

EXECUTIVE BOARD MEETING
Workforce Development Executive Conference Room
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, JULY 12, 2017 at 8:30 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 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, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at 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

8:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

- 1) Chair Call Meeting to Order and Adoption of Agenda

CONSENT

- 2) Approve Minutes from June 14, 2017 Executive Board Meeting

DISCUSSION

- 3) One Stop Operator Workplan
- 4) Next Steps on Executive Board Strategic Action Goals

INFORMATION

- 5) Legislative Update
- 6) AJCC Certification
- 7) PR Report
- 8) County Report

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, 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, 6th Floor, San Bernardino, California 92415. California Relay Service 711

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

MEETING DATE: July 12, 2017

ITEM: (2)

SUBJECT: Approve Minutes from June 14, 2017 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from June 14, 2017 Executive Board Meeting

BACKGROUND: See attached Minutes

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

**Workforce Development Board
EXECUTIVE BOARD MEETING**
Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, JUNE 14, 2017, 8:30 p.m.

MINUTES

Attendees:

Members	Present
Tony Myrell (Chair)	X
Phil Cothran (Vice Chair)	X
William Sterling (Second Vice Chair)	X
Robert Louen	X
Jon Novack	X
B.J. Patterson	X
Staff to WDB	Present
Gina Beltran	X
Sandy Harmsen	X
Reg Javier	X

WDD Staff	Present
Fred Burks	X
James Johnson	X
Miguel McQueen	X
Stephanie Murillo	
Mariann Ruffolo	X
Madeline Tsang	X
Nidia Vargas	X

OPENING

Chair called meeting to order at 8:39 am

Chair called for a motion to adopt the agenda. Jon Novack motioned and B.J. Patterson seconded. None opposed; motion carried.

CONSENT

ITEM 2- Motion to approve Minutes from April 12, 2017 Meeting

Chair called for a motion to approve the minutes from the April 12, 2017 meeting.

Will Sterling motioned and Robert Loeun seconded. B.J. Patterson abstained since he was not in attendance on April 12. None opposed; motion carried.

DISCUSSION

ITEM 3- Agreement with Spaulding Thompson & Associates

Reg Javier presented this item asking the board to approve the funding for professional communication and media coordination services provided by Spaulding Thompson & Associates. The firm is currently under contract with Economic Development Agency (EDA) and the hope is to have this firm work with the 20/20 Network which is the media firm for Workforce Development Department (WDD) to align strengths. Spaulding Thompson & Associates works on the external image of the County and 20/20 Network focuses on the internal image of the County. Spaulding Thompson & Associates has proven to show economic growth on the EDA side and Reg would like that for the WDD side.

This item asks for the board to approve the contract for the firm to provide services for WDD similar to what they are currently providing for EDA. There was a lot of discussion around this item and the Chair decided to table this item and postpone voting for another Executive Board meeting.

Chair called for a motion to postpone this item. Will Sterling motioned and B.J. Patterson seconded. None opposed; motion carried.

ITEM 4 – Next Steps on Executive Board Strategic Action Goals

Mariann Ruffolo presented this item and mentioned she spoke with Tony Myrell about how the goals get reported out. It was decided as projects are completed they will be removed off the spreadsheet and only the on-going projects will be tracked. Mariann reported there was a State board hearing on Regional Plan submission this week and out of all the plans submitted, there were only four not approved. She has not heard if one of those four were ours, but she is thinking it wasn't because the department would have heard something by now. The Local Plan we submitted had some language missing about procurement and needed further clarification however, staff were able to gather the information needed to send it back to the State. The AJCC Phase II MOU is moving and we have 9 of the 25 signatures needed and the deadline to get the rest is September 1, 2017. Last, the full board agenda format may look a little different moving forward because the idea is to have the agenda's tie back to strategic goals developed at the retreat.

INFORMATION

ITEM 5 – Expenditure Report

Madeline presented this item. The report showed figures up to April 30, 2017. She went over the Adult Grant, Dislocated and Youth WIOA funding and Non-WIOA funding sources. She is currently working on year end numbers and the next report should have more accurate figures for expenditures.

ITEM 6 – ITA Report

Mariann Ruffolo presented this item. The information on this report is a follow up from last meeting and includes wages next to the various industry sectors. If there is no amount next a provider, it means the participants is still in training and there is no information available until completion. There is a summary at the heading for each section that provides an average.

ITEM 7 – PR Report by 20/20 Network

Steve Lambert presented this item and provided a hand out that showed the various posts he put out in April and May. He mentioned there were a lot of media hits on the Chmura Report on the WDD website. The other handout he went over was the draft newsletter that was discussed at the last Executive meeting. He suggested providing this newsletter on a quarterly basis in the beginning and eventually a monthly basis. The board liked the format but would like to have more discussion around what content should be in the newsletter.

ITEM 8 – County Report

Mariann Ruffolo presented this item. She reported an update to the Inland Empire Regional Training Coordinator funding – Riverside County WDB released an RFP for Regional Training Coordinator for the IE, San Bernardino Community College District was the only applicant and will therefore be awarded the contract.

WDD is working on an Memorandum of Understanding (MOU) with Children and Family Services (CFS) to try and develop a way to work better with foster care. This MOU would have no money involved and would be more of a referral process. The MOU is in the final stages of getting signed. Last, the CFS foster youth have been invited to attend this year's Y4 event.

The Bill, AB1111 moved out of the assembly and is now at the Senate Budget Committee and CWA has a good feeling it will get funded. The Bill is anticipated to have 50 million dollars available for work with the Special Populations groups.

This week is workforce week and Ivanka Trump is having meetings to discuss workforce. If anyone tweets this week, use the #workforceweek and get our message out there. In addition to social media, we sent success stories to Ron Painter who will be hitting the hill tomorrow.

The East Valley is having a job fair on June 22, 2017 from 9:00 a.m. to 1:00 p.m. at the National Orange Show. They are expecting around 60 employers who are all hiring and offering close to 700 jobs. The event is free to attend for anyone 18 years and older.

Reg Javier mentioned the County Homeless Taskforce to end homeless for veterans in San Bernardino County and that group is actively working on this goal. The next focus of this taskforce is chronic homeless, women and reducing the number of dependents on public assistance.

PUBLIC COMMENT

There was one public comment.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned and B.J. Patterson seconded. None opposed; motion carried.

Meeting adjourned at 10:03 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, July 12, 2017 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, Ca 92401.

Gina Beltran, Executive Secretary II

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

MEETING DATE: July 12, 2017
ITEM: (3)
SUBJECT: One-Stop Operator Annual Work Plan
PRESENTED BY: Angela Gardner, One-Stop Operator
Workforce Development Solutions, Inc.

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

RECOMMENDATION: Review and provide input to the One-Stop Operator's Draft Annual Work Plan

BACKGROUND: The Workforce Innovation and Opportunity Act requires Local Workforce Boards to competitively procure for One-Stop Operators to coordinate service delivery of required one-stop partners and service providers in accordance with the America's Job Center of California (AJCC) Memorandums of Understanding (MOU). On March 1, 2017, the Workforce Development Board (WDB) approved the release of a Request for Proposal (RFP) to procure a One-Stop Operator for the period of July 1, 2017 through June 30, 2021, responsible for ensuring the implementation of partner responsibilities and contributions agreed upon in the AJCC MOUs.

On May 17, 2017, the WDB recommended approval of the contract with Workforce Development Solutions, Inc. to serve as the One-stop Operator. The contract was subsequently presented and approved by the Board of Supervisors on June 13, 2017.

The contract with Workforce Development Solutions, Inc. indicates that timelines for submission of projects described in the Annual Work Plan and specific expectations for assignments/projects will be mutually agreed upon between the WDB and Workforce Development Solutions, Inc. After initial discussion and presentation by Workforce Development Solutions, the Annual Work Plan will be presented to the Executive Board for recommendation to move to the Workforce Development Board on August 9, 2017.

WDB Committee Action:	
Motion:	Second:
Affirmative:	Negative:
Abstention:	
DATE:	

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

MEETING DATE: July 12, 2017

ITEM: (4)

SUBJECT: Discuss Next Steps on Executive Board Strategic Action Goals

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

CONSENT _____ DISCUSSION X INFORMATION _____

RECOMMENDATION: Discuss Next Steps on Executive Board Strategic Action Goals

BACKGROUND:

Discuss and review the 2016-17 strategic action goals for the Executive Board.

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE: