

## ECONOMIC DEVELOPMENT & BUSINESS RESOURCE MEETING

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

WEDNESDAY, JUNE 14, 2017 at 11:00 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 [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

### 11:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE

#### OPENING

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

#### CONSENT

- 4) Approve Minutes from February 22, 2017 & April 12, 2017 Economic Development and Business Resource (EDBR) Committee Meeting

#### DISCUSSION

- 5) Next Steps on EDBR Strategic Action Goals

#### INFORMATION

- 6) High Desert Training Update
- 7) Attendance Policy – WDB By Laws
- 8) County Report

#### 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.

**San Bernardino County  
Workforce Development Board  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** June 14, 2017

**ITEM:** (4)

**SUBJECT:** Approve Minutes from February 22, 2017 and April 12, 2017 Economic Development & Business Resource Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from February 22, 2017 and April 12, 2017 Economic Development & Business Resource Committee Meeting

**BACKGROUND:** See attached Minutes

**WDB Action:**

*Motion:*

*Second:*

*Affirmative:*  *Negative:*

*Abstention:*

**DATE:**

**Workforce Development Board**  
**BUSINESS AND ECONOMIC DEVELOPMENT 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, 12:30 p.m.

**MINUTES**

1) Chair called the meeting to order at 12:32 pm. In attendance:

**Committee Members Present**

Anita Tuckerman  
Audrey Mathews  
BJ Patterson  
John Andrews  
Jon Novack  
Peggi Hazlett  
Phil Cothran  
Terry Klenske  
Tony Myrell  
William Sterling

**Committee Members Absent**

Laurie Stalnaker  
Mike Gallo  
Robert Loewn  
Peggi Hazlett

**Staff**

Reg Javier, Deputy Executive Officer  
Mariann Ruffolo, Deputy Director  
Miguel McQueen, Deputy Director  
Gina Beltran- Executive Secretary  
Sandy Harmsen, Project Executive

**OPENING**

Pledge of Allegiance was led by Will Sterling and introductions were made.

**CONSENT**

**ITEM 3- Motion to approve Minutes of January 22, 2017 EDBR Meeting**

The chair made a motion to approve the minutes. Anita Tuckerman motioned to approve. Will Sterling seconded the motion. None opposed. Motion carried.

**INFORMATION**

**ITEM 4 – County Report by Miguel McQueen**

The State of the County is scheduled for March 8, 2017.

The State approved the County of San Bernardino to take over services for the City of San Bernardino. Business Services will also engage the City of San Bernardino businesses. There will be a job fair at the San Bernardino Airport in May. Date and details to be determined.

The Annual Manufactures Summit is scheduled to take place in Ontario on February 3, 2017.

**WORKSHOP**

**ITEM 5 – High Desert Manufacturing Training Center**

Steve Tyrell from the Manufacturing High Desert Council gave a presentation about the need for a career vocational education system in the High Desert. He requested support from the Workforce Development Board for purchasing of equipment.

The next High Desert Manufacturing Council meeting is scheduled for March 21, 2017 and will be at Spring Valley Country Club.

**DISCUSSION**

**ITEM 6- Consider recommendation that High Desert Training Center presentation be made to the Full Workforce Development Board**

The committee would like to see a breakdown of the costs Steve Tyrell is asking for prior to making a recommendation to the full WDB. Steve did not have a breakdown of costs and will work on a budget proposal and bring it back to the committee.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The Chair called for a motion to adjourn. Will Sterling made a motion to adjourn. Anita Tuckerman seconded the motion. None opposed. Motion carried.

Meeting adjourned at 1:43 p.m.

The next WDB EDBR Committee meeting is scheduled for Wednesday, April 12, 2017 at 11:00 a.m. 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

**Workforce Development Board**  
**ECONOMIC DEVELOPMENT AND BUSINESS 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, APRIL 12, 2017, 11:00 a.m.

**MINUTES**

In attendance:

**Committee Members Present**

Audrey Mathews  
Jon Novack  
Peggi Hazlett  
William Sterling

**Committee Members Absent**

Anita Tuckerman  
BJ Patterson  
John Andrews  
Laurie Stalnaker  
Mike Gallo  
Phil Cothran  
Terry Klenske  
Tony Myrell

**Staff**

Mariann Ruffolo, Deputy Director  
Miguel McQueen, Deputy Director  
Gina Beltran- Executive Secretary  
Sandy Harmsen, Project Executive

**OPENING**

Chair called the meeting to order at 11:14 a.m.

There was not quorum at this meeting and the agenda could not be adopted.

**CONSENT**

**ITEM 4- Motion to approve Minutes of February 22, 2017 EDBR Meeting**

Due to a quorum issue, this item will be carried over to the next EDBR Committee Meeting.

**DISCUSSION**

**ITEM 5- Discuss Next Steps on EDBR Strategic Action Goals**

Miguel McQueen presented this item. The Local and Regional plans are expected to be discussed at the strategic planning board retreat next month.

The MOU templates are scheduled to go before the County Board of Supervisors on May 2, 2017.

**INFORMATION**

**ITEM 6 – Hi Desert In Tech Center Update**

The chair mentioned Steve Tyrell, the Manager of Mitsubishi Cement Corporation was at the last meeting and mentioned he would work on getting the board some figures on what his costs would be to open a training center in the High Desert. Jon confirmed Steve is working on developing a budget for the job training component he proposed and should have something by the next full board meeting.

**ITEM 7 – County Report**

Miguel McQueen presented this item. He mentioned there will be a High Desert Economic Summit taking place on April 27, 2017 from 7:00 – 11:00 a.m. at the Victorville Conference Center and anyone wishing to attend can make arrangements with Gina Beltran.

Also, Economic Development Agency (EDA) will be having a series of meetings around Aerospace and Defense Manufacturers in Hesperia and San Bernardino. There is a handout with more detailed information. Anyone interested can let Gina Beltran know. There will be a report out at the next committee on the outcome of these meetings.

**PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

Meeting adjourned at 11:30 p.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, June 14, 2017 at 11:00 a.m. to be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, Ca 92415.

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Gina Beltran, Executive Secretary II

**San Bernardino County  
Workforce Development Board  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** June 14, 2017

**ITEM:** (5)

**SUBJECT:** Next Steps on Economic Development & Business Resource Committee Strategic Action Items

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

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Next Steps on Economic Development & Business Resource Committee Strategic Action Items

**BACKGROUND:** See handout

***WDB Action:***

*Motion:*

*Second:*

*Affirmative:*

*Negative:*

*Abstention:*

DATE:

**WDB Economic Development & Business Resources Committee 2016-17 Goals**

Goal (Strategic or Committee - S/C)	Activity	Assigned to	Target date	Progress (Updated 6/8/17)
<b>Powerful Well Regarded Brand (S)</b>  Lead: Exec Board	Branding outreach (use approved elevator pitch in sponsored events)	All WDB	on-going	1/4/17 - Received materials from 20/20 that they are using the pitch in external communications on an ongoing basis 12/6/16 - Members received WDB business cards to help with outreach
	Members use pitch at other meetings, events, etc.	All WDB	on-going	
<b>Identify &amp; Establish Strategic Alliances (S)</b>  Lead: Exec Board	Industry Alliances (Convene meetings, Chamber meetings)		on-going	1/9/17 - Pending
	Regional Plan	MPTC	3/15/17	3/15/17 - Regional Plan submitted to the CWDB - response/approval set for May 2/6/17 - Regional Plan posted for 30 day public comment period on 1/26; set for Exec approval on March 1 and full board on March 15 1/4/17 - MaryAnn Pranke scheduled to present an overview to Riv Co and SB Co Exec Boards on 1/11 11/2/16 - Regional Plan meeting with all regional partners will be held on 11/16 10/11/16 - Regional Plan set to be completed 11/30 9/12/16 - Riverside County & SB County WDBs met to begin planning
	Local Plan	MPTC	3/15/17	5/22/17 - Conditional approval received from CWDB - State requests explanation of OSO procurement process 3/15/17 - Regional Plan submitted to the CWDB - response/approval set for May 2/6/17 - Local Plan posted for 30 day public comment period on 1/26 set for Exec approval on March 1 and full board on March 15 1/4/17 - MaryAnn Pranke scheduled to present an overview of the plan to Exec Board on 1/11 11/9/16 - MaryAnn Pranke attended committee meetings to perform a SWOT analyses 10/28/16 - All stakeholder meetings went according to plan and the Local Plan is on schedule 10/11/16 - Local Plan - System Partner Planning Meeting is scheduled for 10/12; Youth Planning Meeting scheduled 10/18; Customer Planning Meeting scheduled for 10/28. Local Plan is set to be completed 12/30 9/12/16 - Local planning to begin this month with MPTC
	AJCC System MOU	Staff	Phase I - 9/13/2016 Phase II - 9/17/2017	5/26/17 - Now obtaining signatures and finalizing MOUs with each partner using the templates 5/17/17 - Staff presented at full WDB on Phase I & II and the tie in to the One-Stop Operator 5/2/17 - BOS approved templates 3/15/17 - Templates for Phase II approved by full WDB; set to go to BOS on 5/2/17 2/6/17 - Draft form of template moving forward; met with MOU partners on 1/12 and 1/31 1/4/17 - Template for Phase II has been created in draft form, 4th meeting with MOU partners scheduled for 1/12 10/11/16 - First Phase II meeting scheduled for 10/12, follow up on 11/3 MOU Phase II training provided by CWA will take place on 10/26 9/12/16 - Phase II Guidance pre-released from the state at CWA MMM. Phase II will begin this month 8/3/16 - Phase I MOU scheduled for BOS on 9/13/16
<b>Establish Enterprise Forum (S)</b>  Lead: Exec Board	Meet with Mike Stull/Dean Rose			6/6/17 - Pending
	Ray Casey, Yucaipa City Manager, Business Incubator			4/12/17 - Met with Paul Tome, Director of Community Development. Toured incubator facility and discussed future collaboration. Learned a new facility is being planned
	Engage IEEP, Econ Dev, & Chambers	Staff	on-going	1/9/17 - Met with San Bernardino City Chamber of Commerce President Judi Penman and Deputy Colin Strange, discussed challenges confronting chamber and engagement of local business community. Provided presentation of Business Services to membership 1/13/17 - Met with Ontario Chamber of Commerce President Peggi Hazlett. Discussed chamber development and progress made to date following relocation, recalibration of organization's vision and mission, and lessons learned
	Engage tech coast angels			6/6/17 - Pending