

**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, JUNE 15, 2016, 10:30 a.m.

MINUTES

1) Chair Called Meeting to Order at 10:30 am. Members introduced themselves. In attendance:

Committee Members Present

Tony Myrell
Phil Cothran
William Sterling
B.J. Patterson

Committee Members Absent

Robert Loeun
Jon Novack

Staff and Special Guests

Sandy Harmsen- Executive Director
Kristi Sandberg- Executive Secretary

Stephanie Murillo- Staff Analyst II
Fred Burks- Administrative
Supervisor II
Brad Gates- Deputy Director

CONSENT

Motion to approve Minutes of April 27, 2016 by William Sterling. B.J. Patterson second. Motion carried.

DISCUSSION

ITEM 3- Members discussed appointment of public members to WDB committees.

Committee chairs have ability to recruit committee members who are expertise in that committee field. Committee chair will gain concurrent agreement from WDB Chair regarding the appointment of potential public members.

William Sterling recommends checking with County Counsel regarding By-laws Section 5.01 if the WDB and standing committees take action on meeting dates. Committee Chairs will try to maintain established scheduled for committee meetings but if there is a conflict then they will find date and time that works with their schedule for their committee meetings. Executive Board members do prefer as much as possible to have all committee meetings on same day. Committee Chairs agree to follow Federal guidelines for public appointment to committees- "appropriate experience and expertise".

Phil Cothran motion to approve. Second by BJ Patterson. Motion carried.

ITEM 4- Consider Recommendation to the Workforce Development Board to Approve America's Job Centers of California System Memorandum of Understanding with Mandated Workforce Innovation and Opportunity Act Partners

Brad Gates recommends immediately begin working on Phase II of MOU once Phase I approved by BOS

Phil Cothran motion to approve. Second by William Sterling. Motion carried.

ITEM 5- Consider and Approve Recommendation to the Workforce Development Board that Staff be Authorized to Negotiate with DVT Marketing Enterprises for Event Planning and Coordination Services for the Annual Y4 Youth Event.

BJ Patterson motion to approve. Second by William Sterling. Abstention- Phil Cothran Motion carried.

ITEM 6- Consider and Approve Recommendation to the Workforce Development Board that Staff be Authorized to Negotiate with Monster Government Solutions for Youth Enhancement Services

William Sterling motion to approve. Second by BJ Patterson. Motion carried.

ITEM 7- Consider and Approve Director of Workforce Development Job Description

William Sterling motion to approve. Second by BJ Patterson. Motion carried.

INFORMATION

County Report given by Sandy Harmsen

Sandy's Retirement Dinner on July 29
Board Certification – Recertification received
SBETA update

Budget has been approved by the Board of Supervisors

PUBLIC COMMENT

There are no public comments at this time.

ADJOURNMENT

William Sterling motioned to adjourn. Second by BJ Patterson. Motion carried. Meeting adjourned at 11:42 a.m. The next WDB Executive Board Committee meeting is scheduled for Wednesday, July 13, 2016 at 10:30 am to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, Ca 92401.

Kristi Sandberg, Executive Secretary II