

**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, APRIL 12, 2017 at 12:30 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**

12:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

**OPENING**

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

**CONSENT**

- 4) Approve Minutes from January 11, 2017 Special Populations Committee Meeting

**DISCUSSION**

- 5) Discuss Next Steps on Special Populations Committee Strategic Action Items

**INFORMATION**

- 6) Workforce Readiness Program with Crafton Hills College
- 7) 100 People Video
- 8) County Report given by Miguel McQueen

**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

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  
Special Populations Committee  
Agenda Item**

**MEETING DATE:** April 12, 2017

**ITEM:** (4)

**SUBJECT:** Approve Minutes from January 11, 2017 Special Populations Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from January 11, 2017 Special Populations Committee Meeting

**BACKGROUND:** See attached Minutes

**WDB 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, JANUARY 11, 2017, 2:30 p.m.

**MINUTES**

1) Chair called meeting to order at 2:35 pm. In attendance:

**Committee Members Present**

William Sterling  
Robert Loeun  
Tony Myrell  
Phil Cothran  
Jonathan Weldy  
Vince Toms  
Beth Burt  
Douglas Fazekas  
Tamica Fouts-Rachel

**Committee Members Absent**

Laurie Stalnaker  
Joseph Williams  
Enrique Martinez  
Pauline Pina  
Audrey Mathews  
Stephanie Congdon  
Yukiko Long

**Staff**

Reg Javier, Deputy Executive Officer  
Mariann Ruffolo, Deputy Director  
Miguel McQueen, Deputy Director  
Gina Beltran- Executive Secretary  
Sandy Harmsen, Project Executive

**OPENING**

Pledge of allegiance was led by Miguel McQueen and introductions were made.

**CONSENT**

**ITEM 3- Motion to approve Minutes from September 14, 2016 and November 9, 2017 Special Populations Meetings**

The Chair called for a motion to approve both sets of minutes. Will Sterling made a motion to approve. Jonathan Weldy seconded the motion. None opposed. Motion carried.

**PRESENTATION**

**ITEM 4 – Veterans Affairs**

John Reynolds came to speak about Veterans Affairs and what services his department has to offer Veterans. Their purpose is to get compensation for the Veteran's who are in need of services due to their injuries. He also spoke about how the basic soldier coming home have leadership and technical skills but lack the direction and funding to find employment. They are working with the local Airport and EDD to fill vacant spots however, the referral process is not being used as much as he would like to see. The main goal is to figure out how to engage our educational services to help the Veteran's.

**DISCUSSION**

**ITEM 5- New Website Overview**

The goal is to continue working on the website pages so they can get approved at the February Board meeting. There were some concerns about the site not being able to accommodate vision impaired people. The website is unable to expand on the font size but is web based and can be used with vision readers software.

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

One of the goals discussed was to see more collaboration with the San Bernardino partners for special populations. Clarissa Jimenez will add this to the spreadsheet.

**INFORMATION**

**County Report** given by Miguel McQueen

The Annual Manufacturers Summit is due to take place on February 3, 2017 in Ontario.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

The Chair called for a motion to adjourn. Will Sterling made a motion to adjourn. Tony Myrell seconded the motion. None opposed. Motion carried. Meeting adjourned at 3:25 p.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, April 12, 2017 at 12:30 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