



LACWDB Finance Committee Meeting Minutes

Date: June 13, 2025

Location: Los Angeles Mission College (Hybrid)

A. CALL TO ORDER

Finance Committee Chair Alex-Handrah Aimé called the Los Angeles County Workforce Development Board (LACWDB) June 13, 2025, Finance Committee meeting to order at 8:38 am.

B. LAND ACKNOWLEDGEMENT

Executive Director Cheren Kochen honored the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples, reaffirming the County's commitment to reconciliation and tribal engagement. [Board Motion](#) and [Los Angeles City/County NAIC Website \(Click Here\)](#)

C. ROLL CALL & CONFLICT OF INTEREST REMINDER

Quorum confirmed (7 present). Conflict-of-interest protocol from Workforce Innovation and Opportunity Act (WIOA) was read.

D. CHAIR REMARKS

- Thanked the committee members for attending as well as stakeholders and staff.
- He stated that it is important to keep equity in focus for the individuals that utilize the services of the LACWDB and the Department of Economic Opportunity (DEO).

E. ACTION ITEMS

I. DRAFT MINUTES OF THE LACWDB FINANCE COMMITTEE MEETING HELD ON MARCH 21 AND JUNE 5, 2025

Presenter: Alex-Handrah Aimé, Chair, LACWDB Finance Committee

Summary: This item presents for review and approval, and any other action deemed necessary, the draft minutes of the LACWDB Finance Committee meeting held on March 21, 2025, and June 5, 2025.

Takeaways:

- Amend and edit March 21, 2025 meeting minutes.
- Research different methods, including utilization of AI, to prepare meeting minutes.
- Send meeting minutes two weeks after the initial meeting.

- Provide governance structure comparison.

Member Thompson introduced a motion to approve the March 21 minutes and offered recommendations relating to the minutes and future meetings including:

1. To leverage AI tools to record and produce summaries of all committee meetings, to produce and share those committee minutes within one week of committee meetings, and the committee will have one week after those minutes are distributed to review, annotate, amend and approve. Once the committee has approved the minutes, those minutes will become available to the public.

Motion passes with a majority vote.

In Favor (8): Alex-Handrah Aimé, Eduard Chang, Jesse Cuevas (Virtual), Mary Hewitt, Tami Hutchins Nunez, Maureen McIntyre. Jorge Marquez, Jeffrey Thompson

Abstain (0):

Recused (0):

Opposed (0):

Absent (2): Ben Garcia, Jeffery Wallace

Member Thompson introduced a motion to approve June 5 minutes.

Motion passes with a majority vote.

In Favor (8): Alex-Handrah Aimé, Eduard Chang, Jesse Cuevas (Virtual), Mary Hewitt, Tami Hutchins Nunez, Maureen McIntyre. Jorge Marquez, Jeffrey Thompson

Abstain (0):

Recused (0):

Opposed (0):

Absent (2): Ben Garcia, Jeffery Wallace

III. APPROVE FY 2024-25 L.A. COUNTY WIOA PROGRAMS Q3 PAYMENT STATUS REPORT THROUGH March 31, 2025

Presenter: Narine Grigoryan, Departmental Finance Manager II, DEO

Summary: This item presents for review and recommendation to the LACWDB, and any other action deemed necessary, and any other action deemed necessary, the FY 2024-25 L.A. County WIOA Programs Q3 Payment Status Report through March 31, 2025.

Discussion Highlights:

- The numbers do not include the transfer of WIOA Dislocated Worker Program Funds to the WIOA Adult Program that were approved in March of 2025 or fire related efforts including National Dislocated Work Grants (NDWG).
- Funds relating to rent and leases for the America's Job Centers of California (AJCCs) locations are typically invoiced at the end of a fiscal year resulting in additional payments being made. Youth payments increase during the summer when youth are out of school.
- Estimations can be included in the future to show projections.
- A separate working group to identify the needs and type of reports that could be submitted to the Finance Committee was suggested as it would provide better disclosure and information to the committee.
- Chair Aimé requested the newly established working group to further review the finance reports.
- Member Ed Chang volunteered to chair the Finance Reports working group.

Takeaways:

- Show projections/estimates of future AJCC expenditures in the payment status report.
- Creation of a new Finance Reports Working Group with member Ed Chang as chair.
- Submit to the LACWDB a copy of the committee membership/roster at the request of Chair Aimé.

Member Marquez motioned that the Finance Committee create the Finance Reports Workgroup, chaired by Member Chang. The workgroup would support the Finance Committee by making analyses, evaluations, and to provide recommendations relating to the structure of the finance reports disseminated to the Finance Committee. The committee deferred Item 3 to the LACWDB Quarterly meeting.

Motion passes with a majority vote.

In Favor (8): Alex-Handrah Aimé, Eduard Chang, Jesse Cuevas (Virtual), Mary Hewitt, Tami Hutchins Nunez, Maureen McIntyre. Jorge Marquez, Jeffrey Thompson

Abstain (0):

Recused (0):

Opposed (0):

Absent (2): Ben Garcia, Jeffery Wallace

IV. APPROVE FY 2024-25 L.A. COUNTY WIOA PROGRAMS Q3 PERFORMANCE AND RAPID RESPONSE REPORTS THROUGH MARCH 31, 2025

Presenter: Jenny Synn, Program Manager, DEO

Summary: This item presents for review and recommendation to the LACWDB, and any other action deemed necessary, the FY 2024-25 L.A. County WIOA Q3 Performance and Rapid Response Reports through March 31, 2025.

Discussion: Due to time constraints, the committee deferred this item to the LACWDB Board.

E. INFORMATION ITEMS

E2. PRESENT FOR DISCUSSION COMPARISONS OF WORKFORCE BOARDS GOVERNANCE STRUCTURES

Presenter: Jorge Marquez, Chair, LACWDB

Summary: This item presents for review a comparison of the governance structure of the LACWDB to other local WDBs in Los Angeles County and surrounding region.

Discussion Highlights:

- Member Marquez requested that DEO put together information to compare operations of other workforce boards.
- Member Marquez requested an organizational map of how WIOA is administered working from the federal government to the local levels, stating that other local boards have oversight over other types of funding.
 - It was explained that those are decisions made by local authorities; not via WIOA or state law.

Takeaways:

- Prepare a governance comparison chart of surrounding WDBs.

E1. REVIEW FOR RECOMMENDATION THE FY 2025-26 WORKFORCE DEVELOPMENT BOARD BUDGET FOR WIOA PROGRAMS

Presenter: Narine Grigoryan, Departmental Finance Manager II, DEO

Summary: This item presents for review and recommendation to the LACWDB, and any other action deemed necessary, the proposed FY 2025-26 budget for WIOA Programs.

Discussion: Due to time constraints, this item was deferred to the quarterly LACWDB meeting.

F. NEXT STEPS

- Amend and edit March 21, 2025 meeting minutes.
- Ensure minutes are concise and reflect the action of the committee.
- Distribute minutes of Finance Committee two weeks before the next scheduled Finance Committee meeting.
- Research AI tools for assistance in recording minutes.
- Submit a copy of the roster to the committee.
- Submit governance structure comparisons of local Workforce Development Boards.

G. PUBLIC COMMENT

No public comments were submitted.

H. ADJOURNMENT

The meeting of the June 13 LACWDB Finance Committee was adjourned at 9:55am.