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
9:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

OPENING
1) Call Meeting to Order
2) Pledge of Allegiance
3) Adoption of Agenda
4) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES
5) Approve Minutes from July 10, 2019 Special Populations Committee Meeting

PUBLIC COMMENT
6) Comments from the General Public in Attendance

WORKSHOP
7) Committee Strategic Plans

INFORMATION
8) Member Announcements

ADJOURNMENT
MEETING DATE: November 6, 2019

ITEM: (5)

SUBJECT: Approve Minutes from July 10, 2019 Special Populations Committee Meeting

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department (WDD)

CONSENT ___X___ DISCUSSION___ INFORMATION___

RECOMMENDATION: Approve Minutes from July 10, 2019 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 10, 2019 9:00 a.m.

MINUTES

Members Present
Anita Tuckerman (Chair) X
*Stephani Congdon X
Phil Cothran X
*Tamica Foote-Rachal X
Cherilyn Greenlee X
*Yukiko Long X
*Audrey Mathews X
Tony Myrell X
B.J. Patterson X
*Pauline Pina X
*Jessica Rodriguez X
William Sterling X
Jonathan Weldy X

*Public Members

Staff to WDB Present
Devra Bell X
Reg Javier X
Molly Wiltshire X
Sandy Harmsen X

WDD Staff Present
Fred Burks X
Mariann Johnson X
Stephanie Murillo X

OPENING
1) Chair called meeting to order at 9:07 a.m.
2) Pledge of Allegiance - Pledge was led by Jonathan Weldy
3) Adoption of Agenda - Chair called for a motion to adopt the agenda. Cheri Greenlee motioned; B.J. Patterson seconded. None opposed. Motion carried.
4) Introductions – Anita led the introductions.

REVIEW AND APPROVAL OF MEETING MINUTES
5) Approval of Minutes from May 22, 2019 Special Populations Committee Meeting
   The Chair called for a motion to approve the minutes. Jessica Rodriguez motioned; Will Sterling seconded. Tamica Foote-Rachal and Phil Cothran abstained. None opposed. Motion carried.

PUBLIC COMMENT
6) Comments from the General Public in Attendance
   No public comments were submitted.
WORKSHOP

7) Community Members with Disabilities Focus Group
Jessica Rodriguez from Goodwill of Southern California provided an overview of the disabilities community, which included a discussion about the different individual disabilities. These included individuals with major disabilities, such as intellectual disabilities; autism; epilepsy; cerebral palsy and developmental disabilities. In addition, Ms. Rodriguez discussed the proper etiquette for working with those individuals that face these types of disabilities.

8) Focus Group Discussion
A discussion ensued about how the etiquette list is utilized. Ms. Rodriguez noted that staff is normally trained on these practices and it could be beneficial if employers also received training. A key highlight of the discussion was working with individuals to determine where their interests lay and how an employer could match these talents to tasks that need to be completed at the jobsite. Also discussed were the challenges of an employer identifying and understanding each persons' capabilities, so they can be matched appropriately to a particular set of duties. The group discussed the possible need for more job developers or agencies out in the field that could visit businesses and help match employees to employers with appropriate job responsibilities.

Lastly, the need for individuals to become their own advocate was discussed. It is important that each individual carry confidence into their interviews and show the employer that they are capable of doing the job at hand.

ADJOURNMENT
Chair called for a motion to adjourn. Stephani Congdon motioned. B.J. Patterson seconded the motion. None opposed; Motion carried.

Meeting ended at 10:28 a.m.

The next meeting of the Special Populations Committee is scheduled for Wednesday, September 18, 2019 at 9:00 a.m. and will be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Devra Bell, WDB Secretary