

**Workforce Development Board  
EXECUTIVE BOARD MEETING**

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

WEDNESDAY, NOVEMBER 09, 2016, 10:30 a.m.

**MINUTES**

1) Chair Called Meeting to Order at 10:35 am. In attendance:

**Committee Members Present**

Tony Myrell  
Phil Cothran  
William Sterling  
Jon Novack  
BJ Patterson  
Robert Loeun

**Committee Members Absent**

None

**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  
Stephanie Murillo, Staff Analyst II

**Public Members**

Deana Olivares-Lambert, The 20/20 Network  
Frank Girardot, The 20/20 Network  
MaryAnn Pranke, Consultant  
Rosa Penaloza, Consultant  
Debra Williams, Public Members  
Audrey Mathews, Public Member

**CONSENT**

**ITEM 2- Motion to approve Minutes of October 12, 2016 Meeting**

Motion by BJ Patterson. Second by Robert Loeun. Motion carried.

**ITEM 3 – WIOA Youth Services RFP**

Motion by BJ Patterson. Second by William Sterling. Motion carried.

**DISCUSSION**

**ITEM 4- Local Plan Report Out 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 Next Steps on Executive Board Strategic Action Items**

Mariann Ruffolo reported on the WDB Executive Board 2016-17 Goals. Members reviewed goals handout. The focus this month is on the Local and Regional plan. Two focus groups were held in the high desert focusing on customer and job seeker feedback.

**INFORMATION**

**Budget Report** given by Mariann Ruffolo  
Budget as of September 30, 2016.

Members reviewed Budget handout.

Will Sterling recommended a change to the title of this agenda item to reflect, Program Expenditure Report. The item, "Budget Report", will be changed on all subsequent agendas to, "Program Expenditure Report".

**Attendance Report** given by Mariann Ruffolo

The full board attendance report was updated and reviewed by the board members. The chair mentioned letters were sent out to board members who's attendance was less than 50%. The Board of Supervisors are the ones who can determine whether or not to remove a member.

**County Report** given by Mariann Ruffolo

Mariann provided department updates. She gave an update on Sling Shot and mentioned they received a total of four applications for manufacturing. The MOU Phase II training took place in Pasadena and there was a good turn out of partners. The technical assistance piece of the MOU Phase II has been scheduled for November 15, 2016 and fiscal staff will be in attendance. There is one final Regional planning meeting scheduled for November 16, 2016 at the Bourns Technology Center in Riverside from 2:00 – 4:00 p.m.

She also reviewed the upcoming conferences and attendance so travel approvals can be obtained.

**PUBLIC COMMENT**

There were two public comments submitted.

Debra Williams, Public Member

Audrey Mathews, Public Member

**ADJOURNMENT**

Will Sterling motioned to adjourn. Second by BJ Patterson. Motion carried. Meeting adjourned at 11:50 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, January 11, 2016 at 10:30 a.m. to be held at WDD Admin, 290 N. "D" Street, 6<sup>th</sup> Floor, San Bernardino, Ca 92401.

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Gina Beltran, Executive Secretary II