

## GENERAL BOARD MEETING

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

WEDNESDAY, MARCH 15, 2017, 12:00 p.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. 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. The agenda and its supporting documents can be viewed online at [www.SBCounty.gov/workforce](http://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

12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

### OPENING

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

### CONSENT

- 6) Approval of Minutes from the January 25, 2017 Workforce Development General Board meeting
- 7) Consideration and Ratification of the Release of the One-Stop Operator RFP
- 8) Consideration and Ratification and Approval of Regional & Local Plan
- 9) Consideration and Approval of Phase II MOU Templates
- 10) Consideration and Approval of Manufacturing Industry Sector Coordinator
- 11) Consideration and Approval of Amendment to Business Process Improvement Consulting Services Contracts
- 12) Consideration and Approval of Funding for Additional Business Workshops

### DISCUSSION

- 13) Board Strategic Planning Session
- 14) Consideration and Election of Workforce Development Board Officers: Chair, Vice Chair and Second Vice Chair

### INFORMATION

- 15) EDA Updates
- 16) Committee Reports
  - a) Executive Board Report given by Tony Myrell
  - b) Youth Committee Report given by B.J. Patterson
  - c) Economic Development and Business Resource Committee Report given by Jon Novack
- 17) County Report given by Miguel McQueen, Deputy Director

## **PUBLIC COMMENT**

## **ADJOURNMENT**

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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, 6<sup>th</sup> 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, 6<sup>th</sup> 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.

## GENERAL BOARD 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 25, 2017, 12:00 p.m.

### MINUTES

In attendance:

#### WDB Members Present

Anita Tuckerman  
B.J. Patterson  
Cherilyn Greenlee  
Dale Marsden  
Henry Shannon  
John Andrews  
Jonathan Novack  
Jonathan Weldy  
Joseph Williams  
Kenneth Boshart  
Mike Gallo  
Paul Moreno  
Phil Cothran  
Tony Myrell  
William Sterling

#### WDB Members Absent

Laurie Stalnaker  
Rene Castellanos  
Robert Loeun  
Terry Klenske

#### Staff and Special Guests

Fred Burks, Admin. Supervisor II  
Gina Beltran- Executive Secretary II  
James Johnson, Business Services Mgr.  
Mariann Ruffolo – Deputy Director  
Miguel McQueen- Deputy Director  
Reg Javier – DEO  
Sandy Harmsen, Project Executive  
Sophie Akins- Deputy County Counsel

### Opening

- 1) Chair called the meeting to order at 12:12 pm and pledge of allegiance was led by John Andrews.
- 2) Chair called for the adoption of the agenda.

### 3) Success Stories

- a) *Business-* Sal Monica presented Eric Schmidt. Their working relationship has developed over the years due to the services Sal has provided to Eric and his small company in the High Desert. Eric currently uses the OJT recruitment system and has been able to recruit additional personnel. Eric is proud to express how he came into contact with Will Walker. Will was an out of work Veteran of the US Navy and was at the point of giving up until he attended a High Desert job fair. As a result of this job fair, he is now employed and doing well. Eric closed his presentation by thanking Business Services for their flexibility in working with business communities and the paperwork for the services is quick and easy to fill out and as a result, has brought on five new employees who are still with his company.
- b) *AJCC Client-* Paul Aguirre, Workforce Development Technician of the Rancho Cucamonga AJCC presented Rosa Lopez. Rosa was laid off from her job in accounting and as a result was having a difficult time finding employment. She came to the AJCC seeking employment and training. She started school at New Horizons, went through resume workshops and mock interviews which lead her to gain employment with the County of San Bernardino. She was very thankful for the whole team at the job center and for all their hard work with helping her find another job.

- c) *Youth* – Ariel Nieves from First Institute presented a youth. His youth was a 23 year old female Fontana resident who was working in a warehouse when she found out she was pregnant. Due to a lot of heavy lifting she delivered her son at 29 weeks. Needing to provide income for her and her son she was seeking help and turned to First Institute. The process was not easy for her because her son had health issues and her living arrangements were unstable however, with the encouragement from the First Institute instructors she was able to finish the program. She completed the program and on January 9, 2017 and was certified as a, Medical Assistant. She is now working on her internship and doing a little better thanks to First Institute. She also expressed her appreciation for the Y4 event.

## **CONSENT**

### **4) Approval of Minutes from the December 06, 2016 Workforce Development Board meeting**

Tony Myrell called for a motion to approve. Jon Novack motioned to approve. Will Sterling seconded the motion. None opposed. Motion carried.

### **5) Approval of Career Services Provider.**

Tony Myrell called for a motion to approve. Jon Novack motioned to approve. Shannon Henry seconded the motion. None opposed. Joseph Williams abstained himself from the vote.

## **DISCUSSION**

There are no discussion items.

## **INFORMATION**

### **6) Local Plan Overview by Stephanie Murillo**

Stephanie went over the goals and strategies of the Local Plan and how it aligns with the board's goals and vision. The strategic goals are an important piece of the plan and the feedback from the meeting in May will be included in the report. The Local and Regional plan requires the Counties to post the plans for a 30 day comment period. Once we are ready for posting, we will send out a link for all board members to view the plans and also gather data and comments.

### **7) Committee Reports**

- a) Executive Board Report given by Tony Myrell. There are plans to elect a nomination committee and once Tony has made a decision on who will be in that committee he will give them a personal phone call. This committee is busy and is meeting their goals, one of which is putting a powerful brand together with the 20/20 Network on a marketing plan. The department has hired a new Director, Reg Javier. The establishment of the 501(c) is still under discussion and this goal is still in progress.
- b) Youth Committee Report given by B.J. Patterson. The CWA Youth Conference was a very good event and there were lots of good discussions. This committee is still looking for youth to be on the committee as a participant. This committee is scheduled to meet with WDD staff to take a look at the new website and see the changes they made to make the youth page more tailored towards youth.
- c) Economic Development and Business Resource Committee Report given by Jon Novack. Jon congratulated business services for getting out and meeting with businesses. He also congratulated Mariann for working to develop the new website and making it business friendly. The High Desert Manufacturing with Anita Tuckerman will be presenting at the next meeting, they are working on job training and development.

d) Special Populations Committee Report – the chair of this committee was absent and not able to give a report.

**8) County Report given by Mariann Ruffolo, Deputy Director.**

Mariann reported they the department received notice in December from the State designating this board as a high performing board. She is working towards getting the new website up and running and hopes to have it go live on March 1, 2017. The Regional and Local plan will get posted through February 27, 2017 and Gina will send a link to all the board members when that happens. Due to the posting time period, the Executive Committee will be re-scheduled to March 1, 2017. The rest of the committee's will meet on February 22, 2017.

EDA will now be invited to attend the board meetings and share what potential and current activities they are working on.

**PUBLIC COMMENT**

No public comment.

**ADJOURNMENT**

Tony called for a motion to adjourn. William Sterling motioned to adjourn. Jon Novack second. Motion carried. Meeting adjourned at 1:39 pm.

The next WDB general meeting is scheduled for March 15, 2017 at the WDD Admin Office.

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Gina Beltran, Executive Secretary II