

# WORKFORCE DEVELOPMENT BOARD SPECIAL POPULATIONS COMMITTEE MEETING

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

WEDNESDAY, SEPTEMBER 13, 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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://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 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS 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 Special Populations Committee Meeting

### PRESENTATION

- 6) American's with Disabilities Act Accessibility and Equipment

### DISCUSSION

- 7) Next Steps on Special Populations Committee Strategic Action Goals

### INFORMATION

- 8) County Report

### PUBLIC COMMENT

### ADJOURNMENT

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**San Bernardino County  
Workforce Development Board  
Special Populations Committee  
Agenda Item**

**MEETING DATE:** September 13, 2017

**ITEM:** (5)

**SUBJECT:** Approve Minutes from July 12, 2017 Special Populations Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from July 12, 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, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, JULY 12, 2017 12:00 p.m.**

**MINUTES**

**Attendance:**

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

*\*Public members*

<b>Members</b>	<b>Present</b>
* Vince Toms	X
Jonathan Weldy	X
Joseph Williams	X
<b>Staff to WDB</b>	<b>Present</b>
Gina Beltran	X
Sandy Harmsen	
Reg Javier	
<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Clarissa Jimenez	X
James Johnson	X
Stephanie Murillo	X
Mariann Ruffolo	X
Miguel McQueen	

**OPENING**

Chair called the meeting to order at 12:00 p.m.

Pledge of Allegiance was led by Jessica Rodriguez.

Chair called for a motion to adopt the agenda. Beth Burt motioned and William Sterling seconded. None opposed; motion carried.

Member introductions were done.

**CONSENT**

**ITEM 4- Motion to approve Minutes of June 14, 2017 Special Populations Committee Meeting**

Chair called for a motion to approve the minutes. William Sterling motioned and Beth Burt seconded. Jonathan Weldy abstained. None opposed; motion carried.

**PRESENTATION**

**ITEM 5 – Uniquely Abled Project by Goodwill**

Simon Lopez, VP of Workforce and Career Development for Goodwill presented a PowerPoint to the committee about the Uniquely Abled Academy (UAA) and the benefits for employers to hire someone who has gone through the UAA program.

**DISCUSSION**

**ITEM 6- Next Steps on Special Populations Committee Strategic Action Items**

Mariann Ruffolo presented, asking the committee to review the goals spreadsheet and what the next steps should be for the spreadsheet moving forward. The Chair discussed the spreadsheet with the committee and it was determined to keep it as is and add the goals from the 2017 retreat.

Beth Burt recommended putting together a sub-committee around asset mapping. Since there could be different subject matters, the Chair has asked the Board Secretary to e-mail Beth Burt the subject matter experts as it pertains to asset mapping.

**INFORMATION**

**ITEM 7 – Assistive Technology Equipment**

Tamica Fouts-Rachal presented and let the committee know she is working with Yukiko Long and Cal-State San Bernardino Assistive Technology Initiative Coordinator on scheduling a tour to learn about Assistive Technology (AT) and how it impacts and supports employment goals.

**ITEM 7 – cont.**

Tarnica Fouts-Rachal invited anyone wishing to attend a free AT training being offered that she is collaborating with her LA office on. The training is scheduled for Monday, July 17, 2017 at 4:00 pm at the San Gabriel Pomona Regional Center. This training would be a good opportunity to inquire about AT and its benefits from an expert. There will also be CEU credits available for those who attend.

**ITEM 8 – 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.

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.

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**

The Chair asked for a motion to adjourn. William Sterling motioned and Audrey Mathews seconded. None opposed; motion carried.

Meeting adjourned at 12:46 p.m.

The next WDB Special Populations Committee meeting is scheduled for August 9, July 12, 2017 at 12:00 p.m. to be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92401.

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Gina Beltran, Executive Secretary II

**San Bernardino County  
Workforce Development Board  
Special Populations Committee  
Agenda Item**

**MEETING DATE:** September 13, 2017  
**ITEM:** (7)  
**SUBJECT:** Next Steps on Special Populations Committee Strategic Action Goals  
**PRESENTED BY:** Mariann Ruffolo, Deputy Director  
Workforce Development Department (WDD)  
**CONSENT** \_\_\_\_\_ **DISCUSSION**   X   **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Discuss the Special Populations Committee Strategic Action Goals for Program Year 2017-18

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

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