

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

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

WEDNESDAY, SEPTEMBER 13, 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 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE

OPENING

- 1) Chair Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Member Introductions

CONSENT

- 5) Approve Minutes from July 12, 2017 Economic Development and Business Resource (EDBR) Committee Meeting

PRESENTATION

- 6) Manufacturing Day

DISCUSSION

- 7) Next Steps on EDBR Strategic Action Goals

INFORMATION

- 8) High Desert Training Center Update
- 9) 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
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: September 13, 2017

ITEM: (5)

SUBJECT: Approve Minutes from July 12, 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 July 12, 2017 Economic Development and Business Resource (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, JULY 12, 2017, 11:00 a.m.

MINUTES

Attendance:

Members	Present
Jonathan Novack (Chair)	
John Andrews	X
Phil Cothran	X
Mike Gallo	X
*Peggi Hazlett	X
Terry Klenske	X
*Audrey Mathews	X
Tony Myrell	X
B.J. Patterson	X
William Sterling	X
Anita Tuckerman	X

**Public Members*

Staff to WDB	Present
Gina Beltran	X
Sandy Harmsen	
Reg Javier	
WDD Staff	Present
Fred Burks	X
Gustavo Cisneros	X
James Johnson	X
Miguel McQueen	
Stephanie Murillo	X
Henry Nickel	
Mariann Ruffolo	X

OPENING

Tony Myrell was asked by Jon Novack to chair today's committee and called the meeting to order at 11:00 a.m.

Pledge of Allegiance was led by William Sterling.

Tony Myrell called for a motion to adopt the agenda. William Sterling motioned and B.J. Patterson seconded. None opposed; motion carried.

Member introductions were done and Tony Myrell informed the committee of committee roster changes. One person was added and two members were removed for not meeting the attendance requirements of the Workforce Development Board By-laws.

CONSENT

ITEM 4- Motion to approve Minutes of February 22, 2017 EDBR Meeting

Tony Myrell called for a motion to approve the February 22, 2017 Economic Development and Business Resource meeting minutes. Anita Tuckerman motioned and William Sterling seconded. B.J. Patterson, Peggi Hazlett and Mike Gallo abstained. None opposed; motion carried.

DISCUSSION

ITEM 5 - Next Steps on EDBR Strategic Action Goals

Tony Myrell asked the committee if they would like to have discussion on updating the goals spreadsheet and the committee agreed to wait until Jon Nocack was present.

INFORMATION

ITEM 6 - County Report

Mariann Ruffolo presented and highlighted the East Valley job fair that took place at the San Bernardino National Orange Show on June 22, 2017. There were 69 employers present and 774 people in attendance. Of those people who attended, 28% left with interviews and 30% were currently employed and looking for their next job. It was noted that the majority of the people who attended the job fair came dressed for an interview and were prepared with their resume. Business Services will be hosting another job fair in September in the West End and the High Desert will have a job fair in October. Both of these events will be advertised on social media.

Staff are working with Riverside County to figure out a better way to streamline Regional and SlingShot funds. Any ideas or recommendations will go to the Executive Board first.

With regard to the business consultant contracts, there is one vendor who is not able to continue. Z-CO has decided not to continue their contract. It could be due to a logistics standpoint since they are located in Colorado.

ITEM 6 – cont.

The Customer Design Team was selected to go to DC. This team has been focusing on improvements for the AJCC lobbies, streamlining and improving customer access. .

There will be Workforce Development Department (WDD) staffing changes. James Johnson, Business Services Manager will be leaving this Friday, July 14, 2017 due to a promotion. Curtis Compton will be the Interim Business Services Manager and Darren Cook will be the Interim Supervisor. Stephanie Murillo has been promoted to Administrative Supervisor I and will work on regional initiatives with Riverside County. Effective July 1, 2017, the roles of the WDD Deputies has changed. Mariann Ruffolo will be over adult and youth programs and the AJCCs and Miguel McQueen will take over the Administration duties. The Business Services and Fiscal units report directly to Reg Javier.

Tony Myrell gave a brief update on a High Desert Training Center meeting. He explained that there was a meeting with Steve Tyrell regarding potential locations and budget for the High Desert Training Center and scheduling is currently underway for a site visit with Sterling Development. The overall recommendation from this meeting was to focus on business as the core structure of the training center. Steve Tyrell is scheduled to attend the next committee meeting and full board.

Gina Beltran reported there have been some Outlook issues and in an attempt to resolve some of the confusion on calendar invites, she reminded the group that any official calendar invite or cancellation for a meeting will come from her. If anyone receives an Outlook invite or cancellation that is not from her, disregard and let her know. She will continue to send reminder emails as a way to track and monitor for quorum.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Tony Myrell called for a motion to adjourn. B.J. Patterson motioned and William seconded. None opposed; motion carried.

Meeting ended at 11:27 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, August 9, 2017 at 11:00 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

**San Bernardino County
Workforce Development Board
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: September 13, 2017

ITEM: (7)

SUBJECT: Next Steps on Economic Development and Business Resource (EDBR)
Strategic Action Goals

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

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

RECOMMENDATION: Discuss the next steps for EDBR Strategic Action Goals

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

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