

**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, NOVEMBER 15, 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 P.M. 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 October 18, 2017 Special Populations Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

PRESENTATION

- 7) Workforce Innovation and Opportunity Act and the Specialized Populations

REPORTS AND INFORMATION

- 8) Special Populations Committee Program Year 2017-18 Strategic Action Goals Report
- 9) Member Announcements
- 10) 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
Special Populations Committee
Agenda Item**

MEETING DATE: November 15, 2017

ITEM: (5)

SUBJECT: Approve Minutes from October 18, 2017 Special Populations Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from October 18, 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, OCTOBER 18, 2017 12:00 p.m.

MINUTES

Attendance:

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

**Public Members*

| Members | Present |
|---------------------|----------------|
| * Vince Toms | X |
| Jonathan Weldy | X |
| Joseph Williams | X |
| Staff to WDB | Present |
| Devra Bell | X |
| Sandy Harmsen | X |
| Reg Javier | |
| 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 12:13 pm – William Sterling is Acting Chair for this meeting in Jon Novack’s absence. The Acting Chair 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 Jonathan Weldy.
- 3) **Adoption of Agenda** – Acting Chair called for a motion to adopt the agenda. Tony Myrell motioned; Joseph Williams seconded. None opposed. Motion carried.
- 4) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the September 13, 2017 Special Populations Committee Meeting**
Jonathan Weldy motioned; Cherilyn Greenlee seconded. None opposed. Joseph Williams abstained because he was not present on September 13, 2017. Motion carried.

PUBLIC COMMENT

No public comments were submitted.

WORKSHOP DISCUSSION

Mr. Sterling 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) Connecting Employers to Individuals with Disabilities

As a continuation of a previous discussion, Miguel McQueen led the discussion regarding the need to connect employers to individuals with disabilities. Mr. McQueen posed discussion questions to the group related to the capacity of the Human Resources hotline at California Employer's Association to handle questions from individuals; what can the Workforce Development Board (WDB) do to help build capacity to answer those questions. He has also talked to United Way to see how the WDB can support that effort.

Jonathan Weldy noted there are a number of individuals in these meetings that are not representing employers. Mr. Weldy also noted that there are other populations outside of disabilities that should be represented, i.e., Veterans and Dislocated Workers. In addition, with the many sub-categories to these main populations, he posed the question of how to reach all of these individuals. He will continue to investigate possible solutions, in an effort to help determine how to assist.

A main discussion topic was raising awareness and training employers, so they are better prepared when hiring workers from these special populations. Some suggestions that were discussed include producing stories of those with disabilities to show how they became successful in their jobs and to include these individuals at the job fairs instead of creating a separate event.

7) Asset Mapping

Mr. McQueen 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 an Asset Map.

REPORTS AND INFORMATION

8) 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 populations. Committee members will continue to be chosen by the Committee Chair and WDB Chair based on the representation required to cover those needs.

9) Special Populations Committee Program Year 2018-18 Strategic Action Goals Report

Mr. McQueen presented this item and the committee reviewed the Strategic Action Goals for Program Year 2017-18. Ms. Foot-Rachal stated that she would like to be involved in additional Workforce Development Department (WDD) activities, so she can learn more about our process. Ms. Ruffolo expressed that Ms. Foot-Rachal and any member of the committee is welcome to take a tour of any of the AJCC sites.

10) 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. Ms. Foot-Rachal informed the committee of an event on 10/20 for employers. In addition, Ms. Rodriguez noted a hiring event is forthcoming for Veterans.

11) County Report

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

ADJOURNMENT

Chair called for a motion to adjourn. Jonathan Weldy motioned and Joseph Williams seconded. None opposed; motion carried.

Meeting ended at 1:07 p.m.

The next meeting of the Special Populations Committee is scheduled for Wednesday, November 15, 2017 at 12:00 p.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Devra Bell, WDB Secretary