

EXECUTIVE BOARD MEETING

Workforce Development Board Executive Conference Room
Workforce Development Department Administration Office
290 North "D" Street, 6th Floor, San Bernardino, California

WEDNESDAY, JANUARY 11, 2017 at 10:30 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 <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

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

10:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

- 1) Chair Call Meeting to Order

CONSENT

- 2) Approve Minutes of November 9, 2016 Executive Board Meeting
- 3) Request for Approval to be Career Services Provider
- 4) Program Support MCIE

DISCUSSION

- 5) Legislation Update by Josh Candelera
- 6) Local Plan Report Out by MaryAnn Pranke
- 7) New website overview
- 8) Discuss Next Steps on Executive Board Strategic Action Items

INFORMATION

- 9) Budget Report
- 10) Attendance Report by Gina Beltran
- 11) County Report given by Mariann Ruffolo

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 92415-0046, 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.

**Workforce Development Board
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WEDNESDAY, NOVEMBER 09, 2016, 10:30 a.m.

MINUTES

1) Chair Called Meeting to Order at 10:35 am. In attendance:

Committee Members Present

Tony Myrell
Phil Cothran
William Sterling
Jon Novack
BJ Patterson
Robert Loeun

Committee Members Absent

None

Staff

Reg Javier, Deputy Executive Officer
Mariann Ruffolo, Deputy Director
Miguel McQueen, Deputy Director
Gina Beltran- Executive Secretary
Fred Burks- Administrative Supervisor II
Sandy Harmsen, Project Executive
James Johnson, Business Services Manager
Stephanie Murillo, Staff Analyst II

Public Members

Deana Olivares-Lambert, The 20/20 Network
Frank Girardot, The 20/20 Network
MaryAnn Pranke, Consultant
Rosa Penaloza, Consultant
Debra Williams, Public Members
Audrey Mathews, Public Member

CONSENT

ITEM 2- Motion to approve Minutes of October 12, 2016 Meeting

Motion by BJ Patterson. Second by Robert Loeun. Motion carried.

ITEM 3 – WIOA Youth Services RFP

Motion by BJ Patterson. Second by William Sterling. Motion carried.

DISCUSSION

ITEM 4- Local Plan Report Out by MaryAnn Pranke

MaryAnn was hired as a consultant to write our Local and Regional Plan. She is conducting various workshops with community partners, providers, board members and customers. She was at this meeting to get feedback and input from the board members about strengths, weaknesses, analysis and threats on their thoughts about how they can ensure the board will continue to function as a high performing board. Once Maryann is done gathering information from all sources, she will write up the plan and get it ready for public viewing by the end of December.

ITEM 5- Discuss Next Steps on Executive Board Strategic Action Items

Mariann Ruffolo reported on the WDB Executive Board 2016-17 Goals. Members reviewed goals handout. The focus this month is on the Local and Regional plan. Two focus groups were held in the high desert focusing on customer and job seeker feedback.

INFORMATION

Budget Report given by Mariann Ruffolo
Budget as of September 30, 2016.

Members reviewed Budget handout.

Will Sterling recommended a change to the title of this agenda item to reflect, Program Expenditure Report. The item, "Budget Report", will be changed on all subsequent agendas to, "Program Expenditure Report".

Attendance Report given by Mariann Ruffolo

The full board attendance report was updated and reviewed by the board members. The chair mentioned letters were sent out to board members who's attendance was less than 50%. The Board of Supervisors are the ones who can determine whether or not to remove a member.

County Report given by Mariann Ruffolo

Mariann provided department updates. She gave an update on Sling Shot and mentioned they received a total of four applications for manufacturing. The MOU Phase II training took place in Pasadena and there was a good turn out of partners. The technical assistance piece of the MOU Phase II has been scheduled for November 15, 2016 and fiscal staff will be in attendance. There is one final Regional planning meeting scheduled for November 16, 2016 at the Bourns Technology Center in Riverside from 2:00 – 4:00 p.m.

She also reviewed the upcoming conferences and attendance so travel approvals can be obtained.

PUBLIC COMMENT

There were two public comments submitted.

Debra Williams, Public Member

Audrey Mathews, Public Member

ADJOURNMENT

Will Sterling motioned to adjourn. Second by BJ Patterson. Motion carried. Meeting adjourned at 11:50 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, January 11, 2016 at 10:30 a.m. to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, Ca 92401.

Gina Beltran, Executive Secretary II