

EXECUTIVE BOARD MEETING

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

WEDNESDAY, APRIL 20, 2016, 11:30 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, 6th Floor, San Bernardino, CA. 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, Suite 301. The agenda and its supporting documents can be viewed online at <http://cms.sbcounty.gov/wib/Home.aspx>. 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

WIB 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

11:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

- 1) Chair Call Meeting to Order

CONSENT

- 2) Approve Recommendation for Human Resource Hotline Services
- 3) Approve Recommendation for Local and Regional Strategic Plans Writer

DISCUSSION

- 4) Consideration and Approval of Recommendation for Business Workshops
- 5) Consideration and Approval of Recommendation for Business Process Improvement Consultant Services
- 6) Consideration and Approval of Recommendation for Labor Market Services
- 7) Consideration and Approval of Recommendation for Professional Communications and Media Services
- 8) Consideration and Approval of Process for Recruitment and Appointment of Workforce Development Board Committee Members

INFORMATION

- 9) Chair Report given by Tony Myrell, Chair
- 10) County Report given by Sandy Harmsen, Executive Director

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 92415-0041, 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 Staff Aide at least three (3) business days prior to the Board meeting. The Staff Aide's telephone number is (909) 387-9886 and the office is located at 290 North "D" Street, 6th Floor, San Bernardino, California 92415-0041. 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 2**

MEETING DATE: April 20, 2016

ITEM: (2)

SUBJECT: Approve Recommendation for Human Resource Hotline Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Consider and take action based on the recommendation from the Workforce Development Board's Ad-hoc Committee to approve funding in an amount not to exceed \$96,000 with California Employers Association (CEA) to provide Human Resource Hotline Services, for the period of July 1, 2016 through June 30, 2019, with the option to extend, two additional, one-year terms.

BACKGROUND: On November 4, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a Request for Qualifications (RFQ) to solicit potential vendors to provide the WIB with Human Resource Hotline Services. On January 18, 2016, staff issued the RFQ on behalf of the newly developed Workforce Development Board (WDB), formally the WIB. The RFQ was posted on the County Purchasing ePro website.

On February 15, 2016, only one proposal was received from CEA to provide Human Resource Hotline Services. CEA's proposal was evaluated by a committee of neutral parties with knowledge and skills to assess the proposal and was scored in accordance with the Proposal Review and Evaluation Process outlined in the RFQ. On April 19, 2016, an Ad Hoc Committee of the WDB reviewed the proposal's ratings, their capacity to perform the project, their experience, relevant references and cost reasonableness, and recommended that CEA be funded in the amount not to exceed \$96,000 to provide Human Resource Hotline Services, for the period of July 1, 2016 through June 30, 2019.

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item 3**

MEETING DATE: April 20, 2016

ITEM: (3)

SUBJECT: Approve Recommendation for Local and Regional Strategic Plans Writer

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Consider and take action to approve funding in an amount not to exceed \$75,000 with MaryAnn Pranke Training & Consulting, Inc., to develop and write the San Bernardino County Workforce Development Board's Local Strategic Plan and the joint, Regional Strategic Plan with Riverside County's Workforce Development Board.

BACKGROUND: On December 9, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a joint, Request for Proposal (RFP) with the Riverside County Workforce Development Board's (RC-WDB) staff, to solicit potential vendors to develop and write mandated Workforce Innovation and Opportunity Act (WIOA), Local and Regional Strategic Plans. On January 14, 2016, RC-WDB staff issued the joint RFQ on behalf of the newly developed Workforce Development Boards (WDB), formally the WIBs.

On February 14, 2016, five proposals were received to develop and write the mandated Local and Regional Strategic Plans. MaryAnn Pranke Training & Consulting, Inc.'s proposal was evaluated by a committee of neutral parties with knowledge and skills to assess the proposal and was scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP. Approval of this recommendation will allow staff to complete negotiations with MaryAnn Pranke Training & Consulting, Inc., to develop and write the Local and Regional Strategic Plans in an amount not to exceed \$75,000.

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item 4**

MEETING DATE: April 20, 2016
ITEM: (4)
SUBJECT: Approve Recommendation for Business Workshops
PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Consider and take action based on the recommendation from the Workforce Development Board's Ad-hoc Committee to approve funding in an amount not to exceed \$20,000, to provide Business Workshops, for the period of July 1, 2016 through June 30, 2017.

BACKGROUND: On November 4, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a Request for Qualifications (RFQ) to solicit potential vendors to provide the WIB with Business Workshops that consist of branding/marketing; human resources, labor law updates, process improvements, business basics, social media and other topics to assist local employers to stay in business and increase employment in the County's workforce. On January 18, 2016, staff issued the RFQ on the behalf of the newly developed Workforce Development Board (WDB), formally the WIB. The RFQ was posted on the County Purchasing ePro website.

On February 26, 2016, four proposals were received and determined to be responsive to the RFQ criteria. The proposals were evaluated by a committee of neutral parties with knowledge and skills to assess the proposals. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFQ. On April 19, 2016, an Ad Hoc Committee of the WDB reviewed proposal ratings, their capacity to perform the project, their experience, relevant references and cost reasonableness, to provide Business Workshops, for the period of July 1, 2016 through June 30, 2017.

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item 5**

MEETING DATE: April 20, 2016

ITEM: (5)

SUBJECT: Approve Recommendation for Business Process Improvement Consultant Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Consider and take action based on the recommendation from the Workforce Development Board's Ad-hoc Committee to approve funding in an amount not to exceed \$190,000, to provide Business Process Improvement Consulting Services, for the period of July 1, 2016 through June 30, 2017.

BACKGROUND: On November 4, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a Request for Qualifications (RFQ) to solicit potential vendors to provide the WIB with Business Process Improvement Consultant Services to businesses in San Bernardino County for the purpose of preventing layoffs. On February 1, 2016, staff issued the RFQ on behalf of the newly developed Workforce Development Board (WDB), formally the WIB. The RFQ was posted on the County Purchasing ePro website.

On February 15, 2016, five proposals were received and determined to be responsive to the RFQ criteria. The proposals were evaluated by a committee of neutral parties with knowledge and skills to assess the proposals. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFQ. On April 19, 2016, an Ad Hoc Committee of the WDB reviewed proposal ratings, their capacity to perform the project, their experience, relevant references and cost reasonableness, to provide Business Process Improvement Consultant Services, for the period of July 1, 2016 through June 30, 2017.

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item 6**

MEETING DATE: April 20, 2016

ITEM: (6)

SUBJECT: Approve Recommendation for Labor Market Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Consider and take action based on the recommendation from the Workforce Development Board's Ad-hoc Committee to approve funding in an amount not to exceed \$120,000, to provide Labor Market Analysis and Forecast Services, for the period of July 1, 2016 through June 30, 2017.

BACKGROUND: On November 4, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a Request for Qualifications (RFQ) to solicit potential vendors to provide the WIB with Labor Market Analysis and Forecast Services. On January 18, 2016, staff issued the RFQ on behalf of the newly developed Workforce Development Board (WDB), formally the WIB. The RFQ was posted on the County Purchasing ePro website.

On February 26, 2016, six proposals were received and determined to be responsive to the RFQ criteria. The proposals were evaluated by a committee of neutral parties with knowledge and skills to assess the proposals. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFQ. On April 19, 2016, an Ad Hoc Committee of the WDB reviewed proposal ratings, their capacity to perform the project, their experience, relevant references and cost reasonableness, to provide Labor Market Analysis and Forecast Services, for the period of July 1, 2016 through June 30, 2017.

**San Bernardino County
Workforce Development Board
Executive Board
Agenda Item 7**

MEETING DATE: April 20, 2016

ITEM: (7)

SUBJECT: Approve Recommendation for Professional Communications and Media Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: Consider and take action based on the recommendation from the Workforce Development Board's Ad-hoc Committee to approve funding in an amount not to exceed \$480,000, to provide Professional Communications and Media Services, for the period of July 1, 2016 through June 30, 2019, with the option to extend, two additional, one-year terms.

BACKGROUND: On November 4, 2015, the Workforce Investment Board (WIB) gave approval to staff to develop and release a Request for Proposal (RFP) to solicit potential vendors to provide the WIB with Professional Communications and Media Services, making the public aware of new and ongoing Workforce Innovation and Opportunities Act (WIOA) programs, services and events, including special projects and programs. On January 18, 2016, staff issued the RFP on behalf of the newly developed Workforce Development Board (WDB), formally the WIB. The RFP was posted on the County Purchasing ePro website.

On March 4, 2016, five proposals were received and determined to be responsive to the RFP criteria. The proposals were evaluated by a committee of neutral parties with knowledge and skills to assess the proposals. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP. On April 20, 2016, an Ad Hoc Committee of the WDB held proposer presentations, reviewed proposal ratings, their capacity to perform the project, their experience, relevant references and cost reasonableness, to provide Professional Communications and Media Services, for the period of July 1, 2016 through June 30, 2019.