

**Workforce Development Board**  
**SPECIAL POPULATIONS COMMITTEE 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 13, 2016, 1:30 p.m.

**MINUTES**

1) Chair Called Meeting to Order at 1:52 pm. Members introduced themselves. In attendance:

**Committee Members Present**

Robert Loeun  
Vince Toms  
Joseph Williams  
Tamica Fouts-Rachal  
William Sterling  
Pauline Pina  
Jonathan Weldy  
Phil Cothran  
Laurie Stalnaker  
Audrey Mathews

**Committee Members Absent**

Cherilyn Greenlee  
Tony Myrell  
Enrique Martinez

**Staff and Special Guests**

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

Chair shared vision for Committee

- Initial focus population groups: disabled, veterans, homeless, ex-offender
- Outreach to include
  - Tracking those who receive training
  - Soft-skills training
  - Identifying populations who need training
  - Identify barriers to employments for special populations
  - Placement of services
  - Work experience/OJT
  - CORE training- short & long-term

Sandy also mentioned

- Identify populations to serve and needs
- Identify services to be provided for these populations
- Committees have smaller "task forces" to do research and bring back ideas to committee so recommendations can be made to full WDB about programs and funding

**CONSENT**

There were no consent items including Minutes as this is the first meeting of the Workforce Development Board Special Populations Committee meeting.

**DISCUSSION**

Members provided feedback to Chair's vision:

- Needs for disability clients are very specific and so training needs to be specific and individualized
- Important for organizations to partner and share resources to "fill in gaps"
- Recommendation made to utilize business service team to help better connect with employers
- Importance of training the employers
- Recommendation for DOR training at AJCCs
- WINDMILL training for Riverside and San Bernardino Counties
- Suggestion for small scale job fair/employment placement using "job placement circles"
- Suggestion to utilize state board (CWDB) policy regarding policy experts participation at meetings
- Track clients served to see if represented needs are being met
- No "special" funding for serving special populations- 30% of adult/dislocated is for training
- Request for a report of self-identified special population clients who are being served
- Recommended that committee members work with populations they have a passion for

- Recommend community inventory (asset mapping) in each of the focus segments (disabled, veterans, homeless, ex-offender) so committee can review and identify gaps
- Tamica Fouts-Rachal offered to provide data since it may be different from AJCC data
- Importance of training for AJCC staff to adequately handle influx of special population clients
- Suggestion of checking with vendors to display assistive technology equipment in offices
- Challenges working with veterans

#### **INFORMATION**

County Report given by Sandy Harmsen  
Four new hires at Admin- Mariann, James, Shellie, Nidia

#### **PUBLIC COMMENT**

There were no public comments at this time.

#### **ADJOURNMENT**

William Sterling motioned to adjourn. Second by Laurie Stalnaker. Motion carried. Meeting adjourned at 2:53 p.m. The next WDB Special Populations Committee meeting is scheduled for Wednesday, August 10, 2016 is to be held at WDD Admin, 290 N. "D" Street, 6<sup>th</sup> Floor, San Bernardino, Ca 92401.

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Kristi Sandberg, Executive Secretary II