

## **World of Work Foundation Meeting Minutes**

**Date:** January 21, 2025

**Time:** 2:00 PM

**Location:** Business Services Conference Room

**Members Present:** Jon Guertin, Michelle Hayes, Karen Minshew, Scott Buxbaum, David Miyashiro, and Miranda Durning

**Meeting called to order at 2:02 PM.**

### Agenda Items

The minutes of the previous Board of Directors meeting were reviewed and approved.

Motion by Michelle Hayes, seconded by Scott Buxbaum. Passed unanimously (6-0).

### Employer of Record Contract Approval

The Workforce Connect contract for Paid Youth Apprenticeship was reviewed. This pilot program will involve 12 high school students as well as the American General Contractors and San Diego Automotive Museum.

- Cost not to exceed: \$65,000
- Discussion included: Scope and responsibilities, as well as the need for intermediary support for industry when taking on apprentices.

Motion by David Miyashiro, seconded by Michelle Hayes. Passed unanimously (6-0).

### Workforce Connect Strategic Planning Contract Approval

Discussion focused on identifying foundation opportunities, aligning goals, and next steps for strategic planning.

- Notable highlights included: SWOT analysis, setting strategic goals, and developing a 1-5 year foundation plan.

- Estimated cost: \$10,000.

Motion by Scott Buxbaum, seconded by Miranda Durning. Passed unanimously (6-0).

#### Approval for Travel and Conference

Approval for travel to Forney ISD Opportunity Center (Dallas, TX) from February 23-25 to study paid internships and work-based learning models.

- List of Attendees: David Miyashiro, Karen Minshew, Julia Cruz Fallica, Debbie Barnum, and Barry Jantz.
- Other local groups such as Junior Achievement will be attending to further support paid student internship possibilities (travel not paid for by WOW Foundation).
- Budget not to exceed: \$15,000.

Motion by Jon Guertin, seconded by David Miyashiro. Passed unanimously (6-0).

#### Foundation Budget Update

Annual financial reports and updates were discussed.

- WOW Foundation tax returns are due by May 15, with an extension filed for the fiscal year ending June 2024.

#### World of Work Curriculum Support Contract Approval

Based on previous work with San Diego Workforce Partnership, a Phase I contract with Sarah Burns and Chloe Chen was proposed.

- Scope includes:
  - Analyzing current World of Work resources
  - Identifying the ideal state of resources and supports needed based on stakeholder engagement
  - Aligning curriculum with Cajon Valley Essential Skills
- Planning for Phase II will include comprehensive scope development.

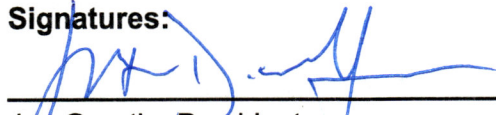
Motion by Michelle Hayes, seconded by Karen Minshew. Passed unanimously (6-0).

**Adjournment**

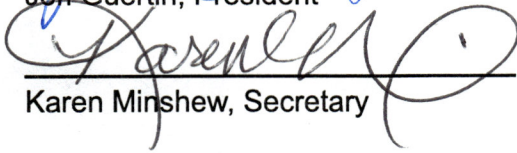
The meeting adjourned at 2:37 PM.

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**Signatures:**



Jon Guertin, President



Karen Minshew, Secretary