

**Workforce Development Board  
EXECUTIVE BOARD MEETING**

Workforce Development Board Conference Room  
Workforce Development Department Administration Office  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

WEDNESDAY, JULY 12, 2017, 8:30 p.m.

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>
Tony Myrell (Chair)	X
Phil Cothran (Vice Chair)	X
William Sterling (Second Vice Chair)	X
Robert Loeun	X
Jon Novack	
B.J. Patterson	X
<b>Staff to WDB</b>	<b>Present</b>
Gina Beltran	X
Sandy Harmsen	
Reg Javier	

<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
James Johnson	X
Miguel McQueen	
Stephanie Murillo	X
Mariann Ruffolo	X
Madeline Tsang	
Nidia Vargas	X

**OPENING**

Chair called meeting to order at 8:32 am

Chair called for a motion to adopt the agenda. B.J. Patterson motioned and William Sterling seconded. None opposed; motion carried.

**CONSENT**

**ITEM 2- Motion to approve Minutes from June 14, 2017 Meeting**

Chair called for a motion to approve the minutes from the June 14, 2017 meeting. William Sterling motioned and B.J. Patterson seconded. None opposed; motion carried.

**DISCUSSION**

**ITEM 3- One Stop Operator Workplan**

Angela Gardner presented the draft workplan and what the deliverables will be under the One-Stop Operator contract. She will officially present the workplan for recommendation for approval at the August 9, 2017 Executive Board meeting then for final approval at the August 16, 2017 Full Board meeting.

**ITEM 4 – Next Steps on Executive Board Strategic Action Goals**

Mariann Ruffolo presented, giving updates on each item from the spreadsheet. She reported that the Regional Plan was approved by the State. The Local plan had one question from the State about the One Stop Operator procurement and Workforce staff submitted an updated plan in response. All local area plans are going for final approval to the State Board in August 2017.

Fourteen of the twenty-eight signatures needed have been collected from AJCC System MOU partners for the Phase II MOU.

There was discussion on the 2016 retreat goals and on what this Board would like to see on the spreadsheet moving forward. The Board decided to remove some of the 2016 goals and add the new goals from the 2017 retreat.

**INFORMATION**

**ITEM 5 – Legislative Update**

Maral Hernandez presented, providing a handout with Trailer Bills that have been signed and reviewed it with the Board.

**ITEM 6 – AJCC Certification**

Mariann Ruffolo presented and provided a handout on the AJCC Certification process, a new requirement under Workforce Innovation Opportunity Act (WIOA). The Board reviewed the baseline and hallmarks of excellence certification timelines outlined on the handout. The West Valley AJCC will be the focus of certification at this time, because it is the Comprehensive Center.

### **ITEM 7 – PR Report by 20/20 Network**

Steve Lambert presented, providing a handout with current media hits and articles. He noted Lynne Kennedy put a reference to the Chmura report on the Inland Valley Daily Bulletin. The East Valley job fair event was a big hit on social media. Steve reviewed the most recent version of the WDB Newsletter with the Board and the Board would like to see it go out as an email blast. Steve will work on getting this out within the next week or two.

### **ITEM 8 – County Report**

Mariann Ruffolo presented, first highlighting the East Valley job fair that took place at the San Bernardino National Orange Show. There were 69 employers present and 774 people in attendance. Of those people who attended, 28% left with interviews and 30% were currently employed and looking for their next job. It was noted that the majority of the people who attended the job fair came dressed for an interview and were prepared with their resume. Business Services will be hosting another job fair in September in the West End and the High Desert will have a job fair in October. Both of these events will be advertised on social media.

Staff are working with Riverside County to figure out a better way to streamline the sharing of regional funds such as SlingShot. Any ideas or recommendations will go to the Executive Board first.

With regard to the business consultant contracts, there is one vendor who is not able to continue. Z-CO has decided not to continue their contract. It could be due to a logistics standpoint since they are located in Colorado.

Staff participating in the Department of Labor's Customer-Centered Design initiative was selected to go to DC. The San Bernardino County team has been focusing on improvements for the AJCC lobbies, streamlining and improving customer access.

There will be Workforce Development Department (WDD) staffing changes. James Johnson, Business Services Manager will be leaving this Friday, July 14, 2017 due to a promotion. Curtis Compton will be the Interim Business Services Manager and Darren Cook will be the Interim Supervisor. Stephanie Murillo has been promoted to Administrative Supervisor I and will work on regional initiatives with Riverside County. Effective July 1, 2017, the roles of the WDD Deputies has changed. Mariann Ruffolo will be over adult and youth programs and the AJCCs and Miguel McQueen will take over the Administration duties. The Business Services and Fiscal units report directly to Reg Javier.

Gina Beltran reported there have been some Outlook issues and in an attempt to resolve some of the confusion on calendar invites, she reminded the group that any official calendar invite or cancellation for a meeting will come from her. If anyone receives an Outlook invite or cancellation that is not from her, disregard and let her know. She will continue to send reminder emails as a way to track and monitor for quorum.

### **PUBLIC COMMENT**

There were no public comments.

### **ADJOURNMENT**

Chair called for a motion to adjourn. William Sterling motioned and B.J. Patterson seconded. None opposed; motion carried.

Meeting adjourned at 10:00 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, August 9, 2017 at 8:30 a.m. 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