

Workforce Development Board
BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE MEETING

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

WEDNESDAY, NOVEMBER 09, 2016, 1:30 p.m.

MINUTES

1) Chair Called Meeting to Order at 1:32 am. In attendance:

Committee Members Present

Jon Novack
Peggi Hazlett
Laurie Stalnaker
Audrey Mathews
Phil Cothran
William Sterling
BJ Patterson
Robert Loewn
John Andrews
Mike Gallo

Committee Members Absent

Anita Tuckerman
Tony Myrell
Terry Klenske

Staff

Reg Javier, Deputy Executive Officer
Mariann Ruffolo, Deputy Director
Miguel McQueen, Deputy Director
Gina Beltran- Executive Secretary
Fred Burks- Administrative Supervisor II
Sandy Harmsen, Project Executive
James Johnson, Business Services Manager

Public Members

Kristi Sandberg – VVC Foundation
Jessica Rodriguez – Goodwill
Teresa Taylor – Career Institute
Dora Edney – Baldy View ROP
Shellie Dansby – Learn4Life

CONSENT

ITEM 3- Motion to approve Minutes of September 14, 2016 Meeting

Motion by Will Sterling. Second by Audrey Mathews. Motion carried.

DISCUSSION

ITEM 4- Local Plan Report by MaryAnn Pranke

MaryAnn was hired as a consultant to write our Local and Regional Plan. She is conducting various workshops with community partners, providers, board members and customers. She was at this meeting to get feedback and input from the board members about strengths, weaknesses, analysis and threats on their thoughts about how they can ensure the board will continue to function as a high performing board. Once Maryann is done gathering information from all sources, she will write up the plan and get it ready for public viewing by the end of December.

ITEM 5- Discuss Business Surveys

Miguel McQueen discussed the business survey handout and what the purpose of the form is. The Business Services Representatives go out and survey businesses on a monthly and annual basis. Once the information is gathered, the Business Services team will perform a follow up evaluation. There was a question of how often does the Board would like to see the data from these surveys and it was decided on a quarterly basis.

ITEM 6- Discuss Next Steps on Economic Development and Business Committee Strategic Action Items

Mariann Ruffolo discussed the handout on goals and activities for Economic Development and Business Resources Committee 2016-17. Mariann Ruffolo updated the committee on the Regional and Local planning meetings. The last meeting had good feedback with about 150 attendees which were from business and chamber members. The MOU Phase II is moving forward. There was a kickoff training and the partners seemed to understand their roles and made good suggestions.

ITEM 7- Chamber Engagement

Jon Novack and Peggy Hazlett have been working on a project with businesses through the Ontario Chamber of Commerce trying to spread the word of all the services EDA and WDD can provide.

INFORMATION

County Report given by Miguel McQueen

There is a Regional Plan meeting scheduled for November 16, 2016 at the Bourns Technology Center in Riverside from 2:00-4:00 p.m. and all community partners are welcome.

PUBLIC COMMENT

There was one public comment.

Kristi Sandberg – Victor Valley Foundation

ADJOURNMENT

Phil Cothran motioned to adjourn. Second by Peggy Hazlett. Motion carried. Meeting adjourned at 2:30 p.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, January 11, 2017 at 1:30 p.m. to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, Ca 92401.

Gina Beltran, Executive Secretary II