



Richmond Workforce Development Board Meeting Minutes – April 15, 2021

Chairperson Cassandra Youngblood called the Richmond Workforce Development Board meeting (RWDB) to order on Thursday, April 15th, 2021 at 11:32am.

Roundtable introductions

Meeting minutes for January 14, 2021 were reviewed and approved with no modifications. A motion for approval was made by Board member Steve Bell seconded by Richard Johnson; all members present were in agreement, neither oppositions nor abstentions were presented.

Presentation of Award to Maryn and Garry Hurlbut

Cassandra Youngblood, Chairperson, Richmond Workforce Development Board

An award was presented in appreciation of Mary and Garry Hurlbut for their kindness through donations and support of our community in time of need.

1. The Hurlbuts donated pre-packaged hot meals, from La Strada Restaurant, to 25 low-income Richmond families from our English Language Learner (ELL) Program which fed a total of 96 people.
2. During the December 2020 holiday season the Hurlbuts made a \$20,000 donation to RichmondWORKS to provide the Richmond community with \$100 gift cards for groceries. A total number of 206 households benefited from this amazing donation.

Director's Report

Jim Nantell, Interim Director, City of Richmond, Employment and Training

Mr. Nantell is a retired City Manager with 46 years of experience in the Public Sector. That time has been split between managing Library, Parks & Recreation and City Management.

- The State of California awarded E&T the ELL 2.0 grant for \$274,300 of the \$300,000 requested. "The training and services offered through this funding will help prepare individuals with limited English skills for careers in growing local industries," said EDD Director Rita Saenz.
- The RWDB has been certified, for the 10th consecutive year, as a High Performing Board. This program was established by the State of California in 2011. The High Performing Board status is from July 1, 2020 through June 30, 2023.
- E&T is in the process of looking for a new Deputy Director.

Richmond Workforce Development Board PY 2021-2024 Local Plan Final Draft

Steven Schultz, Senior Associate, Glen Price Group

Zachary Shapiro, Associate, Glen Price Group



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Mr. Steve Schultz presented the RWD Board with the final draft of the Local Plan for Richmond. The plan has had one modification as a result of a suggestion received during the 30-day public comment period which ended April 12, 2021. The addition was made to page 34 of the Plan titled, “Addressing the Needs of Former Foster, Homeless and Justice-System Involved Youth.”

Approval of the Richmond Workforce Development Board PY 2021-2024 Local Plan with the modification as presented was motioned by board member Evan Decker and seconded by board member Della Randolph.

A second vote was taken to approve the final draft of the Regional Plan for PY 2021-2024. A motion was made by board member Steve Bell and seconded by board member Richard Johnson. Board member Michael Parker opposed.

Review and Approve:

Charita Patterson, Administrative Analyst, RichmondWORKS
Itza Gonzalez, RWDB Liaison, RichmondWORKS

Supportive Services Policy:

The supportive service policy has been updated to:

- Make this policy applicable not only to the Adult and Dislocated Worker programs but to the Youth programs as well.
- Increase the limit of supportive service awarded per participant from \$500 to \$800.
- Include verbiage to explain that some special Workforce Innovation and Opportunity Act (WIOA) grants may supersede such yearly amounts.
- Section E Numbers 5-8, allowable supportive services, have also been added to the policy.

Board member Uche Uwahemu requested for the Board to be presented with information to show how many participants actually partake/benefit from these supportive services.

Board member Hakim Johnson has requested that, moving forward, any changes/updates to the policies be identified for comparison.

Approval of the updated Supportive Services Policy was motioned by board member Uche Uwahemu and seconded by board member Karen Norwood.

Amended RWDB By-Laws:

The By-Laws are being updated as a result of the State of California’s monitoring results. They have deemed it necessary to be in accordance with the Sunshine Act and Digital Policies. Additions/changes are as follow:

- Article II Number 4 – Include “web-based meetings.”
- Article II Number 6 – Add verbiage: “This shall include working with the City and workforce development system stakeholders in the development of the local workforce strategic plan and



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identify resources to leverage support for workforce development activities in the Richmond local area.” Required by the State to include this in the by-laws.

- Article III Section 3 – confirm again with the Board that the meetings will remain from 11:30am to 1pm
- Article III Section C – Added the following bullets as required by State of California:
 - d) Not cast a vote in the provision of services by that member or any member of his/her immediate family that has a financial or other interest in the firm selected for award or employed by the organization awarded.
 - e) Not engage in any other activity determined by the Governor or California Workforce Development Board to constitute a conflict of interest as specified in the State plan.
- Article IV Section A – Added the following verbiage, “Term appointments will be staggered to ensure only a portion of board membership expire in a given year.”

RWDB Liaison Itza Gonzalez corrected the meeting end time from 1:30pm to 1pm.

Board member Hakim Johnson asked if Number 6 from Article II should be made into two bullet points. Currently, the way it reads it is confusing and referring to two different things.

Co-Chair Xavier Abrams recommended that it be split to Number 6 and Number 7 as of this meeting and not be pushed to another meeting if the Board is in agreement.

Board member Uche Uwahemu requested language be added to the by-laws to state that people in attendance of our web-based meetings to identify themselves with their names and not a generic username or phone number or be removed. Chairperson Cassandra Youngblood stated the by-laws provide the framework of the Board and that component could be addressed in a local policy.

Approval of the amended RWDB by-laws with the recommendation to split Number 6 from Article II and correction of the ending meeting time was motioned by co-chair Xavier Abrams and seconded by board member Nannette Beacham.

Local Board Certification:

There is no material for this agenda item. Employment and Training was made aware, as a result of the currently ongoing State monitoring, that we are out of compliance in regards to our percentages of Labor Representatives for the Board. This issue was quickly rectified thanks to Fred Lucero, RichmondBUILD Program Manager, as he recruited two new local labor representatives. RWDB applications for the new potential members have already been forwarded to the City of Richmond’s Clerk Office.

RWDB 2021 Meeting Schedule:

RWDB Liaison Itza Gonzalez brought the option to the Board to modify the 2021 meeting schedule since this April 15th meeting was originally set for March 11th. The modification would change the meeting months to June, August, October and December.



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Board member Nannette Beacham recommended we keep the same schedule for the rest of the year since having a meeting in December may result in lack of attendance, no vote needed as no changes were made.

Announcements

- LEAP is planning a graduation ceremony for 22 Richmond residents in the first week of June. It will be streamed through KCRT.
- In partnership with the Richmond GARE Team, LEAP is currently having a civic engagement activity with Richmond residents, to ask them about their lived experiences and how can these help to inform the GARE Team in making local policy.
- TentMakers, Inc. wanted to share how their CRA Leadership Council has been working towards opportunities for minorities in making working capital available to LMI households here locally in Richmond. Have met with the Federal Banks and local Banks and offices from Washington D.C. to discuss modernizing CIA.
- Carpenters Local 152 wanted to report that RichmondBUILD is graduating another cohort and in this partnership they will be receiving another three individuals into the Carpenters Union.
- RichmondBUILD wanted to announce that from their last graduating class they had seven people go to work with a company called Factory OS in Vallejo, CA, this was all thanks to the Carpenters Union. A separate company, also in Vallejo, CA, employed two other graduates.
- Kaiser School of Allied Health Sciences made an open invitation to LEAP and their graduating students to consider attending their school now that they have obtained their High School Diploma/G.E.D. The Medical Assistant and Phlebotomy would be a great option for those interested.
- The City of Richmond YouthWORKS program is recruiting participants and worksites for their 2021 Summer Youth Employment Program (SYEP). For more information contact Bouakhay Phongboupha at (510) 307-8050.

Public Comment

None

Next RWIB Meeting

Thursday, May 13, 2021

11:30 a.m. to 1:00 p.m.

Zoom



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Attendees:

Abigail Sims-Evelyn, Bouakhay Phongboupha, Cassandra Youngblood, Charita Patterson, Christina Navarro, Della Randolph, Evan Decker, Fred Lucero, Garry Hurlbut, Hakim Johnson, Itza Gonzalez, Janae Thomas, Jeff Carr, Jill Perry, Jim Nantell, Joe Serrano, Johanna Garcia, Karen Norwood, LaTanya Dandie, Mark Walker, Maryn Hurlbut, Mike Parker, Nancy Seto, Nannette Beacham, Richard Johnson, Sarah Wally, Steve Bell, Steven Schultz, Uche Uwahemu, Xavier Abrams

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