

EXECUTIVE BOARD MEETING

Workforce Development Board Executive Conference Room
Workforce Development Department Administration Office
290 North "D" Street, 6th Floor, San Bernardino, California

WEDNESDAY, JUNE 15, 2016, 10:30 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, 6th 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, 6th 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

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

10:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

- 1) Chair Call Meeting to Order

CONSENT

- 2) Approve Minutes of April 27, 2016 Special Executive Board Meeting

DISCUSSION

- 3) Discuss Public Member Appointment to Committees
- 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
- 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
- 6) Consider and Approve Recommendation to the Workforce Development Board that Staff be Authorized to Negotiate with Monster Government Solutions for Youth Enhancement Services
- 7) Consider and Approve Director of Workforce Development Job Description

INFORMATION

- 8) County Report given by Sandra Harmsen

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 92415-0041, 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, 6th 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.

**Workforce Development Board
EXECUTIVE BOARD MEETING**

Workforce Development Board Conference Room
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WEDNESDAY, APRIL 27, 2016, 11:30 a.m.

MINUTES

Chair Tony Myrell Called Meeting to Order at 11:35 a.m. In attendance:

Committee Members Present

Tony Myrell- Chair
Phil Cothran- Vice-Chair
William Sterling- Second-Vice Chair
B.J. Patterson- Chair, Youth
Committee
Jon Novack- Chair, Business &
Economic Development Committee

Committee Members Absent

Robert Loeun- Chair, Special
Populations Committee

Staff and Special Guests

Sandy Harmsen- Executive Director
Kristi Sandberg- Executive Secretary
Miguel McQueen- Deputy Director
Brad Gates- Deputy Director
Fred Burks- Administrative
Supervisor II

CONSENT

Item 2- Approve Minutes of April 20, 2016 Executive Board Meeting

William Sterling motion to approve. B.J. Patterson second. Motion carried.

DISCUSSION

Chair explained that the Ad Hoc committee is making a recommendation for Professional Communications and Media Services Vendor. Recommendation is to approve 20/20 Network.

Item 4- Consideration and Approval of Recommendation for Professional Communications and Media Services.

Consider and take action based on the recommendation from the Workforce Development Board's Ad Hoc Committee to approve funding in an amount not to exceed \$480,000, to provide Professional Communications and Media Services, for the period of July 1, 2016 through June 30, 2019, with the option to extend, two additional, one-year terms.

Recommended vendor is The 20/20 Network.

William Sterling motion to approve. B.J. Patterson second. Motion carried.

Item will be moved forward to the Board of Supervisors and then ratified at the July WDB meeting.

INFORMATION

There are no public comments at this time.

ADJOURNMENT

William Sterling motioned to adjourn. B.J. Patterson second. Motion carried. Meeting adjourned at 11:40 a.m. The next WDB Executive Board meeting is scheduled for Wednesday, June 15, 2015 to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, CA 92401.

Kristi Sandberg, Executive Secretary II

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: June 15, 2016

ITEM: (4)

SUBJECT: America's Job Center of California System Memorandum of Understanding with Mandated Workforce Innovation and Opportunity Act Partners

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Recommend that the Workforce Development Board (WDB) approve Phase I Memorandum of Understanding for the America's Job Center of California (AJCC) System between the WDB and the mandated Workforce Innovation and Opportunity Act (WIOA) AJCC partners.

BACKGROUND: WIOA requires that each Local Board develop and enter into memorandums of understanding (MOUs) with one-stop partners relating to the operation of the one-stop system. On January 20, 2016, the State of California Employment Development Department released Workforce Services Directive 15-12 (WSD15-12), requiring each local area to have at least one comprehensive AJCC (one-stop center) where job seekers and employers have access to the programs, services, and activities of required AJCC partners. WSD15-12 requires that each MOU address shared customers and services in Phase I MOU(s), and shared costs, including joint infrastructure funding, in Phase II MOU(s).

Phase I MOUs must be developed by June 30, 2016, while Phase II is due December of 2017. In a series of meetings, which began on April 8, 2016, the Phase I San Bernardino County AJCC System MOU was created in collaboration with 24 San Bernardino County agencies. Each party to the MOU had a hand in the development of the content and approved multiple drafts as they were completed. The final MOU draft has been approved for content by each partner and now awaits final signatures.

In accordance with WIOA and WSD15-12, the San Bernardino County AJCC System MOU addresses the vision and mission of the system, service delivery, shared technology and system security, access for individuals with barriers to employment, confidentiality, and a commitment to share costs and to continue the discussion on infrastructure and operational cost sharing.

Attached – Phase I San Bernardino County America's Job Center of California System Memorandum of Understanding

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: June 15, 2016

ITEM: (5)

SUBJECT: Recommend 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

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Recommend to the Workforce Development Board that Staff be authorized to negotiate with DVT Marketing Enterprises, Inc., to provide Event Planning and Coordination Services for the Annual Y4 Youth Event, for the period of August 10, 2016 through June 30, 2019, in an amount not to exceed \$450,000.

BACKGROUND: On November 4, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a Request for Qualifications (RFQ) to solicit potential vendors to provide the WIB with Event Planning Services for any events that the WIB and/or Workforce Development Department (WDD) may decide to host. In the past the WIB has used Event Planners to organize the annual Y4 Youth Event, Monster Government Solutions' (MGS) "Making Your Future Count Workshops", "Honoring Our Veterans Celebration", and numerous video presentations of the WIB and WDD staff.

On April 12, 2016, staff issued the RFQ on behalf of the newly developed Workforce Development Board (WDB), formally the WIB. The RFQ was posted on the County Purchasing ePro website. On April 25, 2016, two proposals were received (MGS and DVT Marketing Enterprises, Inc.) and were determined to be responsive to the RFQ criteria.

DVT proposed to provide full service Event Planning and Coordination Services to include but not limited to the following:

- Annual Y4 Youth Event
- Veteran's Fairs
- Adult and Dislocated Worker Job Training Events
- Enhancement Programs for both Adults and Youth
- Any other event the WDB and WDD would like to offer to the Community

Approval of this item is to recommend to the WDB that staff negotiate with DVT for the annual Y4 Youth Event only. The contract arising from such negotiations will be presented to the Executive Board for consideration and recommendation to the WDB at a later date. If the WDB wishes to contract with DVT to provide any additional Event Planning and Coordination Services, staff will come back to the WDB to get prior approval of any additional requested services.

The table below details the recommended annual funding to DVT to provide the annual Y4 Youth Event, for the period of August 10, 2016 through June 30, 2019.

Program Year	Amount
2016-2017	\$150,000
2017-2018	\$150,000
2018-2019	\$150,000
Total	\$450,000

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: June 15, 2016

ITEM: (6)

SUBJECT: Recommend to the Workforce Development Board that Staff be Authorized to Negotiate with Monster Government Solutions for Youth Enhancement Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Recommend to the Workforce Development Board that staff be authorized to negotiate with Monster Government Solutions, LLC, to provide Youth Enhancement Services, for the period of August 10, 2016 through June 30, 2019, in an amount not to exceed \$324,182.

BACKGROUND: On November 4, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a Request for Qualifications (RFQ) to solicit potential vendors to provide the WIB with Event Planning Services for any events that the WIB and/or Workforce Development Department (WDD) may decide to host. In the past the WIB has used Event Planners to organize the annual Y4 Youth Event, Monster Government Solutions' (MGS) "Making Your Future Count Workshops", "Honoring Our Veterans Celebration", and numerous video presentations of the WIB and WDD staff.

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MGS proposed to deliver their "Making Your Future Count Workshops" to adult and youth populations, consisting of presentations for Work Readiness, Career Development, Goal Setting and other relevant topics. On an annual basis, MGS will host over 80 workshops, and an additional four, Y4 Youth Event workshops, for over 800 participants. During Program Years 2010-2013, WDD contracted with MGS for the proposed Youth Enhancement Services, resulting in greater than 90% overall participant satisfaction.

Approval of this item is to recommend to the WDB that staff negotiate with MGS, to provide Youth Enhancement Services only. The contract arising from such negotiations will be presented to the Executive Board for consideration and recommendation to the WDB at a later date. If the WDB wishes to contract with MGS to provide any additional Youth Enhancement Services, staff will come back to the WDB to get prior approval of any additional requested services.

The table below details the recommended annual funding to MGS to provide Youth Enhancement Services, for the period of August 10, 2016 through June 30, 2019.

Program Year	Amount
2016-2017	\$104,427
2017-2018	\$108,010
2018-2019	\$111,745
Total	\$324,182