

GENERAL BOARD MEETING

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

TUESDAY, DECEMBER 06, 2016, 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. 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, Suite 600. The agenda and its supporting documents can be viewed online at <http://cms.sbcounty.gov/wib/Home.aspx>. 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

WIB 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 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

OPENING

- 1) Chair Call Meeting to Order
- 2) Introductions
- 3) Pledge of Allegiance
- 4) Presentation and Adoption of the Agenda
- 5) Success Stories
 - a) Business Services
 - b) AJCC Client
 - c) Youth

CONSENT

- 6) Approval of Minutes from the September 21, 2016 Workforce Development General Board meeting
- 7) Approval of Workforce Innovation and Opportunity Act (WIOA) Youth Services Request for Proposal
- 8) Approval of Additional Sling Shot Occupational / Vocational Training Providers
- 9) Approval of Local Area Modification Application

DISCUSSION

There are no discussion items

WORKSHOP

Special Presentation by Ron Painter about NAWB updates

INFORMATION

10) Committee Reports

- a) Executive Board Report given by Tony Myrell
- b) Youth Committee Report given by B.J. Patterson
- c) Economic Development and Business Resource Committee Report given by Jon Novack
- d) Special Populations Committee Report given by Robert Loeun

11) County Report given by Miguel McQueen, Deputy Director

PUBLIC COMMENT

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 92415-0041, 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) 387-9886 and the office is located at 290 North "D" Street, 6th Floor, San Bernardino, California 92415-0041. 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
Agenda Item**

MEETING DATE: December 06, 2016

ITEM: (6)

SUBJECT: Approve Minutes from September 21, 2016 Workforce Development Board Meeting

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

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

RECOMMENDATION: Approve Minutes from September 21, 2016 Workforce Development Board Meeting

BACKGROUND: See attached Minutes

GENERAL BOARD MEETING

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

WEDNESDAY, SEPTEMBER 21, 2016, 12:00 p.m.

MINUTES

- 1) Chair Called Meeting to Order at 12:04 pm. At the direction of the Chair, Cheryl Greenlee led the board in the pledge of allegiance. Members introduced themselves. In attendance:

WDB Members Present

Phil Cothran
Henry Shannon
Anita Tuckerman
Jonathan Novack
Cheryl Greenlee
Jonathan Weldy
B.J. Patterson
Rene Castellanos
Laurie Stalnaker
William Sterling
Kenneth Boshart
John Andrews

WDB Members Absent

Tony Myrell
Carla Cross
Dani Novack
John Gauthier
Joseph Williams
Dale Marsden
Mike Gallo
Robert Loeun
Selena Casas
Stacy Glaser

Staff and Special Guests

Mary Jane Olhasso – Assistant Executive Officer
Sophie Akins- Deputy County Counsel
Rosina Motta- Acting Executive Secretary
Fred Burks- Administrative Supervisor II
Mariann Ruffolo – Deputy Director
Miguel McQueen- Deputy Director
Emily Petrus, Curtis Compton, Bessine Richard, Thomas Fluornoy, Reg Javier, James Johnson, Lowell King

Presenters

Dennis Sonney
Yesenia Olague
Tyler Swanson

- 2) Mary Jane Olhasso introduced Reg Javier as the new Deputy Executive Officer. Reg shared his history in Workforce Development over the last 25 years, including how he started as a provider in the JTPA days, served 15 years at EDD, was recruited by the Workforce Board in San Diego and has worked for the last 5 years as the lead on workforce development for a consulting firm.
- 3) Chair called for the adoption of the agenda. Motion made by William Sterling. Second made by Terry Klenske. Motion approved.
- 4) Success Stories
- a) Business- Dennis Sonney with California Manufacturing Technology Consulting (CMTC) discussed National Manufacturing Day. A presentation was made regarding the goal of reaching out to 260 manufacturers in California. The link with details is mfgday.com and a handout was provided. Rocky Castro was introduced from Golden State. He discussed the second generation family owned business that is Golden State. His father went as far as 6th grade and CMTC provided guidance on all avenues of the manufacturing process, allowing them to revamp the business. Phil Cothran asked for the general location of the business and Terry Klenske asked for clarification of the type of manufacturing involved. Rocky elaborated on the lack of flow within the business and how CMTC assisted with the process improvements and organization. From costing and profit reviews, Rocky shared the process stream from each job. Dennis shared the plan that was put together to assist. Phil asked how Dennis found Golden State and he confirmed they were part of the CMTC portfolio. Rocky shared they still used typewriters and 'old school' methods. He shared the enthusiasm was there, just needed the knowledge and skills. CMTC helped with reducing costs including the review of overtime. Jobs were completed faster, overtime was reduced, overhead was reduced, and systems were put in place and sales increased.

- b) AJCC Client- Yesenia Olague from the San Bernardino AJCC introduced Miguel Hernandez. He started earlier this year and was eager to learn, always able to assist and stayed late as needed. He shared the difficulties finding work to provide for his children as a single father. He signed up for the WEX program which assisted with the review of his resume. The opportunities provided gave him a chance to get his foot in the door and is now employed with the SAC program as a lead. Yesenia shared just how much Miguel turned his life around. Terry Klenske asked what best helped to advance his opportunity to get ahead. He shared his resume skills were the primary change that made a difference. Anita Tuckerman asked how he first found out about WDD and he shared he was informed through the CalFresh program. Yesenia shared the link with Transitional Assistance which provides customers the chance to increase their skill sets.
- c) Youth- Tyler Swanson from Goodwill of Victorville introduced Marquis Widby. He shared his story that began in Long Beach. After moving to the high desert, he realized he was wasting time so he set goals to move forward. He utilized the opportunities shared by the staff at Goodwill to obtain his certificate and guard card to work security. Marquis shared he was tased for the first time as part of the armed guard training. It has opened up new avenues and he wants to change the world. Terry Klenske asked what he would see as an opportunity from an armed guard role and Marquis stated he is open to anything. Laurie Stalnaker asked

CONSENT

- 5) Approval of Minutes from the July 20, 2016 Workforce Development Board meeting
 - a) Phil Cothran presented, Laurie Stalnaker motioned and Anita Tuckerman was the second. Approved.
- 6) Approval of the Workforce Development Board Mission Statement
 - a) Phil Cothran read the mission statement, provided the motion, Laurie Stalnaker was the second. William Sterling was opposed.
- 7) Approval of the Proposed 2017 Master Calendar of Workforce Development Board Meetings
 - a) William Sterling made a motion to approve, Jonathan Novack made the second, motion passed.
- 8) Approval of Public Relations Materials
 - a) Strategic Communications Plan
 - i) Mariann Ruffolo discussed 20/20 and the Strategic Communications Plan. Steve Lambert shared how we are to use the plan to move forward. He shared the challenges, opportunities and audience are the three main topics in creating the plan to implement. Motion by Henry Shannon, second by Jonathan Novack. Motion carried.
 - b) Elevator Pitch
 - i) Mariann Ruffolo shared the details of the pitch, as part of the plan. Phil Cothran asked for a practical use for the pitch and Steve shared it's a short, overall statement that can be put into your own words. Simplifying the message and making it fit is key. Steve shared the value of creating business cards for the Board Members.

DISCUSSION

There are no discussion items.

INFORMATION

Special Presentations

- 9) Special Presentation about Workforce System Partners Memorandum of Understanding and Local Strategic Plan given by Mariann Ruffolo
 - a) Mariann shared a presentation of the Local and Regional plan along with the MOU. She shared the details on the invitations that went out for October meetings on the 12th, 18th and 28th. The MOU is due in March 2017. She elaborated on the partners involved and how the local plan feeds into the regional

plan. The presentation included target dates and activities that need to be completed. Regional plan is set to complete November 30th 2016. Meetings set for November are to evaluate the information received and to gather the last of the input before the December Board meeting. The plan will be posted in mid-January through mid-February to allow time for public comments. The System MOU for the AJCC's is the third part and the kickoff meeting is set for October 12th. She elaborated on the process and time involved in requiring the signatures. Kenneth Boshart asked if city data would be included and Mariann confirmed.

10) Committee Reports

- a) Executive Board Report given by Phil Cothran
 - i) Phil Cothran discussed bios for the board, photos and the items discussed such as the Meeting of the Minds, Attendance Reports, Calendar for 2017, Elevator Pitch and Strategic Communications Plan.
- b) Youth Committee Report given by B.J. Patterson
 - i) B.J. Patterson shared the mapping of resources with the goal of eligible youth population and how it compares to other regions in the state.
- c) Economic Development and Business Resource Committee Report given by Jon Novack.
 - i) Jon Novack shared the committee is defining itself and is learning to broaden the representation of the community. The intent is to expand the committee and seek potential new membership. He shared at a seminar, there were 52 companies representing the region local to Ontario.
- d) Special Populations Committee Report given by Phil Cothran
 - i) Identified the special populations to focus on such as homeless, veterans and disabled. Working on a schedule of upcoming meetings including special guests and speakers.

11) County Report given by Miguel McQueen, Deputy Director

- a) Miguel McQueen shared the planning processes in place discussed earlier by Mariann Ruffolo. He elaborated on the dates of upcoming meetings. October 12th is set for the partner meetings for the local and regional plan. October 18th is set for the youth meetings involved in the local and regional plan. Miguel shared EDD, Community Colleges, service providers, adult schools, employers and businesses are involved. The youth meetings will have the California Conservation Core and youth participants that deal with the youth community. The meetings are public so they are encouraged to share input as well. The meeting on October 28th is community focused. He shared the success of the job fair in Ontario with over 90 employers, 2000 jobs and over 400 attendees within the first hour. Another job fair is set for the Victorville Fairgrounds on October 12th with space for approximately 75 employers. The Y4 event is set for Friday, December 9th. Miguel shared the departure of Sandy Harmsen and Kristi Sandberg and shared Rosina Motta will assist in the interim. He also announced Gina Beltran will be coming on board October 3rd as the new Executive Secretary to the Director.

- 12) Dr. Henry Shannon shared the top 10 have been narrowed down for the Community College Winners of Distinction.

PUBLIC COMMENT

There is no public comment.

ADJOURNMENT

William Sterling motioned to adjourn. Anita Tuckerman second. Motion carried. Meeting adjourned at 1:30 pm. The next WDB general meeting is scheduled for Tuesday, December 6, 2016 at the WDD Admin Office.

Rosina Motta, Acting Exec. Secretary

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

MEETING DATE: December 06, 2016

ITEM: (7)

SUBJECT: Workforce Innovation and Opportunity Act Youth Services Request for Proposal

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

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

RECOMMENDATION: Approve Workforce Development Board staff to develop and release a Request for Proposals for Workforce Innovation and Opportunity Act Youth Services for the City of San Bernardino for Program Years 2017-2020.

BACKGROUND: Title I of the Workforce Innovation and Opportunity Act (WIOA) allows for educational enhancement, occupational training and employment preparation services for youth ages 16 through 24. Approval of this item will allow staff to develop and release a Request for Proposals (RFP) to procure WIOA Youth Program Services for 2017-2020 to serve youth in the City of San Bernardino (City).

In accordance with federal guidelines, the Local Workforce Development Board (WDB) in conjunction with the Workforce Development Department (WDD) formally seeks proposals from interested and qualified organizations to provide year-round comprehensive activities and guidance services to assist eligible youth to achieve academic and employment success. The specific services include the priority elements of paid and unpaid work experience, occupational skill training, and leadership development opportunities. The WIOA elements include tutoring, alternative secondary school services, supportive services, adult mentoring, follow-up services, comprehensive guidance and counseling, education offered concurrently with and in the same context as workforce preparation activities, financial literacy, entrepreneurial skills, labor market information services, and activities that help youth prepare for and transition to postsecondary education and training.

WDD has been providing Youth Services under the Workforce Investment Act (WIA) since 2000 and has current WIOA contracts with 10 agencies for PY 2016-2020 to serve San Bernardino County, excluding the City.

By letter dated September 2, 2016, the State Labor and Workforce Development Agency (Agency) informed Chairman Ramos that the City would no longer be a workforce development area as of July 1, 2016. The Agency, in its letter, then expressed a desire for the County to modify its local area to include the City "as soon as practicable." In the interim, the Agency and WDB staff has been working on ensuring that services are provided to City residents utilizing funds that would have otherwise been designated to the City by the Agency.

WDB staff will be bringing the application to modify, expand the County's current local area to include the City at a noticed public WDB meeting for review and public comment. WDB staff anticipates that this proposal will be brought forward at the December 6, 2016, WDB meeting and the December 20, 2016, meeting of the County Board of Supervisors. Upon approval by the WDB and the Board of Supervisors, the proposed application for modification will be submitted to the State for approval.

The anticipated change in local area to include the City requires a new RFP be released to enable the WDB and WDD to serve City youth. The RFP will be issued with language acknowledging that the RFP and resulting contract are contingent on State-approval and that funding is contingent on such approval.

The policies and procedures of the County Purchasing Department require a RFP be released to competitive bidders for procurement. The RFP will allow the WDB to commence a competitive process to select from a pool of qualified vendors to provide these services through contracts for four (4) years with the option to extend one (1) additional one (1) year term.

In the event that the WDB, the Board of Supervisors, or the State do not approve the proposed application to modify the local area to include the City, the RFP will be cancelled and no contract will be issued.

This item was reviewed and approved on November 09, 2016 by the Executive Board to move forward to the Full Board for final consideration.

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

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

MEETING DATE: December 06, 2016

ITEM: (8)

SUBJECT: Approval of Additional Sling Shot Occupational / Vocational Training Providers

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approval of Additional Sling Shot Occupational / Vocational Training Providers

BACKGROUND: See attached Sling Shot Occupational / Vocational Training Providers

Recommended Training Providers
Second SlingShot Request for Qualifications
9/15/16

1. **Center for Employment Training (Manufacturing and Healthcare)** – Provides training for welding, HVAC, Machinist Technology/CNC, Medical Assistant and Medical Administration. Training includes teaching soft skills such as leadership skills, customer service skills and character development. Job placement assistance provided.
Main office: 701 Vine St., San Jose, CA 95110
Training facility: 1099 N. Pepper Ave., Colton, CA 92324

2. **Concorde Career College (Healthcare)** – Provides training for Medical Assistant, Medical Office Administration, Respiratory Therapy, Surgical Technology, Dental Assistant, Dental Hygienist. Many years of experience developing and delivering customized training programs to employers. Job placement program called Pathway to Placement addresses professionalism, job search and soft skills.
Main office: 201 E. Airport Dr., San Bernardino, CA 92408
Training facility: 201 E. Airport Dr., San Bernardino, CA 92408

3. **University of California, Riverside, University Extension (Manufacturing and Healthcare)** – Provides training for Manufacturing Project Management, Lean Six-Sigma, Purchasing and Logistics, Medical Case Management and Community Health Case Management. Experienced in creating and delivering custom curriculum to meet the need of employers. Extension instructors have expertise in teaching soft skills, job seeking strategies and interview preparation.
Campus: 1200 University Ave., Riverside, CA 92507

4. **University Auxiliary & Research Service Corp., on behalf of California State University San Marcos – Extended Learning Division (Manufacturing and Healthcare)** – Provides training in Lean Manufacturing, Clinical Team Leader, Biotechnology Laboratory Technician, Research Assistant. Programs offered to healthcare and manufacturing sectors: supervising employees; leadership development; employee management for lead workers; computer training. Existing classes can be customized and faculty is experienced developing new courses tailored to employer needs.
Main campus: 435 E. Carmel St., San Marcos, 92078
Extended Learning campus: 43890 Margarita Rd., Temecula, CA 92592

5. **Norco College (Manufacturing)** – Provides training in CNC Programming, Conventional Machining, Industrial Automation Technician, Computer Aided Production Technology, Electrician, Digital Electronics. Training includes soft skills training, employability workshops. Experienced in creating and delivering custom curriculum to meet employer needs. High job placement rate – extensive outreach to employers with on-campus recruitment/interviews and longstanding active Manufacturing Advisory Council.
Campus: 2001 Third St., Norco, CA 92860

6. **Mt. San Jacinto College (Healthcare and Manufacturing)** – Provides training in Medical Billing/Coding and Medical Assistant/Scribe. For Medical Billing/Coding, MSJC proposes to collaborate with Reach Out, especially for job placement. The Continuing and Community Education Program at MSJC is experienced in creating and delivering customized training programs in healthcare and manufacturing to meet employer needs.
Main Campus: 1499 N. State St., San Jacinto, CA 92583
Other campus locations: Menifee and Banning
The Continuing and Community Education Program: offered at San Jacinto campus and in Temecula at 43200 Business Park Dr., Temecula CA 92590

7. **San Bernardino Community College District (Healthcare and Manufacturing)** – Provides training in Industrial Maintenance Mechanic, Shielded Metal Arc Welding and Emergency Medical Technician certificate. Experienced in creating and delivering customized training for manufacturing and healthcare. Training includes workforce readiness, including job readiness, customer service, job search skills, job retention skills, computer literacy and applied math, English competency and reading comprehension. Uses well developed practices to attain high job placement rate. Extensive employer advisory groups.
District Office: 114 S. Del Rosa Dr., San Bernardino, CA 92408
S. B. Valley College: 701 S. Mt. Vernon Ave., San Bernardino CA 92410
Crafton Hills College: 11711 Sand Canyon Rd., Yucaipa, CA 92399

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

MEETING DATE: December 6, 2016

ITEM: (9)

SUBJECT: Approve Application for Local Workforce Development Area Modification

PRESENTED BY: Reg Javier, Executive Director
Workforce Development Board

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

RECOMMENDATION: Approve the San Bernardino County Workforce Development Board's (WDB) Application to the California Workforce Development Board for Local Workforce Development Area Modification as a Local Area to include the City of San Bernardino under the Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND: San Bernardino County was initially designated as a Local Workforce Development Area (LWDA) under WIOA, effective July 1, 2015, through June 30, 2017, and certified as a Local Board effective July 1, 2015, through June 30, 2016. The WDB was then recertified as a Local Board in March of 2016 for Program Years 2016-2018.

The City of San Bernardino (City) was granted a two-year conditional initial designation in November 2015, subject to revocation due to accounting issues and delinquent audits. In May 2016, the City sent a letter to State of California Employment Development Department (EDD) requesting the City be removed of its obligations to provide employment and training under the WIOA subgrant agreement. The letter also requested that responsibility for providing workforce development services for the City be reassigned to an appropriate alternative entity. The City was consequently notified by the Governor's office that it would no longer be a LWDA.

On September 2, 2016, Board of Supervisors Chairman, James Ramos, received a letter from the Governor's office regarding assuming provision of services to City residents and informing the County that WIOA formula funding intended for the City would be re-allocated to the County to offset the additional costs of providing WIOA services to city residents. The letter stated that the State work with the County to "expeditiously modify the workforce area jurisdiction." In response to this letter, WDD has prepared the Local Area Modification Application which explains the geographic boundaries of San Bernardino County's LWDA to include the City.

WDB Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____