

EXECUTIVE BOARD MEETING

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

WEDNESDAY, JULY 13, 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 June 15, 2016 Executive Board Meeting

DISCUSSION

- 3) Discuss Workforce Development Board Draft Mission Statements
- 4) Discuss Strategic Planning Meeting Summary and Committee Assignments
- 5) Discuss Recommendation to Approve a List of Twelve Occupational/Vocational Training Providers for the Inland Empire SlingShot Initiative
- 6) Discuss Ad Hoc Committee for Marketing/Public Relations
- 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

INFORMATION

- 8) Budget Report
- 9) 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
Workforce Development Department Administration Office
290 North "D" Street, 6th Floor, San Bernardino, California

WEDNESDAY, JUNE 15, 2016, 10:30 a.m.

MINUTES

10) Chair Called Meeting to Order at 10:30 am. Members introduced themselves. In attendance:

Committee Members Present

Tony Myrell
Phil Cothran
William Sterling
B.J. Patterson

Committee Members Absent

Robert Loeun
Jon Novack

Staff and Special Guests

Sandy Harmsen- Executive Director
Kristi Sandberg- Executive Secretary

Stephanie Murillo- Staff Analyst II
Fred Burks- Administrative
Supervisor II
Brad Gates- Deputy Director

CONSENT

Motion to approve Minutes of April 27, 2016 by William Sterling. B.J. Patterson second. Motion carried.

DISCUSSION

ITEM 3- Members discussed appointment of public members to WDB committees.

Committee chairs have ability to recruit committee members who are expertise in that committee field. Committee chair will gain concurrent agreement from WDB Chair regarding the appointment of potential public members.

William Sterling recommends checking with County Counsel regarding By-laws Section 5.01 if the WDB and standing committees take action on meeting dates. Committee Chairs will try to maintain established scheduled for committee meetings but if there is a conflict then they will find date and time that works with their schedule for their committee meetings. Executive Board members do prefer as much as possible to have all committee meetings on same day. Committee Chairs agree to follow Federal guidelines for public appointment to committees- "appropriate experience and expertise".

Phil Cothran motion to approve. Second by BJ Patterson. Motion carried.

ITEM 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

Brad Gates recommends immediately begin working on Phase II of MOU once Phase I approved by BOS

Phil Cothran motion to approve. Second by William Sterling. Motion carried.

ITEM 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.

BJ Patterson motion to approve. Second by William Sterling. Abstention- Phil Cothran Motion carried.

ITEM 6- Consider and Approve Recommendation to the Workforce Development Board that Staff be Authorized to Negotiate with Monster Government Solutions for Youth Enhancement Services

William Sterling motion to approve. Second by BJ Patterson. Motion carried.

ITEM 7- Consider and Approve Director of Workforce Development Job Description

William Sterling motion to approve. Second by BJ Patterson. Motion carried.

INFORMATION

County Report given by Sandy Harmsen

Sandy's Retirement Dinner on July 29

Board Certification – Recertification received

SBETA update
Budget has been approved by the Board of Supervisors

PUBLIC COMMENT

There are no public comments at this time.

ADJOURNMENT

William Sterling motioned to adjourn. Second by BJ Patterson. Motion carried. Meeting adjourned at 11:42 a.m. The next WDB Executive Board Committee meeting is scheduled for Wednesday, July 13, 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

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

MEETING DATE: July 13, 2016

ITEM: (5)

SUBJECT: SlingShot Occupational/Vocational Training Providers

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Recommend the approval of a list of twelve Occupational/Vocational Training Providers for the Inland Empire SlingShot Initiative.

BACKGROUND: The San Bernardino County Workforce Development Board and the Riverside County Workforce Development Board formed the Inland Empire Regional Collaborative (IERC) and created the Job-Driven Training SlingShot Initiative in 2014. The IERC's goal is to effectively engage the business community and direct training resources based on employer feedback and regional demand. In collaboration with employers, the IERC will develop vocational and on the job training opportunities that meet the specific need of these industries. It is IERC's belief that business engagement in each step of the training process will result in more successful employment outcomes for training participants. Aligning business needs with workforce training ensures employers have qualified pools of candidates.

After a series of meetings with industry leaders from manufacturing and healthcare, the IERC established a Scope of Work for training providers that will meet the need of the Inland Empire Region.

On April 12, 2016, the Workforce Development Department (WDD) released a Request for Qualifications (RFQ) for training providers that can provide vocational/occupational skills training in local selected priority sectors (Healthcare and Manufacturing) that lead to industry-recognized post-secondary credential/certificate, opportunities for work experience, and competencies and skills recognized by employers in the Inland Empire. The RFQ sought training providers with the ability to provide timely development that meets the needs of selected in-demand industry sectors, based on feedback provided directly from industry employers, WDB Industry Sector Coordinators, and other WDB experts.

On April 29, 2016, WDD received 17 Statements of Qualifications (SOQ) in response to the RFQ. The SOQs were reviewed by a team of industry leaders, and twelve training providers are recommended to be placed on a list of organizations that can develop curriculum when the need is determined.

The following providers are recommended:

- American College of Healthcare (Healthcare)
- Brandman University (Healthcare and Manufacturing)
- Chaffey College (Manufacturing)
- Colton-Yucaipa-Redlands ROP (Healthcare and Manufacturing)
- HealthStaff Training Institute (Healthcare)
- Loma Linda University (Healthcare)
- Mission Career College (Healthcare and Manufacturing)
- New Horizons (Healthcare and Manufacturing)
- Porcelynne's Fabric Boutique (Manufacturing)
- QPE Technical Institute (Manufacturing)
- REACH (Healthcare)
- Technical Employment Training (Manufacturing)

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

MEETING DATE: July 13, 2016

ITEM: (7)

SUBJECT: Requests for Qualifications for Industry Sector Coordinators

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Recommend the approval to release the Requests for Qualifications for a Manufacturing Industry Sector Coordinator and a Healthcare Industry Sector Coordinator.

BACKGROUND: The San Bernardino County Workforce Development Board and the Riverside County Workforce Development Board formed the Inland Empire Regional Collaborative (IERC) and created the Job-Driven Training SlingShot Initiative in 2014. The IERC's goal is to effectively engage the business community and direct training resources based on employer feedback and regional demand. In collaboration with employers, the IERC will develop vocational and on the job training opportunities that meet the specific need of these industries. It is IERC's belief that business engagement in each step of the training process will result in more successful employment outcomes for training participants. Aligning business needs with workforce training ensures employers have qualified pools of candidates.

In order to enhance the work done by the IERC and to strengthen plans that reflect industry priorities and solutions, and to establish a clear pathway to sustainability for the SlingShot Initiative, Industry Sector Coordinators will be hired on contract. The IERC will contract with two Industry Sector Coordinators, one for the manufacturing industry and one for healthcare. These Coordinators will act as liaisons between the Steering Committee, workforce boards, industry champions, educational entities, Deputy Sector Navigators, and other individual employers. They will offer continuing feedback and establish relationships that will assist in the sustainability of the IERC's project. Working as a catalyst, the Coordinators will work with industry to improve growth and economic stability within the region.

The Request for Qualifications will seek a candidate with substantial experience in the industry, knowledge of planning, coordination, and execution of business functions, good oral and written communication, a high level of interpersonal skills, and the ability to work in a self-directed environment.