

**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, JULY 13, 2016, 10:30 a.m.

MINUTES

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

Committee Members Present

Tony Myrell
Phil Cothran
William Sterling
Robert Loeun
Jon Novack

Committee Members Absent

B.J. Patterson

Staff and Special Guests

Sandy Harmsen- Executive Director
Kristi Sandberg- Executive Secretary

Stephanie Murillo- Staff Analyst II
Fred Burks- Administrative
Supervisor II
Mariann Ruffolo- Deputy Director

CONSENT

Motion to approve Minutes of June 15, 2016 by William Sterling. Phil Cothran second. Motion carried.
Abstentions:Jon Novack and Robert Loeun.

DISCUSSION

ITEM 3- Discuss Workforce Development Board Draft Mission Statements

Two versions of mission statement as developed at Strategic Planning meeting were presented

- a) Version 1- "Develop economic and employment opportunities for businesses, employees, and job seekers by creating partnerships and providing services"
- b) Version 2- "San Bernardino County Workforce Development Board develops and promotes economic and employment opportunities for businesses, employees and job seekers by understanding emerging economic trends, listening to employers, encouraging and creating partnerships, encouraging innovation and providing services in a caring manner."

Members discussed both versions of mission statement. Tony Myrell recommended that PR assist with final development of Mission statement. Phil Cothran motion to have 20/20 PR work on draft mission statement. Robert Loeun second. William Sterling oppose. Motion carried.

ITEM 4- Discuss Strategic Planning Meeting Summary and Committee Assignments

Sandy explained draft chart of groups/action steps/ milestones and committee assignments.

Groups 1, 3, and 5- members agreed with committee assignment(s)

Group 2- Sandy explained staff cannot be directly involved with discussions pertaining to 501c3

Group 4- members agreed with committee assignment with EDBR as primary lead committee

Group 6- members discussed topic and agreed to move this topic from EDBR to Exec

Members discussed definition of "Incubator" program/event and its relevance to work of the board.

Public comment on item 4: Ken Boshart- relates to getting more capital in County (investors/bankers)- a Forum where people with ideas can present- Ken mentioned that members interested in could attend similar events to gather information to help clarify objective and purpose for this Board's direction- (outcome would be tracking results of people obtaining capital from investors or banks after presenting)-

Jon Novack suggested Exec researching for other County agencies/organizations who are working with "start ups", etc.

Tony suggests calling "task forces" within the Committees assigned to work on topics and how to handle WDB members who may not be on specific committee but are passionate about topic.

Ask Sophie if WDB members not on a specific committee can still be assigned to a task force.

Will Sterling motioned to approved. Robert Loeun second. Motion carried.

ITEM 5- Discuss Recommendation to Approve a List of Twelve Occupational/Vocational Training Providers for the Inland Empire SlingShot Initiative

Tony and Sandy provided brief summary of history of process for selection of recommended SlingShot training provider list. Process included a thorough review of training providers by Business Industry Champions.

Providers can provide training in both counties.

Phil Cothran motioned to approve. Robert Loeun second. Motion carried.

ITEM 6- Discuss Ad Hoc Committee for Marketing/Public Relations

Sandy explained that in the past an Ad Hoc of the Exec. has met with staff to help provide direction and focus for PR work. Tony called for volunteers- Jon Novack and Phil Cothran and William Sterling and Tony Myrell.

Phil Cothran motioned to approve. William Sterling second. Motion carried.

ITEM 7- Discuss recommendation to approve the release of the Requests for Qualifications for a Manufacturing Industry Sector Coordinator and a Healthcare Industry Sector Coordinator under the Job-Driven Training SlingShot Initiative

Sandy explained that the Sector Coordinators will provide oversight of the trainings, coordinate meetings. SlingShot Steering Committee recommended that more detail was needed for qualifications for the coordinators. Tony clarified that this item is only to approve the release of the RFQ and that the positions are being paid out of the SlingShot funding from State and not out of WDB budget.

William Sterling motion. Phil Cothran second. Motion carried.

INFORMATION

Budget Report given by Madeline Tsang

Madeline reviewed the County of San Bernardino Workforce Investment Board Year-to-Date Expenditure Report as of May 31, 2016. Madeline explained that County finalizes June reports at end of July.

Sandy pointed out the "J" column is important to review at Fiscal Year End- also great management of Admin costs which are under 10%

County Report given by Sandy Harmsen

Four new hires at Admin- Mariann, James, Shellie, Nidia

New WIOA Regulations- Stephanie provided the top points (handouts) and Sandy reviewed bullet points with members

-procurement: Sandy recommends hiring a contract one-stop operator (procurement is not required for Career Services)

-delivery of adult & dislocated worker activities

-performance

-standing youth committees

-youth program design, elements, parameters

PUBLIC COMMENT

There are no public comments at this time.

ADJOURNMENT

William Sterling motioned to adjourn. Second by Phil Cothran. Motion carried. Meeting adjourned at 12:16 p.m. The next WDB Executive Board Committee meeting is scheduled for Wednesday, August 10, 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