved the current item as is.

County Counsel explained the action the board is being recommended to approve is to give authority to the Chair to act on behalf of the board to approve the RFPs, and not that the board is approving the RFPs.

Member Aime asked for clarification on the timeline of how the RFP transpired from issuance to approval, expressing concern the process is taking a long time.

DEO Director LoBianco explained that the department is not outside the current approval timeline.

Member Aime asked how long the contracts will take to be signed and implemented once approved; when the time begins on the contract; and, how long the contract is for.

Member Cuevas interjected that a protest or delay on the process could be very disruptive to the system.

County Counsel explained contracts are typically approved for two years. These contracts are due to go live in effect on July 1, 2024. He explained the BOS has the authority to extend contracts if necessary; however, he reassured the board the department is moving quickly. Further, there are contingencies in place which the BOS can adopt to ensure the workforce training system is not impacted, including adjustment of current contracts.

DEO Director LoBianco restated that, if there were issues which would take the

procurement process beyond the July 1st implementation deadline, they would be reported to the LACWDB.

DEO's Contracts Management Division Manager Michael Yamashige said the current term for the agreement is four years.

Member Thompson asked whether the board is changing the process by delegating authority.

DEO Director LoBianco reiterated that, at the last two board meetings, the board was alerted on the organizations that received a noticed regarding the recommended award. Should those awardees change upon completion of the protests, DEO will come back and alert the board.

No public comments were received.

It was moved by member Aime and seconded by member Hurtado to delegate authority to the LACWDB Chair to approve DEO's recommended operators of the of the modernized AJCCs upon finalization.

Motion passes with a majority vote.

In Favor (16): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Berenice Nunez Constant, Jesse Cuevas, Christopher Graeber, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson

Abstain (4): Stephen Cheung, Jeremy Diaz, Ben Garcia, Jeffery Wallace

Recused (0):

Opposed (0):

Absent (1): Delbert Whetter

iv. APPROVE FY 2023-24 LA COUNTY WORKFORCE PROGRAMS Q2 PAYMENT STATUS REPORT THROUGH DECEMBER 31, 2023

Presenter: Michelle Jiang, Departmental Finance Manager II, DEO

Summary: This item presents for review and approval, and any other action deemed necessary, the FY 2023-24 L.A. County Workforce Programs Q2 Payment Status Report through December 31, 2023

Discussion: Michelle Jiang from DEO presented on behalf of the department.

Michelle Jiang reported that the total payments made up to the second quarter of 2023 were about \$13.152 million. Business services' dollars allocated in the second quarter were approximately \$850,000. Payments made from the workforce development board operations were \$1.02 million, with administration payments of \$970,000.

Ms. Jiang noted that based on the board's previous recommendations, the finance division made yearly comparisons of the allocations, which are reflected in the report. She stated overall current expenditures, up to the second quarter, are a little bit lower than the 2nd quarter of the prior fiscal year by about \$610,000. Based on the invoices the department has received, and the payments to the provider agencies already made, the department still must continually reach out to the agencies to remind them they need to submit invoices, so they can be paid on a timely basis.

Ms. Jiang commented that certain agencies only submitted invoices up to November, so some payments that needed to be received for December have not been received or paid. She anticipates catching up on the payments made with invoices received in the next two quarters.

Member Marquez asked for an update on the audit of the Rancho Dominguez AJCC, noting this AJCC had not invoiced DEO for three months of service during July, August, and September of 2023, wanting to understand why.

Ms. Jiang replied that the situation at Rancho Dominguez is a little bit different. DEO made payments to this AJCC, but not through the regular system. Rather, DEO issued manual payments. The department received invoices submitted for participants' and staff's wages, three to four months of wages from July to September, totaling \$460,000—which does not show on the system generated report, but is included in the details on the expenditure report.

Member Thompson asked if the Northeast San Fernando Valley AJCC has the same dynamic.

Ms. Jiang responded that the Northeast San Fernando Valley AJCC has a different dynamic.

Executive Director Kochen responded that the Northeast San Fernando Valley AJCC is operated a bit differently in that DEO contracts with the City of LA. She explained that the county team works directly with the city to make payments on those invoices.

Member Aime asked if the department is not receiving invoices from an AJCC, how is the department receiving other information like demographics, performance, or enrollment?

Executive Director Kochen answered there are two different systems. First, there is a cost reimbursement as one process. The other is enrollments and performance, which are tracked in the CalJOBS system. That system allows staff to track the performance of the AJCCs outside the invoice process, to follow trends and make determinations on service levels. If there is a bill/invoice from the AJCC that does not make sense, it can be addressed with the DEO operations team to determine both cause and any needed

action.

Member Aime asked about the LACWDB's budget expenditure, as it is already at 59% of anticipated total, and may need to be reviewed.

Ms. Jiang responded that she would have to review the item to address the question and report back to the board.

DEO Director LoBianco also provided a response by directing the internal team to follow up by looking at the spend rate this year across different budget lenses and spend rates compared to last year, using Youth@Work as an example.

Member Thompson identified a flow of invoices being received and asked if the department reserves these funds when the money is not allocated. Ms. Jiang replied yes; by the end of the year there is an accrual of anticipated invoices; the department issues payments for these invoices in the new year, but they are accounted as a part of the prior year's expenditure.

Member Marquez went back to his previous question relating to the audit, specifically asking if there is a financial audit taking place; who is performing it; what the status is; and, if there are any findings.

Ms. Jiang replied that the County Auditor Controller is conducting the audit, but she did not have an update on the process or status of it.

DEO Director LoBianco also confirmed the Los Angeles County Department of Auditor-Controller is working on the audit of Rancho Dominguez. When DEO receives the report, it will be shared with the board.

Member Marquez said he would like to like to have an update on the audit by next board meeting; his concern is the irregularities found with the AJCC, and he wants to ensure the board is aware if the funding was improperly spent, and if proper action was taken.

Executive Director Kochen responded that once DEO has the report, it will be shared with the board; the County takes this situation very seriously.

Chair Saucedo asked if the Rancho Dominguez AJCC is still closed.

Executive Director Kochen responded that the AJCC is open and being operated by Managed Career Solutions until the next operator can take over via the procurement process.

Chair Saucedo then asked if it is typical that the AJCCs do not bill monthly.

Executive Director Kochen responded that most AJCCs bill monthly, but it is typical that

some agencies may take longer to submit their invoices.

Member Adsit asked if the department provides any technical assistance or organizational guidance to the operators.

Executive Director Kochen answered that yes, the AJCCs do have technical support. The department has an operations team in-house, and they provide technical assistance on an ongoing basis. That assistance can vary based on the needs of each AJCC, but generally includes guidance on operations, procedures, in addition to regular quality assurance meetings. She offered to send the details regarding said quality assurance meetings to the board if they are interested in listening in.

No public comment was received.

It was moved by member Camacho and seconded by member Miller to approve the LA County Workforce Programs Q2 Payment Status Report Through December 31, 2023.

Motion passes with a majority vote.

In Favor (18): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Stephen Cheung, Berenice Nunez Constant, Jesse Cuevas, Ben Garcia, Christopher Graeber, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson

Abstain (0):

Recused (0):

Opposed (0):

Absent (3): Jeremy Diaz, Delbert Whetter, Jeffery Wallace

v. APPROVE TRANSFER OF WORKFORCE INNOVATION AND OPPORTUNITY ACT DISLOCATED WORKER FUNDS TO WIOA ADULT PROGRAM

Presenter: Michelle Jiang, Departmental Finance Manager II, DEO

Summary: This item presents for review and approval, and any other action deemed necessary, DEO's request to transfer funding from the WIOA Dislocated Worker Program to the WIOA Adult Program.

Discussion: Chair Saucedo opened the item with a brief background, then asked Executive Director Kochen for more input.

Executive Director Kochen started the presentation of the item stating the request of the board to shift a portion of the dislocated worker funding to adult funding. Michelle Jiang from DEO was asked to give more information.

Ms. Jiang confirmed, stating the request for board approval is to transfer \$3.8 million from the dislocated worker program fund to the adult program fund. The adult population had

a higher demand compared to the dislocated worker program. The WIOA local area targets groups with barriers and those with the most needs, such as justice involved and homeless populations, who typically meet the qualifications of the adult program rather than the dislocated worker program.

Member Aime asked for the definition of dislocated worker.

Executive Director Kochen answered that justice involved, homeless, or any other individuals that are served could qualify for the dislocated worker program, in addition to the adult program. What differentiates the two is that dislocated workers must show that they were recently laid off due to a closure, such as a plant closure, and they are not tied to any other demographic information other than they must be an adult, 18 or over. The adult program eligibility is wider in nature, and they just must be 18 or older. More clients can be pulled within the adult grant because it does not have additional eligibility requirements. DEO has the authority to transfer up to 100% of funding between the two different programs, which offers flexibility as during years of relative stability, there is not much demand for dislocated workers' funding. Through COVID-19, operations saw a surge in dislocated workers; post pandemic, there was a shift back to a typical pattern of serving more in the adult program and less in dislocated worker program.

DEO Director LoBianco reinforced Executive Director Kochen's statement by mentioning there's been a national recognition that local jurisdictions need this flexibility. Additionally, she indicated there may be special recruitment strategies to identify dislocated workers and unlock new training funds; in this situation, DEO is trying to maximize the funding and give the LACWDB greater discretion on where to allocate the funding.

Member Marquez stated there are organizations that market to, and work with, companies who are in the process of laying off workers. Those organizations proactively market to those companies, asking if they can assist with resume reviews, interview skills, coaching, etc. He asked if the department does that.

DEO Director LoBianco said DEO administers rapid response. Every Worker Adjustment and Retraining Notification (otherwise known as WARN) notice that comes within the DEO service area leverages DEO's WIOA rapid response to work directly with employers and impacted workers. DEO's rapid response team works by forming partnerships to create a system that provides support to these workers, helping them to transition into new opportunities, either in different locations or with new employers. DEO works closely with the Los Angeles Economic Development Collaborative who spearheads DEO's layoff aversion and business technical assistance programs. She finished by stating that this would be a good time to bring more information to the board on the services the department provides relating to rapid response. She made special note of the work the department did during the Farmer John's closure.

Member Marquez mentioned other significant layoffs including the Pasadena Unified School District, Nike, eBay, etc.

Member Cheung asked if these funds were for use for the remainder of the fiscal year.

Executive Director Kochen responded yes; they are for the rest of the fiscal year.

Member Cheung cautioned that in previewing the economy, there might be more dislocated workers entering the system and asked whether the department had flexibility to switch funds around.

Executive Director Kochen stated that there is flexibility built into the system; however, moving funds requires LACWDB approval. If funds need to be moved around before the next regular board meeting, a special meeting of the board would have to be called to approve the transfer.

DEO Director LoBianco stated the definitions of the funds are done in a way to allow for flexibility using the adult, and adult dislocated programs. However, she stated that should the board pursue grants or other funding streams, those opportunities may be restricted to dislocated workers. She further stated that the board should pursue other grant and funding opportunities.

Executive Director Kochen stated there are other grants that can be used in specific situations, mentioning grants for victims of disasters such as the Woolsey and Bobcat Fire.

DEO Director LoBianco also responded by stating that she and Executive Director Kochen had conversations with the Department of Labor (DOL) mentioning that DOL is also focusing on AI and that she invited the DOL to work with DEO on addressing AI.

Member Aime wanted to mention her concern with AI in impacting professional services, which could hurt higher skilled individuals whom the AJCCs have not historically served. She would like to review if the system is set up to address this population, including the potential negative and positive aspects of AI.

DEO Director LoBianco stated that as the department builds its business strategy, it will be important understand the trends on how major industries are navigating AI and what the ripple effects on the services will be.

Member Marquez also commented that AI is impacting basic jobs such as manufacturing and customer service.

Member Cuevas stated that the Jet Propulsion Laboratory is laying off 500 positions, then

said Verdugo Workforce Development Board (VWDB) might be providing services. He said if the VWDB is assisting, can LACWDB learn from VWDB's best practices used to assist the individuals impacted by the JPL layoff.

Member Thompson echoed member Cuevas' comments and said that other entities like Pizza Hut, Walmart, and others, are laying off workers. He asked if staff knew what the trends are; who is hiring; and how are services aligned. He also reminded the board the minimum wage will be increasing, and the potential impacts of the increase. He proposed that automation and AI need to be discussed as to their impact on workforce. He wants to make sure the board and department are properly preparing for these changes.

Member Aime mentioned that this is a good opportunity to review how other workforce boards and regions are responding to AI. She expressed an interest to have AI as a special topic for a future meeting to allow for a more structured discussion.

Chair Saucedo called for a motion to approve Item V of the agenda.

No public comment was received.

It was moved by member Hewitt and seconded by member Marquez to approve the transfer of Workforce Innovation and Opportunity Act Dislocated Worker Funds to the WIOA Adult Program Funds

Motion passes with a majority vote.

In Favor (17): Lexi Adsit, Alex-Handrah Aime, Luis Arida, Gustavo Camacho, Berenice Nunez Constant, Jesse Cuevas, Ben Garcia, Christopher Graeber, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson,

Abstain (1): Stephen Cheung

Recused (0):

Opposed (0):

Absent (3): Jeremy Diaz, Delbert Whetter, Jeffery Wallace

vi. APPROVE FY 2023-24 L.A. COUNTY WORKFORCE SYSTEM Q2 PERFORMANCE AND RAPID RESPONSE REPORTS THROUGH DECEMBER 31, 2023

Presenter: Cheren Kochen, Executive Director, LACWDB

Summary: This item presents for review and approval, and any other action deemed necessary, the FY 2023-24 L.A. County Workforce System Q2 Performance and Rapid Response Reports through December 31, 2023

Discussion: Cheren Kochen presented on behalf of DEO.

Executive Director Kochen started the presentation by sharing the new numbers for enrollments and participants served. For new enrollments, numbers were comparable to the same time last year; slightly lower, about 1.5%, which is a little over 9000 individuals coming into the system, but there were 16,000 overall served, which is comparable to last year at a 1.6% increase.

Speaking to demographics, Executive Director Kochen shared that 2/3 of the system is identified as low income; 38% is receiving public assistance; over 14% is experiencing homelessness; 10% is justice system impacted; 5% are veterans; 75% identify as Black, Indigenous, and people of color, or Latino decent. The age range of participants served is primarily 18 to 24, followed closely by 14 to 17 years old. She also reported the sexual orientation, gender identity, and expression data requested by the board: For participants served through the second quarter of this year, the sex assigned at birth was 46% female, 44.7% male, and 9.1% did not provide this information. She reminded the board that all demographic information in these categories is self-attested. 12.4% of the individuals identified as a woman, 12.1% identified as a man, three (3) individuals identified as transgender, and nine (9) individuals did not identify as male, female, or transgender. Executive Director Kochen continued that the majority, about 75.4%, preferred not to disclose this information. She added the numbers can encourage conversations on how the department can best serve its population, assisting individuals become more comfortable in disclosing their sexual identification and expression. She added the information is not fully captured in the system because it is not mandatory for participants to disclose.

Executive Director Kochen stated that, in reviewing the trained participants, over 1900 individuals were trained this quarter, out of which over 600 had specific training-related employment. She reported the average cost of trainings was \$2300. The highest number of sector trainings provided was in health care support, second was transportation/goods movement, and third was administrative support. 65% of the 1900 participants trained were from WIOA programs. Further, 61% of all trainings were given by private training providers, including employer-based trainings, and 32.9% of trainings were through community colleges. She noted strategies to explore how the system can work with community colleges and their systems may be worth researching.

Chair Saucedo called for discussion on the item.

Member Ornelas commented that she appreciated the thorough, deep dive on the participants' data. However, she noted that when the data is broken down by ethnicity, there is no information broken down by "Latino".

Executive Director Kochen responded that the Latino numbers are broken out, though not currently displayed.

Member Ornelas stated that it is important to stay consistent and show the reporting of Latino participants.

Member Hewitt asked a question relating to measurable skills gain and why the goals were not met.

Executive Director Kochen answered that there is a concern that goals were not met by the AJCCs for measurable skills gains in all three of the programs. She explained that it is a real time measure, which is dissimilar to other measures that are captured upon case closure. AJCCs gather information as the client is participating in the program. As such, credential attainment is typically not reflected in the reports until the 3rd and 4th quarters, which is when credentials are traditionally awarded, even though the client has been entered in the system since the 1st or 2nds quarters. However, she acknowledged the number is low and offered two contributing causes: One is a data entry issue; sometimes information is collected but not entered until the client is exiting the program. Thus, it is not reflected in real time as it should be. Case managers are reminded to make sure the information is inputted in real time. The second contributing cause relates to existing complexities in measuring; there are five different tracks in which measurable skills gains have been attained and tracked. There is ongoing education around understanding the five different tracks for the case managers, and in making sure they inputted appropriately.

Member Aime commented she would like to see a session on measurable skills gains as she believes people are elevated through them. She would like to see this information aggregated by demographics and by supervisorial district. She specifically pointed that the Southeast LA AJCC is performing 59-60% below target goals.

DEO Chief Deputy Jessica Ku Kim said the board could form a performance committee to take a closer look at AJCCs' performance numbers. Also, she highlighted the portion of the rapid response report where businesses served by DEO in other workforce development boards' jurisdictions are identified.

Member Thompson asked if LACWDB has milestones that are comparable to those of other workforce development boards across the nation. He noted that California is in competition with states like Texas, Florida, and Alabama for business attraction and retention.

Member Marquez identified that service improvements can be made in measurable skills gains, and placements for opportunity youth.

It was moved by member Camacho and seconded by member Ornelas to approve the FY 2023-2024 LA County Workforce System Q2 Performance and Rapid Response reports through December 31, 2023.

Motion passes by a majority vote.

In Favor (17): Lexi Adsit, Luis Arida, Gustavo Camacho, Stephen Cheung, Berenice Nunez Constant, Jesse Cuevas, Ben Garcia, Christopher Graeber, Mary Hewitt, Miguel Hurtado, Tami Hutchins-Nunez, Jorge Marquez, Maureen McIntyre, Kyle Miller, Dr. Armida Ornelas, Darrel Saucedo, Jeffrey Thompson,

Abstain (1): Alex-Handrah Aime

Recused (0):

Opposed (0):

Absent (3): Jeremy Diaz, Delbert Whetter, Jeffery Wallace

E. INFORMATION ITEMS

i. LAUNCH OF COMMITTEE BUILDING AND INNOVATION FUND AD-HOC WORKGROUPS

Presenter: Cheren Kochen, Executive Director, LACWDB

Summary: This item presents information on the launch of two LACWDB ad hoc working groups; one that focuses on building the board's committees, and one that focuses on revamping the Innovation Fund policy and process

LACWDB Executive Director Cheren Kochen shared that the board launched the committee building, and the innovation fund ad hoc workgroups, as requested by the board. She informed the purpose of the committee building workgroup is to assess and define this board's committees and subcommittees, and to make final recommendations to the board itself. The innovation fund workgroup's purpose is to review how LACWDB and DEO review and allocate innovation funds through the system.

Chair Saucedo asked regarding membership in the innovation fund workgroup, mentioning he believes that for every five members, three non-board members, or outside experts, were required.

LACWDB Executive Director Kochen explained what the LACWDB's bylaws outlines regarding outside experts on the committee. The ad hoc committee building workgroup will detail the membership criteria for the committees.

DEO Chief Deputy Ku Kim, noted the innovation fund dollars are WIOA training dollars, which mandate that certain training policies and guidelines must be followed. These funds

benefit the community by providing additional access to trainings. She encouraged the board to review how DEO can work with the board to be more innovative about providing opportunities.

F. PUBLIC COMMENT

There was no public comment submitted.

G. ADJOURNMENT

Chair Saucedo closed the March 29, 2024, meeting of the LACWDB at 12:24 pm.