

**YOUTH 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, JUNE 14, 2017 at 10:00 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**

**10:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT YOUTH 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 and April 12, 2017 Youth Committee Meetings

**PRESENTATION**

- 5) Success Story
- 6) Inland Empire Fatherhood Involvement Coalition

**DISCUSSION**

- 7) Next Steps on Youth Committee Strategic Action Goals
- 8) Youth Branding Contest

**INFORMATION**

- 9) ESRI Mapping
- 10) Y4 Conference
- 11) Attendance Policy – WDB By Laws
- 12) 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  
Youth Committee  
Agenda Item**

**MEETING DATE:** June 14, 2017

**ITEM:** (4)

**SUBJECT:** Approve Minutes from February 22, 2017 and April 12, 2017 Youth 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 Youth Committee Meeting

**BACKGROUND:** See attached Minutes

**WDB Action:**

**Motion:**

**Second:**

**Affirmative:**

**Negative:**

**Abstention:**

**DATE:**

**Workforce Development Board  
YOUTH 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, 11:30 a.m.

**MINUTES**

1) Chair Called Meeting to Order at 11:32 am. In attendance:

**Committee Members Present**

BJ Patterson  
Dale Marsden  
Hassan Webb  
John Andrews  
Jon Novack  
Jonathan Weldy  
Ken Boshart  
Lowell King  
Phil Cothran  
Will Sterling

**Committee Members Absent**

Andre Bossieux  
Audrey Mathews

**Staff**

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

**OPENING**

BJ welcomed everyone to the meeting. Pledge of Allegiance was led by Phil Cothran.

Introductions were made around the table.

**CONSENT**

**ITEM 3- Motion to approve Minutes of January 11, 2017 Youth Committee Meeting**  
Motion by Lowell King. Second by Jon Novack. None opposed. Motion carried.

**PRESENTATION**

**ITEM 4 – Youth Success Story**

This 20 year old young man was struggling with graduating high school and almost gave up but when he heard Diana and Nancy speak about what their program has to offer in one of his classes, it caught his attention and he decided to give it a try. Their program helped him to finish high school, interviews preparation for warehouse jobs and an opportunity to attend the Y4 event. He attributes those services to his success today. He is currently employed by Best Buy and is enrolled in college. His goal is to complete the Cisco Administration courses.

**DISCUSSION**

**ITEM 5- Y4 Video**

Mariann Ruffolo played a video that was taken during the Y4 event at Cal State San Bernardino College campus. The advisory committee who helped plan this event had youth on the team who helped design the resource room and added a vision wall.

**ITEM 6- Discuss Next Steps on Executive Board Strategic Action Items**

We purchased ESRI mapping license and software and we are looking at different dashboard tools, the neline for this project is next fiscal year. Mapping will be presented at the board retreat.

There was an update on foster youth and underserved youth in our County, most of which reside in City of San Bernardino. WDD is working with CFS and with City of San Bernardino youth providers to set aside slots for these youth. There is a pilot project grocery prep program where youth will go through the program and then go through OJT with the employer. This program will be through the City of San Bernardino Youth RFP.

There is a mandatory bidder's conference for the Youth RFP scheduled for March 6, 2017, Proposals are due March 27, 2017 then there will be an internal process for scoring. The target date for the contract to begin is July 1, 2017.

**INFORMATION**

**ITEM 7 - County Report** given by Mariann Ruffolo

State of the County is March 8, 2017 and tickets are still available.

The new website is going live March 1, 2017. The committee's feedback was considered and there was an added section to youth page that contains a sample career ladder.

There is a program with Dale Marsden in the works to have an education liaison position created within the school district. This program would help link the school and workforce system to help the student succeed in the education and workforce systems. We would like to bring in a person who already knows the school and workforce system and can pass along resources before it's too late for the student. This type of program would work with student and their family.

**PUBLIC COMMENT**

There are no public comments.

**ADJOURNMENT**

The chair asked for a motion to adjourn. William Sterling motioned to adjourn. Second by Lowell King. Motion carried. Meeting adjourned at 12:21 p.m.

The next WDB Youth Committee meeting is scheduled for Wednesday, April 12, 2017 at 10:00 am 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  
YOUTH 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, 10:00 a.m.

**MINUTES**

1) Chair Called Meeting to Order at 10:10 a.m. In attendance:

**Committee Members Present**

Tony Myrell  
Audrey Mathews  
Jon Novack  
Ken Boshart  
Phil Cothran  
Will Sterling  
Fernando Olivarez

**Committee Members Absent**

B.J. Patterson  
Andre Bossieux  
Dale Marsden  
Hassan Webb  
John Andrews  
Jonathan Weldy  
Lowell King

**Staff**

Gina Beltran- Executive Secretary  
Mariann Ruffolo, Deputy Director  
Miguel McQueen, Deputy Director  
Sandy Harmsen, Project Executive  
Fred Burks, Admin. Supervisor II

**OPENING**

B.J. Patterson, the chair of this committee has a calendar conflict and not able to be here today. As a result, Tony Myrell will chair the committee today.

Pledge of Allegiance was led by Jon Novack

Tony Myrell called for a motion to approve the agenda. There was not quorum at the meeting to approve the agenda.

**CONSENT**

**ITEM 4- Motion to approve Minutes of April 12, 2017 Youth Committee Meeting**

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

**PRESENTATION**

**ITEM 5 – Youth Success Story**

Melanie Harrison from Reach Out presented their youth.

**ITEM 6 – Foster Youth Presentation**

Debra Kromer is a non-profit for iFoster which provides support for caregivers who support foster youth. Her program offers discount program services for foster youth and caregivers. One service offered is a digital locker for foster youth to keep important documents and is HIPPA compliant. This service allows youth to keep all their important documents in one place and ready when they need them.

She showed a video of some businesses who have hired foster youth and how they become a valuable and hard-working employee. Keeping a job for these foster youth can be a challenge and they need a supportive pathway and her program offers that support.

**DISCUSSION**

**ITEM 7- Discuss Next Steps on Youth Committee Strategic Action Goals**

Mariann Ruffolo presented this item. One action goal is the youth data report which will be discussed later in the agenda. The committee has started youth quarterly meetings and will continue to have those meetings since they have shown to have value.

WDD and DVT staff are working on dates for the next Y4 conference and have two tentative dates, September 15<sup>th</sup> or November 17<sup>th</sup> will depend on venue.

## **INFORMATION**

### **ITEM 8 – Youth Data Report**

Mariann Ruffolo presented this item and a handout of the report was provided. This committee has been tasked to build a world class youth program and will be looking at 14 elements outlined in the report and if they are all offered in the County. The report shows all the different types of elements and how many services are being provided in each of the elements since youth's can receive multiple elements. The report can also be used as a tool to see what areas we can improve on. All youth should have access to all 14 elements and all youth providers should be providing all 14 elements if not, they should have someone they contract with who offers all elements.

### **ITEM 9 County Report**

Mariann Ruffolo presented this item and provided a handout of a Charter school presentation. This charter school has WIOA enrolled youth and there is no charge for us and can provide services for someone up to age 24. WDD had a successful meeting with seven charter schools and five youth providers where everyone was able to discuss their services and how they could benefit youth.

There are plans to partner with local school districts. WDD staff met with Redlands Unified School District and discussed the idea of case carriers who would work with kids at risk for a wide variety of struggles. These case workers would be assigned to those youth who want to be linked with youth providers, if they drop out of school as well as, serve whole family and not just the youth. Case carriers will need to know about adult services and could possibly job shadow the staff at the AJCC's to see what types of services they offer.

## **PUBLIC COMMENT**

There are no public comments.

## **ADJOURNMENT**

**Tony Myrell called for a moment of reflection for the victims and family of the North Park Elementary shooting that occurred on Monday, April 10, 2017.**

Meeting adjourned at 10:57 a.m.

The next WDB Youth Committee meeting is scheduled for Wednesday, June 14, 2017 at 10:00 am to be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, Ca 92401.

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Gina Beltran, Executive Secretary II

**San Bernardino County  
Workforce Development Board  
Youth Committee  
Agenda Item**

**MEETING DATE:** June 14, 2017

**ITEM:** (7)

**SUBJECT:** Next Steps on Youth Committee Strategic Action Items

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

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

**RECOMMENDATION:** Next Steps on Youth Committee Strategic Action Items

**BACKGROUND:** See handout

***WDB Action:***

***Motion:***

***Second:***

***Affirmative:***

***Negative:***

***Abstention:***

**DATE:**

**WDB Youth Committee 2016-17 Goals**

Goal (Strategic or Committee - S/C)	Activity	Assigned to	Target date	Progress (Updated 06/08/17)
<p><b>Better Career Readiness, Development, &amp; Retention (S)</b></p> <p>Shared w/ Special Pops</p>	Asset resource mapping	Clarissa		<ul style="list-style-type: none"> <li>• ArcGIS access created for WDD staff by ISD/email sent to request training</li> </ul>
	Targeted MOUs (create system alignment)			
	ID/Close gaps in service	Clarissa		<ul style="list-style-type: none"> <li>• 12/12/2016 Reviewing demographics and identify gaps in services for SBC</li> </ul>
	Policy and admin practice change - move towards advocacy			
	Increase community engagement	Youth Committee		<ul style="list-style-type: none"> <li>• Reach out to community</li> <li>• Recruiting new members and seeking to add a youth to the committee.</li> </ul>
	Meet with key partners (i.e. Linked Learning)			<ul style="list-style-type: none"> <li>• 11/8/16 WDD staff met with CFS staff to talk about potential partnerships with foster youth</li> </ul>
	ID Greatest at-risk youth to have greatest impact	Staff		<ul style="list-style-type: none"> <li>• Comparison report - other Local Areas</li> </ul>
	2017 Y4 Conference	Janeth	11/17/17	<ul style="list-style-type: none"> <li>• Due to conflicts Y4 will be on 11/17/17.</li> <li>• Pre-event planning started. Tentative dates are 09/15/17 or 11/17/17.</li> </ul>
	RFP for WIOA Youth Programs for City of San Bernardino	Janeth	06/13/17	<ul style="list-style-type: none"> <li>• All contracts signed and packaged for BOS meeting on 06/13/17.</li> <li>• Recommendations to be presented at 05/17/17 Full board meeting and draft contracts being reviewed by county counsel</li> <li>• Youth ad hoc scheduled 04/19/17 to review recommendations</li> <li>• Readers conference 03/31/17 and Evaluations due 04/05/17</li> <li>• Proposals due 03/27/17</li> </ul>
	Contract Amendments	Janeth	06/13/17	<ul style="list-style-type: none"> <li>• All amendments signed and packaged for BOS meeting on 06/13/17.</li> <li>• Recommendations to be presented at 05/17/17 Full board meeting and draft contract amendments being reviewed by county counsel.</li> <li>• Youth ad hoc scheduled 04/19/17 to review recommendations.</li> <li>• Review process has started.</li> </ul>
	Monthly Activity Codes Meeting via Adobe Connect	Janeth	On-going	<ul style="list-style-type: none"> <li>• Scheduled 03/22/17, 04/26/17, 05/24/17, 06/21/17, 07/26/17, 08/23/17, 09/27/17, 10/25/17, 11/15/17, and 12/20/17.</li> </ul>



**San Bernardino County  
Workforce Development Board  
Youth Committee  
Agenda Item**

**MEETING DATE:** June 14, 2017

**ITEM:** (8)

**SUBJECT:** Branding Contest Workforce Innovation and Opportunity Act Youth Programs

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

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

**RECOMMENDATION:** Approve the recommendation of youth program staff to utilize "Generation: Go! Powered by San Bernardino County Workforce Development Board" as the branding name of the Workforce Innovation and Opportunity Act (WIOA) youth program.

**BACKGROUND:** This action will allow Workforce Development Department (WDD) to brand the WIOA youth program. This is action will help the WIOA youth program start to market itself as a world class youth program.

On May 8, 2017, an email was sent to the youth providers announcing the branding contest. The contest was open to all youth participants. On May 19, 2017, a reminder email was sent to the youth providers regarding the branding contest. Six entries were received, but two were disqualified as they were not original concepts. See below the entries that were accepted:

Youth Name	Youth Provider	What do you think the youth program should be called?	Why did you pick that name?
Shuvette Marshalls	Reach Out	Future's Generation	I picked that name because every generation is the future for a better life its update and better every year
Stephanie Pineda	Reach Out	Making your own dreams	Because your deciding your career and your own pathway to success.
Julissa Ponce	Reach Out	To the Future (TTF) Program	Learned this in church and has to do with the future to make it a good one
Neery Velozquez	Reach Out	Generation: Go	Just go for whatever your heart desires.

Generation: Go! is being recommended because it best reflects the energy of our youth and the dynamic services and supports provided by our contract partners that will ready our youth for exciting work and career opportunities. Generation: Go! is a versatile branding name that lends itself to exciting slogans and marketing tie-ins such as "Powered by San Bernardino County Workforce Development Board" and "Ready, Set, Go!" which communicate the energy and excitement of our developing world-class youth program.

**WDB Committee Action:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Affirmative:** \_\_\_\_\_ **Negative:** \_\_\_\_\_

**Abstention:** \_\_\_\_\_

**DATE:** \_\_\_\_\_