

GENERAL BOARD MEETING

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

WEDNESDAY, JANUARY 20, 2016, 9:00 a.m.

MINUTES

- 1) Interim Chair Called Meeting to Order at 9:09 AM. At the direction of the Interim Chair, Dale Marsden led the board in the pledge of allegiance. Members introduced themselves. In attendance:

WDB Members Present

Tony Myrell
Phil Cothran
Jon Novack
B.J. Patterson
Terry Klenske
Jonathan Weldy
Henry Shannon
Robert Loeun
Cheri Greenlee
Laurie Stalnaker
Rene Castellanos
John Andrews
Ken Boshart
Dale Marsden
Joseph Williams
William Sterling
Mike Gallo- arrived 9:28 am
John Gauthier- arrived 11:50 am

WDB Members Absent

Anita Tuckerman

Staff and Special Guests

Sandy Harmsen- Executive Director
Sophie Akins- Deputy County Counsel
Kristi Sandberg- Executive Secretary

Stephanie Murillo- Staff Analyst II
Fred Burks- Administrative Supervisor II
Miguel McQueen- Deputy Director
Brad Gates- Deputy Director

- 2) Chair called for the adoption of the agenda. Motion made by Terry Klenske. Second made by Joseph Williams. Motion approved.
- 3) Workforce Development Board Orientation Training
- Executive Director Greeting given by Sandy Harmsen. Sandy presented the WIB Accomplishments power point reviewing recent work and achievements of the WIB.
 - Review of the Brown Act, Conflict of Interest Policy, Ethics Training, and Meeting Protocol presented by Sophie Akins, San Bernardino County Counsel. Reference power point- "New Board Member Training: Open Meeting, Ethics, and Conflicts of Interest". Important points:
 - Form 700 / Assuming Office Statement due February 26, 2016
 - AB1234 Training due within the first year of appointed office and every two years thereafter

10:30 BREAK

10:37 RECONVENE MEETING

- Review of the Workforce Innovation and Opportunity Act Program presented by Brad Gates and Miguel McQueen, Deputy Directors, Workforce Development Department. Reference: Workforce Innovation and Opportunity Act power point
- 4) Review of Workforce Development Board By-laws presented by Stephanie Murillo, Staff Analyst II, Workforce Development Department. Reference Workforce Development Board By-laws
- Jonathan Weldy asked about possibility of including teleconferencing or electronic meeting participation for board members in the future. Recommends adding clarification that "Standing committees and ad hoc committees must be chaired by WDB board members". Members discussed wording for Section 10.01 with County Counsel input.
 - Mike Gallo asked about clause that the WDB "hires" the director and staff and if that function actually exists within board direction since WDD staff are county staff. Members discussed relevance of hiring clause and importance related to board responsibility. Members recommend replacing "shall" with "may" in Section 3.01 S.
 - William Sterling pointed out revisions to be made on pages 10 and 12.
- 5) Revisions made to draft by-laws:

- a) Section 3.01, S- remove two instances of “shall” and replace with “may”. S shall now read, “The WDB may establish objective qualifications for and hire a director, and may hire other staff to carry out the duties assigned it through the Act and these By-laws, in accordance with the Act, Section 107(f)”
 - b) Section 5.06 opening paragraph- remove “standing” on third line. Opening paragraph shall now read, “Attendance by members at regularly scheduled meetings is critical for the WDB to fulfill its functions. Members are expected to attend regularly scheduled general WDB and committee meetings of which they are a member.”
 - c) Section 5.06, B- remove “standing” in first sentence. B. shall now read, “Committee members who are absent, from one half (1/2) of the committee meetings during a twelve (12) month period or more than three (3) consecutive regularly scheduled committee meetings may be subject to dismissal by the Committee Chairperson pursuant to Section 10.01 herein.
 - d) Section 7.03, vii- remove “9.03” and replace with “10.01”. vii shall now read, “Annually appoint a chairperson for each standing committee set forth in Section 10.01 of these By-laws and fill by appointment any vacancies in such positions.”
 - e) Section 10.01, opening paragraph- remove “After the annual appointment of chairpersons pursuant to Section 7.02 of these By-laws” and insert, “The Chair shall appoint the chair of each standing committee from amongst members of the WDB in good standing.” The opening paragraph shall now read, “The standing committees of the WDB are: the Youth Committee, the Economic Development and Business Resource Committee, and the Special Populations Committee. The Chair shall appoint the chair of each standing committee from amongst members of the WDB in good standing. The chair of each standing committee shall, with the concurrence of the Chair of the WDB, appoint the members of each standing committee. The chair of a standing committee (Committee chair), with the concurrence of the Chair, may also dismiss any member of the standing committee.”
 - f) Section 10.02, paragraph- insert, “from amongst members of the WDB in good standing,”. Paragraph shall now read, “Ad-hoc committees may be created and dissolved at the discretion of the Chair pursuant to Section 7.03 of these By-laws. Upon the creation of an ad-hoc committee and appointment of a chair from amongst members of the WDB in good standing, the chair of the ad-hoc committee shall, with the concurrence of the Chair, appoint the members of the committee. The chair of an ad-hoc committee, with the concurrence of the Chair, may also dismiss any member of the ad-hoc committee.
- 6) Chair Tony Myrell called for consideration and approval of WDB By-laws with revisions as noted. Motion by William Sterling, second by Mike Gallo. Motion approved 18-0. Absent: Anita Tuckerman

12:15 PM BREAK FOR LUNCH

12:45 PM RECONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

- 7) Success Stories
- a) Business- BSR Sal Monica introducing Richard Lopez, Jr. from Universal Protection Service
 - i) Universal Protection Service is the second-largest protection service in the nation. Richard is the Senior over this region. Richard shared that the High Desert business staff are very responsive in helping Richard serve his clients. They have supported by sending resumes, helping to fill jobs, and great applicant referrals.
 - b) AJCC Client- Randy Ponce (works at Victorville Day Reporting Center) introducing Edwin Sylvester from the Re-entry AB109 Program
 - i) Edwin had over 25 years of incarceration and met Randy at the Day Reporting Center. By Randy believing in him and Dina giving him tools and the team teaching him about resumes, giving him clothes, and helping, Edwin was able to get a job in fiber optics. He has continued to advance and even was released from probation early.
 - c) Youth- Ariel Nievas from First Institute introducing Debonee Aguilera
 - i) Debonee shared about how First Institute assisted her in training and obtaining a job in healthcare as a medical office assistant. The provider helped with the financial costs including babysitting. Funding for her training was provided through a Grant. Debonee is now on unsubsidized employment and making \$1.25 above minimum wage.

CONSENT

- 8) There are no consent items.

DISCUSSION

- 9) Consideration and approval of Workforce Development Board By-laws occurred during the By-laws workshop.

INFORMATION

- 10) County Report given by Sandy Harmsen, Executive Director
 - a) Tony Myrell invited by State Workforce Board to represent the state at a National panel regarding workforce boards
 - b) Emily Petrus represented the board at the CWA Youth Conference by presenting about best practices and partnerships in the Youth program.
 - c) Human Centered Design project- the SBWDD team in conjunction with EDD has been selected to go to the White House and present about their project
- 11) Interim Chair Report given by Tony Myrell
 - a) Update about elections in March for Chair, Vice-chair, and Second Vice-chair. Nomination Ad Hoc committee to be chaired by Jon Novack with Ken Boshart and B.J. Patterson.

There are no public comments at this time.

Ken Boshart asked if San Bernardino City has been designated as a local WDB area. Mike Gallo reports that the city has been reinstated but the cash hold is still in place. County one-stops are providing services to City residents. Terry Klenske appreciates being on the board again and will continue to make a contribution.

ADJOURNMENT

William Sterling motioned to adjourn. Mike Gallo second. Motion carried. Meeting adjourned at 1:25 pm. The next WDB general meeting is scheduled for Wednesday, March 23 from 12:00 – 2:00 pm to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, Ca 92401.


Kristi Sandberg, Executive Secretary II