SPECIAL POPULATIONS COMMITTEE MEETING
Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North “D” Street, 6th Floor, San Bernardino, California

WEDNESDAY, AUGUST 10, 2016, 2:30 p.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. 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, Suite 301. The agenda and its supporting documents can be viewed online at http://cms.sbcounty.gov/wib/Home.aspx. 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
WIB 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
2:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

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

CONSENT
3) Approve Minutes from July 13, 2016 Special Populations Committee Meeting

DISCUSSION
4) Discuss Report on Self-Identified Disabled Clients
5) Discuss Next Steps on Special Populations Committee Strategic Action Items

INFORMATION
6) County Report given by Miguel McQueen

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 92415-0041, 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 Staff Aide at least three (3) business days prior to the Board meeting. The Staff Aide’s telephone number is (909) 387-9886 and the office is located at 290 North “D” Street, 6th Floor, San Bernardino, California 92415-0041. California Relay Service 711
This WIOA Title –I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.
MEETING DATE: August 10, 2016

ITEM: (3)

SUBJECT: Approve Minutes from July 13, 2016 Special Populations Committee Meeting

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

CONSENT X DISCUSSION INFORMATION

RECOMMENDATION: Approve Minutes from July 13, 2016 Special Populations Committee Meeting

BACKGROUND: See Attached Minutes
Workforce Development Board  
SPECIAL POPULATIONS COMMITTEE MEETING  
Workforce Development Board Conference Room  
Workforce Development Department Administration Office  
290 North “D” Street, 6th Floor, San Bernardino, California  

WEDNESDAY, JULY 13, 2016, 1:30 p.m.

MINUTES

7) Chair Called Meeting to Order at 1:52 pm. Members introduced themselves. In attendance:

<table>
<thead>
<tr>
<th>Committee Members Present</th>
<th>Committee Members Absent</th>
<th>Staff and Special Guests</th>
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<tbody>
<tr>
<td>Robert Loeun</td>
<td>Cherilyn Greenlee</td>
<td>Sandy Harmsen- Executive Director</td>
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<tr>
<td>Vince Toms</td>
<td>Tony Myrell</td>
<td>Kristi Sandberg- Executive Secretary</td>
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<tr>
<td>Joseph Williams</td>
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<td>Fred Burks- Administrative Supervisor II</td>
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<tr>
<td>Tamica Foot-Rachal</td>
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<td>Mariann Ruffolo- Deputy Director</td>
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<td>William Sterling</td>
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<td>Miguel McQueen- Deputy Director</td>
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<td>Pauline Pina</td>
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<td>Jonathan Weldy</td>
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<td>Phil Cothran</td>
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<td>Laurie Stalnaker</td>
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<td>Audrey Mathews</td>
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Chair shared vision for Committee
- Initial focus population groups: disabled, veterans, homeless, ex-offender
- Outreach to include
  - Tracking those who receive training
  - Soft-skills training
  - Identifying populations who need training
  - Identify barriers to employments for special populations
  - Placement of services
  - Work experience/OJT
  - CORE training- short & long-term

Sandy also mentioned
- Identify populations to serve and needs
- Identify services to be provided for these populations
- Committees have smaller “task forces” to do research and bring back ideas to committee so recommendations can be made to full WDB about programs and funding

CONSENT
There were no consent items including Minutes as this is the first meeting of the Workforce Development Board Special Populations Committee meeting.

DISCUSSION
Members provided feedback to Chair’s vision:
- Needs for disability clients are very specific and so training needs to specific and individualized
- Important for organizations to partner and share resources to “fill in gaps”
- Recommendation made to utilize business service team to help better connect with employers
- Importance of training the employers
- Recommendation for DOR training at AJCCs
- WINDMILL training for Riverside and San Bernardino Counties
- Suggestion for small scale job fair/employment placement using “job placement circles”
- Suggestion to utilize state board (CWDB) policy regarding policy experts participation at meetings
- Track clients served to see if represented needs are being met
- No “special” funding for serving special populations- 30% of adult/dislocated is for training
- Request for a report of self-identified special population clients who are being served
- Recommended that committee members work with populations they have a passion for
• Recommend community inventory (asset mapping) in each of the focus segments (disabled, veterans, homeless, ex-offender) so committee can review and identify gaps
• Tamica Foots-Rachal offered to provide data since it may be different from AJCC data
• Importance of training for AJCC staff to adequately handle influx of special population clients
• Suggestion of checking with vendors to display assistive technology equipment in offices
• Challenges working with veterans

INFORMATION

County Report given by Sandy Harmsen
Four new hires at Admin- Mariann, James, Shellie, Nidia

PUBLIC COMMENT

There were no public comments at this time.

ADJOURNMENT

William Sterling motioned to adjourn. Second by Laurie Stalnaker. Motion carried. Meeting adjourned at 2:53 p.m. The next WDB Special Populations Committee meeting is scheduled for Wednesday, August 10, 2016 is to be held at WDD Admin, 290 N. “D” Street, 6th Floor, San Bernardino, Ca 92401.

Kristi Sandberg, Executive Secretary II
MEETING DATE:       August 10, 2016
ITEM:              (4)
SUBJECT:           Discuss Report on Self-Identified Disabled Clients
PRESENTED BY:      Miguel McQueen, Deputy Director
                   Workforce Development Department (WDD)
CONSENT _____      DISCUSSION__X____  INFORMATION_____
RECOMMENDATION:   Discuss Report on Self-Identified Clients
BACKGROUND:        See Handout
Agenda Item

MEETING DATE: August 10, 2016

ITEM: (5)

SUBJECT: Discuss Next Steps on Special Populations Committee Strategic Action Items

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

CONSENT ___ DISCUSSION _X_ INFORMATION _____

RECOMMENDATION: Discuss Next Steps on Special Populations Committee Strategic Action Items

BACKGROUND: See Handout