

**Workforce Development Board
EXECUTIVE BOARD MEETING**

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

WEDNESDAY, APRIL 12, 2017, 8:30 p.m.

MINUTES

1) In attendance:

Committee Members Present

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

Committee Members Absent

B.J. Patterson

Staff

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 meeting to order at 8:35 am

CONSENT

ITEM 2- Motion to approve Minutes from March 1, 2017 Meeting

Tony Myrell called for a motion to approve the minutes from the March 1, 2017 meeting.

Jon Novack motioned to approve the minutes. Will Sterling seconded the motion.

None opposed. Motion carried.

DISCUSSION

ITEM 3- Discuss Next Steps on Executive Committee Strategic Action Goals

Mariann Ruffolo presented this item. There was a recent conference call with Ron Painter and John Baker to discuss the WDB strategic planning retreat. Mariann reminded the board that these strategic action goal sheets were what the board put in place last year and this year and part of the conference call discussion was on how the board can continue to build on what they have been working on.

The Regional Plan & Local Plan has been submitted.

The AJCC MOU templates for Phase II have been reviewed by the WDB and will now be going to the County Board of Supervisors (BOS) for approval. Once the templates have been approved by the BOS they will be given to our partners.

INFORMATION

ITEM 4 – Expenditure Report

The Board looked over the expenditure reported provided to them in their binder. The Fiscal Supervisor was not present at the meeting to answer questions, however, the Deputy Director of Administration was able to give the board a brief overview of what was on the report. Page one of the report outlined WIOA funding and some items discussed were the percentages for the June Adult and Youth grant and the Slingshot funding. The second page outlined the Non-WIOA funding.

ITEM 5 – ITA Report

The ITA handout was reviewed by the board members and the Deputy Director of Administration went over the report briefly with the board members.

ITEM 6 – PR Report by 20/20 Network

Steve Lambert presented this item. He reported on the March 20/20 PR Report and how it will be updated every month. He reported out on how many hits his social media posts receive and how many unique users the department has. The focus in moving forward is to try and sustain and grow job seekers with an emphasis on businesses and to have more activity on Facebook and Twitter.

His only area of concern is the length of time it takes for an article to get approved and when it does it may be “old” news. He will continue to work with WDD staff on the approval process and moving articles.

He would like to work on connecting businesses and asking for feedback on how we can gather information from people coming out of training, how we can get information on people graduating from training into the media. As well as, how we can reach businesses with this kind of information.

One idea from staff and the board was to come up with some sort of monthly newsletter announcing current trainings and graduation dates and include the MOU partners. Steve will look into this idea and work with staff on what that would look like.

ITEM 7 – County Report

Maral Hernandez from the County of San Bernardino Legislative Affairs gave the board a brief update on the Transportation Bill SB1 which passed before Legislation and is now at the Governor’s desk for signature. The funds tied to this bill can only be used for transportation and if passed, this tax will go into effect in November 2017. Fees for vehicle registration will increase starting January 1, 2018.

Mariann Ruffolo presented the County Report and mentioned there will be a Slingshot Steering committee meeting next week. There are plans to have two Ad Hoc committee meetings to discuss the recommendation and selection of the One Stop Operator and City of San Bernardino RFP on Youth Providers and their contracts.

There is an Economic Development Agency (EDA) flyer in board’s binder with a few different meeting dates and locations for an Aerospace and Defense meeting and the board are all invited to attend. Please work with Gina Beltran on the RSVPs.

We’ve applied for the Slingshot funding and are anticipating it will be approved. Riverside County has applied to be the Regional Organizer for this project.

Staff are working on documenting what they have been doing that is in alignment with our local plan and working on a plan to see where they will be going over the next three years.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Tony Myrell called for a motion to adjourn. Will Sterling motioned to adjourn. Jon Novack seconded the motion.

None opposed. Motion carried. Meeting adjourned at 9:56 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, June 14, 2017 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, Ca 92401.

Gina Beltran, Executive Secretary II