

**WORKFORCE DEVELOPMENT BOARD
SPECIAL POPULATIONS COMMITTEE MEETING**
Workforce Development Department Administration Office
Workforce Development Board Conference Room
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, OCTOBER 18, 2017 at 12:00 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, 6th Floor, San Bernardino, CA 92415. 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, 92415. The agenda and its supporting documents can be viewed online at www.sbcounty.gov/workforce. 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

12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approve Minutes from September 13, 2017 Special Populations Committee Meeting

PUBLIC COMMENT

WORKSHOP DISCUSSION

- 6) Connecting Employers to Individuals with Disabilities
- 7) Asset Mapping

REPORTS AND INFORMATION

- 8) Committee Appointments
- 9) Special Populations Committee Program Year 2017-18 Strategic Action Goals Report
- 10) Member Announcements
- 11) County Report

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, or during this meeting.

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

MEETING DATE: October 18, 2017
ITEM: (5)
SUBJECT: Approve Minutes from September 13, 2017 Special Populations Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from September 13, 2017 Special Populations Committee Meeting

BACKGROUND: See attached minutes

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

Workforce Development Board
SPECIAL POPULATIONS COMMITTEE MEETING
 Workforce Development Board Conference Room
 Workforce Development Department Administration Office
 290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, SEPTEMBER 13, 2017 12:00 p.m.

MINUTES

Attendance:

Members	Present
Robert Loeun (Chair)	
*Beth Burt	x
*Stephanie Congdon	
Phil Cothran	x
*Douglas Fazekas	x
*Tamica Fouts-Rachal	x
Cherilyn Greenlee	
*Yukiko Long	x
*Enrique Martinez	
*Audrey Mathews	x
Tony Myrell	
*Pauline Pina	
*Jessica Rodriguez	x
Laurie Stalnaker	
William Sterling	x

**Public Members*

Members	Present
* Vince Toms	
Jonathan Weldy	x
Joseph Williams	
Staff to WDB	Present
Devra Bell	x
Sandy Harmsen	
Reg Javier	x
WDD Staff	Present
Fred Burks	x
Curtis Compton	x
Stephanie Murillo	x
Mariann Ruffolo	x
Miguel McQueen	x

OPENING

- 1) **Chair called meeting to order at 12:25 pm** – Will Sterling is acting Chair for this meeting in Robert Loeun's absence
- 2) **Pledge of Allegiance**
- 3) **Adoption of Agenda** – Acting Chair called for a motion to adopt the agenda. Beth Burt motioned; Phil Cothran seconded. None opposed, motion carried.
- 4) **Introductions** were made.

CONSENT

- 5) **Approval of Minutes from the July 13, 2017 Special Populations' Committee Meeting**
 Acting Chair called for a motion to approve the Minutes. Audrey Mathews motioned; Beth Burt seconded. None opposed, motion carried.

PRESENTATION

- 6) **American's with Disabilities Act Accessibility and Equipment**
 Mariann Ruffolo gave introduction to the planned presentations. She spoke about Assistive Technology (AT) under the Americans with Disabilities Act (ADA equipment) as an important component of the America's Job Center (AJCC) Certification process. This committee has championed the cause and Ms. Ruffolo expressed appreciation to the committee and specifically to Tamica Fouts-Rachal for putting the presentation together.

Kevin Bujo started off the presentation discussing AT and the service Rolling Start, Inc. provides. Businesses and individuals have the ability to borrow equipment to "try it before you buy it." He covered the AT website and the tools therein where one can search by category. Kevin has toured the West Valley AJCC office with workforce staff to check out the AT equipment. He demonstrated a few devices for

individuals with disabilities (on-screen multipliers, devices for individuals with low mobility or low vision). He informed the committee that the most common requested items are the magnifiers.

Gustavo Cisneros, Workforce Development Staff Analyst II, presented the AT inventory for each of the offices. The West Valley AJCC would pass initial certification. Ms. Burt asked who determined the list and Mr. Cisneros explained that the list was created based on what we have in the offices. Mr. Cisneros and other staff are working with Kevin and Department of Rehabilitation (DOR) to ensure that the equipment is properly upgraded. Ms. Burt suggested double checking, so that the equipment that is needed by the customers are in the center.

Ms. Fouts-Rachal mentioned that the majority of equipment listed is for sight impairments and explained that different departments of DOR specialize in different types of impairments. She will help connect staff with the correct people, so the equipment reaches a variety of individuals with disabilities, including connections to the deaf, hard of hearing unit and employer education units. Mr. Jonathan Weldy noted that employers may be hesitant to hire, unless they understand how technology affects the employer.

Reg Javier discussed systemic conversations and encouraged the committee to have these types of discussions, rather than equipment in the centers. He charged the committee to tackle the systemic changes that are needed so that they focus on the access to jobs and sustainability.

Jessica Rodriguez suggested that workshops for employers would be beneficial, perhaps at job fairs. Mr. Weldy suggested that it is a great start to begin with the centers, and suggests conversations about how to expand it to the employers.

Ms. Fouts-Rachal described how equipment is assessed along with the individual to ensure that the technology can appropriately support the person who would use it. As an employer, you would want to hire people who are on the same level walking in the door as all other employers. Ms. Fouts-Rachal then spoke about an upcoming employer summit designed to gather feedback from employers. She mentioned that Cal State San Bernardino has programs that she will connect staff to as well, to help with gaps on the list of equipment.

PRESENTATION

7) Next Steps on Special Populations Committee Strategic Action Goals

Committee reviewed the Strategic Action Goals for Program Year 2017-18. Ms. Burt stated that she would like to see more progress on the goals of the committee and expressed that the asset map be put as a priority for upcoming projects.

INFORMATION

8) County Report

Mariann Ruffolo presented on the upcoming West Valley Job Fair and the construction career exploration day, scheduled for September 29. Workforce staff is working with a group out of Fontana called Purple Hearts that assists victims of domestic violence. They took a tour of the East Valley center and our staff will be visiting them to help facilitate connections.

Reg Javier suggested that the Purple Heart group present to this committee. He spoke about business outreach and employer training regarding awareness of AT and other tools available. He said that these are the broader system discussions that he would like to see the committee take on. He asked that this be added to the next Special Populations Committee agenda so that the committee can brainstorm about what the Workforce Board can do to support the system change. He suggested training for business services staff. He said that the goal is to have real discussions about what we want to launch as we move forward as a committee. Mr. Sterling, as an employer, mentioned that knowing that the support is there would be beneficial and asked about adding to the HR Hotline as an idea. Mr. Weldy suggested teaching our business services folks to have these conversations to help build capacity in employers. DOR has

Employment Coordinators that can go out and provide information and training. He suggested that the Workforce Board put on mini-workshops/quick presentations as employers arrive for job fairs, so they do not have to attend something new. Mr. Javier asked that this be a facilitated discussion for the next meeting.

PUBLIC COMMENT

One Public Comment card was submitted. Audrey Mathews of Mathews and Associates announced the new schedule for the upcoming year of symphony performances at the San Bernardino Symphony with a new maestro.

ADJOURNMENT

The Acting Chair asked for a motion to adjourn. Audrey Matthews motioned and Beth Burt seconded. None opposed; motion carried.

Meeting adjourned at 1:10 pm

The next WDB Special Populations Committee meeting is scheduled for October 18, 2017 at 12:00 p.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Stephanie Murillo, Acting Staff to the WDB