

**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, MAY 17, 2017, 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 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, 6<sup>th</sup> Floor, San Bernardino, CA 92415. The agenda and its supporting documents can be viewed online at [www.SBCounty.gov/workforce](http://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**

12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

**OPENING**

- 1) Chair Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of the Agenda
- 4) Introductions
- 5) Success Stories
  - a) Youth
  - b) Business
  - c) AJCC Client

**CONSENT**

- 6) Approval of Minutes from the March 15, 2017 Workforce Development General Board meeting

**DISCUSSION**

- 7) One Stop Operator Selection and Contract Award
- 8) City of San Bernardino WIOA Youth Programs Selections and Contracts Awards
- 9) Youth Provider Contract Amendments

**INFORMATION**

- 10) America's Job Center of California System Memorandum of Understanding Presentation
- 11) Economic Development Agency Updates
- 12) Strategic Planning Retreat
- 13) Committee Reports
  - a) Executive Board Report given by Tony Myrell
  - b) Youth Committee Report given by B.J. Patterson
  - c) Economic Development and Business Resource Committee Report given by Jon Novack
  - d) Special Populations Report given by Robert Loeun
- 14) County Report given by Mariann Ruffolo, Deputy Director

**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, 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, 6<sup>th</sup> Floor, San Bernardino, California 92415. 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:** May 17, 2017

**ITEM:** (6)

**SUBJECT:** Approve Minutes from March 15, 2017 Workforce Development Full Board Meeting

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

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

**RECOMMENDATION:** Approve Minutes from March 15, 2017 Workforce Development Full Board Meeting

**BACKGROUND:** See attached Minutes

**WDB Action:**

**Motion:** \_\_\_\_\_ **Second:** \_\_\_\_\_

**Affirmative:** \_\_\_\_\_ **Negative:** \_\_\_\_\_

**Abstention:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**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, MARCH 15, 2017, 12:00 p.m.

**MINUTES**

**In attendance:**

**WDB Members Present**

Anita Tuckerman  
Cherilyn Greenlee  
Henry Shannon  
John Andrews  
Jonathan Novack  
Jonathan Weldy  
Joseph Williams  
Kenneth Boshart  
Paul Moreno  
Phil Cothran  
Rene Castellanos  
Tony Myrell  
William Sterling

**WDB Members Absent**

B.J. Patterson  
Dale Marsden  
Laurie Stalnaker  
Mike Gallo  
Robert Loeun  
Terry Klenske

**Staff**

Reg Javier, DEO  
Sandy Harmsen, Project Executive  
Gina Beltran, Executive Secretary II  
Mariann Ruffolo – Deputy Director  
Miguel McQueen- Deputy Director  
Fred Burks, Admin. Supervisor II  
James Johnson, Business Services Mgr.  
Sophie Akins- Legal Counsel

**Opening**

- 1) Chair called the meeting to order at 12:12 pm
- 2) Pledge of Allegiance was led by Joseph William
- 3) Introductions

**4) Presentation and Adoption of Agenda**

There was one change to the agenda. The order for Item 5 is to be Youth, AJCC then Business success stories. The chair, Tony Myrell asked for a motion to adopt the agenda with this change.

Mike Gallo motioned to approve the agenda. Joseph Williams seconded the motion.

None opposed. Motion carried.

**5) Success Stories**

- a) *Youth*- Dennis Killion from Apple Valley School District introduced the youth success story
- b) *AJCC Client*- Cynthia Venegas, WDS of the East Valley AJCC introduced Roy Mohammed.
- c) *Business* – Jenny De La Mora, BSR of WDD Business Services introduced Dennis Sooney from CMTC and Travis from Adventure Cabins.

**CONSENT**

**6) Approval of Minutes from the January 25, 2017 Workforce Development Full Board meeting**

Tony Myrell asked for a motion to approve consent items #6-12.

Will Sterling motioned to approve consent items #6-12.

Henry Shannon seconded the motion to approve consent items #6-12.

None opposed and motion carried.

**7) Consideration and Ratification of the Release of the One-Stop Operator RFP**

Tony Myrell asked for a motion to approve consent items #6-12.

Will Sterling motioned to approve consent items #6-12.

Henry Shannon seconded the motion to approve consent items #6-12.

None opposed and motion carried.

**8) Consideration and Ratification and Approval of Regional and Local Plan**

Tony Myrell asked for a motion to approve consent items #6-12.

Will Sterling motioned to approve consent items #6-12.

Henry Shannon seconded the motion to approve consent items #6-12.

None opposed and motion carried.

**9) Consideration and Approval of Phase II MOU Templates**

Tony Myrell asked for a motion to approve consent items #6-12.

Will Sterling motioned to approve consent items #6-12.

Henry Shannon seconded the motion to approve consent items #6-12.

None opposed and motion carried.

**10) Consideration and Approval of Manufacturing Industry Sector Coordinator**

Tony Myrell asked for a motion to approve consent items #6-12.

Will Sterling motioned to approve consent items #6-12.

Henry Shannon seconded the motion to approve consent items #6-12.

None opposed and motion carried.

**11) Consideration and Approval of Amendment to Business Process Improvement Consulting Services Contracts**

Tony Myrell asked for a motion to approve consent items #6-12.

Will Sterling motioned to approve consent items #6-12.

Henry Shannon seconded the motion to approve consent items #6-12.

None opposed and motion carried.

**12) Consideration and Approval of Funding for Additional Business Workshops**

Tony Myrell asked for a motion to approve consent items #6-12.

Will Sterling motioned to approve consent items #6-12.

Henry Shannon seconded the motion to approve consent items #6-12.

None opposed and motion carried.

**DISCUSSION**

**13) Board Strategic Planning Session**

Gina reminded the Board about the retreat taking place in Lake Arrowhead on May 31 – June 2, 2017. She asked for everyone to RSVP so she can get a count and make the appropriate reservations. She mentioned John Baker and Ron Painter will be facilitating the retreat and planning the agenda is in progress.

**14) Consideration and Election of Workforce Development Board Officers: Chair, Vice Chair and Second Vice Chair**

Cherilyn Greenlee presented this item since she was elected as the Chair of the Nomination Committee. The Nomination Committee was made up of three board members, Jon Novack, Robert Loeun and Cherilyn Greenlee. made up the nomination committee who met and voted on the slate of officers being presented today. The proposed slate of officers are as follows: Tony Myrell, Chair; Phil Cothran, Vice Chair; Will Sterling, Second Vice Chair

Cherilyn asked the Board if there were any issues with the proposed slate. Seeing none, a motion to approve the slate was made.

Henry Shannon motioned to approve the slate as presented today.

Anita Tuckerman seconded the motion to approve the slate as presented today.

None opposed and motion carried.

## **INFORMATION**

### **15) EDA Updates**

Marissa reported on her recent trip to China, where discussion took place to connect economic development in San Bernardino County.

### **16) Committee Reports**

- a) *Executive Board Report* given by Tony Myrell. Tony reported they are on track with all the identified priorities. The budget has passed for the next fiscal year with no issues. The City of San Bernardino Youth RFP closes next week and we will soon be expanding youth services in the City.
- b) *Youth Committee Report*. The Chair of this committee was absent and no report out was given.
- c) *Economic Development and Business Resource Committee Report* given by Jon Novack. Jon reported a goal of this committee is to work with Community Colleges and the employment program with the mines. There will be a Manufacturing presentation to the committee in April concerning putting together a training center geared towards training for jobs to work in the high desert.

### **17) County Report given by Miguel McQueen, Deputy Director**

- The Chmurra report has been finalized and it's up on our new website under the Business Services tab.
- Effective April 12, 2017, the times the committees will meet hves been changed. There was a handout given at the meeting with the new times.
- The Day at the Capitol trip to Sacramento was March 7-9 and the Board and WDD staff were able to meet with 11 Legislators. We had 11 of the 60 visits dealing with Workforce and they were all successful and well supported. Those same Board members and WDD staff will carry the same key message when they are in Washington, DC attending the NAWB Forum on March 25-30, 2017.
- The State of the County event was March 8, 2017;Reg was in attendance and the message this year was that all roads are leading to San Bernardino County.

## **PUBLIC COMMENT**

No public comment.

## **ADJOURNMENT**

Tony called for a motion to adjourn. William Sterling motioned to adjourn. Henry Shannon seconded the motion.

None opposed. Motion carried.

Meeting adjourned at 1:31 pm.

The next WDB general meeting is scheduled for May 19, 2017 at the WDD Admin Office.

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Gina Beltran, Executive Secretary II

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

**MEETING DATE:** May 17, 2017  
**ITEM:** (7)  
**SUBJECT:** One-Stop Operator Selection and Contract Award  
**PRESENTED BY:** Mariann Ruffolo, Deputy Director  
Workforce Development Department

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

**RECOMMENDATION:** Approve the selection of Workforce Development Solutions, Inc. as the Workforce Innovation and Opportunity Act One-Stop Operator. Authorize Staff to complete the contract with Workforce Development Solutions, Inc. and forward to the Board of Supervisors for approval.

**BACKGROUND:** On March 1, 2017, the Workforce Development Board (WDB) Executive Board 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 America's Job Center of California (AJCC) Memorandums of Understanding.

The RFP (EDA117-WDD-2449) was released on March 6, 2017. On March 22, 2017, three proposals were received and determined to be responsive to the RFP criteria: Workforce Development Solutions, Inc., Citadel Community Development, and San Bernardino Community College District. The proposals were evaluated by a review team made up of WDD staff, AJCC System Partners, and WDB members. In accordance with the RFP, proposals were reviewed for demonstrated experience and ability to provide services. After review of the proposals, two (Workforce Development Solutions and San Bernardino Community College District) were selected to move forward to the interview process. On April 11, 2017, interviews were held with proposers by a panel that consisted of the WDD Deputy Directors, the WDB Chair and Vice Chair, Chair of the Economic Development and Business Resources Committee, and WDD's Project Executive.

An ad hoc committee convened on April 11, 2017 to review the interviewers' and evaluators' recommended contractors and approve the development of the contracts. Workforce Development Solutions, Inc. has substantial experience and expertise with innovative approaches, establishing and maintaining cooperative relationships and was, therefore, recommended for approval to the WDB.

The contract will not exceed \$600,000 for the four-year period, \$150,000 annually, for the period of July 1, 2017 to June 30, 2021.

The approval of this item will also allow for the contract to be presented to the Board of Supervisors on May 23, 2017.

<b>WDB Committee Action:</b>	
<b>Motion:</b>	<b>Second:</b>
<b>Affirmative:</b>	<b>Negative:</b>
<b>Abstention:</b>	
<b>DATE:</b>	

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

**MEETING DATE:** May 17, 2017

**ITEM:** (8)

**SUBJECT:** City of San Bernardino Workforce Innovation and Opportunity Act Youth Programs Selections and Contracts Awards for Program Years 2017 Through 2019

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

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

**RECOMMENDATION:** Approve the recommendation of the youth Ad Hoc Committee and recommended funding for contracts listed in a total amount not to exceed \$800,000 with four agencies, as detailed below, to provide academic enhancement, employment skills, and occupational training services for eligible youth participants under Workforce Innovation and Opportunity Act (WIOA) for the City of San Bernardino for the period of July 1, 2017 through June 30, 2019 with the option to renew up to two additional terms.

1. Career Institute in an amount not to exceed \$250,000.
2. First Institute Training and Management Inc. in an amount not to exceed \$250,000.
3. Provisional Education Services dba Provisional Accelerated Learning in an amount not to exceed \$150,000.
4. Youth Action Project in an amount not to exceed \$150,000.

**BACKGROUND:** This action will allow Workforce Development Department (WDD) to serve a minimum of 134 at-risk youth under WIOA Youth Program for the 2017-19 program cycle for the City of San Bernardino. In the first year of the program cycle, the contractors provide youth with occupational training, work experience, counseling, tutoring and supportive services in order to place youth in employment or higher education. In the second year of the program cycle, the contractors provide the youth with follow up services to ensure success utilizing the skills obtained during the prior year.

On November 9, 2016, the Workforce Development Board (WDB) approved the release of a Request for Proposal (RFP) for the procurement of WIOA youth providers for the City of San Bernardino. The RFP (EDA117-WDD-2438) was released on February 24, 2017 soliciting qualified agencies to provide WIOA youth services from July 1, 2017 through June 30, 2019 with the option to renew up to two additional terms.

On March 27, 2017, 9 proposals were received and 8 were determined to be responsive to the RFP minimum criteria. The proposals were evaluated by a committee of qualified neutral parties from variety of County departments. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP, including; demonstrated ability serving youth, program design, and cost reasonableness.

A youth Ad Hoc Committee convened on April 19, 2017 to review the evaluators recommended contractors and approved the development of the contracts. The contracts for the selected providers will be presented to the Board of Supervisors on June 13, 2017 for approval.

The table below details the recommended youth providers for the City of San Bernardino.

Contractor	Amount	Minimum Number of Youth to be Served
Career Institute	\$250,000	42
First Institute Training and Management Inc.	\$250,000	42
Provisional Education Services dba Provisional Accelerated Learning	\$150,000	25
Youth Action Project	\$150,000	25
Total	\$800,000	134

<b>WDB Committee Action:</b>	
<b>Motion:</b>	<b>Second:</b>
<b>Affirmative:</b>	<b>Negative:</b>
<b>Abstention:</b>	
<b>DATE:</b>	

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

**MEETING DATE:** May 17, 2017

**ITEM:** (9)

**SUBJECT:** Youth Provider Contract Amendments for Workforce Innovation and Opportunity Act Youth Programs for Program Years 2017 Through 2019

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

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

**RECOMMENDATION:** Approve the recommendation of youth Ad Hoc Committee and recommended funding for Amendment No. 1 to the ten contracts listed in a total amount not to exceed \$7,845,448 as detailed below. The amendment will allow the contractors to continue to provide academic enhancement, employment skills, and occupational training services for eligible youth participants under Workforce Innovation and Opportunity Act (WIOA) by adding one program cycle and extending the term for one year, for a total contract period of July 1, 2016 through June 30, 2019 and awarding additional funds as follows:

1. Apple Valley Unified School District from \$390,000 to \$454,135; for a total amount not to exceed \$844,135.
2. Career Institute from \$1,175,625 to \$1,238,550; for a total amount not to exceed \$2,414,175.
3. Chino Valley Unified School District from \$178,125 to \$206,425; for a total amount not to exceed \$384,550.
4. Colton Redlands Yucaipa Regional Occupational Program from \$416,000 to \$495,420; for a total amount not to exceed \$911,420.
5. First Institute Training and Management Inc. from \$498,750 to \$536,705; for a total amount not to exceed \$1,035,455.
6. Goodwill Industries Southern California from \$226,852 to \$247,710; for a total amount not to exceed \$474,562.
7. Hesperia Unified School District \$325,346 to \$371,565; for a total amount not to exceed \$696,911.
8. Inland Empire Healthcare Training from \$213,750 to \$247,710; for a total amount not to exceed \$461,460.
9. Mental Health Systems-Needles from \$150,000 to \$165,140; for a total amount not to exceed \$315,140.
10. Reach Out from \$142,500 to \$165,140; for a total amount not to exceed \$307,640.

**BACKGROUND:** This action will allow Workforce Development Department (WDD) to serve a minimum of 688 at-risk youth under the WIOA Youth Program for the 2017 – 2019 program cycle. In the first year of the program cycle, the contractors provide youth with occupational training, work experience, counseling, tutoring and supportive services in order to place youth in employment or higher education. In the second year of the program cycle, the contractors provide the youth with follow up services to ensure continued success utilizing the skills obtained during the prior year.

On May 24, 2016 (Item No. 166), the Board of Supervisors (Board) approved WDD to enter into contracts with the ten youth providers.

A youth Ad Hoc Committee convened on April 19, 2017 to review the recommendations and approved the development of the contract amendments. The contracts for the selected providers will be presented to the Board of Supervisors on June 13, 2017 for approval.

Below is the recommended contract amendments:

Contractor	Original Contract Amount	Original Contract # of Youth Served	Amendment #1 Additional Budget Increase Amount	Minimum Number of Youth to be Served	Total Contract Amount
Apple Valley Unified School District	\$390,000	60	\$454,135	76	\$844,135
Career Institute	\$1,175,625	165	\$1,238,550	206	\$2,414,175
Chino Valley Unified School District	\$178,125	25	\$206,425	34	\$384,550
Colton Redlands Yucaipa ROP	\$416,000	65	\$495,420	83	\$911,420
First Institute Training and Management Inc.	\$498,750	70	\$536,705	89	\$1,035,455
Goodwill Industries Southern California	\$226,852	35	\$247,710	41	\$474,562
Hesperia Unified School District	\$325,346	50	\$371,565	62	\$696,911
Inland Empire Healthcare Training Institute	\$213,750	30	\$247,710	41	\$461,460
Mental Health Systems-Needles	\$150,000	20	\$165,140	28	\$315,140
Reach Out	\$142,500	20	\$165,140	28	\$307,640
<b>Total</b>	<b>\$3,716,948</b>	<b>540</b>	<b>\$4,128,500</b>	<b>688</b>	<b>\$7,845,448</b>

The initial term of these contracts will be from July 1, 2016, through June 30, 2018, with the option to extend for two (2) additional overlapping two-year terms (2017-19 and 2018-2020). The terms overlap because youth enter the program in Year 1 (2016-17, 2017-18 or 2018-19) and Year 2 they are in 'follow-up' status (2017-18, 2018-19 or 2019-20).

Additional contract amendments include:

- At a minimum, expend 20 percent (20%) and the additional increase of the contract funds for the amended contracts on work experience activities to include participant wages and staff salaries and benefits in direct activities supporting work experience.
- The Service Provider will be compensated by a two tier cost per youth system. For participants with Tier 1 Barriers, the Service Provider will be compensated \$5,000 per youth. For participants with Tier 2 Barriers, the Service Provider will be compensated \$7,000 per youth. The tier system will be defined by the type of barrier(s) that the youth has. Below is a table on the two tiers:

Tier 1 Barriers - \$5,000	Tier 2 Barriers - \$7,000
A school dropout.	An offender.
A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarters. In cases where schools do not use quarters, local programs must use calendar year quarters.	A homeless individual aged 16 to 24 who meets the criteria defined in sec. 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), a homeless child or youth aged 16 to 24 who meets the criteria defined in sec. 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)) or a runaway.

A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner.	An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.	An individual who is pregnant or parenting.
	An individual with a disability.
<b>Requires Additional Assistance</b>	
Has a core grade point average of less than 1.5;	Has been referred to or is being treated by agency for substance abuse related problem;
Is emancipated youth	Had a traumatic event, victim of abuse, resides in abusive environment-documented by school official or other qualified professional;
Previous dropout or suspended five or more times or has been expelled	Has serious emotional/medical /psychological problems-documented by qualified professional;
Is deemed at risk of dropping out by school official	Has gang affiliation or at risk of affiliation
English Language Learner <ul style="list-style-type: none"> <li>• Limited English Proficiency</li> <li>• ESL/English as a second language</li> </ul>	Has incarcerated parent

<p><b>WDB Committee Action:</b></p> <p><b>Motion:</b> _____ <b>Second:</b> _____</p> <p><b>Affirmative:</b> _____ <b>Negative:</b> _____</p> <p><b>Abstention:</b> _____</p> <p><b>DATE:</b> _____</p>
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