
Inland Empire Regional Collaborative
Riverside County Workforce Development Board
San Bernardino County Workforce Development Board

SlingShot Steering Committee Meeting Minutes
July 12, 2016

Riverside County Economic Development Agency/Workforce Development Center
1325 Spruce Street, Room 4A, Riverside, CA 92507

Members in Attendance

Jamil Dada (Host)	Phil Cothran	Mike Gallo	Francisca LeDoux Hernandez	Morris Myers	B.J. Patterson
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Members Absent

Tony Myrell	Will Sterling				
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Staff

Allison Barrie	Fred Burks	Carrie Harmon	Sandy Harmsen	Heidi Marshall	Miguel McQueen
Stephanie Murillo	Thi Kim Pham	Mariann Ruffolo			

Jamil Dada called the meeting to order at 1:35 p.m.

Introductions were made. Jamil said that there were no consent items.

Discuss and make recommendation of training providers from Request for Qualifications results.

Stephanie Murillo reported that a Request for Qualifications (RFQ) was released in April to 70 education entities across Riverside and San Bernardino Counties to provide qualifications to develop curriculum on demand for the SlingShot Initiative. Industry Champion businesses and staff from both counties reviewed the qualifications of the 17 training providers who responded to the RFQ. Stephanie said that of the 17 training providers that made proposals, five were deemed non-responsive and the other 12 are being recommended for approval. She handed out the list of recommended occupational/vocational training providers (Exhibit 1). The Committee discussed the process followed to solicit the RFQ. There was discussion about the geographic coverage of the 12 training providers and that only one community college was on the list. It was determined that of the 12 being recommended, only three providers operate in Riverside County.

The Committee considered options for the best way to proceed in order not to delay curriculum development and training, while also ensuring that training is accessible to customers in all areas of the two counties. Thi Pham said we are bound by each county's procurement process rules, and that to increase the number of training providers, a second procurement would be needed. After discussion, the Committee agreed that curriculum development could move forward with the 12 recommended training providers once they are approved, and the training providers selected through a second RFQ may develop curriculum and offer training once that procurement is completed and those providers are approved.

Prior to any motions, Mike Gallo and Morris Myers left the room to avoid any conflict of interest.

At 2:35 p.m. Phil Cothran made the motion that the SlingShot Steering Committee approve the list of 12 Occupational/Vocational Training Providers.

At 2:36 p.m. B.J. Patterson seconded the motion.

The motion was unanimously approved.

At 2:39 p.m. Francisca LeDoux Hernandez made the motion that the Riverside County EDA Workforce Division initiate and open a Request for Qualifications for 30 days to education entities in both Riverside and San Bernardino Counties in order to increase the number of SlingShot training providers.

Phil Cothran seconded the motion at 2:40 p.m.

The motion was unanimously approved.

Thi stated that if the 30 day timeline changes due to procurement requirements, that she will notify the Steering Committee.

Mike and Morris returned to the meeting.

Discuss the Draft Industry Sector Coordinator Position Description.

Stephanie handed out a draft of the Manufacturing Industry Coordinator Position Description (Exhibit 2) for the group to review. She told the Committee that there will be procurements for one Healthcare Industry Sector Coordinator and one Manufacturing Industry Sector Coordinator. She also stated that under the terms of the SlingShot agreement, the amount budgeted for each Coordinator position is \$100,000 and that the two Coordinators will serve until June 2017.

Committee members reviewed the position summary, scope of work, required qualifications and desired qualifications. Mike said that there were not enough technical skill requirements listed for the manufacturing position. He agreed to review the document and provide specific technical qualifications to this job description. Francisca asked Stephanie to send her the Healthcare Coordinator position description and said that she would add specific technical skill requirements to the position description and return it to Stephanie.

Discuss Next Industry Champions Meetings.

Stephanie said that the next Industry Champions meetings for Healthcare and Manufacturing will take place on Tuesday, July 19th. The main purpose of the meetings is to get feedback from businesses on what training(s) should be addressed first and which employers are currently hiring for those positions. Stephanie thanked Francisca for hosting the meetings at Riverside Medical Clinic. She also informed the group that John Baker would facilitate the two industry convenings.

How to Increase Business Engagement and Maintain Momentum.

Stephanie said that in addition to the small, committed group of employers who have attended the Industry Champions meetings, we need to increase business engagement. Miguel said that San Bernardino County's staff is making phone calls and reaching out to more businesses. Carrie said that Riverside County's Business Solutions team is also working to get more businesses to attend next week's meetings.

Update on California Workforce Development Board's (CWDB) June Statewide Convening.

Thi said that at CWDB's statewide convening for the SlingShot Initiative held in June, some of the marketing materials that were distributed featured interviews from two of the Inland Empire's Industry Champions, Wendy Petras from Mag Instrument and Angel Sanchez from Phenix Technology.

Thi asked whether it would be helpful to schedule the rest of the SlingShot Steering Committee meetings. The members agreed this would be beneficial.

The meeting was adjourned at 3:02 p.m.

Exhibit 1

SlingShot Recommended Occupational/Vocational Training Providers

1. **American College of Healthcare** (Healthcare) – Provides entry level healthcare education with demonstrated gainful employment after graduation. Has a team to create curriculum.

Main office location: 4021 Rosewood Ave., Los Angeles, CA 90004

Training facilities: 3130 E. Sedona Ct., Ontario, CA 91764

3680 E. Imperial Hwy., Suite 500, Lynwood, CA 90262

4021 Rosewood Ave., Los Angeles, CA 90004

151 Innovation Dr., Irvine, CA 92617

1200 N. Magnolia Ave., Anaheim, CA 92801

2. **Brandman University** (Healthcare and Manufacturing) – Employs a structured lifecycle development plan to identify stakeholder need and quickly develop curriculum with subject matter experts in the field. Rapid response in developing cutting-edge industry requested curriculum. Programming in soft skills awarded Leadership 500 Excellence Award.

Main office location: 6355 Laguna Canyon Rd., Irvine, CA 92618

Training facilities: 3990 Concoors St., Suite 100, Ontario, CA 91764

3550 Vine St., Suite 200, Riverside, CA 92507

7460 Mission Valley Rd., San Diego, CA 92108

3. **Chaffey College** (Manufacturing) – Regional InTech Center focused on advanced manufacturing applications. Provides industry recognized credentials for: NCCER, OSHA, EPA, IFMA in Industrial Mechanical, Electrical and Instrumentation; Control Systems Technology; Pre-Engineering and Design; Electrical Bootcamp; Mechanical Bootcamp; Entrepreneurship and Six Sigma. Placement rate of 85%.

Main office location: 5885 Haven Ave., Rancho Cucamonga , CA 91737

Training facilities: 9400 Cherry Ave., InTech Center, Fontana, CA 92335

4. **Colton-Yucaipa-Redlands ROP** (Healthcare and Manufacturing) – Provides training for careers in Nutrition and Wellness, Medical Administrative Front Office, Medical Terminology, Pharmacy Technician, Sports Medicine and Therapy, Welding, CNA, Emergency Responder. Curriculum development process includes environmental scan and analysis of current economic conditions in the region along with input from local employers. 2,345 jobs secured by students participating in CRY-ROP programs in last 3 years.

Main office location: 1214 Indiana Ct., Redlands, CA 92375

Training facilities: 1214 Indiana Ct., Redlands, CA 92375

Exhibit 1

5. **HealthStaff Training Institute** (Healthcare) – Provides training in 7 courses in Allied Health Field: Drug and Alcohol Counseling (CCAPP approved curriculum leading to State licensure), Clinical and Administrative Medical Assisting, Medical Billing and Coding, Computerized Office & Accounting, Phlebotomy Technician. Students pre-screened during enrollment for skills assessment, background checks, live scans, and drug tests. Placement rate for programs are 70% or higher.
Main office location: 1970 Old Tustin Ave., Suite C, Santa Ana, CA 92705
Training facilities: 601 S. Milliken Ave., Suite A, Ontario, CA 91761
28671 Calle Cortez, Suite F, Temecula, CA 92590
6. **Loma Linda University** (Healthcare) – Provides training for medical scribes, promotores de salud, medical and dental assistant. New facility in the city of San Bernardino. Engages with major partners. Both a trainer and an employer. Anticipate that 80% of trainees will complete program and 60% will be placed, based on past placement rate.
Main office location:
11060 Anderson St., Magan Hall, Loma Linda, CA 92350
Training facilities: 11060 Anderson St., Magan Hall, Loma Linda, CA 92350
7. **Mission Career College** (Healthcare and Manufacturing) – Expertise in curriculum development as a result of in-demand industry sector needs. Curriculum is customized and developed using integrated course design model, considering the learning goals, teaching style/technique, the learning activities necessary with the goal in mind, and feedback and assessment. Meets 70% placement rate benchmarks.
Main office location: 3975 Jackson St., Suite 300, Riverside, CA 92503
Training facilities: 2211 Hunts Ln., Suite R, San Bernardino, CA 92408
24630 Washington Ave., Suite 102, Murrieta, CA 92562
8. **New Horizons** (Healthcare and Manufacturing) – Authorized trainer for 14 industry-recognized software and certification organizations. Ability to customize curriculum development. Average placement rate is 75%.
Main office location:
1900 S. State College Blvd., Ste 100, Anaheim, CA 92806
Training facilities:
451 E. Vanderbilt Way, Ste 250, San Bernardino, CA 92408
333 N. Glenoaks Blvd., Suite 400, Burbank, CA 91502
100 Corporate Pointe, Suite 270, Culver City, CA 90230
7480 Miramar Rd., Suite 202, San Diego, CA 92126
9. **Porcelynne's Fabric Boutique** (Manufacturing) – School for fashion design, with training in sewing manufacturing, including industrial machine operation, quality

Exhibit 1

control and production work flow. Launching full design and manufacturing program in August of 2016.

Main office location: 461-D Tennessee St., Redlands, CA 92373

Training facilities: 461-D Tennessee St., Redlands, CA 92373

10. **QPE Technical Institute** (Manufacturing) – Provides training in Computer Numerical Control (CNC); Computer Aided Design / Computer Aided Manufacturing (CAD/CAM); Dimensional Metrology (and others). Training on-site or at a training center. Incumbent worker training.

Main office location: 1557 N. Gemini Place, Anaheim, CA 92801

Training facilities: 1557 N. Gemini Place, Anaheim, CA 92801

11. **REACH** (Healthcare) – Provides training in Personal Care Aid; Certified Nursing Assistant and Home Health Aide, Acute Care Nursing Assistant and Restorative Nursing Assistant, and Telemetry Technician Monitoring. Specializes in curriculum development. Average placement rate of 82%.

Main office location:

9375 Archibald Ave., Suite 108, Rancho Cucamonga, CA 91730

Training facilities: 15800 Main St., Suite 120, Hesperia, CA 92345

12. **Technical Employment Training** (Manufacturing) – Provides machinist and construction training. Experienced in curriculum development, manufacturing, and program implementation. Develops curriculum when the need arises for high technology demand sectors and brings in advisory teams for input and demands of programs. 74% placement rate of those that completed.

Main office location: 194 N Leland Norton Way, San Bernardino, CA
92408

Training facilities: 194 N Leland Norton Way, San Bernardino, CA
92408

Exhibit 2

Qualifications Manufacturing Industry Coordinator

The Workforce Innovation and Opportunity Act (WIOA) emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The Inland Empire Regional Collaborative's (IERC) Job-Driven SlingShot Initiative is a regional effort to address income mobility by convening and engaging industry sector leaders and education and training providers to align business needs with workforce training in demand industry sectors. The IERC envisions a system that effectively engages the business community and directs training resources based on employer feedback and regional demand that significantly improves economic outcomes and income mobility for the Inland Empire.

POSITION SUMMARY

The SlingShot Industry Coordinators will serve as regional technical experts for talent development in the assigned industry sector with the primary goal of establishing a pipeline of educated and/or skilled workers that will meet the immediate and future needs of the Advanced Manufacturing industry and support growth in the industry throughout the Inland Empire region.

The San Bernardino County and Riverside County Workforce Development Boards (WDBs) are seeking an Industry Sector Coordinator in the field of Advanced Manufacturing that has the ability to provide the following services:

SCOPE OF WORK

1. Serve as the primary liaison for employers, industry councils, regional Workforce Development Boards (WDBs), staff, education/training providers, economic development agencies and the Inland Empire Regional Collaborative (IERC) Steering Committee for the assigned industry sector.
2. Provide technical support to the IERC SlingShot project.
3. Conduct industry and occupation analysis.
4. Visit businesses throughout the Inland Empire region with the purpose of SlingShot and WDB engagement.
5. Present data, information, study findings, strategies and recommendations to IERC Steering Committee, Riverside County Workforce Development Board, San Bernardino Workforce Development Board, senior management and staff, employers, industry councils/groups and education providers to inform the development of Workforce and/or Economic Development programs, policies, processes and budgets.
6. Perform project management work by managing, coordinating and directing development of industry-specific talent development projects.
7. Engage businesses within the industry sector to identify talent gaps and challenges.
8. Lead industry stakeholder teams to address identified gaps and industry challenges.
9. Engage the regional WDBs to develop strategies for using available resources to meet industry sector occupational needs.

Exhibit 2

10. Work in collaboration with industry-specific training, education and employment placement programs, businesses, industry associations and other industry specific stakeholders to design and implement strategies and programs that meet industry specified occupational needs.
11. Convene industry stakeholders to develop and implement strategies that promote talent development opportunities within the specified industry including strategies to train incumbent workers.
12. Prepare and communicate status reports for key stakeholders including business, education/training, the WDB's and economic development agencies.
13. Research and evaluate funding opportunities for new and existing workforce development initiatives.
14. Develop applications and proposals for new funding in collaboration with other stakeholders, workforce regions, industry representatives and education partners.
15. Facilitate partnerships that foster and promote positive working relationships with local businesses, education providers, community-based organizations and workforce development centers.
16. Participate in regional industry sector workgroups and task forces.
17. Foster long term relationships with key employers, industry groups and education providers.

REQUIRED QUALIFICATIONS

- **Experience** - Substantial experience (five years or more) and expertise within the Advanced Manufacturing/Manufacturing industry
- **Interpersonal Skills** – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, and other internal/external customers/stakeholders to accomplish the organization's mission. Adapts approaches to different people and situations.
- **Administration and Management** – Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.
- **Oral Communication** – Clearly communicates and explains agency/departmental policies and communicates information about the assigned functional area's activities to peers, higher level managers, administrative staff of other organizations, internal and external customers, and other stakeholders.
- **Written Communication** – Independently composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.
- **Self-Direction** – Understands scope of work and sets goals to achieve specified outcomes within designated timeframes. Takes the initiative in guiding discussions and implementing ideas, systems, or policies that affect industry sector partnerships. Manages time efficiently, encourages feedback, and invests in self-development.
- **Planning and Evaluating** – Establishes objectives and strategies for accomplishing industry sector outcomes. Identifies required resources, and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that policies are being implemented and adjusted as necessary to accomplish the organization's mission.

Exhibit 2

- **Knowledge, Skills and Abilities -**
 - Knowledge of survey techniques and other methods of program evaluation including statistical analysis and presentation.
 - Knowledge of varied sources of occupational, industrial, and labor market information and methods of collecting such information.
 - Knowledge of occupational and industrial classification systems.
 - Ability to diagnose organizational needs, integrate data into new formulations and to draw inferences from them, and arrive at possible solutions.
 - Ability to cultivate business relationships and inspire confidence and gain cooperation of customers and others.

DESIRED QUALIFICATIONS

- **Information Management** – Identifies a need for and knows where or how to gather, maintain and analyze industry and labor market information.
- **Organizational Awareness** – Knows the organization’s mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.
- **Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.
- **Leadership** – Initiates and sustains action to accomplish the goals related to industry sector partnerships by guiding and motivating others and gaining the confidence and active support of subordinates, peers, and internal and external customers/stakeholders. Achieves voluntary commitment to shared values and goals, and adapts leadership style to different situations.
- **Team Building** – Encourages and facilitates cooperation and open communication, promotes team work at all levels within a functional area, cooperates with staff, higher-level managers, peers, and internal and external customers/stakeholders to accomplish industry sector goals.
- **Conflict Management** – Constructively manages confrontations, disagreements, complaints, and grievances among stakeholders and peers. Works with staff, higher-level managers, peers and other internal and external customers/stakeholders to identify areas of agreement and joint action.
- **Education** – Baccalaureate Degree in Business Administration, Economics, Marketing, Finance, Urban Planning, Real Estate or related industry related field.