

**WORKFORCE DEVELOPMENT BOARD  
GENERAL BOARD MEETING**  
Lake Arrowhead Resort and Spa  
27984 Highway 189  
Lake Arrowhead, CA 92352

WEDNESDAY, MAY 4, 2016, 6:00 p.m.– FRIDAY, MAY 6, 2016, 2:00 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, Suite 301. 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**

WIB members please be advise: 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**

**WEDNESDAY, MAY 6, 2016  
6:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD  
Evergreen Room**

**OPENING**

- 1) Chair Call Meeting to Order
- 2) Dinner and Group Exercise

**8:30 PM- BREAK FOR THE DAY**

**THURSDAY, MAY 5, 2016  
8:30 AM RECONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD  
Evergreen Room**

- 3) Welcoming Remarks and Introductions given by Chair Tony Myrell

**CONSENT**

- 4) Approval of Minutes from the March 27, 2016 Workforce Development Board meeting

**DISCUSSION**

- 5) Discussion Items facilitated by John Baker, Corefactors
  - a) Overview of the Retreat and Board Anticipations

- b) Board Member to Board Member Orientation
- c) Practical Vision/Goals

**12:00 PM BREAK FOR LUNCH**  
**1:00 PM RECONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD**  
**Evergreen Room**

- d) Asset Identification
- e) Anticipated Obstacles
- f) Strategic Directions

**5:00 PM BREAK FOR THE DAY**

**FRIDAY, MAY 6, 2016**  
**8:30 AM RECONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD**  
**Evergreen Room**

- g) Expectation of Board Members
- h) Implementation Plan and Commitments to Action
- i) Board Meetings
- j) Vision and Mission

**12:00 PM BREAK FOR LUNCH**  
**1:00 PM RECONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD**  
**Evergreen Room**

- k) Reflection on the Year Ahead

**INFORMATION**

**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 92415-0041, 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 Staff Aide at least three (3) business days prior to the Board meeting. The Staff Aide'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 92415-0041. 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, APRIL 27, 2016, 12:00 p.m.

### MINUTES

- 1) Chair Called Meeting to Order at 12:17 pm. At the direction of the Chair, Phil Cothran led the board in the pledge of allegiance. Members introduced themselves. In attendance:

#### WDB Members Present

Tony Myrell  
Phil Cothran  
William Sterling  
Anita Tuckerman  
John Andrews  
Kenneth Boshart  
Rene Castellanos  
Cherilyn Greenlee  
Michael Gallo  
Jonathan Weldy  
Jonathan Novack  
Terry Klenske  
B.J. Patterson  
Henry Shannon

#### WDB Members Absent

Laurie Stalnaker  
Joseph Williams  
Dale Marsden  
John Gauthier  
Robert Loeun

#### Staff and Special Guests

Sandy Harmsen- Executive Director  
Sophie Akins- Deputy County  
Counsel  
Kristi Sandberg- Executive Secretary  
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 William Sterling. Second made by Mike Gallo. Motion approved. Sandy Harmsen introduced staff analysts and AJCC staff who work of board projects.
- 3) Success Stories
- a) Business- BSR Darren Cook introduced William Rojas from AAF International
  - b) AJCC Client- Nidia Vargas from East Valley AJCC introduced Ila Anderson-Ayala
  - c) Youth- Werner Von der Heide from Hesperia USD introduced Edgar Ramirez

### CONSENT

#### **Item 4- Approve Minutes from the March 23, 2016 Workforce Development Board Meeting**

Motion to approve by Terry Klenske. Second by Anita Tuckerman. Motion carried.

At request of board member Jonathan Weldy, **Items 5,6, 7, and 8** pulled to discussion.

#### **Item 9- Approve Funding for Labor Market Services**

Mike Gallo motioned to approve. Jonathan Weldy second. Motion carried.

### DISCUSSION

Brad Gates explained the RFP process and Ad Hoc committee process.

#### **Item 5-Approve Funding for Business Process Improvement Consultant Services**

Approve funding in an amount not to exceed \$190,000, to provide Business Process Improvement Consulting Services, for the period of July 1, 2016 through June 30, 2017. Approved contractors and the funded "not-to-exceed" contract amounts are as follows:

DI Solutions/Deisell Consultants, LLC for \$70,000

California Manufacturing Technology Consultants (CMTC) for \$50,000

Instructional Access, Inc./Rapid 3D Manufacturing Consulting Group for \$20,000

Voice Marketing/Voice of the Inland Empire for \$30,000

ZCo Consulting for \$20,000

Brad Gates gave brief explanation for Business Process Improvement Consultant Services.

Jonathan Weldy motioned to approve. Mike Gallo second. Motion carried.

**Item 6- Approve Funding for Human Resource Hotline**

Approve funding in an amount not to exceed \$96,000 with California Employers Association (CEA) to provide Human Resource Hotline Services, for the period of July 1, 2016 through June 30, 2019.

Brad Gates gave brief explanation of the Human Resource Hotline. Please note this is a three year contract.

Members discussed necessity of promoting the HR Hotline to local businesses and chambers.

Jonathan Weldy motioned to approved. B.J. Patterson second. Motion carried.

**Item 7- Approve Funding for Business Workshops**

Approved funding in an amount not to exceed \$20,000 to provide Business Workshops, for the period of July 1, 2016 through June 30, 2017. Contractors approved to provide these services: DVT Marketing Enterprises, Inc., Welborn Social Media, Desmond & Luis, Inc. and California Employers Association (CEA).

Phil Cothran abstention due to Conflict of Interest.

Brad Gates provided brief explanation of Business Workshops.

Jonathan Weldy motioned to approve. John Andrews second. Motion carried.

**Item 8- Approve Funding for Local and Regional Strategic Plans Writer**

Approve funding in an amount not to exceed \$75,000 with MaryAnn Pranke Training & Consulting, Inc., to develop and write the San Bernardino County Workforce Development Board's Local Strategic Plan and the joint, Regional Strategic Plan with Riverside County's Workforce Development Board.

Brad Gates explained this is joint procurement with Riverside County under WIOA regulations.

Riverside hosted the procurement and San Bernardino assisted in evaluation process.

Writer will write for Regional and Local plan in order to avoid redundancy and consolidate resources.

Jonathan Weldy motion to approve. Mike Gallo second. Motion carried.

**INFORMATION**

**Chair Report given by Tony Myrell**

Dress code for next week Strategic Planning Meeting is casual.

Thanks for committee interest. Committees are limited to nine WDB members due to quorum. Emails will be sent from chairs notifying members of committee appointments.

**County Report given by Sandy Harmsen**

Reminders about Strategic Planning meeting next week.

Tony Myrell appointed to the NAWB Board as a voting member.

SlingShot update- Compact approved by the State

Emily Petrus received the CWA Workforce Professional of the Year award

Kenneth Boshart requested future presentation by EDA.

**PUBLIC COMMENT**

Teresa Taylor from Career Institute recognized Sandy Harmsen

**ADJOURNMENT**

William Sterling motioned to adjourn. Henry Shannon second. Motion carried. Meeting adjourned at 1:35 pm. The next WDB general meeting (Strategic Planning) is scheduled for May 4-6, 2016 to be held at Lake Arrowhead.

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Kristi Sandberg, Executive Secretary II