

FEBRUARY 7, 2020
Systems Alignment Committee
Draft Minutes

Committee Members Present: Princess Ayers-Stewart (phone), John Bowers, Gina Breukelman, Ligaya Domingo (phone), Tom Peterson (phone)

Chief Local Elected Officials' Representatives Present: Shannon Harris (phone), Nancy Yamamoto

Board Members Present: Berit Eriksson

Staff Present: Mike Davie, Marie Kurose, Jason Petrait, Joe Taylor (phone), Cathy Wacker, Marcelle Wellington

Guests Present: Debbie Aoki (phone), Henry Gillon, Seth Klein (phone), Josephine Kho (phone), Ali Scego

Materials Distributed:

- January 10, 2020 Draft Minutes
- System Alignment Committee (SAC) Draft Agenda
- Draft SAC Charter
- Key Workforce Activities Timeline
- Workforce Innovation & Opportunity Act (WIOA) Business Services Request for Proposal (RFP) Timeline
- WIOA Youth RFP Timeline

I. Introductions

Vice-Chair Gina Breukelman welcomed the committee and guests and asked for introductions.

II. Action Items

A. 1 & 2. Consent Agenda and Minutes

Mr. John Bowers reviewed the January 10, 2020 draft minutes and Vice-Chair Breukelman reviewed the day's draft agenda. Vice-Chair Breukelman asked for a motion to approve both items. Mr. John Bowers so moved. Mr. Tom Peterson gave second. The motion was unanimously approved.

III. Discussion

1. January 23, 2020 Full Board Debrief

CEO Marie Kurose reviewed the January 23rd board meeting noting the lack of quorum present. Thoughts on composition and utilization of board included: making board meetings three hours; checking attendance sheets to know who consistently does not attend board meetings; changing bylaws to allow proxy attendance and voting; reconsider level of board member (CEO vs. Deputy, etc...); deeper look into how many board members are needed.

2. March 19, 2020 Full Board Planning

This meeting will be held at WorkSource Affiliate Downtown, managed by the YWCA. Tentative agenda items include: WorkSource Memorandum of Understanding (MOU) and 30-day public comment period; WorkSource site certification; WIOA Local Plan (Note: No formal notification yet from the State Workforce Board about the plan parameters.

Perkins Act also needs to be added into the Plan); Self-Sufficiency Calculator presentation with Dr. Diana Pearce; Labor Market presentation with Dr. Anneliese Vance-Sherman.

3. Local Workforce Development Board (LWDB) Strategic Plan

The LWDB Strategic Plan is currently in development. Proposed items for inclusion: blended funds and a better regional approach to address disparities and ensure success in the community. Consultant Brock Grubb is facilitating planning meetings. Ms. Princess Ayers-Stewart and Mr. John Welch are the WDC representatives at the planning meetings. Currently, funding for Opportunity Youth is through WIOA only. The planning meetings are looking at blended and alternative sources to expand the program. The LWDB and Committee structure needs to be revisited when the Fiscal Agent is established.

4. SAC Charter Metrics of Success

Mr. Jason Petrait reviewed the charter document. Suggested changes: second paragraph under “Membership” remove “except” and “exception” regarding Community Advisory Committee. Under “Measures of Success” change “private philanthropic funders to “non-WIOA” funding. It was also suggested to remove the word “present” under determination of quorum in the bylaws.

The SAC is to support and facilitate work of other committees. In order to add the Community Advisory Committee Chair to the SAC, the bylaws need to be reconsidered for continuity and to provide context for board meetings. Mr. Petrait will make the suggested changes and present at the next SAC meeting on March 6, 2020.

IV. Adjourned 10:45am