

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING**

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

WEDNESDAY, NOVEMBER 15, 2017 at 11:00 A.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

11:00 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE 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 October 18, 2017 Economic Development and Business Resource (EDBR) Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

PRESENTATION

- 7) Overview of Business Services Unit

REPORTS AND INFORMATION

- 8) Labor Market Report Focus Groups/Themes
- 9) EDBR 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.

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 Board Secretary at least three (3) business days prior to the Board meeting. The Board Secretary's telephone number is (909) 387-9862 and the office is located at 290 North D Street, 6th Floor, San Bernardino, California 92415. 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: November 15, 2017

ITEM: (5)

SUBJECT: Approve Minutes from October 18, 2017 Economic Development and Business Resource (EDBR) Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from October 18, 2017 EDBR Committee Meeting

BACKGROUND: See attached minutes

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

Workforce Development Board
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING
 Workforce Development Board Conference Room
 Workforce Development Department Administration Office
 290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, OCTOBER 18, 2017, 11:00 a.m.

MINUTES

Attendance:	Members	Present	Staff to WDB	Present
	Jonathan Novack (Chair)		Devra Bell	X
	John Andrews	X	Sandy Harmsen	X
	Phil Cothran	X	Reg Javier	X
	Mike Gallo	X	WDD Staff	Present
	*Peggi Hazlett	X	Fred Burks	
	Terry Klenske	X	Curtis Compton	X
	*Audrey Mathews	X	Miguel McQueen	X
	Tony Myrell	X	Stephanie Murillo	X
	B.J. Patterson	X	Mariann Ruffolo	X
	William Sterling	X		
	Anita Tuckerman	X		

**Public Members*

OPENING

- 1) **Chair called meeting to order** at 11:08 a.m. – Phil Cothran and Tony Myrell co-chaired the meeting on behalf of Jon Novack during his absence. Mr. Cothran chaired from 11:08 a.m. through 11:30 a.m. and Mr. Myrell chaired from 11:30 a.m. through 12:04 p.m. Mr. Cothran discussed the updated agenda and informed the attendees that the Public Comment section has been moved to the position after the Approval of Meeting Minutes. He announced that Public Comment cards need to be turned in to the WDB Secretary.
- 2) **Pledge of Allegiance** – Led by William Sterling.
- 3) **Adoption of Agenda** – Acting Chair called for a motion to adopt the agenda. William Sterling motioned; Anita Tuckerman seconded. None opposed, motion carried.
- 4) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the September 13, 2017 Economic Development and Business Resources (EDBR) Committee Meeting**
 Acting Chair called for a motion to approve the Minutes for September 13, 2017, with one name spelling correction for Peggi Hazlett. Peggi Hazlett motioned; B.J. Patterson seconded. None opposed, motion carried.

PUBLIC COMMENT

Public Comment card was submitted by Fernando Olivarez. Mr. Olivarez provided information about the screening of Lives Worth Living.

WORKSHOP DISCUSSION

Mr. Cothran introduced this new section of the Agenda, noting that it is designed to allow Committee Members to obtain feedback from the public, should the Chair determine it would be beneficial.

6) Supply and Demand for Positions in the Logistics Industry

Curtis Compton led the discussion surrounding the need to hire individuals in the Logistics industry, particularly Class A drivers, which are in high demand according to local job postings. Ms. Hazlett noted there are 40,000 openings in the truck driving industry and a 10% unemployment rate for returning veterans. She asked the committee to think about other industries we can extend to these military individuals, (i.e., Diesel Mechanics, etc.). Also noted, was the knowledge test is waived for military members, as they had training while in the service. Mr. Patterson stated that military members have extensive experience driving these larger vehicles and their experience does not currently count towards their licensing requirements. Mr. Compton also looked to the Committees for ideas on how to bridge military personnel into the workforce, once they are discharged from the service.

Staff at the America's Job Centers of California have been taking tours at local Logistic businesses and have noted that Material Handlers are beginning to be less in demand, due to automation. Mr. Compton noted that Frito Lay had made a large expansion in Rancho Cucamonga and the building was very tall due to the robotics they utilize in their warehouse. New hires are also able to garner a larger hourly wage (closer to \$17/hr vs. \$13-\$14/hr, which is typical in the industry for Material Handlers.

Mr. Cothran excused himself from the meeting at 11:30 a.m.

Mr. Myrell stepped in as Acting Chair at 11:30 a.m.

7) Asset Mapping

Curtis Compton gave an overview of this workshop discussion and the Committee members and Public offered suggestions for the different categories they would like to see on the Asset Map. Ms. Tuckerman inquired about the existence of any similar reports that may exist within the Economic Development Department, which will require additional research.

PRESENTATION

8) SlingShot Industry Sector Consultants

Stephanie Murillo presented an overview of SlingShot, which is an Inland Empire Regional Collaboration. It is a regional effort that connect industry leaders to workforce and education in a new way, allowing industry to lead the charge and implement projects that move the needle on income mobility, by focusing on industry growth (for Healthcare and Manufacturing) in the Inland Empire. A steering committee made up of individuals from San Bernardino County and Riverside County Workforce Development Boards oversee the project. Two consultants were hired for this collaborative effort and Ms. Murillo introduced both Ron Hurst, who represents the Manufacturing industry and Jennifer Silvestri, who represents the Healthcare industry.

Mr. Hurst, who is on contract until 2020, has been connecting with organizations and businesses to identify training program needs. Specifically, he looks for skill gaps that may exist within the Manufacturing industry. He noted that one of their objectives is to understand the context of Manufacturing. A Gap analysis was conducted to determine which segments were growing. In San Bernardino County, steel, plastics, wood and concrete are a few of the industries that are active. Mrs. Tuckerman requested a date for this report and Mr. Hurst stated a meeting will take place on November 9, 2017 and there should be information provided regarding the main skill gaps that currently exist.

Ms. Silvestri is currently the liaison between Workforce Development and the Healthcare industry. Their goal is how to best utilize SlingShot resources to help individuals in the medical field, as it pertains to training. Ms. Silvestri discussed the training needs of local hospitals and other facilities, as well as the recent efforts for developing community health worker training curriculums and maximizing feedback from the industry to develop future training.

REPORTS AND INFORMATION

9) EDBR Strategic Action Goals for Program Year 2017-18

Fred Burks has been assigned as the lead contact for building and tenant improvement meetings for the High Desert Training Center. The next meeting has been scheduled for November 7, 2017 where updates will be provided on this project by each partner. The Business Field Team met and discussed the reporting process, end report, and board participation. The Vision and Mission statements are being finalized and the next meeting is scheduled for October 24, 2017.

10) Committee Appointments

Mr. McQueen reported on this item and thanked the members for their service to the committee. There will be an annual review of the needs of the committee and how that committee can best represent the goals of the Workforce Board. Committee members will continue to be chosen by the Committee Chair and WDB Chair based on the representation required to cover those needs.

11) Member Announcements

Acting Chair introduced this new agenda item that will be present on Agendas moving forward. This is an opportunity for members of the committee to make announcements and share information.

12) County Report

Mr. Compton reminded the Committee of the upcoming High Desert Job Fair scheduled for October 26, 2017. Mr. McQueen announced that Gary McBride has been named as the new Chief Executive Officer, effective November 25, 2017.

ADJOURNMENT

Acting Chair called for a motion to adjourn. William Sterling motioned and B.J. Patterson seconded. None opposed; motion carried.

Meeting ended at 12:04 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, November 15, 2017 at 11:00 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary