



Special Executive Committee Meeting

July 23, 2025
1250 West Main Street
El Centro, CA 92243
12:00 p.m.

Executive Committee members please be advised: If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Executive Committee consideration of the agenda item. Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

1. Call to Order
 - a. Conflict of Interest Forms
2. Discussion of Agenda
 - a. Items to be pulled from Agenda
 - b. Approval of Meeting Agenda
3. Approval of Minutes
 - a. July 23, 2025.....pg. 2-3

ACTION AGENDA

4. Discussion/Action to approve Program Year 2025-2026 Conference and Travel Plan.....pg. 4-5
5. Discussion/Action to approve a No-Cost Contract Extension through December 31, 2025, with RAND regarding the Lithium Valley Workforce and Economic Development.....pg. 6
Needs Assessment
6. Discussion/Action to approve and add Robbins & Associates to the eligible slate of approved Consultants.....pg. 7-10

INFORMATIONAL AGENDA

7. Public Comment: *This is an opportunity for members of the public to address the Executive Committee on any subject matter within the Executive Committee's jurisdiction, but not an item on the agenda. Each speaker should complete and submit a "Public Comment Request to Speak" form to the Executive Committee Chair. When addressing the Executive Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.*
8. Meeting adjournment

America's **JobCenter**
of California™

Next Executive Committee Meeting Wednesday, October 22, 2025, at 11:00 a.m.

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1250 W. Main Street
El Centro, CA 92243
Special Executive Committee
Minutes of July 23th, 2025

Present: Erik Freeman, Timothy Kelley, Elvira Anaya, Robert Rubio, Ruth Duarte, Mark Gran

Absent: Jason Jackson

Staff: Priscilla Lopez, Veronica Curiel, Jeff Burquist, Camilo Garcia, Allison Duran, Javier Duran, Francisca German, Angelica Padilla, Carlos Lopez, Blanca Soto

Guests: None.

Agenda Items

1. Call to Order ICWDB Chair, Erik Freeman, called the meeting to order at 12:04 p.m. with a quorum present.

1a. Conflict of Interest Forms Members were directed to turn in their Conflict of Interest Forms to staff.

2. Discussion of Agenda

2a. Items to be pulled from Agenda

None.

2b. Approval of Meeting Agenda

- ❖ **Motion:** A motion was made by **Elvira Anaya** and seconded by **Robert Rubio** to approve the meeting agenda as is. There were no opposed and there were no abstentions. The motion carried unanimously.

3. Approval of Meeting Minutes – June 18th, 2025

- ❖ **Motion:** A motion was made by **Robert Rubio** and seconded by **Elvira Anaya** to approve the meeting minutes of June 18th, 2025, as presented. There were no opposed and there were no abstentions. The motion carried unanimously.

Action Agenda

4. Discussion/Action to conditionally approve the Southern Border Regional Plan and authorize ICWDB Chair Signature.

Mr. Jeff Burquist discussed the conditional approval of the Southern Border Regional Plan and authorized ICWDB Chair's signature. He noted that the local plan was submitted in April, however, the regional plan was not

submitted at that time because an extension had been granted until August 30. This extension was requested by the San Diego Workforce Partnership, which is responsible for developing the regional plan.

A draft of the plan has been prepared, submitted, and is included in the agenda packet. The plan identifies labor markets in both San Diego and Imperial County, creating opportunities for the regions to leverage resources and training programs. It focuses on areas such as Lithium Valley, clean energy, and solar energy, all of which present strong potential for creating high-quality jobs over the coming years. The plan also addresses local challenges, including high poverty rates and limited training infrastructure, which highlight the importance of regional coordination.

Mr. Burquist stated that the plan is currently out for public comment, as required by the director, for a 30-day period beginning July 19 and concluding August 20. Any comments received will be added as an addendum to the plan. If significant feedback is received, the plan will be brought back to the board for review.

Motion: A motion was made by **Timothy Kelley** and seconded by **Elvira Anaya** to conditionally approve the Southern Border Regional Plan and authorize ICWDB Chair Signature.

Informational Agenda

5. Public Comment.

Mr. Timothy Kelley shared that the Jobs First Initiative program offers grants of \$50,000, \$200,000, and \$400,000 for different project stages, including planning and pre-construction. The short application is due September 5, and the full application is due October 5. Funding will be awarded on October 27, and recipients have one year to spend the funds. These are grants and do not need to be repaid.

6. Meeting Adjourned at 12:26 p.m.

Next Meeting: August 27, 2025, at 11:00 a.m.

**Imperial County Workforce Development Board
Action Agenda Item 4**

MEETING DATE: September 24, 2025

ITEM: 4

SUBJECT: Discussion/Action regarding approval of the Conference and Travel Plan for Program Year 2025-2026

RECOMMENDATION:

ICWEDO Director recommends to approve the Conference and Travel Plan for Calendar Year at a total cost not to exceed \$76,350.

BACKGROUND:

In previous years, ICWED staff and ICWDB Board Members have attended annual conferences hosted by national and state workforce development organizations. These conferences are aligned with ICWDB's strategic goals and priorities, offering valuable opportunities for networking, learning best practices, and staying updated on Workforce Innovation and Opportunity Act developments. They also help make sure that local efforts align with national workforce development priorities.

For PY2025-2026, the proposed Conference and Travel Plan includes:

- **Board Members and Board of Supervisors Representatives:** Up to \$24,150
- **ICWED Staff:** Up to \$52,200
- **Total:** \$76,350

This plan is designed to streamline approvals, improve cost management, and allow for early booking of flights and hotel accommodations. as well as facilitating better calendar planning for staff and board members. It is also intended to help staff and board members better coordinate schedules throughout the year.

FISCAL IMPACT:

\$76,350

PY2025-2026 Conference Travel Plan

WDB MEMBERS AND BOS REPRESENTATIVES

Conference	Location	Dates	Hotel Costs	Airfare Costs	Registration Costs	Per Diem	Incidentals	Total Cost Per Person	Board Members	Total Cost
CWA Meeting of the Minds	Monterey, CA	9/2/25 - 9/4/25	\$1350 (total 3 nights)	\$750	\$1,300	\$225	\$100	\$3,725	1	\$3,725
NAWDP Youth Symposium	New Orleans, LA	11/17/25 - 11/19/25	\$800 (total 3 nights)	\$550	\$825	\$225	\$100	\$2,500	1	\$2,500
NAWB the Forum 2026	Las Vegas, NV	3/23/26 - 3/26/26	\$1,700 (total 3 nights)	\$350	\$1,300	\$250	\$100	\$3,700	3	\$11,100
NAWDP Annual Conference	Phoenix, AZ	5/18/26 - 5/20/26	\$1,500 (total 3 nights)	N/A	\$800	\$225	\$100	\$2,275	3	\$6,825
Total Cost Estimates										\$24,150

ICWED STAFF

Conference	Location	Dates	Hotel Costs	Airfare Costs	Registration Costs	Per Diem	Incidentals	Total Cost Per Person	Staff	Total Cost
CWA Meeting of the Minds	Monterey, CA	9/2/25 - 9/4/25	\$1,350 (total 3 nights)	\$750	\$1,300	\$225	\$100	\$3,725	4	\$14,900
NAWDP Youth Symposium	New Orleans, LA	11/17/25 - 11/19/25	\$800 (total 3 nights)	\$550	\$825	\$225	\$100	\$2,500	2	\$5,000
NAWB the Forum 2026	Las Vegas, NV	3/23/26 - 3/26/26	\$1,700 (total 3 nights)	\$350	\$1,300	\$250	\$100	\$3,700	3	\$11,100
CWA Work Con	TBA	TBA	\$1,300 (total 3 nights)	\$0	\$1,250	\$225	\$100	\$2,875	5	\$14,375
NAWDP	Phoenix, AZ	5/18/26 - 5/20/26	\$1,150 (total 3 nights)	\$0	\$800	\$225	\$100	\$2,275	2	\$6,825
Total Cost Estimates										\$52,200

**Imperial County Workforce Development Board
Action Agenda Item 5**

MEETING DATE: September 24, 2025

ITEM: 5

SUBJECT: Discussion/Action to approve a Second No-Cost Contract Extension through December 31, 2025, with RAND regarding the Lithium Valley Workforce and Economic Development Needs Assessment

FROM: Priscilla Lopez, ICWED Director

RECOMMENDATION:

ICWED Director recommends approval of a no-cost contract extension with RAND for the agreement related to the Lithium Valley Workforce and Economic Development Needs Assessment, extending the term of the agreement from May 2, 2024, through December 31, 2026.

BACKGROUND:

On April 10, 2024, the ICWDB approved an agreement with RAND to begin an analysis focusing on the anticipated economic transformation in Imperial County surrounding Lithium Valley. The results will be a detailed report outlining the projected changes and offering specific recommendations to enable projected growth. These recommendations will serve as a roadmap for the county and its workforce to prepare for a potential significant shift in the economic landscape.

In July 2025, an internal draft report was submitted by RAND for review by the County and feedback was provided. To incorporate the feedback into the final report will require additional time that goes beyond the current September 30, 2025 contract end date.

FISCAL IMPACT:

None

**Imperial County Workforce Development Board
Action Agenda Item 6**

MEETING DATE: September 24, 2025

ITEM: 6

SUBJECT: Discussion/Action to approve and add Robin & Associates to the eligible slate of approved consultants

RECOMMENDATION:

ICWEDO Director recommends to approve and add Robbin and Associates, to the eligible slate of approved consultants

BACKGROUND:

In September 2021, this board approved to release an ongoing Request for Qualifications to invite Professional Consultants and Trainers to offer their services. The purpose of this RFQ is to establish a pool of pre-qualified consultants that can provide consulting or training services on an as-needed basis. To be included on this list of qualified applicants, applicants must receive an average score of at least 70 out of 100.

On July 24, 2025, the Imperial County Workforce Development Board (ICWDB) received a proposal from Larry Robbin of Robbin and Associates, a sole proprietorship specializing in improving workforce development performance, in response to the RFQ. After staff's initial review, it was determined the proposal aligned with:

- **Section A: Strategic Planning for Workforce Development** (training and orientation for staff on WIOA content and requirements), and
- **Section D: Resource Development, Capacity Building, and Technical Assistance** (technical assistance and training to support ICWDB initiatives for targeted populations such as reentry, public assistance, veterans, homeless individuals, and at-risk youth).

Staff, in consultation with the ICWDB Chair, identified three WDB members to serve as Reviewers. They scored the proposal on September 18, 2025, based on the following criteria:

1. Qualifications and Experience
2. Ability to provide needed services
3. Demonstrated knowledge
4. Cost Effectiveness

Scoring Results:

Evaluation Criteria	Points Awarded	Points Possible
Qualifications and Experience	73	75
Ability to provide needed services	59	75
Demonstrated Knowledge	70	75
Cost Effectiveness	63	75
Total Score	265	300

Average Score: 88.3

As a result of their demonstrating expertise in the services the RFQ is soliciting for, it is recommended to add Robbin and Associates to the ICWDB's slate of eligible consultants and trainers. Please note that inclusion on this slate does not guarantee a contract, but allows the consultant to be considered for future projects.

FISCAL IMPACT:

None.



Eligible Slate of Providers List

Organization	Consultant/s	Services	Average Score	Rates	Approval Date
David K. Shinder Workforce Development Specialist	David Shinder, Professional Consultant	1. Strategic Planning for Workforce Development 2. Strategic Planning for Sector Initiatives 3. Resource Development, Capacity Building, and Technical Assistance	85	<u>Hourly Rate:</u> David Shinder - \$120	5/24/23
RDA Consulting	John Cervetto, Chief Operating Officer Courtney Davis, Senior Consultant Sarah Ferrell, Senior Consultant Christy Spees, Consultant	1. Strategic Planning for Workforce Development 2. Economic Research and Analysis	80.33	<u>Hourly Rates:</u> CEO - \$300 COO - \$275 VP of Consulting - \$250 Associate Director - \$235 Consulting Manager - \$220 Senior Consultant - \$190 Consultant - \$165 Associate - \$140 Consulting Assistant - \$110	6/26/24
Trailhead Strategies	Andy Hall, Chief Executive Officer Jevon Gibb, Senior Consultant Josh Shapiro, Senior Economist Shannon Moran, Data Scientist	1. Strategic Planning for Workforce Development 2. Strategic Planning for Sector Initiatives 3. Economic Research and Analysis 4. Resource Development, Capacity Building and Technical Assistance 5. Curriculum Development for Occupational and Workforce Training	87	<u>Hourly Rates:</u> CEO - \$270 Senior Consultant - \$250 Senior Economist - \$250 Data Scientist - \$250	6/26/24



Eligible Slate of Providers List

Robbin and Associates	Larry Robbin, Executive Director	1. Strategic Planning for Workforce Development 2. Resource Development, Capacity Building, and Technical Assistance	88.33	<u>Hourly Rates:</u> Executive Director - \$250 Webinar - \$2,500	Pending Approval
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