

## **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, SEPTEMBER 14, 2016, 2:30 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**

2:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

### **OPENING**

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

### **CONSENT**

- 3) Approve Minutes from August 10, 2016 Special Populations Committee Meeting

### **DISCUSSION**

- 4) Discuss Report on Enrollment Outcomes
- 5) Discuss Next Steps on Special Populations Committee Strategic Action Items

### **INFORMATION**

- 6) Special Presentation- Veterans Services by Frank Guevara
- 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  
Special Populations Committee  
Agenda Item**

**MEETING DATE:** September 14, 2016

**ITEM:** (3)

**SUBJECT:** Approve Minutes from August 10, 2016 Special Populations Committee Meeting

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

**CONSENT**  **DISCUSSION**  **INFORMATION**

**RECOMMENDATION:** Approve Minutes from August 10, 2016 Special Populations Committee Meeting

**BACKGROUND:** See attached Minutes

**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, AUGUST 10, 2016, 2:30 p.m.

**MINUTES**

Chair Called Meeting to Order at 2:37 pm. Members introduced themselves. In attendance:

**Committee Members Present**

Robert Loewn  
Jonathan Weldy  
Audrey Mathews  
Tony Myrell  
Pauline Pina  
Vince Toms  
Laurie Stalnaker  
Cherilyn Greenlee  
William Sterling

**Committee Members Absent**

Phil Cothran  
Joseph Williams  
Enrique Martinez  
Tamica Fouts-Rachal

**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 from July 13, 2016 Special Populations Committee Meeting**

William Sterling Motioned to approve. Second by Tony Myrell Motion carried.

**DISCUSSION**

**ITEM 4 Discuss Report on Self-Identified Disabled Clients**

Miguel McQueen reviewed handout report with committee members

Members briefly discussed referral process and how identification information is gleaned during intake.

Chair suggests tracking employment outcomes and training opportunities for identified clients and members suggest staff and board members receive training about disabled clients.

**ITEM 5 Discuss Next Steps on Special Populations Committee Strategic Action Items**

Mariann reviewed handouts of strategic and committee goals

Feedback on goals:

- Committee members educate committee regarding services/opportunities with each organization
- Determine outcome results (percentage of population served/trained)
- Refine report numbers to avoid duplicative numbers
- Assistive technologies at AJCCs- inventory and what is currently available and identify needs
  - Assign Dept of Rehab to help inventory/identify needed technology
- Training
  - For staff- raise awareness
  - Convene employers/HR directors and have a presentation for how employers can hire disabled
  - WINDMILLS - sensitivity training

**INFORMATION**

County Report given by Miguel McQueen

- Miguel participated in County Homeless Veterans Council Meeting
- Meeting with Veterans Services
- Mariann presented samples of asset maps

**PUBLIC COMMENT**

There is no public comment.

**ADJOURNMENT**

Audrey Mathews motioned to adjourn. Second by Jonathan Weldy. Motion carried. Meeting adjourned at 3:24 p.m. The next WDB Special Populations Committee meeting is scheduled for Wednesday, September 14, 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

**San Bernardino County  
Workforce Development Board  
Special Populations Committee  
Agenda Item**

**MEETING DATE:** September 14, 2016

**ITEM:** (4)

**SUBJECT:** Discuss Report on Enrollment Outcomes

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

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

**RECOMMENDATION:** Discuss Report on Enrollment Outcomes

**BACKGROUND:** See handout

**San Bernardino County  
Workforce Development Board  
Special Populations Committee  
Agenda Item**

**MEETING DATE:** September 14, 2016

**ITEM:** (5)

**SUBJECT:** Discuss Next Steps on Special Populations Committee Strategic Action Items

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

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

**RECOMMENDATION:** Discuss Next Steps on Special Populations Committee Strategic Action Items

**BACKGROUND:** See handout