

GENERAL BOARD MEETING

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

WEDNESDAY, APRIL 27, 2016, 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, 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 advise: 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 BOARD

OPENING

- 1) Chair Call Meeting to Order
- 2) Presentation and Adoption of the Agenda
- 3) Success Stories
 - a) Business
 - b) AJCC Client
 - c) Youth

CONSENT

- 4) Approve Minutes from the March 23, 2016 Workforce Development Board meeting
- 5) Approve Funding for Business Process Improvement Consultant Services
- 6) Approve Funding for Human Resource Hotline Services
- 7) Approve Funding for Business Workshops
- 8) Approve Funding for Local and Regional Strategic Plans Writer
- 9) Approve Funding for Labor Market Services

DISCUSSION

There are no discussion items

INFORMATION

10) Chair Report given by Tony Myrell

11) 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

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GENERAL BOARD MEETING

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290 North "D" Street, 6th Floor, San Bernardino, California

WEDNESDAY, MARCH 23, 2016, 12:00 p.m.

MINUTES

- 1) Interim Chair Called Meeting to Order at 12:16 pm. At the direction of the Interim Chair, Anita Tuckerman led the board in the pledge of allegiance. Members introduced themselves. In attendance:

WDB Members Present

Tony Myrell
Jon Novack
Cherilyn Greenlee
Robert Loeun
Terry Klenske
Dale Marsden
Michael Gallo
Jonathan Weldy
Rene Castellanos
Kenneth Boshart
Henry Shannon
Anita Tuckerman
Joseph Williams
B.J. Patterson
Phil Cothran
William Sterling

WDB Members Absent

Laurie Stalnaker
John Gauthier
John Andrews

Staff and Special Guests

Sandy Harmsen- Executive Director
Sophie Akins- Deputy County
Counsel
Kristi Sandberg- Executive Secretary

Fred Burks- Administrative
Supervisor II
Miguel McQueen- Deputy Director
Brad Gates- Deputy Director
Stephanie Murillo- Staff Analyst II
Emily Petrus- Staff Analyst II
Curtis Compton- Business Service
Supervisor
Don Duenez
Paul Lindenberg

- 2) Chair announced that members need to announce any early departures. Interim Chair called for the adoption of the agenda. Motion made by Dale Marsden. Second made by William Sterling. Motion approved.
- 3) Success Stories
- Business- BSR Don introduced Armand Patel from Metroll in Fontana.
 - AJCC Client- Paul from West Valley AJCC introduced Eric Brookman. Eric came to AJCC through Reentry program. Attended 3 day seminar which led to employment earning \$27.50 and the ability obtain more education.
 - Youth- Emily introduced Marissa Green from CRY-ROP.

CONSENT

Pull Item 5- Approval of On-the-Job Training Contract Form Revisions and Updates to Discussion
Item 4- Approval of Minutes from the January 20, 2016 Workforce Development Board Meeting
Item 6- Consideration and Approval of Transfer of Funds Request
Item 7- Consideration and Approval of Workforce Development Board Fiscal Year 2016-17 Projected Budget
Vote: Joseph Williams motion to approve Items 4, 6 and 7, Mike Gallo second, Motion carried.

DISCUSSION

Item 5- Stephanie Murillo explained that changes to OJT contract changes were mostly structural- strengthened language and increase some flexibility with the invoice process. Flexibility benefits businesses.
Dale Marsden requests RED LINE changes on any future documents
William Sterling motion to approve. BJ Patterson second. Motion carried.

Consideration and approval of Funding Recommendations for Workforce Innovation and Opportunity Act Youth Programs for PY2016-2018- Question regarding ensuring geographic coverage and Brad answered that recommendations include

geographic areas. Mike Gallo motion to approve. Will Sterling second, Motion carried. Abstention by Tony Myrell due to conflict of interest with Inland Empire Healthcare Training Institute.

Elections of Officers

Jon Novack chair of ad hoc committee with BJ Patterson, Ken Boshart:

Ad Hoc committee nominates for Chair- Tony Myrell, for Vice chair- Phil Cothran, and for Second vice chair- Jonathan Weldy. Tony opened floor for any further recommendations. Mike Gallo nominated William Sterling for Second Vice-Chair. Jon Novack moves to vote on Chair and Vice-Chair with Second Vice-Chair to be a separate paper ballot vote. Dale Marsden Motion to approve Tony Myrell as chair and Phil Cothran as Vice-chair. Mike Gallo second. Motion carried. Board electing second vice chair by paper ballot.

- 4) Tony reported out on action items from previous meeting minutes that copies of WIOA, section 107 have been distributed to board members and that the WDB by-laws were approved by the Board of Supervisors on March 1, 2016.

INFORMATION

- 5) Chair Report
- 6) County Report given by Sandy Harmsen
 - a. Day at the Capitol and NAWB report- board members met with legislators, leg positive about program, big ask was level funding, Will reports on DOL meeting
 - b. Miguel McQueen gave performance report-July 1, 2015-Feb 29 2016
 - i. # visits 51,015
 - ii. # unique visits 18,000
 - iii. # Enrollment 3,453
 - iv. # Employment (self-reported) 632
 - v. # job openings 4248
 - vi. # business visits 4,986
 - vii. # business surveys
 - viii. # OJT contracts 136
 - ix. # workshops 11
 - x. # recruitments 156
 - c. Emily Petrus awarded CWA Workforce Professional of the Year
- 7) Special Presentation: Jeff Critchley, Regional Advisor, EDD: shared that the state plan is currently being uploaded on an electronic portal and that Government funding of 12.7 M to the state is expected to be fully utilized.
- 8) Special Presentation: Joe Xavier, Director, Department of Rehabilitation: shared about the resources provided through the Department of Rehabilitations and ways that businesses can use these resources.

Tony shared that William Sterling was elected as Second Vice-Chair via the paper ballot vote.

PUBLIC COMMENT

Russell Degnan from Operation New Hope

ADJOURNMENT

William Sterling motioned to adjourn. Dale Marsden second. Motion carried. Meeting adjourned at 2:06 pm. The next WDB general meeting is scheduled for Wednesday, April 27 from 12:00 – 2:00 pm to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, Ca 92401.

Kristi Sandberg, Executive Secretary II

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

MEETING DATE: April 27, 2016

ITEM: (5)

SUBJECT: Approve Funding for Business Process Improvement Consultant Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: 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 and recommended the five proposers for funding. On April 20, 2016, the Executive Committee approved the Ad Hoc Committee's recommendation.

The table below details the recommended Business Process Improvement Consulting Service contractors with specific not-to-exceed contract amounts for the period of July 1, 2016 through June 30, 2017.

Contractor	Amount
DI Solutions/Deisell Consultants, LLC	\$70,000
California Manufacturing Technology Consulting	\$50,000
Instructional Access, Inc./Rapid 3D Manufacturing Consulting Group	\$20,000
Voice Marketing/Voice of the Inland Empire	\$30,000
ZCo Consulting	\$20,000
Total	\$190,000

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

MEETING DATE: April 27, 2016

ITEM: (6)

SUBJECT: Approve Funding for Human Resource Hotline Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: 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.

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. On April 20, 2016, the Executive Committee approved the Ad Hoc Committee's recommendation to fund CEA 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
Agenda Item**

MEETING DATE: April 27, 2016

ITEM: (7)

SUBJECT: Approve Funding for Business Workshops

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: 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 they were 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. On April 20, 2016, the Executive Committee approved the WDB Ad Hoc Committee's recommendation to provide Business Workshops for the period of July 1, 2016 through June 30, 2017.

Contractors:
DVT Marketing Enterprises, Inc.
Welborn Social Media
Desmond & Luis, Inc.
California Employers Association (CEA)

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

MEETING DATE: April 27, 2016

ITEM: (8)

SUBJECT: Approve Funding for Local and Regional Strategic Plans Writer

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: 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.

On April 20, 2016, the Executive Committee reviewed staff's recommendation 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
Agenda Item**

MEETING DATE: April 27, 2016

ITEM: (9)

SUBJECT: Approve Funding for Labor Market Services

PRESENTED BY: Sandra Harmsen, Executive Director
Workforce Development Board

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

RECOMMENDATION: 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. The Ad Hoc Committee recommended two proposers, Chmura and Reach Out for funding. On April 20, 2016, the Executive Committee approved the Ad Hoc Committee's recommendation and authorized staff to complete negotiations with Chmura and Reach Out in an amount not to exceed \$120,000, for the period of July 1, 2016 through June 30, 2017.

Chmura will be responsible for researching and providing the WDB with local and regional Labor Market Analysis and Forecast Services and identifying the WDB's Demand Sectors. Reach Out will be responsible for providing the WDB with Labor Market Analysis specifically geared towards the Health Care field to support the WDB's Slingshot project.