

## GENERAL BOARD 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 20, 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, 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

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) Approval of Minutes from the June 15, 2016 Special Workforce Development Board meeting
- 5) Approval of Funding with Monster Government Solutions, LLC, to provide Youth Enhancement Services, for the period of August 24, 2016 through June 30, 2019, in an amount not to exceed \$324,182.
- 6) Approval of Funding with DVT Marketing Enterprises, Inc. to provide Event Planning and Coordination Services for the Annual Y4 Youth Event, for the period of August 24, 2016 through June 30, 2019, in an amount not to exceed \$450,000.
- 7) Approval of Recommendation for the Workforce Development Board to approve Phase 1 Memorandum of Understanding for the America's Job Center of California (AJCC) System between the WDB and the mandated Workforce Innovation and Opportunity Act (WIOA) AJCC Partners.
  - a) Attachment 1- Phase 1 San Bernardino County AJCC System Memorandum of Understanding

- 8) Approval of Recommendation to Approve a List of Twelve Occupational/Vocational Training Providers for the Inland Empire SlingShot Initiative
- 9) Approval of Recommendation to Approve the Release of the Requests for Qualifications for a Manufacturing Industry Sector Coordinator and a Healthcare Industry Sector Coordinator under the Job-Driven Training SlingShot Initiative
  - a) Attachment 1- Request for Qualifications for Manufacturing Industry Sector Coordinator
  - b) Attachment 2- Request for Qualifications for Healthcare Industry Sector Coordinator

## **DISCUSSION**

There are no discussion items

## **INFORMATION**

- 10) Special Presentations by Sandy Harmsen and Tony Myrell
- 11) Special Presentation about Entrepreneurship given by James Johnson
- 12) Committee Reports
  - a) Executive Board Report given by Tony Myrell
  - b) Youth Committee Report given by Sandy Harmsen
  - c) Economic Development and Business Resource Committee Report given by Jon Novack
  - d) Special Populations Committee Report given by Robert Loeun
- 13) 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, 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  
Workforce Development Board  
Agenda Item**

**MEETING DATE:** July 20, 2016

**ITEM:** (4)

**SUBJECT:** Approve Minutes from June 15, 2016 Special Workforce Development Board Meeting

**PRESENTED BY:** Sandra Harmsen, Director  
Workforce Development Department (WDD)

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

**RECOMMENDATION:** Approve Minutes from June 15, 2016 Special Workforce Development Board Meeting

**BACKGROUND:** See attached Minutes

## MINUTES

WEDNESDAY, JUNE 15, 2016, 12:00 p.m.

### GENERAL BOARD MEETING

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

- 14) Chair Called Meeting to Order at 12:13 pm. At the direction of the Chair, Phil Cothran led the board in the pledge of allegiance. Members introduced themselves. In attendance:

#### WDB Members Present

Tony Myrell  
Phil Cothran  
William Sterling  
Anita Tuckerman  
John Andrews  
Kenneth Boshart  
Cherilyn Greenlee  
Jonathan Weldy  
B.J. Patterson  
John Gauthier  
Laurie Stalnaker  
Joseph Williams  
Rene Castellanos  
Henry Shannon (arrived 12:24)

#### WDB Members Absent

Dale Marsden  
Robert Loeun  
Terry Klenske  
Mike Gallo  
Jonathan Novack

#### Staff and Special Guests

Sandy Harmsen- Executive Director  
Sophie Akins- Deputy County  
Counsel  
Kristi Sandberg- Executive Secretary  
Fred Burks- Administrative  
Supervisor II  
Brad Gates- Deputy Director

- 15) Chair called for the adoption of the agenda. Motion made by B.J. Patterson. Second made by Jonathan Weldy. Motion approved.

### CONSENT

#### **Item 3- Approve Minutes from the May 4-6, 2016 Workforce Development Board Meeting**

Motion to approve by Anita Tuckerman. Second by John Gauthier. Motion carried.  
Laurie Stalnaker abstention.

### DISCUSSION

#### **Item 4- Consider and Approve Director of Workforce Development Job Description**

Motion to by William Sterling. Second by B.J. Patterson. Motion carried.

### INFORMATION

#### **Chair Report given by Tony Myrell**

Announced Brad Gates resignation and new position with City of Ontario

Youth Committee Meeting will be on July 6 at 11:30 a.m.

Economic Development and Business Resource Committee and Special Populations Committee Meetings will be on July 13 at 12:30 p.m. and 1:30 p.m. respectively.

The next WDB General Meeting is scheduled for Wednesday, July 20 at 12:00 p.m.

#### **County Report given by Sandy Harmsen**

Recertification has been received.

Budget approved

3 NACO awards- Human Centered Design, CDCR project, SlingShot

**PUBLIC COMMENT**

There is no public comment.

**ADJOURNMENT**

William Sterling motioned to adjourn. Joseph Williams second. Motion carried. Meeting adjourned at 12:41 pm. The next WDB general meeting is scheduled for July 20, 2016 to be held at WDD Admin located at 290 N D Street Suite 600 San Bernardino, CA 92401.

---

---

Kristi Sandberg, Executive Secretary II

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

**MEETING DATE:** July 20, 2016

**ITEM:** (5)

**SUBJECT:** Approve Funding to Monster Government Solutions for Youth Enhancement Services

**PRESENTED BY:** Sandra Harmsen, Executive Director  
Workforce Development Board

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

**RECOMMENDATION:** Approve funding with Monster Government Solutions, LLC, to provide Youth Enhancement Services, for the period of August 24, 2016 through June 30, 2019, in an amount not to exceed \$324,182.

**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 Event Planning Services for any events that the WIB and/or Workforce Development Department (WDD) may decide to host. In the past the WIB has used Event Planners to organize the annual Y4 Youth Event, Monster Government Solutions' (MGS) "Making Your Future Count Workshops", "Honoring Our Veterans Celebration", and numerous video presentations of the WIB and WDD staff.

On April 12, 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 April 25, 2016, two proposals were received (MGS and DVT Marketing Enterprises, Inc.) and were determined to be responsive to the RFQ criteria.

On June 15, 2016 the WDB Executive Board approved funding MGS for youth enhancement services of the "Making Your Future Count Workshops" to be considered by the full WDB.

MGS proposed to deliver their "Making Your Future Count Workshops" to adult and youth populations, consisting of presentations for Work Readiness, Career Development, Goal Setting and other relevant topics. On an annual basis, MGS will host over 80 workshops, and an additional four, Y4 Youth Event workshops, for over 800 participants. During Program Years 2010-2013, WDD contracted with MGS for the proposed Youth Enhancement Services, resulting in greater than 90% overall participant satisfaction.

Approval of this item is to fund MGS, to provide Youth Enhancement Services only. If the WDB wishes to contract with MGS to provide any additional Youth Enhancement Services, staff will come back to the WDB to get prior approval of any additional requested services.

The table below details the recommended annual funding to MGS to provide Youth Enhancement Services, for the period of August 10, 2016 through June 30, 2019.

Program Year	Amount
2016-2017	\$104,427
2017-2018	\$108,010
2018-2019	\$111,745
Total	\$324,182

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

**MEETING DATE:** July 20, 2016

**ITEM:** (6)

**SUBJECT:** Approve Funding DVT Marketing Enterprises for Event Planning and Coordination Services for the Annual Y4 Youth Event

**PRESENTED BY:** Sandra Harmsen, Executive Director  
Workforce Development Board

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

**RECOMMENDATION:** Approve funding with DVT Marketing Enterprises, Inc., to provide Event Planning and Coordination Services for the Annual Y4 Youth Event, for the period of August 24, 2016 through June 30, 2019, in an amount not to exceed \$450,000.

**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 Event Planning Services for any events that the WIB and/or Workforce Development Department (WDD) may decide to host. In the past the WIB has used Event Planners to organize the annual Y4 Youth Event, Monster Government Solutions' (MGS) "Making Your Future Count Workshops", "Honoring Our Veterans Celebration", and numerous video presentations of the WIB and WDD staff.

On April 12, 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 April 25, 2016, two proposals were received (MGS and DVT Marketing Enterprises, Inc.) and were determined to be responsive to the RFQ criteria.

On June 15, 2016 the WDB Executive Board recommended funding DVT for event planning and coordination services for the annual Y4 Youth Event to be considered by the full WDB.

DVT proposed to provide full service Event Planning and Coordination Services to include but not limited to the following:

- Annual Y4 Youth Event
- Veteran's Fairs
- Adult and Dislocated Worker Job Training Events
- Enhancement Programs for both Adults and Youth
- Any other event the WDB and WDD would like to offer to the Community

Approval of this item is to fund DVT for the annual Y4 Youth Event only. If the WDB wishes to contract with DVT to provide any additional Event Planning and Coordination Services, staff will come back to the WDB to get prior approval of any additional requested services.

The table below details the recommended annual funding to DVT to provide the annual Y4 Youth Event, for the period of August 10, 2016 through June 30, 2019.

Program Year	Amount
2016-2017	\$150,000
2017-2018	\$150,000
2018-2019	\$150,000
<b>Total</b>	<b>\$450,000</b>

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

**MEETING DATE:** July 20, 2016

**ITEM:** (7)

**SUBJECT:** America's Job Center of California System Memorandum of Understanding with Mandated Workforce Innovation and Opportunity Act Partners

**PRESENTED BY:** Sandra Harmsen, Executive Director  
Workforce Development Board

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

**RECOMMENDATION:** Approve the submittal of the Phase I Memorandum of Understanding for the America's Job Center of California (AJCC) System between the San Bernardino County Workforce Development Board (WDB) and the mandated Workforce Innovation and Opportunity Act (WIOA) AJCC partners to the San Bernardino County Board of Supervisors.

**BACKGROUND:** WIOA requires that each Local Board develop and enter into memorandums of understanding (MOUs) with one-stop partners relating to the operation of the one-stop system. On January 20, 2016, the State of California Employment Development Department released Workforce Services Directive 15-12 (WSD15-12), requiring each local area to have at least one comprehensive AJCC (one-stop center) where job seekers and employers have access to the programs, services, and activities of required AJCC partners. WSD15-12 requires that each MOU address shared customers and services in Phase I MOU(s), and shared costs, including joint infrastructure funding, in Phase II MOU(s).

Phase I MOUs must be developed by June 30, 2016, while Phase II is due December of 2017. In a series of meetings, which began on April 8, 2016, the Phase I San Bernardino County AJCC System MOU was created in collaboration with 24 San Bernardino County agencies. Each party to the MOU had a hand in the development of the content and approved multiple drafts as they were completed. The final MOU draft has been approved for content by each partner and now awaits final signatures.

In accordance with WIOA and WSD15-12, the San Bernardino County AJCC System MOU addresses the vision and mission of the system, service delivery, shared technology and system security, access for individuals with barriers to employment, confidentiality, and a commitment to share costs and to continue the discussion on infrastructure and operational cost sharing.

On June 15, 2016, the Executive Board of the WDB reviewed the Phase I MOU and recommended its submittal to the WDB.

Attached – Phase I San Bernardino County America's Job Center of California System Memorandum of Understanding



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

**MEETING DATE:** July 20, 2016

**ITEM:** (8)

**SUBJECT:** SlingShot Occupational/Vocational Training Providers

**PRESENTED BY:** Sandra Harmsen, Executive Director  
Workforce Development Board

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

**RECOMMENDATION:** Approve the list of twelve Occupational/Vocational Training Providers for the Inland Empire Regional Collaborative SlingShot Initiative.

**BACKGROUND:** The San Bernardino County Workforce Development Board and the Riverside County Workforce Development Board formed the Inland Empire Regional Collaborative (IERC) and created the Job-Driven Training SlingShot Initiative in 2014. The IERC's goal is to effectively engage the business community and direct training resources based on employer feedback and regional demand. In collaboration with employers, the IERC will develop vocational and on the job training opportunities that meet the specific need of these industries. It is IERC's belief that business engagement in each step of the training process will result in more successful employment outcomes for training participants. Aligning business needs with workforce training ensures employers have qualified pools of candidates.

After a series of meetings with industry leaders from manufacturing and healthcare, the IERC established a Scope of Work for training providers that will meet the need of the Inland Empire Region.

On April 12, 2016, the Workforce Development Department (WDD) released a Request for Qualifications (RFQ) for training providers that can provide vocational/occupational skills training in local selected priority sectors (Healthcare and Manufacturing) that lead to industry-recognized post-secondary credential/certificate, opportunities for work experience, and competencies and skills recognized by employers in the Inland Empire. The RFQ sought training providers with the ability to provide timely development that meets the needs of selected in-demand industry sectors, based on feedback provided directly from industry employers, WDB Industry Sector Coordinators, and other WDB experts.

On April 29, 2016, WDD received 17 Statements of Qualifications (SOQ) in response to the RFQ. The SOQs were reviewed by a team of industry leaders, and twelve training providers are recommended to be placed on a list of organizations that can develop curriculum when the need is determined.

The following providers are recommended:

- American College of Healthcare (Healthcare)
- Brandman University (Healthcare and Manufacturing)
- Chaffey College (Manufacturing)
- Colton-Yucaipa-Redlands ROP (Healthcare and Manufacturing)
- HealthStaff Training Institute (Healthcare)
- Loma Linda University (Healthcare)

- Mission Career College (Healthcare and Manufacturing)
- New Horizons (Healthcare and Manufacturing)
- Porcelyne's Fabric Boutique (Manufacturing)
- QPE Technical Institute (Manufacturing)
- REACH (Healthcare)
- Technical Employment Training (Manufacturing)

On July 12, 2016, the IERC Steering Committee met with staff to review the recommendations and approved the list to move forward to the Executive Board of the San Bernardino County Workforce Development Board (WDB). On July 13, 2016, the Executive Board recommended the approval of the list to the WDB.

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

**MEETING DATE:** July 20, 2016

**ITEM:** (9)

**SUBJECT:** Requests for Qualifications for Industry Sector Coordinators

**PRESENTED BY:** Sandra Harmsen, Executive Director  
Workforce Development Board

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

**RECOMMENDATION:** Approve the release of Requests for Qualifications for the procurement of a Manufacturing Industry Sector Coordinator and a Healthcare Industry Sector Coordinator for the Inland Empire Regional Collaborative's SlingShot Initiative.

**BACKGROUND:** The San Bernardino County Workforce Development Board and the Riverside County Workforce Development Board formed the Inland Empire Regional Collaborative (IERC) and created the Job-Driven Training SlingShot Initiative in 2014. The IERC's goal is to effectively engage the business community and direct training resources based on employer feedback and regional demand. In collaboration with employers, the IERC will develop vocational and on the job training opportunities that meet the specific need of these industries. It is IERC's belief that business engagement in each step of the training process will result in more successful employment outcomes for training participants. Aligning business needs with workforce training ensures employers have qualified pools of candidates.

In order to enhance the work done by the IERC, strengthen plans that reflect industry priorities and solutions, and to establish a clear pathway to sustainability for the SlingShot Initiative, Industry Sector Coordinators will be hired on contract. The IERC will contract with two Industry Sector Coordinators, one for the manufacturing industry and one for healthcare. These Coordinators will act as liaisons among the Steering Committee, workforce boards, industry champions, educational entities, Deputy Sector Navigators, and other individual employers. They will offer continuing feedback and establish relationships that will assist in the sustainability of the IERC's project. Working as a catalyst, the Coordinators will work with industry to improve growth and economic stability within the region.

The Request for Qualifications (RFQ) will seek a candidate with substantial experience in the industry, knowledge of planning, coordination, and execution of business functions, good oral and written communication, a high level of interpersonal skills, and the ability to work in a self-directed environment.

On July 12, 2016, the IERC Steering Committee reviewed the minimum qualifications and recommended added language for technical experience. On July 13, 2016, the Executive Board of the San Bernardino County Workforce Development Board (WDB) recommended the approval of the RFQs to the WDB with the additional language.

Attached: Draft Qualifications for the Manufacturing Industry Sector Coordinator and a Healthcare Industry Sector Coordinator