AGENDA
12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

OPENING
1) Chair Call Meeting to Order
2) Pledge of Allegiance
3) Adoption of the Agenda
4) Introductions
5) Success Stories
   a) Business Services
   b) AJCC Client
   c) Youth

WORKSHOP
6) National Updates by Ron Painter, Executive Director with the National Association Workforce Board

REVIEW AND APPROVAL OF MEETING MINUTES
7) Approval of Minutes from the October 17, 2018 Workforce Development Board General Meeting

PUBLIC COMMENT
8) Comments from the General Public in Attendance

DISCUSSION
9) Approval to Release the Request for Qualifications for Human Resource Hotline Services
10) Approval to Release the Request for Qualifications for Business Workshops
11) Approval to Release the Request for Qualifications for Business Process Improvement Consulting Services
REPORTS AND INFORMATION

12) Committee Reports
   i) Executive Board
   ii) Youth Committee
   iii) Economic Development and Business Resource Committee
   iv) Special Populations Committee

13) One-Stop Operator Report
14) Economic Development Agency Report
15) County Report

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 aides and services are available upon request to individuals with disabilities.
MEETING DATE: December 12, 2018

ITEM: (7)

SUBJECT: Minutes from October 17, 2018 Workforce Development Board General Meeting

PRESENTED BY: Miguel McQueen, Deputy Director Workforce Development Department (WDD)

CONSENT ___ DISCUSSION___ INFORMATION____

RECOMMENDATION: Approve Minutes from October 17, 2018 Workforce Development Board General Meeting

BACKGROUND: See attached minutes
WORKFORCE DEVELOPMENT BOARD MEETING
Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, OCTOBER 17, 2018, 11:00 a.m.

MEETING MINUTES

ATTENDANCE:

<table>
<thead>
<tr>
<th>Members</th>
<th>Present</th>
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<tbody>
<tr>
<td>Tony Myrell (Chair)</td>
<td>X</td>
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<tr>
<td>Phil Cothran (Vice-Chair)</td>
<td>X</td>
<td>Paul Moreno</td>
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<td>Will Sterling (Second Vice-Chair)</td>
<td>X</td>
<td>Jon Novack</td>
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<td>John Andrews</td>
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<td>B.J. Patterson</td>
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<td>Ken Boshart</td>
<td>X</td>
<td>Henry Shannon</td>
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<tr>
<td>Rene Castellanos</td>
<td>X</td>
<td>Laurie Stalnaker</td>
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<tr>
<td>Mike Gallo</td>
<td>Anita Tuckerman</td>
<td>X</td>
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<tr>
<td>Cherilyn Greenlee</td>
<td>Jonathan Weldy</td>
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<tr>
<td>Terry Klenske</td>
<td>Joseph Williams</td>
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<tr>
<td>Robert Loeun</td>
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<thead>
<tr>
<th>Staff to WDB</th>
<th>Present</th>
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<tbody>
<tr>
<td>Devra Bell</td>
<td>X</td>
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<tr>
<td>Sandy Harmsen</td>
<td>X</td>
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<tr>
<td>Reg Javier</td>
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<thead>
<tr>
<th>WDD Staff &amp; Other</th>
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<tbody>
<tr>
<td>Fred Burks</td>
<td>X</td>
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<tr>
<td>Michael Ector</td>
<td>X</td>
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<tr>
<td>Mariann Johnson</td>
<td>X</td>
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<tr>
<td>Miguel McQueen</td>
<td>X</td>
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<tr>
<td>Stephanie Murillo</td>
<td>X</td>
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<tr>
<td>Chen Wu</td>
<td>X</td>
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OPENING
1) Chair called the meeting to order at 11:07 a.m.
2) Pledge of Allegiance was led by Jonathan Weldy
   Introductions were made around the room.
3) Adoption of the Agenda – Item was moved to the end of the agenda due to quorum not being met.

REVIEW AND APPROVAL OF MEETING MINUTES
4) Approval of Minutes from the August 8, 2018 Workforce Development Board General Meeting
   Item was moved to the end of the agenda due to quorum not being met.

PUBLIC COMMENT
5) Comments from the General Public in Attendance
   There were no Public Comment cards presented
6) Success Story – Business Engagement  
Michael Ector, Business Services Manager, introduced Ryan Rainbolt, Director of Educational Programs for Garner Holt Productions, Inc., who provided an overview of the company, including the background of the owner, Garner Holt.

Mr. Rainbolt discussed the students and the different jobs that are available. He noted that Mr. Garner had asked the students to come up with ideas for teaching younger students, which included the creation of a lesson plan. The interns were brought to the Lincoln Memorial Shrine to see some of the work and animatronics that Garner Holt has produced. Mr. Rainbolt noted that these students were amazed at these projects and how well the team worked together. Mr. Holt tells these students to find their passion and talents, then start creating something that fits those goals.

ITEMS REVISITED:

3) Adoption of the Agenda  
With quorum now met, the Chair asked for a motion to adopt the agenda. Will Sterling motioned. B.J. Patterson seconded the motion. None opposed, motion carried.

4) Approval of Minutes from the August 8, 2018 Workforce Development Board General Meeting  
With quorum now met, the Chair asked for a motion to approve the minutes from the August 8, 2018 General Board meeting. Will Sterling motioned, Anita Tuckerman seconded the motion. None opposed, motion carried.

ADJOURNMENT  
Chair called for a motion to adjourn. Will Sterling motioned; Robert Loeun seconded the motion. None opposed; motion carried. Meeting adjourned at 1:35 p.m.

The next Workforce Development Board General Meeting is scheduled for Wednesday, December 12, 2018 to be held at WDD Administration, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

__________________________________________
Devra Bell, WDB Secretary
San Bernardino County
Workforce Development Board
Agenda Item

MEETING DATE: December 12, 2018

ITEM: (9)

SUBJECT: REQUEST FOR QUALIFICATIONS FOR HUMAN RESOURCE HOTLINE SERVICES

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

CONSENT _____ DISCUSSION _x_ INFORMATION _____

RECOMMENDATION: Approve the release of a Request for Qualifications (RFQ) to solicit vendors to provide Human Resource Hotline Services for the period of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 18, 2016, staff issued a Request for Proposals (RFP) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Human Resource Hotline Services. The service provides a toll free dedicated telephone number for local employers to call and receive live human resource information specifically related to employment and labor law questions.

As a result of the competitive process, on April 19, 2016, an Ad Hoc Committee of the WDB recommended the California Employers Association receive funding in an amount not to exceed $96,000 for a term of July 1, 2016 through June 30, 2019. Given the pending expiration of the existing agreement, staff recommends the release of a new RFQ.

The Scope of Work on the RFQ will include but not be limited to:

- Maintaining a dedicated Toll Free Human Resource hotline
- Ensuring the hotline is available at all times to employers within the County
- Providing live advice pertaining to Human Resource related topics and issues
- Tracking all calls and provide the County with monthly usage reports
- Providing callers with all relevant resource solutions where appropriate

The Executive Board approved this item on December 5, 2018. The RFQ will allow the WDB to follow a competitive process to select from a pool of qualified vendors able to provide Human Resource Hotline Services. Services will be provided for a term of three (3) years and total contract amount not to exceed $120,000. With approval, the RFQ will be released in late December. A recommendation for contract award to the selected vendors will be presented to the WDB for final approval.
REQUEST FOR QUALIFICATIONS FOR BUSINESS WORKSHOPS

Miguel McQueen, Deputy Director
Workforce Development Department

RECOMMENDATION: Approve the release of a Request for Qualifications (RFQ) to solicit vendors to provide Business Workshops for Title I Rapid Response services under the Workforce Innovation and Opportunity Act (WIOA) for the period of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 18, 2016, staff issued an RFQ on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Workshops designed to assist local employers to stay in business and increase employment in the County’s workforce.

As a result of the competitive process, on April 19, 2016, an Ad Hoc Committee recommended four firms for a term of July 1, 2016 through June 30, 2019. Given the pending expiration of the existing agreement, staff recommends the release of a new RFQ.

The Scope of Work of the RFQ will include but not be limited to workshops that cover:

- Social Media
- Branding and Marketing
- Traditional Marketing
- Labor Law updates
- Business Basics
- Business Process Improvement
- International Trade
- Human Resources

The Executive Board approved this item on December 5, 2018. The RFQ will allow the WDB to follow a competitive process to select a bench of qualified vendors able to provide Business Workshops for Title I Rapid Response services. Services will be provided for a term of three (3) years and total contract not to exceed $150,000. With approval, the RFQ will be released in late December. A recommendation for contract award to the selected vendors will be presented to the WDB for final approval.
MEETING DATE: December 12, 2018

ITEM: (11)

SUBJECT: REQUEST FOR QUALIFICATIONS FOR BUSINESS PROCESS IMPROVEMENT CONSULTING SERVICES

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

CONSENT___ DISCUSSION_X_ INFORMATION____

RECOMMENDATION: Approve the release of a Request for Qualifications (RFQ) to solicit vendors for Business Process Improvement Consulting Services for the period of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 18, 2016, staff issued a Request for Proposals (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Process Improvement Consulting Services. These services help prevent layoffs, maintain and create jobs, and strengthen a skilled workforce, providing opportunities for growth and improved economic conditions throughout the County. The services provided are specifically tailored to each individual business and the consultants provide companies at risk of closure or reductions in employment with layoff aversion strategies.

On April 19, 2016, an Ad Hoc Committee of the WDB recommended four firms for a term of July 1, 2016 through June 30, 2017, with two one-year options to extend the term of the contracts. On March 1, 2017, the WDB Executive Committee exercised the first option to extend the term of the contracts for a one-year period. On February 14, 2018, the WDB Executive Committee exercised the second option to extend the term of the contracts for a one-year period, through June 30, 2019. These agreements will conclude this fiscal year, requiring the issuance of a new procurement.

The Scope of Work in the RFQ will include but not be limited to:

- Innovation and Growth
- Process Improvement
- Quality Improvement
- Supply Chain Development
- Technology
- Workforce Development

The Executive Board approved this item on December 5, 2018. The RFQ will allow the WDB to follow a competitive process to select a bench of qualified vendors able to provide Business Process Improvement Consulting Services for a term of three (3) years and total contract amount not to exceed $750,000. With approval, the RFQ will be released in late December. A recommendation for contract award to the selected vendors will be presented to the WDB and San Bernardino County Board of Supervisors for approval.