

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

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

WEDNESDAY, NOVEMBER 15, 2017 at 8:00 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

8:00 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from October 18, 2017 Executive Board Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

DISCUSSION

- 6) Approval of Contract with Riverside County for Inland Empire Regional Plan Development
- 7) Approval to Release the Request for Proposals for Community Asset Mapping and Environmental Scan
- 8) Approval of Comprehensive America's Job Center of California Certification Matrix Baseline Criteria
- 9) Approval of Charter School Eligibility Criteria
- 10) Approval to Release the Workforce Innovation and Opportunity Act Request for Proposal for Youth Services
- 11) Approval of Employer of Record Program for January 1, 2018 through June 30, 2020
- 12) Approval of Monster Government Solutions Contract Amendment for Fiscal Year 2017-2018 and 2018-2019

REPORTS AND INFORMATION

- 13) Workforce Development Board Program Year 2017-18 Strategic Action Goals Report
- 14) One-Stop Operator Report
- 15) Expenditure Report
- 16) Public Relations/Media Report
- 17) 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
Executive Board
Agenda Item

MEETING DATE: November 15, 2017
ITEM: (4)
SUBJECT: Approve Minutes from October 18, 2017 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from October 18, 2017 Executive Board Meeting

BACKGROUND: See attached minutes

WDB Action:

Motion: *Second:*

Affirmative: *Negative:*

Abstention:

DATE:

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

WEDNESDAY, OCTOBER 18, 2017, 8:30 A.M.

ATTENDANCE:

Members	Present
Tony Myrell (Chair)	X
Phil Cothran (Vice Chair)	X
William Sterling (Second Vice Chair)	X
Robert Loeun	
Jon Novack	
B.J. Patterson	X
Staff to WDB	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	X

WDD Staff	Present
Fred Burks	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Mariann Ruffolo	X

OPENING

1) Chair called meeting to order at 8:35 A.M.

Mr. Myrell discussed the updated agenda format 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) Adoption of Agenda

Phil Cothran motioned; William Sterling seconded. None opposed, motion carried.

3) Introductions were made.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from October 18, 2017 Executive Board Meeting

Chair called for a motion to approve the Minutes from the October 18, 2017 Executive Board (Exec) meeting. Will Sterling motioned; BJ Patterson seconded. None opposed, motion carried

PUBLIC COMMENT

There were no public comments submitted.

REPORTS AND INFORMATION

5) Labor Market Information Contract Update

Patrick Clapp from Chmura Economics presented in person to the Executive Board, along with Kyle West and Alex Doherty, who joined via conference call. With the aid of a PowerPoint presentation titled "The State of the San Bernardino Economy: Preliminary Findings", Mr. Clapp gave an overview of San Bernardino County's (SBC) demographics, industry capabilities and opportunities, workforce statistics and preliminary conclusions.

It was noted that Advanced Technology could be a strong industry for San Bernardino County and the Healthcare industry is currently in high demand. Mr. Javier noted that neighboring counties are much more expensive than SBC, which can force people to move into the Inland Empire area, but may not necessarily work within the County. Mr. Patterson suggested looking at other states as well, so we can determine who our competition is in the workforce. He also requested that the report show the quantity of jobs where growth is demonstrated, rather than solely showing the percentages, as percentages can be a bit deceiving and quantities would give the audience a more comprehensive and detailed picture. Chmura will have focus group meetings on November 8-9 and the results of their findings will go into a final report, which is projected to be completed at the end of January, 2018.

6) 2018 Workforce Development Board and Committee Meeting Schedule

Devra Bell presented the 2018 meeting schedule to Exec. Mr. Myrell noted that the Committee meetings will be held bi-monthly and if additional meetings were required throughout the year, they could be added as needed.

7) Workforce Development Board Program Year 2017-2018 Strategic Action Goals Report

Miguel McQueen presented this report and solicited comments from Exec. Reg Javier provided a status on the 501c3 and indicated he needs to line up additional options and will report back his findings at the next meeting in November. Regarding the High Desert Training Center, a discussion ensued about the High Desert Manufacturing Council and how they may be funding the center through their own 501c3 and it will be run through their Foundation. All pertinent individuals have toured and inspected the Sterling building.

8) One-Stop Operator Report

Angela Gardner presented the One-Stop Operator's project report for review and thanked Mr. Myrell and Mr. Cothran for being on the AJCC Certification Task Force. She also reported that the West Valley America's Job Center of California passed their certification after meeting the baseline requirements.

9) Legislative Update

Maral Hernandez presented and highlighted AB1111, a California Workforce Association sponsored bill and signed by Governor Brown, legislation that establishes the *Breaking Barriers to Employment Initiative*. The California Workforce Board was given funding, which is allocated to regional Workforce Development Boards through grants. Mr. Cothran requested that Ms. Hernandez research which entity had approved the funding. She also discussed AB1149, AB579 and AB1336.

10) PR Report

Steve Lambert of The 20/20 Network presented and talked about social media "page likes", which have now exceeded 1,000 on Facebook. Jessica Spaulding discussed rebranding the Chmura report for Public Relations' purposes. She would like to create a "signature brand" for the WDB.

11) County Report

Mr. McQueen informed Exec that the County has selected a new Chief Executive Officer. Gary McBride, former Chief Financial Officer of the County, will start in his new position on November 25, 2017. Mr. McQueen informed the Board that the High Desert Job Fair will be in Victorville, California on October 25, 2017.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned and BJ Patterson seconded. None opposed; motion carried.

Meeting adjourned at 10:01 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, November 15, 2017 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Devra Bell – WDB Secretary

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: November 15, 2017

ITEM: (6)

SUBJECT: **CONTRACT WITH RIVERSIDE COUNTY FOR INLAND EMPIRE REGIONAL PLAN DEVELOPMENT**

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the creation of a revenue contract with Riverside County for the Inland Empire Regional Plan Development grant funding in the amount of \$74,500 for the period of December 20, 2017 to March 31, 2018.

BACKGROUND: The California Workforce Development Board (CWDB) designated Regional Planning Units made up of Local Workforce Development Boards for the purpose of implementing regional activities under the Workforce Innovation and Opportunity Act (WIOA). The Inland Empire Regional Planning Unit (IERPU) includes the San Bernardino County Workforce Development Board (WDB) and the Riverside Workforce Development Board (RCWDB).

The CWDB released a non-competitive application for funding for WIOA Regional Plan Development and Training Coordination in April of 2016. RCWDB applied and was awarded \$208,154 on behalf of the Inland Empire Region. The project goal is to incentivize regional capacity building and infrastructure development in the IERPU in support of WIOA.

The Regional Plan Development and Training Coordination Grant funded the creation of the Inland Empire Regional Plan for Program Years 2017-2020, which was approved by the WDB on March 15, 2017. The remaining funds will support system-wide collaboration in both counties, providing \$74,500 under the contract for plan implementation activities in San Bernardino County, with Scope of Work Outcomes that include:

- Unified implementation of Inland Empire Regional Plan 2017-2020
- Identification of gaps in the WIOA Regional Plan
- Increased training for capacity, planning, and local board development
- Incorporation of strategies that create system alignment
- Unified regional business and partner outreach/engagement, and employers as leaders and champions
- Increased capacity of local board staff and partners through cross-training and cost sharing
- Increased efficiencies and reduced duplication through regional cooperation

With approval, the contract will be created and submitted to the Board of Supervisors for approval on December 19, 2017 and this item will be submitted to the Workforce Development Board for ratification on December 20, 2017.

WDB Committee Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: November 15, 2017

ITEM: (7)

SUBJECT: **REQUEST FOR PROPOSALS FOR COMMUNITY ASSET MAPPING AND ENVIRONMENTAL SCAN**

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve submittal of the release of a Request for Proposals (RFP) for the development of a community asset mapping and environmental scan to the Workforce Development Board (WDB).

BACKGROUND: The WDB supports the development of a needs assessment and opportunity scan of community assets, resources, and programs in the county. Approval of this item will allow staff to release an RFP to elicit outside expertise to best identify opportunities to create new service delivery structures throughout the County. Proposals shall adhere to place based development and identify duplicative services. Proposals shall also emphasize braided funding opportunities and invite philanthropic investments through socially innovative models of demand-driven human capital development.

The Scope of Work will include:

- An inventory (including comprehensive contact information) of service providers in the County.
- A special section denoting providers serving youth ages 14-24.
- A Geographic Information System (GIS) map of service providers in the County.
- A comprehensive inventory of services provided by each provider identified in the inventory.
- A profile of the clientele served by each provider in the inventory.
- An analysis of the existing service mix in each of four sub-regions of the County (West Valley, East Valley, High Desert, and Morongo Basin).
- GIS layers for each area of the County showing the specific concentration of services (e.g. eligibility review/verification, case management, job development/placement, etc.)
- GIS layers for each area of the County layering locations of growth industries, transit and other vital considerations based upon input from each WDB committee.
- A written report summarizing all findings and recommendations based upon the findings of this research.

The RFP will allow the WDB to commence a competitive process to select from a pool of qualified vendors to provide these services through a contract not to exceed \$250,000. With approval, this item will be submitted to the Workforce Development Board for review and approval on December 20, 2017.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: November 15, 2017

ITEM: (8)

SUBJECT: **COMPREHENSIVE AMERICA'S JOB CENTER OF CALIFORNIA
CERTIFICATION MATRIX BASELINE CRITERIA**

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

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the Baseline Certification for the West Valley Comprehensive America's Job Centers of California (AJCC) for submittal to the Workforce Development Board (WDB). The AJCC has met the criteria as set forth by the Workforce Innovation and Opportunity Act (WIOA) in section 121(g).

BACKGROUND: WIOA requires Local Boards to conduct an independent and objective evaluation of AJCCs once every three years and establishes a framework for maintaining a network of high-quality, effective AJCCs. To assist with these efforts, the California Workforce Development Board has developed an objective criteria and procedures for Local Boards to use when certifying AJCCs within the local area. The AJCC Baseline Certification is intended to ensure comprehensive AJCCs are in compliance with key WIOA statutory and regulatory requirements.

On September 13, 2017, the San Bernardino County Workforce Development Board (WDB) recommended and approved the AJCC Certification Process, which outlined an independent review and evaluation of the Baseline Certification to be conducted by a Certification Taskforce. The composition of the Certification Taskforce is the One-Stop Operator, two (2) WDB Members, two (2) Title I Staff Members, and one (1) AJCC Program Partner.

On October 16, 2017, the Certification Taskforce evaluated the West Valley Comprehensive AJCC using the "Comprehensive AJCC Certification Matrix Baseline Criteria" in accordance with Workforce Services Directive 16-20 issued by the State of California's Employment Development Department. The evaluation conducted by the Certification Taskforce resulted in the West Valley Comprehensive AJCC gaining certification under the baseline criteria.

Approval of this recommendation will allow this item to be submitted to the WDB. Once approved WDD staff to submit the Comprehensive AJCC Baseline Certification Matrix Baseline Criteria to the Employment Development Department's Regional Advisor by December 31, 2017.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

San Bernardino County
Workforce Development Board
Executive Board
Agenda Item

MEETING DATE: November 15, 2017
ITEM: (9)
SUBJECT: CHARTER SCHOOL ELIGIBILITY CRITERIA
PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the charter school eligibility criteria for submission to Workforce Development Board.

BACKGROUND: On September 13, 2017 the Workforce Development Board Youth Committee reviewed and recommended that WDD staff develop written charter school eligibility criteria that will help assess charter schools that wish to collaborate with WDD to assist the youth residing in San Bernardino County with his/her high school needs.

WDD has recently had charter schools outside of San Bernardino County request letters of support. These requests highlighted the need for the development of written eligibility criteria to be applied to all charter schools making such requests.

On October 18, 2017 the Youth Committee approved the charter school eligibility criteria to be submitted to the Executive Board. With approval, the charter school eligibility criteria will be submitted to the Workforce Development Board on December 20, 2017.

WDB Committee Action:	
<i>Motion:</i>	<i>Second:</i>
<i>Affirmative:</i>	<i>Negative:</i>
<i>Abstention:</i>	
DATE:	

San Bernardino County
Workforce Development Board
Executive Board
Agenda Item

MEETING DATE: November 15, 2017

ITEM: (10)

SUBJECT: **WORKFORCE INNOVATION AND OPPORTUNITY ACT REQUEST FOR PROPOSAL FOR YOUTH SERVICES FOR FISCAL YEARS JULY 1, 2018 TO JUNE 30, 2023**

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X _____ **INFORMATION** _____

RECOMMENDATION: Approve the release of the Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposals (RFP) to be submitted to the Workforce Development Board.

BACKGROUND: This action will allow Workforce Development Department (WDD) to develop and release an RFP for WIOA Youth Services for San Bernardino County for fiscal years July 1, 2018 to June 30, 2023.

The new requirements of the RFP:

- Lengthen the new contracts from a 2-year cycle to a 3-year cycle with optional two 1-year extensions to align with new County procurement policies.
- Consolidate the City youth WIOA contracts with the County youth WIOA contracts.
- Require proposers to demonstrate fiscal sustainability including minimum fiscal requirements.
- Require proposers to demonstrate the capacity for succession planning, transfer of knowledge, and a training plan.
- Emphasize to proposers the performance requirements and termination option if provider does not meet performance requirements.

Under the new contracts, providers will provide youth with occupational training, work experience, counseling, tutoring, supportive services, and follow-up services in order to place youth in employment or higher education as required under WIOA.

With approval, this item will be submitted to the Workforce Development Board for review and approval on December 20, 2017.

WDB Committee Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: November 15, 2017

ITEM: (11)

SUBJECT: **APPROVAL OF EMPLOYER OF RECORD PROGRAM FOR
JANUARY 1, 2018 THROUGH JUNE 30, 2018**

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the development and submission of a contract with the Foundation for California Community Colleges for the Employer of Record Program to the Workforce Development Board with a funding amount not to exceed \$800k for the period of January 1, 2018 through June 30, 2020.

BACKGROUND: This action will allow Workforce Development Department (WDD) to develop a contract with the Foundation for California Community Colleges (the Foundation) to provide employer of record services for youth from January 1, 2018 through June 30, 2020.

As the employer of record, the Foundation will:

- Identify and engage all payroll employees ensuring Federal, State Compliance, benefits management, background screening, and proper classification.
- Time management, weekly, and bi-weekly electronic invoicing. Process all payroll taxes, insurance, and Affordable Care Act (ACA) tracking.
- Handle employee off-boarding, including Consolidated Omnibus Budget Reconciliation Act (COBRA) notifications, separation notices, and annual employee tax reporting.

With the Foundation as the Employer of Record, WDD will be able to provide work-based learning for youth in career pathways as well as provide work experience for youth enrolled in the WIOA Youth Program through the AJCCs.

The Foundation was chosen from a list of vendors selected through competitive procurement by the California Workforce Association (CWA). This sole source is a continuation of the duties the Foundation was procured for by CWA. WDD is already working with them to implement the Launch Path system for career pathway Work Based Learning tracking. This system is an extension to that program.

The contract is not to exceed \$800,000 total for January 1, 2018 through June 30, 2020.

With approval, this item will be submitted to the Workforce Development Board for review and approval on December 20, 2017.

WDB Committee Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item**

MEETING DATE: November 15, 2017

ITEM: (12)

SUBJECT: **MONSTER GOVERNMENT SOLUTIONS CONTRACT AMENDMENT FOR FISCAL YEAR JULY 1, 2017 TO JUNE 30, 2018 AND JULY 1, 2018 TO JUNE 30, 2019**

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X _____ **INFORMATION** _____

RECOMMENDATION: Approve the contract amendment for Monster Government Solutions to be submitted to the Workforce Development Board for Fiscal Year July 1, 2017 to June 30, 2018 and July 1, 2018 to June 30, 2019.

BACKGROUND: This action will allow Workforce Development Department (WDD) to complete a contract amendment with Monster Government Solutions (MGS) for fiscal year Fiscal Year July 1, 2017 to June 30, 2018 and July 1, 2018 to June 30, 2019.

MGS provides "Making Your Future Count" workshops to support and enhance the programming and services to Workforce Innovation and Opportunity Act (WIOA) youth program participants. MGS will be responsible for delivering enhancement services in the form of workshops to include coordination, delivery, transportation, and motivational speakers for an additional 118 workshops at various locations throughout San Bernardino County.

The current contract with MGS is for \$324,182 total for fiscal years 2016/17, 2017/18, and 2018/19. The contract amendment will add an additional \$73,347.59 for fiscal year 2017/18 and \$73,348.00 for fiscal year 2018/19 for a total of \$146,695.59. The new contract total will be \$470,877.59. An amendment is necessary as the current contract was executed prior to the WIOA Youth San Bernardino City contracts, which added an additional four (4) contractors, and workshops will begin at America's Job Centers of California to support the Youth enrolled there.

With approval, this item will be submitted to the Workforce Development Board for review and approval on December 20, 2017.

WDB Committee Action:	
<i>Motion:</i>	<i>Second:</i>
<i>Affirmative:</i>	<i>Negative:</i>
<i>Abstention:</i>	
DATE:	