

# ECONOMIC DEVELOPMENT & BUSINESS RESOURCE 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, SEPTEMBER 14, 2016, 1:30 p.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, 6<sup>th</sup> 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, 6<sup>th</sup> 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

WIB 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

1:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE

### OPENING

- 1) Chair Call Meeting to Order and Pledge of Allegiance
- 2) Member Introductions

### CONSENT

- 3) Approve Minutes of August 10, 2016 Economic Development and Business Resource Committee Meeting

### DISCUSSION

- 4) Discuss Business Surveys
- 5) Discuss Next Steps on Economic Development and Business Resource Committee Strategic Action Items

### INFORMATION

- 6) Ashley Furniture Update given by James Johnson
- 7) County Report given by Miguel McQueen

### PUBLIC COMMENT

### ADJOURNMENT

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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, 6<sup>th</sup> 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, 6<sup>th</sup> 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.

**San Bernardino County  
Workforce Development Board  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** September 14, 2016

**ITEM:** (3)

**SUBJECT:** Approve Minutes of August 10, 2016 Economic Development and Business Resource Committee Meeting

**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department (WDD)

**CONSENT**  **DISCUSSION** \_\_\_\_\_ **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve Minutes of August 10, 2016 Economic Development and Business Resource Committee Meeting

**BACKGROUND:** See attached Minutes

**Workforce Development Board**  
**ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE MEETING**

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

WEDNESDAY, AUGUST 10, 2016, 1:30 p.m.

**MINUTES**

- 8) Chair Called Meeting to Order at 1:31 pm. John Andrews led members in the Pledge of Allegiance. Members introduced themselves. In attendance:

**Committee Members Present**

Jon Novack  
Tony Myrell  
William Sterling  
Audrey Mathews  
John Andrews  
Laurie Stalnaker  
Mike Gallo  
Terry Klenske

**Committee Members Absent**

Phil Cothran  
Anita Tuckerman

**Staff and Special Guests**

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

**CONSENT**

**ITEM 3 Approve Minutes of July 13, 2016 Economic Development and Business Resource Committee Meeting**

John Andrews motioned to approve. Second by Mike Gallo. Motion carried.

**DISCUSSION**

**ITEM 4 Discuss Business Services Reports**

James Johnson, Business Services Manager presented monthly totals and business expansion information. Members briefly discussed reasons companies are leaving California

- Members requested definition of business visits, and total visits, track "new visits"
- Jon asked about survey data and trend lines on survey questions- members desire to see measurable outcomes
- Members would like to see results in actionable material that can be taken to Sacramento
- Members should have role in development of surveys and those surveyed should become WDB customer base

**ITEM 5 Discuss Next Steps on Economic Development and Business Resource Committee Strategic Action Items**

Mariann explained strategic plan documents

- Jon updated committee about strategic alliances- contacts made with City and Chamber of Ontario and collaborating with them on workshops and workforce activities to bring alignment across the organizations

**INFORMATION**

**Special Presentation** Laurie Stalnaker and Labor Apprenticeship guests

Dwayne from Southern California Surveyors Joint Apprenticeship Program- pre-apprenticeship program certifies applicants upon completion to enter apprenticeship program, also offers program that allows to applicants to earn AA degree with potential to complete BA

Ken- Apprenticeship Program Coordinator from Southern California District Council of Laborers

Anthony Guzman- Laborers Cement Mason Apprenticeship

**County Report** given by Miguel McQueen

Upcoming Job Fairs- 9/21- West End at Old Ontario Airport, 10/12- High Desert

Veterans Job Fair 11/18

Workshops

**PUBLIC COMMENT**

There is no public comment.

**ADJOURNMENT**

William Sterling motioned to adjourn. Second by Tony Myrell. Motion carried. Meeting adjourned at 1:20 p.m. The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, September 14, 2016 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

**San Bernardino County  
Workforce Development Board  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** September 14, 2016

**ITEM:** (4)

**SUBJECT:** Discuss Business Surveys

**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department (WDD)

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Discuss Business Surveys

**BACKGROUND:** See handout

**San Bernardino County  
Workforce Development Board  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** September 14, 2016

**ITEM:** (5)

**SUBJECT:** Discuss Next Steps on Economic Development and Business Resource Committee Strategic Action Items

**PRESENTED BY:** Mariann Ruffolo, Deputy Director  
Workforce Development Department (WDD)

**CONSENT** \_\_\_\_\_ **DISCUSSION\_X** \_\_\_\_\_ **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Discuss Next Steps on Economic Development and Business Resource Committee Strategic Action Items

**BACKGROUND:** See handout