

## **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, AUGUST 10, 2016, 2:30 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**

2:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

### **OPENING**

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

### **CONSENT**

- 3) Approve Minutes from July 13, 2016 Special Populations Committee Meeting

### **DISCUSSION**

- 4) Discuss Report on Self-Identified Disabled Clients
- 5) Discuss Next Steps on Special Populations Committee Strategic Action Items

### **INFORMATION**

- 6) County Report given by Miguel McQueen

### **PUBLIC COMMENT**

### **ADJOURNMENT**

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**San Bernardino County  
WDB Special Populations Committee  
Agenda Item**

**MEETING DATE:** August 10, 2016

**ITEM:** (3)

**SUBJECT:** Approve Minutes from July 13, 2016 Special Populations Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from July 13, 2016 Special Populations Committee Meeting

**BACKGROUND:** See Attached Minutes

**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, JULY 13, 2016, 1:30 p.m.

## MINUTES

7) Chair Called Meeting to Order at 1:52 pm. Members introduced themselves. In attendance:

### Committee Members Present

Robert Loewn  
Vince Toms  
Joseph Williams  
Tamica Fouts-Rachal  
William Sterling  
Pauline Pina  
Jonathan Weldy  
Phil Cothran  
Laurie Stalnaker  
Audrey Mathews

### Committee Members Absent

Cherilyn Greenlee  
Tony Myrell  
Enrique Martinez

### 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 for Committee

- Initial focus population groups: disabled, veterans, homeless, ex-offender
- Outreach to include
  - Tracking those who receive training
  - Soft-skills training
  - Identifying populations who need training
  - Identify barriers to employments for special populations
  - Placement of services
  - Work experience/OJT
  - CORE training- short & long-term

Sandy also mentioned

- Identify populations to serve and needs
- Identify services to be provided for these populations
- Committees have smaller "task forces" to do research and bring back ideas to committee so recommendations can be made to full WDB about programs and funding

## CONSENT

There were no consent items including Minutes as this is the first meeting of the Workforce Development Board Special Populations Committee meeting.

## DISCUSSION

Members provided feedback to Chair's vision:

- Needs for disability clients are very specific and so training needs to specific and individualized
- Important for organizations to partner and share resources to "fill in gaps"
- Recommendation made to utilize business service team to help better connect with employers
- Importance of training the employers
- Recommendation for DOR training at AJCCs
- WINDMILL training for Riverside and San Bernardino Counties
- Suggestion for small scale job fair/employment placement using "job placement circles"
- Suggestion to utilize state board (CWDB) policy regarding policy experts participation at meetings
- Track clients served to see if represented needs are being met
- No "special" funding for serving special populations- 30% of adult/dislocated is for training
- Request for a report of self-identified special population clients who are being served
- Recommended that committee members work with populations they have a passion for

- Recommend community inventory (asset mapping) in each of the focus segments (disabled, veterans, homeless, ex-offender) so committee can review and identify gaps
- Tamica Fouts-Rachal offered to provide data since it may be different from AJCC data
- Importance of training for AJCC staff to adequately handle influx of special population clients
- Suggestion of checking with vendors to display assistive technology equipment in offices
- Challenges working with veterans

## **INFORMATION**

County Report given by Sandy Harmsen  
Four new hires at Admin- Mariann, James, Shellie, Nidia

## **PUBLIC COMMENT**

There were no public comments at this time.

## **ADJOURNMENT**

William Sterling motioned to adjourn. Second by Laurie Stalnaker. Motion carried. Meeting adjourned at 2:53 p.m. The next WDB Special Populations Committee meeting is scheduled for Wednesday, August 10, 2016 is 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 Special Populations Committee  
Agenda Item**

**MEETING DATE:** August 10, 2016

**ITEM:** (4)

**SUBJECT:** Discuss Report on Self-Identified Disabled Clients

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

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

**RECOMMENDATION:** Discuss Report on Self-Identified Clients

**BACKGROUND:** See Handout

**San Bernardino County  
WDB Special Populations Committee  
Agenda Item**

**MEETING DATE:** August 10, 2016

**ITEM:** (5)

**SUBJECT:** Discuss Next Steps on Special Populations Committee Strategic Action Items

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

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

**RECOMMENDATION:** Discuss Next Steps on Special Populations Committee Strategic Action Items

**BACKGROUND:** See Handout