

# ECONOMIC DEVELOPMENT & BUSINESS RESOURCE 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, AUGUST 10, 2016, 1:30 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. 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, 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

1:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE

### OPENING

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

### CONSENT

- 3) Approve Minutes of July 13, 2016 Economic Development and Business Resource Committee Meeting

### DISCUSSION

- 4) Discuss Business Services Reports
- 5) Discuss Next Steps on Economic Development and Business Resource Committee Strategic Action Items

### INFORMATION

- 6) Special Presentation- Local Machinist and Success Story
- 7) 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 92415-0041, 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, 6<sup>th</sup> 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  
WDB Economic Development and Business Resource Committee  
Agenda Item**

**MEETING DATE:** August 10, 2016

**ITEM:** (3)

**SUBJECT:** Approve Minutes from July 13, 2016 Economic Development and Business Resource Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from July 13, 2016 Economic Development and Business Resource Committee Meeting

**BACKGROUND:** See Attached Minutes

**Workforce Development Board**  
**ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE 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 13, 2016, 12:30 p.m.

**MINUTES**

Chair Called Meeting to Order at 12:37 pm. William Sterling led members in the Pledge of Allegiance. Members introduced themselves. In attendance:

**Committee Members Present**

Jon Novack  
Anita Tuckerman  
Mike Gallo  
John Andrews  
Audrey Mathews  
Williams Sterling  
Laurie Stalnaker  
Phil Cothran  
Tony Myrell

**Committee Members Absent**

Terry Klenske

**Staff and Special Guests**

Sandy Harmsen- Executive Director  
Kristi Sandberg- Executive Secretary  
  
Fred Burks- Administrative  
Supervisor II  
Mariann Ruffolo- Deputy Director  
Miguel McQueen- Deputy Director

Chair shared vision during discussion

**CONSENT**

There were no consent items including Minutes as this is the first meeting of the Workforce Development Board Economic Development and Business Resource Committee meeting.

**DISCUSSION**

Chair Jon Novack reviewed description of committee and mentioned that one important additional item based on May Strategic Planning Meeting for the committee to focus on is the development of a "powerful well-regarded brand" as it pertains to businesses. Members provided feedback with highlights including:

- understanding demand and growth industry sectors, demand occupations, and provide guidance to educators and training providers
- importance of getting "the word out" about resources and programs offered through board
- importance of nationally recognized credential/certifications for completion of training
- importance of apprenticeship programs
  - Laurie Stalnaker suggested inviting 6 local machinists to provide the committee with overview of each apprenticeship program (one presentation per meeting)
- understanding community demographics and conducting effective outreach
- identifying barriers like transportation and accessibility to services
- disconnection with businesses and their understanding of "how to use our services"
- for training- looking at "who is being trained, for what position, and at what rate of pay and will certifications will be available to applicants"
- potential of utilizing established SlingShot training list
- difference of WIOA compared to WIA is focus on industry and training

**INFORMATION**

Business Service Unit Report given by Curtis Compton (power point)

County Report given by Sandy Harmsen  
Four new hires at Admin- Mariann, James, Shellie, Nidia  
Committee action and assignments will go to the full board

**PUBLIC COMMENT**

There were no public comments at this time.

**ADJOURNMENT**

Mike Gallo motioned to adjourn. Second by William Sterling. Motion carried. Meeting adjourned at 1:50 p.m. The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, August 10, 2016 to be held at WDD Admin, 290 N. "D" Street, 6<sup>th</sup> Floor, San Bernardino, Ca 92401.

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Kristi Sandberg, Executive Secretary II

**San Bernardino County  
WDB Economic Development and Business Resource Committee  
Agenda Item**

**MEETING DATE:** August 10, 2016

**ITEM:** (4)

**SUBJECT:** Discuss Business Services Reports

**PRESENTED BY:** James Johnson, Business Services Manager  
Workforce Development Department (WDD)

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

**RECOMMENDATION:** Discuss Business Services Reports

**BACKGROUND:**

**San Bernardino County  
WDB Economic Development and Business Resource Committee  
Agenda Item**

**MEETING DATE:** August 10, 2016

**ITEM:** (5)

**SUBJECT:** Discuss Next Steps on EDBR Committee Strategic Action Items

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

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

**RECOMMENDATION:** Discuss Next Steps on EDBR Committee Strategic Action Items

**BACKGROUND:** See Handout