

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

WEDNESDAY, JUNE 14, 2017 at 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, 6th 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, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at 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 SPECIAL POPULATIONS COMMITTEE

OPENING

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

CONSENT

- 4) Approve Minutes from April 12, 2017 Special Populations Committee Meeting

PRESENTATION

- 5) Inland Empire Fatherhood Involvement Coalition

DISCUSSION

- 6) Next Steps on Special Populations Committee Strategic Action Goals

INFORMATION

- 7) Inland Empire Disabilities Collaboration (IEDC)
- 8) Attendance Policy – WDB By Laws
- 9) County Report

PUBLIC COMMENT

ADJOURNMENT

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, 6th Floor, San Bernardino, California 92415, or during this meeting.

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**San Bernardino County
Workforce Development Board
Special Populations Committee
Agenda Item**

MEETING DATE: June 14, 2017

ITEM: (4)

SUBJECT: Approve Minutes from April 12, 2017 Special Populations Committee Meeting

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department (WDD)

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from April 12, 2017 Special Populations Committee Meeting

BACKGROUND: See attached Minutes

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

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

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

MINUTES

1) Chair Called Meeting to Order at 12:30 p.m. In attendance:

Committee Members Present

Robert Loeun
Audrey Mathews
Cherilyn Greenlee
Douglas Fazekas
Jessica Rodriguez
Jon Novack
Stephanie Congdon
Tamica Fouts-Rachal
Vince Toms
William Sterling
Yukiko Long

Committee Members Absent

Beth Burt
BJ Patterson
Enriquez Martinez
Jonathan Weldy
Laurie Stalnaker
Phil Cothran
Tony Myrell

Staff

Miguel McQueen, Deputy Director
Gina Beltran- Executive Secretary
Fred Burks- Administrative Supervisor II
Sandy Harmsen, Project Executive
James Johnson, Business Services Manager

OPENING

Pledge of Allegiance was led by Will Sterling.

The chair called for a motion to adopt the agenda. Will Sterling made a motion to adopt the agenda. Doug Fazekas seconded the motion. None opposed. Motion carried.

Introductions were made.

CONSENT

ITEM 4- Motion to approve Minutes of January 11, 2017 Meeting

The chair called for a motion to approve the minutes.

Cherilyn Greenlee was present at the meeting and needs to be added to the list of present attendees.

There was a clerical error in the, Adjournment section. The words, Executive Board, need to be replaced with, Special Populations.

Hearing those edits, the chair asked for another motion to approve with said edits.

Will Sterling motioned to approve with the edits. Douglas Fazekas seconded the motion.

None oppose. Motion carried.

DISCUSSION

ITEM 5- Discuss Next Steps on Special Populations Committee Strategic Action Items

Mariann Ruffolo reported on the WDB Special Populations Committee 2016-17 Goals. One goal discussed was the schedule of presenters for future meetings. The schedule has been confirmed for the remainder of the year.

INFORMATION

ITEM 6 – Workforce Readiness Program with Crafton Hills College

There was a handout with details about the Workforce Readiness Program with Crafton Hills College. This the first time the college is offering this program and it's free of charge. However, students enrolling will not be receive any college credits but will get a certificate upon completion of the program.

ITEM 7 – 100 People Video

Mariann Ruffolo showed a short video on, if the world were 100 people what would the population look like.

ITEM 8 – County Report

Miguel McQueen presented this item. The Local and Regional plans have been submitted. Staff are in the process of mapping what they have done so far and what they plan to do. There may be discussion at the upcoming board retreat around the Local and Regional plans.

There is 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 interested in attending can speak with Gina Beltran.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The chair asked for a motion to adjourn. Will Sterling motioned to adjourn. Audrey Mathews seconded the motion. None opposed. Motion carried. Meeting adjourned at 12:55 p.m.

The next WDB Special Populations Committee meeting is scheduled for Wednesday, June 14, 2017 at 12:00 p.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, Ca 92401.

Gina Beltran, Executive Secretary II

**San Bernardino County
Workforce Development Board
Special Populations Committee
Agenda Item**

MEETING DATE: June 14, 2017

ITEM: (6)

SUBJECT: Next Steps on Special Populations Committee Strategic Action Items

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department (WDD)

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Next Steps on Special Populations Committee Strategic Action Items

BACKGROUND: See handout

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

WDB Special Populations 2016-17 Goals				
Goal (Strategic or Committee - S/C)	Activity	Assigned to	Target date	Progress (Updated 06/07/2017)
Better Career Readiness, Development, & Retention (S) Shared w/ Youth Committee	Asset resource mapping	Clarissa		ArcGIS access created for WDD staff by ISD/email sent to request training
	Targeted MOUs (create system alignment)			
	ID/Close gaps in service			12/12/2016 Reviewing demographics and identify gaps in services for SBC
	ID KPI			
	Policy and admin practice change - move towards advocacy			
	Increase community engagement			
Sharing of Information/ Guest Speakers	Develop Presentation Schedule	Clarissa	9/14/2016	9/14/2016-Provide Template Schedule
	Veteran Presentation		11/9/2016	Employment and the Autism Community presentation by Stephanie Congdon
			11/23/2016	TBD-Frank Guerva-emailed sent to request rescheduled date of 1/11/2017
			11/28/2016	Received confirmation from Frank. VET Presentation to be presented on 1/11/2017
			3/30/2017	Scheduled IRC presentation for April committee meeting
			6/1/2017	Confirmed with Goodwill to present at 6/14 meeting
			6/6/2017	Received email/Goodwill cancelled-secured DBH to present on 6/14/2017
			2/14/2017	Updated Special Population Presentation Schedule
Training Awareness Community & Staff	HR Directors	Fred M	9/14/2016	9/14/2016-Committee identifies HR Directors
	Identify Partners		9/14/2016	
	Identify Topics			
Goals for Clients Served in for Special populations	Reports/Outcome Results	Clarissa	12/5/2016	9/14/2016-Present Report, Created 100 People Rpt to be presented in February 2017
		Clarissa	11/9/2016	Currently working on outcomes for the special population group
			11/23/2016	Employment & Wage information report created/draft form
			1/3/2017	Updated Speaker template to be presented on 1/11/2017
Assisted Technology	Inventory	Fred M	9/14/2016	9/14/2016-Give Inventory Update
			11/9/2016	IT inventory review received from High Desert AJCC
			12/22/2016	Comparison list created between 2013 and 2016 HD AJCC
	Research what's available			
	Research Available Grants			