

## EXECUTIVE BOARD MEETING

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

WEDNESDAY, APRIL 12, 2017 at 8:30 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, 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

8:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

### OPENING

- 1) Chair Call Meeting to Order and Adoption of Agenda

### CONSENT

- 2) Approve Minutes from March 1, 2017 Executive Committee Meeting

### DISCUSSION

- 3) Discuss Next Steps on Executive Committee Strategic Action Goals

### INFORMATION

- 4) Expenditure Report
- 5) ITA Report
- 6) PR Report by 20/20 Network
- 7) County Report given by Mariann Ruffolo

### PUBLIC COMMENT

### ADJOURNMENT

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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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor, San Bernardino, California 92415. California Relay Service 711

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

**MEETING DATE:** April 12, 2017

**ITEM:** (2)

**SUBJECT:** Approve Minutes from March 01, 2017 Workforce Development Board Meeting

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

**CONSENT**  X  **DISCUSSION** \_\_\_\_\_ **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve Minutes from March 01, 2017 Workforce Development 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, 6<sup>th</sup> Floor, San Bernardino, California

WEDNESDAY, MARCH 01, 2017, 8:30 a.m.

**MINUTES**

1) Chair Called Meeting to Order at 8:35 am. In attendance:

**Committee Members Present**

Tony Myrell  
Phil Cothran  
William Sterling  
Jon Novack  
BJ Patterson  
Robert Loeun

**Committee Members Absent**

None

**Staff**

Reg Javier, Deputy Executive Officer  
Mariann Ruffolo, Deputy Director  
Miguel McQueen, Deputy Director  
Gina Beltran- Executive Secretary  
Fred Burks- Administrative Supervisor II  
Sandy Harmsen, Project Executive  
James Johnson, Business Services Manager  
Stephanie Murillo, Staff Analyst II

**CONSENT**

**ITEM 2- Motion to approve Minutes of January 11, 2017 Executive Board Meeting**

Motion by the chair to approve. Will Sterling made a motion to approve. B.J. Patterson seconded the motion. None opposed. None abstained. Motion carried.

**ITEM 3 – Regional and Local Plan**

Motion by the chair to approve. Will Sterling made a motion to approve. B.J. Patterson seconded the motion. None opposed. None abstained. Motion carried.

**ITEM 4 – Phase II MOU Cost Methodologies**

This item was pulled and placed in the Discussion part of the agenda.

There has been further direction from our legal counsel and how we should get the templates approved and based on their recommendation, we are planning to take the Phase II MOU templates to the Full Board for them to approve. We have 26 partners that need to review the templates before we can move forward. However, once the templates are approved by the Board of Supervisors, once we get new partners we will already have the template in place and will not have to go back to the Board of Supervisors. The templates are due to go to the Full Board on March 15, 2017.

The Chair asked for a motion to approve the Cost Methodology only. Phil Cothran motioned to approve. Will Sterling seconded the motion. None opposed. Motion carried.

**ITEM 5 – Manufacturing Industry Coordinator**

Motion by the chair to approve. Will Sterling made a motion to approve. B.J. Patterson seconded the motion. None opposed. None abstained. Motion carried.

**ITEM 6 – Business Services Consultants**

Motion by the chair to approve. Will Sterling made a motion to approve. B.J. Patterson seconded the motion. None opposed. None abstained. Motion carried.

**ITEM 7 – Business Workshops**

Motion by the chair to approve. Will Sterling made a motion to approve. B.J. Patterson seconded the motion. None opposed. None abstained. Motion carried.

**DISCUSSION**

**ITEM 8- Board Retreat**

Gina Beltran reminded the group about the date and location of the retreat and to RSVP if they haven't already. Planning with the vendor is in process as well as creating an agenda with the facilitators.

**ITEM 9 – Committee Meeting Time Changes**

Gina Beltran informed the group of the proposed time changes for the committees and Executive Board. The new time for the Executive Board will be from 8:30 – 10:00, Youth Committee will be from 10:00 – 11:00, EDBR Committee will be from 11:00 – 12:00 and the Special Populations Committee will be from 12:30 – 1:30. This would allow members of these committees more time in the afternoon to conduct business. The Board agreed to change the committee times. Effective April 12, 2017, the new times will go into effect.

**ITEM 10 – One Stop Operator RFP Release**

Mariann Ruffolo asked the Board for permission to release the One Stop Operator RFP. Due to a time deadline, there was not going to be enough time to take this item to the Full Board prior to release however the contract will go to the Board.

The chair asked for a motion to approve. B.J. Patterson motioned to approve the release of the RFP. Robert Loewn seconded the motion. None opposed. Motion carried.

**ITEM 11 – FY 17-18 Budget**

Madeline Tsang, Administrative Supervisor I, gave an update to the Board about the proposed budget. Based on what was presented, the Chair asked for a motion to present the proposed budget to the Board of Supervisors.

Will motioned to approve. B.J. Patterson seconded the motion. None opposed. Motion carried.

**ITEM 12 – Discuss Next Steps on Executive Board Strategic Action Items**

There were no items to discuss.

**INFORMATION**

**Expenditure Report** given by Mariann Ruffolo

Since there was discussion about the proposed FY 17-18 budget, there was no Expenditure Report to cover.

**County Report** given by Mariann Ruffolo

The new website is live this morning, the address is: [www.sbcounty.gov](http://www.sbcounty.gov)

The Chmura Report has been posted on the website. There was a press release done by, The 20/20 Network around the report. The 20/20 Network will give updates on their press releases as an ongoing agenda item for this Board.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The Chair asked for a motion to adjourn. Will Sterling motioned to adjourn. Second by BJ Patterson. Motion carried. Meeting adjourned at 10:10 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, April 12, 2017 at 8:30 a.m. to be held at WDD Admin, 290 N. D Street, 6<sup>th</sup> Floor, San Bernardino, Ca 92401.

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Gina Beltran, Executive Secretary II