

## YOUTH COMMITTEE MEETING

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

WEDNESDAY, FEBRUARY 22, 2017 at 11:30 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, 6<sup>th</sup> 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, 6<sup>th</sup> 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

11:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT YOUTH COMMITTEE

### OPENING

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

### CONSENT

- 3) Approve Minutes from January 11, 2017 Youth Committee Meeting

### PRESENTATION

- 4) Success Story given by Youth Provider

### DISCUSSION

- 5) Y4 video
- 6) Discuss Next Steps on Youth Committee Strategic Action Items

### INFORMATION

- 7) County Report given by Mariann Ruffolo

### PUBLIC COMMENT

### ADJOURNMENT

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**San Bernardino County  
Workforce Development Board  
Youth Committee  
Agenda Item**

**MEETING DATE:** February 22, 2017

**ITEM:** (3)

**SUBJECT:** Approve Minutes from January 11, 2017 Youth Committee Meeting

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

**CONSENT**  **DISCUSSION**  **INFORMATION**

**RECOMMENDATION:** Approve Minutes from January 11, 2017 Youth Committee Meeting

**BACKGROUND:** See attached Minutes

***WDB Action:***

*Motion:*

*Second:*

*Affirmative:*

*Negative:*

*Abstention:*

**DATE:**

**Workforce Development Board  
YOUTH COMMITTEE MEETING**

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

WEDNESDAY, JANUARY 11, 2017, 12:30 p.m.

**MINUTES**

In attendance:

**Committee Members Present**

B.J. Patterson  
Andrea Bossieux  
Audrey Mathews  
John Andrews  
Jon Novack  
Jonathan Weldy  
Kenneth Boshart  
Lowell King  
Phil Cothran  
Tony Myrell  
William Sterling

**Committee Members Absent**

Robert Louen  
Hassan Webb

**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

**OPENING**

Chair called the meeting to order at 12:32 p.m. and led the pledge of allegiance.

Member introductions were done.

**CONSENT**

**ITEM 3- Approve Minutes from September 14, 2016 and November 9, 2016 Meetings**

B.J. Patterson called for a motion to approve the both sets of minutes. Lowell King motioned to approve the minutes. Will Sterling second the motion. None opposed. Motion carried.

**PRESENTATION**

**ITEM 4- Special presentation and success story given by Youth provider**

Israel Riley, Program Manager of Inland Empire Health Care Training Institute (IEHCTI) presented his youth, Garrett Cox. Garrett came to IEHCTI initially as a favor for a friend. He attended the orientation and was inspired by what services the youth provider could offer he decided to join the program in 2014. It wasn't easy for him at first but he was able to work with great mentors and completed drug counseling and support services. Garrett enjoyed the Institute and what it had to offer and became a CPR Instructor, coordinator and is now proud to be serving as a case worker for the institute.

**DISCUSSION**

**ITEM 5- New Website Overview**

Mariann Ruffolo and ISD presented the committee with the new WDD website by way of a video demonstration. The new website is due to go live March 1, 2017. The new website will be mobile friendly and offers stackable content and scrollable content for tablet and smart phone viewing. There was a question as to a test site and Mariann said there is a test site however, only select staff is testing it right now. The group made a recommendation to have the youth providers and youth review the website to make suggestions. Additionally, because of the new format of the website, content will be able to be updated much easier.

**ITEM 6- Discuss Next Steps on Youth Committee Strategic Action Items**

Mariann Ruffolo reported on the Youth Committee Strategic action items and mentioned the success of the Y4 Conference that was held on December 9, 2016. There were about 500 youth in attendance as well as employers who were interviewing and hiring on the spot. A debrief was done with the vendor and WDD staff which was very positive. Plans for next year's conference are being discussed.

**INFORMATION**

**County Report** given by Mariann Ruffolo

Mariann provided department update where she mentioned EDD sent out a notice where they designated our WDB as a high performing board for adult and youth.

The Regional and Local plan overview was presented by MaryAnn Pranke earlier in the day. The posting of the plans for public comment will be soon. Mariann will send notice out to everyone once it's time for posting.

The CWA Youth Conference is next week and youth providers and youth are encouraged to attend.

**PUBLIC COMMENT**

There were two public comments.

Dominic Woods – Goodwill

He mentioned the new website needs a more youth flavorful appeal.

Teresa Taylor – Youth Provider

She mentioned the website need to be more youth friendly where it will attract youth.

**ADJOURNMENT**

B.J. Patterson called for a motion to adjourn. Will Sterling motion to adjourn. Second by Jon Novack. Motion carried.

Meeting adjourned at 1:14 p.m.

The next WDB Youth Committee meeting is scheduled for Wednesday, February 22, 2017 at 12:30 pm to be held at WDD Admin, 290 N. "D" Street, 6<sup>th</sup> Floor, San Bernardino, CA 92401.

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Gina Beltran, Executive Secretary II

