ECONOMIC DEVELOPMENT & BUSINESS RESOURCE MEETING
Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, JUNE 14, 2017 at 11:00 a.m.

This agenda contains a brief description of each item of business to be considered at today’s meeting. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting on the Workforce Development Board website and on the official Workforce Development Board Bulletin Board outside of the Workforce Development Department Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA 92415. The agenda, its supporting documents and all writings received by the Board related to these items are public records and available for review during regular business hours at the WDD Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at www.sbcounty.gov/workforce. However, the online agenda may not include all available supporting documents nor the most current version of documents. Items listed on the Consent Calendar are expected to be routine and non-controversial and, unless the Board directs that an item be held for further discussion, the entire Consent Calendar will be acted upon as the first item of business on the Discussion Calendar.

Members of the public may address the Board on any item on the agenda and on any matter that is within the Board’s jurisdiction. To address the Board regarding an item that is on the agenda, complete and submit the purple form entitled “Public Comment”. These requests must be submitted to the Executive Secretary to the Board prior to the time the item is called for consideration or prior to the public comments section on the agenda. The Chair will call speakers forward to present their comments at the appropriate time.

Conflict of Interest Advisement
WDB members please be advised: If an item on the 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 twelve 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 Board's consideration of the Agenda item."

AGENDA
11:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE

OPENING
1) Chair Call Meeting to Order and Pledge of Allegiance
2) Adoption of Agenda
3) Member Introductions

CONSENT
4) Approve Minutes from February 22, 2017 & April 12, 2017 Economic Development and Business Resource (EDBR) Committee Meeting

DISCUSSION
5) Next Steps on EDBR Strategic Action Goals

INFORMATION
6) High Desert Training Update
7) Attendance Policy – WDB By Laws
8) County Report

PUBLIC COMMENT

ADJOURNMENT

In conformity with Government Code section 54957.5, any writing that is a public record, that relates to an item listed on the Agenda, and that will be distributed to all or a majority of the Board less than 72-hours prior to this meeting (or is distributed at this meeting), will be available for public inspection at the time the writing is distributed. This inspection may be made at the office of the Workforce Development Department, 290 North D Street, 6th Floor, San Bernardino, California 92415, or during this meeting.

The Workforce Development Board meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Board meeting. The Board Secretary's telephone number is (909) 387-9886 and the office is located at 290 North D Street, 6th Floor, San Bernardino, California 92415. California Relay Service 711

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
MEETING DATE: June 14, 2017

ITEM: (4)

SUBJECT: Approve Minutes from February 22, 2017 and April 12, 2017 Economic Development & Business Resource Committee Meeting

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department (WDD)

CONSENT X DISCUSSION INFORMATION

RECOMMENDATION: Approve Minutes from February 22, 2017 and April 12, 2017 Economic Development & Business Resource Committee Meeting

BACKGROUND: See attached Minutes

WDB Action:
Motion: Second:
Affirmative: Negative:
Abstention:
DATE:
MINUTES

1) Chair called the meeting to order at 12:32 pm. In attendance:

<table>
<thead>
<tr>
<th>Committee Members Present</th>
<th>Committee Members Absent</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Tuckerman</td>
<td>Laurie Stainaker</td>
<td>Reg Javier, Deputy Executive Officer</td>
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<tr>
<td>Audrey Mathews</td>
<td>Mike Gallo</td>
<td>Mariann Ruffolo, Deputy Director</td>
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<tr>
<td>BJ Patterson</td>
<td>Robert Loeun</td>
<td>Miguel McQueen, Deputy Director</td>
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<tr>
<td>John Andrews</td>
<td>Peggi Hazlett</td>
<td>Gina Beltran, Executive Secretary</td>
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<td>Jon Novack</td>
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<td>Sandy Harmsen, Project Executive</td>
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<td>Peggi Hazlett</td>
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<td>Phil Cothran</td>
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<td>Terry Klenske</td>
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<td>Tony Myrell</td>
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<tr>
<td>William Sterling</td>
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OPENING
Pledge of Allegiance was led by Will Sterling and introductions were made.

CONSENT
ITEM 3- Motion to approve Minutes of January 22, 2017 EDBR Meeting
The chair made a motion to approve the minutes. Anita Tuckerman motioned to approve. Will Sterling seconded the motion. None opposed. Motion carried.

INFORMATION
ITEM 4 – County Report by Miguel McQueen
The State of the County is scheduled for March 8, 2017.
The State approved the County of San Bernardino to take over services for the City of San Bernardino. Business Services will also engage the City of San Bernardino businesses. There will be a job fair at the San Bernardino Airport in May. Date and details to be determined.
The Annual Manufactures Summit is scheduled to take place in Ontario on February 3, 2017.

WORKSHOP
ITEM 5 – High Desert Manufacturing Training Center
Steve Tyrell from the Manufacturing High Desert Council gave a presentation about the need for a career vocational education system in the High Desert. He requested support from the Workforce Development Board for purchasing of equipment.
The next High Desert Manufacturing Council meeting is scheduled for March 21, 2017 and will be at Spring Valley Country Club.

DISCUSSION
ITEM 6- Consider recommendation that High Desert Training Center presentation be made to the Full Workforce Development Board
The committee would like to see a breakdown of the costs Steve Tyrell is asking for prior to making a recommendation to the full WDB. Steve did not have a breakdown of costs and will work on a budget proposal and bring it back to the committee.

PUBLIC COMMENT
There was no public comment.

ADJOURNMENT
The Chair called for a motion to adjourn. Will Sterling made a motion to adjourn. Anita Tuckerman seconded the motion. None opposed. Motion carried.

Meeting adjourned at 1:43 p.m.

The next WDB EDBR Committee meeting is scheduled for Wednesday, April 12, 2017 at 11:00 a.m. to be held at WDD Admin, 290 N. D Street, 6th Floor, San Bernardino, Ca 92401.

Gina Beltran, Executive Secretary II
Workforce Development Board
ECONOMIC DEVELOPMENT AND BUSINESS COMMITTEE MEETING
Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, APRIL 12, 2017, 11:00 a.m.

MINUTES

In attendance:

Committee Members Present
Audrey Mathews
Jon Novack
Peggi Hazlett
William Sterling

Committee Members Absent
Anita Tuckerman
BJ Patterson
John Andrews
Laurie Stalnaker
Mike Gallo
Phil Cothran
Terry Klenske
Tony Myrell

Staff
Mariann Ruffolo, Deputy Director
Miguel McQueen, Deputy Director
Gina Beltran-Executive Secretary
Sandy Harmsen, Project Executive

OPENING
Chair called the meeting to order at 11:14 a.m.
There was not quorum at this meeting and the agenda could not be adopted.

CONSENT
ITEM 4- Motion to approve Minutes of February 22, 2017 EDBR Meeting
Due to a quorum issue, this item will be carried over to the next EDBR Committee Meeting.

DISCUSSION
ITEM 5- Discuss Next Steps on EDBR Strategic Action Goals
Miguel McQueen presented this item. The Local and Regional plans are expected to be discussed at the strategic planning board retreat next month.
The MOU templates are scheduled to go before the County Board of Supervisors on May 2, 2017.

INFORMATION
ITEM 6 – Hi Desert In Tech Center Update
The chair mentioned Steve Tyrell, the Manager of Mitsubishi Cement Corporation was at the last meeting and mentioned he would work on getting the board some figures on what his costs would be to open a training center in the High Desert. Jon confirmed Steve is working on developing a budget for the job training component he proposed and should have something by the next full board meeting.

ITEM 7 – County Report
Miguel McQueen presented this item. He mentioned there will be a High Desert Economic Summit taking place on April 27, 2017 from 7:00 – 11:00 a.m. at the Victorville Conference Center and anyone wishing to attend can make arrangements with Gina Beltran.
Also, Economic Development Agency (EDA) will be having a series of meetings around Aerospace and Defense Manufacturers in Hesperia and San Bernardino. There is a handout with more detailed information. Anyone interested can let Gina Beltran know. There will be a report out at the next committee on the outcome of these meetings.

PUBLIC COMMENT
There was no public comment.
ADJOURNMENT

Meeting adjourned at 11:30 p.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, June 14, 2017 at 11:00 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, Ca 92415.

Gina Beltran, Executive Secretary II
San Bernardino County
Workforce Development Board
Economic Development & Business Resource Committee
Agenda Item

MEETING DATE: June 14, 2017

ITEM: (5)

SUBJECT: Next Steps on Economic Development & Business Resource Committee Strategic Action Items

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department (WDD)

CONSENT ______ DISCUSSION ___ X ___ INFORMATION ______

RECOMMENDATION: Next Steps on Economic Development & Business Resource Committee Strategic Action Items

BACKGROUND: See handout

WDB Action:

Motion:  
Second:

Affirmative:  
Negative:

Abstention:

DATE:
<table>
<thead>
<tr>
<th>Goal (Strategy or Committee - 5/C)</th>
<th>Activity</th>
<th>Assigned to</th>
<th>Target date</th>
<th>Progress (Updated 6/17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powerful Well Regarded Brand (5)</td>
<td>Branding outreach (use approved elevator pitch in sponsored events)</td>
<td>All WDB</td>
<td>on-going</td>
<td>1/14/17 - Received materials from 2/20; 15/4/16 - Members received WDB business cards to help with outreach</td>
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<tr>
<td>Lead: Exec Board</td>
<td>Members use pitch at other meetings, events etc.</td>
<td>All WDB</td>
<td>on-going</td>
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<tr>
<td>Industry Alliances (Convene meetings, Chamber meetings)</td>
<td>MPTC</td>
<td>3/15/17</td>
<td>9/12/16 - Regional Plan submitted to the CWDB - response/approval set for May 26/17 - Local Plan posted for 30 day public comment period on 1/16; set for exec approval on March 1 and full board on March 15 11/6/16 - Regional Plan meeting with all regional partners will be held on 11/6; 10/16/16 - Regional Plan to be completed 11/30</td>
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<tr>
<td>Identify &amp; Establish Strategic Alliances (5)</td>
<td>MPTC</td>
<td>3/15/17</td>
<td>9/12/16 - Local Plan planning to begin this month with MPTC</td>
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<tr>
<td>Lead: Exec Board</td>
<td>Regional Plan</td>
<td>1/14/17 - MaryAnn Franke scheduled to present an overview to Riv Co and SoCo Exec Boards on 3/1</td>
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<td>11/2/16 - Regional Plan meeting with all regional partners will be held on 11/6; 10/11/16 - Regional Plan set to be completed 11/30</td>
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<td>9/12/16 - Riverside County &amp; So County WDBs met to begin planning</td>
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<td></td>
<td>Local Plan</td>
<td>Staff</td>
<td>Phase I: 9/13/2016</td>
<td>5/17/16 - Now obtaining signatures and finalizing MOUs with each partner using the templates 5/17/17 - Staff presented at full WDB on Phase I &amp; II and the tie in to the One-Stop Operator BOS approved templates 6/26/17 - Draft form of template moving forward; met with MOU partners on 1/12 and 1/31 1/14/17 - Template for Phase II has been created in draft form, 4th meeting with MOU partners scheduled for 1/12 10/11/16 - First Phase II meeting scheduled for 10/12, follow up on 11/3; MOU Phase II training provided by CWA will take place on 10/26 9/12/16 - Phase II Guidance pre-released from the state at CWA MMM. Phase II will begin this month 8/3/16 - Phase I MOU scheduled for 8/16/16</td>
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<td>Phase II: 9/9/2017</td>
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<td>ALCC System MOU</td>
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<td>Establish Enterprise Forum (5)</td>
<td>Meet with Mike Stull/Dean Rose</td>
<td>Staff</td>
<td>on-going</td>
<td>6/6/17 - Pending</td>
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<td>Lead: Exec Board</td>
<td>Ray Casey, Yucapita City Manager, Business Incubator</td>
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<td>4/12/17 - Met with Paul Tome, Director of Community Development, toured incubator facility and discussed future collaboration; learned a new facility is being planned</td>
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<td>1/9/17 - Met with San Bernardino City Manager of Commerce President Judi Penman and Deputy COO Strange, discussed challenges confronting chamber and engagement of local business community; provided presentation of Business Services to membership 1/19/17 - Met with Ontario Chamber of Commerce President Pegg Hatlett. Discussed chamber development and progress made to date following relocation, realization of organization’s vision and mission, and lessons learned</td>
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<td>9/6/17 - Pending</td>
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<td>Engage IEEP, Econ Dev., &amp; Chambers</td>
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<td>Engage tech coast angels</td>
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