

WORKFORCE DEVELOPMENT EXECUTIVE BOARD MEETING

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

THURSDAY, SEPTEMBER 14, 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 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

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

CONSENT

- 4) Approval of Minutes from August 9, 2017 Executive Board Meeting

DISCUSSION

- 5) Approval of America's Job Center of California Certification Process
- 6) Approval of School District Workforce Development Coordinator
- 7) Consideration of Next Steps on Strategic Action Goals for Program Year 2017-18

INFORMATION

- 8) Individual Training Account (ITA) Report
- 9) One-Stop Operator Report
- 10) Attendance Report
- 11) PR Report
- 12) County Report

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, 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. 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: September 14, 2017

ITEM: (4)

SUBJECT: Approve Minutes from August 9, 2017 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from August 9, 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, August 9, 2017, 9:30 a.m.

ATTENDANCE:

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

WDD Staff	Present
Devra Bell	X
Fred Burks	X
Gustavo Cisneros	X
Grace Cleveland	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Bessine Richard	X
Mariann Ruffolo	X
Cheryl Shelby	X
Madeline Tsang	X
Nidia Vargas	X

OPENING

Chair called meeting to order at 9:32

Chair requested that *Item 4 – Agreement with Spaulding Thompson & Associates* move from Consent to Discussion and to move Information Items to immediately follow Consent. Chair called for a motion to adopt the agenda with these changes - BJ Patterson motioned, Jon Novack seconded. None opposed; motion carried.

Introductions were made. Other attendees – Soua Vang, Richard Vaughn, Monique Carter, and Marissa Rivera from Economic Development; Steve and Deanna Lambert of 20/20 Network; Adele McClain from Apple Valley Unified School District; Jessica Spaulding of Spaulding Thompson & Associates.

CONSENT

Item 3) Approve Minutes from July 12, 2017 Executive Board Meeting

Chair called for a motion to approve the Minutes from the July 12, 2017 Executive Board meeting. BJ Patterson motioned and Jon Novack seconded. None opposed; motion carried.

INFORMATION

Item 4) Attendance Report

Stephanie Murillo presented this item, providing attendance reports for Executive Board (Exec), Special Populations Committee, Youth Committee, and Economic Development & Business Resources Committee (EDBR) since January 2017. Exec was reminded that letters were sent out to two members of EDBR upon which they were removed from the committee. Jon Novack asked about responses to the removals, to which there were none. Will Sterling requested full Workforce Development Board (WDB) attendance for next Executive Board meeting. There was discussion about changing meeting times; this is allowed if the Chair of WDB approves.

Item 5) Expenditure report

Madeline Tsang presented the expenditures for the program year. She mentioned that the amount of carry over funding will be a part of the next presentation. BJ Patterson requested that the percentage of Non-WIOA funding versus WIOA funding be added to the expenditure report from this point on.

Item 6) High Desert Training Center Update

Stephanie Murillo presented data that demonstrates the need for a High Desert Training Center. Jon Novack asked that auxiliary businesses to mining and manufacturing be under consideration and added to the data collection. Many businesses support or are supported by mining and manufacturing. He also requested that the data show the commute patterns within the High Desert area if possible.

A tour of a facility owned by Stirling Development has been set for August 14, 2017. The proposed site is at Southern California Logistical Airport. Jon Novack, Tony Myrell, and Phil Cothran are scheduled to attend, along with Reg Javier and employers from the area. Steve Tyrell has stated that 5 businesses will be represented by 7 people for the tour. Stirling Development has offered the use of the building for at least the next 10 years if the tenant improvements are taken care of by the High Desert Training Center proposers.

Stirling Development appears to be supporting initiatives that would pull manufacturing business to the High Desert and create a manufacturing hub in the area.

The training center brings business, industry, and developers to the table from the beginning with a focus on sustainability. It is necessary to have strong commitments from the companies.

There was discussion surrounding presenting the idea to the Board of Supervisors to gain commitment and support. When the time comes, the suggestion is that a meeting be set up to present the idea(s) and to choose a Board of Supervisors "champion" who can lead the effort. Because this training center would support the entire county, the person who leads the effort could represent any of the districts. The conversation with the Supervisors would be regarding county wide support; this model is scalable and benefits the whole county.

A goal of the training center is to diversify. The burden of stability for the center should not be the WDB's. This project represents setting up assets that benefit workforce development as a whole.

ITEM 7) – PR Report

Steve Lambert of the 20/20 Network presented the media report for the month of July. He announced that Jon Novack and his company, Patton's Sales Corp, received the Best Small Business of the Year award from State Assembly member, Freddie Rodriguez. Steve discussed traffic to social media sites; traffic dramatically increases around job fairs.

ITEM 8) – County Report

Mariann Ruffolo gave the Report. A Chmura Economics conference call was held recently. The Chmura Report will be regional this year, rather than county specific. Focus groups will be held before the data is complete and information will be gathered in these sessions to add to the report. Partners will be invited and real-time data collected to support the preliminary data. Exec requested that there be a meeting with just the WDB as well.

California Workforce Association's Meeting of the Minds in Monterey is scheduled for September 5-7, 2017. Reg Javier will represent the WDB as part of two panels – one for Economic Development and the other on the work of the Intech Center with business. Mariann will present on work with the school district and career pathways. Miguel McQueen and Curtis Compton will also be presenting on engaging business and will add some of the components of the business field team.

A tour is scheduled at Amazon on Tuesday, August 15, 2017. Some Exec members would like to attend a future tour because they are unable to make it; they request that a future one to be set up.

Shirts will be ordered for the WDB along with staff of Workforce Development and partners at Employment Development Department that work in the America's Job Centers.

Jon Novack gave an update on the Business Field Team. They have met twice, taking notes and discussing an over reaching umbrella on how to engage the business community so that the voice of business is gathered and the WDB knows what business wants from them. They are setting up work with Ontario Chamber along with Economic Development to focus on how to help business be successful and thrive.

Reg Javier presented about staff changes. James Johnson has moved on to another position with the San Bernardino City School District. Curtis is the Interim Business Services Manager; Reg is developing strategies around hiring someone for the permanent role. Darren Cook is the Interim Supervisor for Business Services. Gina Beltran, Executive Secretary to the WDB, has taken a position at Public Works. Stephanie Murillo will be working on coordinating efforts by staff to ensure consistency for the WDB.

DISCUSSION

Item 9) Agreement with Spaulding Thompson & Associates

This Item was pulled from Consent, as noted above. Reg Javier presented. The subject was discussed at the June Exec meeting. The proposed communications campaign will position the WDB as a thought leader state-wide and nationally. WDB will be seen as an influencer in policy and it will position WDB to diversify the access to funding. It is necessary for the WDB to be recognized for the work they are doing in a different way, to showcase that they are disruptive because this is what brings funders to the region. The focus is access to capital. Reg spoke about Google investing millions of dollars in the "future of work;" they invested in Code for America, a company currently being recognized as a disruptor. They may not be the only ones doing the work, but because of publicity, they now have access to increased funding.

Reg stated that the work of Spaulding Thompson & Associates is not the work that the 20/20 Network is contracted to do.

Phil Cothran expressed his agreement that this work is important and that he wants to be seen as a center for workforce efforts. He has a concern based on the way that the contract was presented. The selection of the 20/20 Network was vetted through the WDB whereas this one was not. Previous experience has given him cause for concern with potentially sharing the work with Economic Development. He stated that it will not reflect well on the department if the Spaulding contract ends up overshadowing or replacing that of the 20/20 Network.

Reg Javier stated that with the direction the WDB is heading, he wants to be portrayed as a region that has a great upside in terms of investment. This new agreement with Spaulding is a reflection of the work Spaulding does for Economic Development and the fact that the profiles have been raised because of that work. The current contract with them allows for efficiency because a separate procurement does not have to occur.

Tony Myrell expressed the need for state and national level recognition. He stated that the WDB needs to hire the right director, someone that has the notoriety and understanding that can glean more funding. Moving forward with the 501c3 along with hiring a new director and doing the work with Spaulding to showcase the work - needs to happen simultaneously so that we can actually handle the diversity of funds. He stated that the annual \$75,000 needs to be directly related to what the WDB does and this effort does not replace any of the other work we do with 20/20 Network. He then asked about efforts made regarding the 501c3 and asked that Reg Javier discuss when it will be up and running.

Reg Javier discussed that the Economic Development Agency (EDA) has dormant 501c3 that could be put in motion by December or gave the option of creating a separate one with more work. Tony asked what the structure is of the one EDA has. Reg suggested that it be discussed further and if it doesn't work, creating one for WDB will be the option.

Tony Myrell stated that the marketing campaign could go along with that and that it is good timing to do this together. He stated that reports will need to show that money used for this agreement with Spaulding Thompson and Associates is specific to workforce.

Exec wants to ensure that it is in the minutes that these dollars are to be spent on workforce only.

Jon Novack made the motion to approve with consideration of the above statements. Robert Loeun seconded. None opposed; motion carried.

Item 10) One Stop Operator Workplan

Angela Gardner of Workforce Development Solutions, Inc. presented an update to the workplan based on discussion from the last Exec meeting and provided a list of priorities for review. The workplan has been adjusted to represent monthly meetings with EDA. Marissa Rivera is the liaison with EDA as the holder of the contract, although the One-Stop Operator works for the WDB.

Reg Javier provided clarity regarding the relationship with EDA: it is solely firewall issue. Procurement and contract holder needed to be separate than the WDB under the law.

Will Sterling motioned for approval; BJ Patterson seconded. None opposed; motion carried.

Item 11) Executive Board Strategic Action Goals

Mariann Ruffolo presented the spreadsheet for Strategic Action Goals. Per the discussion at the last Exec, some Program Year 2016/17 goals were removed and the new goals were added for Program Year 2017/18.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

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

Meeting adjourned at 11:21 AM

The next WDB Executive Board Committee meeting is scheduled for Wednesday, September 13, 2017 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Stephanie Murillo, Acting Workforce Board Staff

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

MEETING DATE: September 14, 2017

ITEM: (5)

SUBJECT: **AMERICA'S JOB CENTER OF CALIFORNIA CERTIFICATION PROCESS**

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

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

RECOMMENDATION: Approve the America's Job Centers of California (AJCC) Certification Process

BACKGROUND: The Workforce Innovation and Opportunity Act (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 (State Board) has developed an objective criteria and procedures for Local Boards to use when certifying AJCCs within the local area.

The State Board, in compliance with WIOA, outlines three key requirements for AJCC certification: effectiveness of the AJCC, physical and programmatic accessibility for individuals with disabilities, and continuous improvement.

Local Boards must create an AJCC Certification Process that will include use of the State Board's criteria and matrix. Attached is the San Bernardino County Workforce Development Board AJCC Certification Process.

Initial AJCC Certification will be conducted during Program Year 2017-18 and will only be required for the comprehensive center - the West Valley AJCC.

As described at the August 16, 2017, Full Board Meeting, the Executive Committee will review and approve the AJCC Certification Process. Approval of this item will allow WDD staff to submit the WDB's AJCC Certification Process to the Employment Development Department's Regional Advisor by September 30, 2017.

Attachment: AJCC Certification Process

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____



San Bernardino County Workforce Development Board

AJCC Certification Process

- I. Conducting the independent review and evaluation(s):
 The San Bernardino County Workforce Development Board (WDB) has determined that the independent review and evaluations will be conducted by a Certification Taskforce.
 - a. The Certification Taskforce includes: One-Stop Operator, Two (2) WDB Members, Two (2) Title I Staff Members, One (1) AJCC Program Partner.

- II. Firewalls are in place to avoid a conflict of interest:
 The WDB has established firewalls that are substantive enough to remove and avoid any potential conflicts or biases.
 - a. One-Stop Operator (OSO) reports directly to the Workforce Development Board.
 - b. Economic Development Agency holds the OSO’s contract and is responsible for oversight.
 - c. The Workforce Development Department’s organizational structure has clear and strong firewalls that separate staff that work at the AJCCs from staff who will conduct the on-site evaluations.

- III. Steps included in the process and the associated timeline:

July 12, 2017 WDB Executive Committee is presented with overview of AJCC certification requirements.
August 10, 2017 Comprehensive Center - West Valley AJCC Pre-Assessment meeting for AJCC certification requirements.
August 16, 2017 WDB is presented with overview of AJCC certification requirements.
August 10, 2017 – September 29, 2017 West Valley AJCC conducts self-assessment for Baseline Certification.
September 13, 2017 WDB Exec. Committee reviews and approves AJCC Certification Process.
September 30, 2017 WDB submits AJCC Certification Process to EDD Regional Advisor.
October 16, 2017 Certification Taskforce conducts review and evaluation of Comprehensive Center – West Valley AJCC using the Baseline Criteria Matrix.
November 1, 2017 Local Boards receive State Board’s decision on their AJCC Certification Process.

<p>November 6, 2017 Certification Taskforce conducts follow-up review and evaluation (if necessary).</p>
<p>November 15, 2017 WDB Executive Committee reviews and makes recommendation for Baseline Criteria Matrix.</p>
<p>December 6, 2017 WDB reviews and approves Baseline Criteria Matrix.</p>
<p>December 31, 2017 WDB submits Baseline Criteria Matrix to EDD Regional Advisor.</p>
<p>January 1, 2018 – February 28, 2018 West Valley AJCC conducts self-assessment for Hallmarks of Excellence Certification.</p>
<p>* March 1, 2018 – April 1, 2018 Certification Taskforce conducts review and evaluation of Comprehensive Center – West Valley AJCC using the Hallmarks of Excellence Criteria Matrix and creates the Continuous Improvement Plan.</p>
<p>* April 11, 2018 WDB Executive Committee reviews and makes recommendation for Hallmarks of Excellence Criteria Matrix and Continuous Improvement Plan.</p>
<p>* May 16, 2018 WDB reviews and approves Hallmarks of Excellence Criteria Matrix and Continuous Improvement Plan.</p>
<p>June 30, 2018 WDB submits Hallmarks of Excellence Criteria Matrix and Continuous Improvement Plan for Comprehensive Center – West Valley AJCC.</p>

* Workforce Development Board dates for 2018 may be subject to change.

San Bernardino County
Workforce Development Board
Executive Board
Agenda Item

MEETING DATE: September 14, 2017
ITEM: (6)
SUBJECT: School District Workforce Development Coordinator
PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Authorize Workforce Development Department (WDD) to develop a memorandum of understanding (MOU) between WDD and San Bernardino City Unified School District (SBCUSD) to help fund a School District Workforce Development Coordinator for an amount not to exceed \$100,000 per year for three years.

BACKGROUND: This action will allow WDD to develop an MOU with SBCUSD to help fund a School District Workforce Development Coordinator. Under this MOU WDD will fund 50% of the School District Workforce Development Coordinator position up to a maximum of \$100,000 per year for three years. The SBCUSD will pay for the remaining 50% of the position and any costs in excess of WDD's maximum \$100,000 obligation. The School District Workforce Development Coordinator would assist SBCUSD students to gain work-based learning with businesses in the County.

WDD is planning to take the MOU to the San Bernardino County Board of Supervisors (BOS) for approval on November 14, 2017. The BOS-approved MOU will be brought to the full Workforce Development Board (WDB) in December for ratification.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

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

MEETING DATE: September 14, 2017
ITEM: (7)
SUBJECT: Strategic Action Goals for Program Year 2017-18

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

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

RECOMMENDATION: Discuss Strategic Action Goals for Program Year 2017-18

BACKGROUND: The 2017-18 strategic action goals are set annually by the Executive Board in support of the goals of the Workforce Development Board.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____