

GENERAL BOARD MEETING

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

WEDNESDAY, SEPTEMBER 21, 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, 6th 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, 6th 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 July 20, 2016 Workforce Development Board meeting
- 5) Approval of the Workforce Development Board Mission Statement
- 6) Approval of the Proposed 2017 Master Calendar of Workforce Development Board Meetings
- 7) Approval of Public Relations Materials
 - a) Strategic Communications Plan
 - b) Elevator Pitch

DISCUSSION

There are no discussion items

INFORMATION

- 8) Special Presentation about Workforce System Partners Memorandum of Understanding and Local Strategic Plan given by Mariann Ruffolo
- 9) Committee Reports
 - a) Executive Board Report given by Phil Cothran
 - b) Youth Committee Report given by B.J. Patterson
 - c) Economic Development and Business Resource Committee Report given by Jon Novack
 - d) Special Populations Committee Report given by Phil Cothran
- 10) County Report given by Miguel McQueen, Deputy 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, 6th 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, 6th 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: September 21, 2016

ITEM: (4)

SUBJECT: Approve Minutes from July 20, 2016 Workforce Development Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from July 20, 2016 Workforce Development Board Meeting

BACKGROUND: See attached Minutes

GENERAL BOARD MEETING

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WEDNESDAY, JULY 20, 2016, 12:00 p.m.

MINUTES

11) Chair Called Meeting to Order at 12:13 pm. At the direction of the Chair, Jon Novack led the board in the pledge of allegiance. Members introduced themselves. In attendance:

WDB Members Present

Tony Myrell
Phil Cothran
William Sterling
Henry Shannon
Anita Tuckerman
John Andrews
John Gauthier
Mike Gallo
Cherilyn Greenlee
Robert Loeun
Jonathan Weldy
Terry Klenske
Jon Novack
B.J. Patterson

WDB Members Absent

Rene Castellanos
Joseph Williams
Kenneth Boshart
Laurie Stalnaker
Dale Marsden

Staff and Special Guests

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

Madeline Tsang, Stephanie Murillo
Emily Petrus, Curtis Compton
Mike Holtz, Cheryl Shelby
Jennifer Sowards, Shari Runstrom

Presenters

James Johnson
Midge Nicosia
Jose Guevara
Christina Mendiola

12) Chair called for the adoption of the agenda. Motion made by Terry Klenske. Second made by B.J. Patterson. Motion approved.

13) Success Stories

- a) Business- BSR Mike Holtz introduced Midge Nicosia, Executive Director from Victor Valley Community Services Council
- b) AJCC Client- Jennifer Sowards introduced Jose Guevara
- c) Youth- Selina Andrade from First Institute introduced Christina Mendiola

CONSENT

Item 4- Approve Minutes from the June 15, 2016 Workforce Development Board Meeting

Item 5- Approve Funding with Monster Government Solutions, LLC, to provide Youth Enhancement Services, for the period of August 10, 2016 through June 30, 2016, in an amount not to exceed \$324,182

Item 6- 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 10, 2016 through June 30, 2019, in an amount not to exceed \$450,000.

Item 7- Approve 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.

Item 8- Approve Recommendation to Approve a List of Twelve Occupational/Vocational Training Providers for the Inland Empire SlingShot Initiative

Item 9- Approve 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

Motion to approve Items 4, 5, 6, 7, 8, and 9 by Henry Shannon. Second by William Sterling. Phil Cothran abstention Item 6 Mike Gallo abstention Item 8. Motion carried.

DISCUSSION

There are no discussion items.

INFORMATION

Special Presentations

Sandy Harmsen recognized staff on County employment terms

20 years- Shari Runstrom, Jennifer Sowards, Fred Burks

25 years- Cheryl Shelby

Tony Myrell recognizes Sandy Harmsen and her upcoming retirement from the Workforce Development Department.

Sandy Harmsen introduced James Johnson, Business Service

Special Presentation about Entrepreneurship given by James Johnson (power point)

Committee Reports

Members suggested developing a directory of resources and services for entrepreneurs and starting a small business

-Executive Board Report given by Tony Myrell

-Committee Assignments (hand out)- Ad Hoc committees (formed based on interest expressed at Strategic Planning meeting) will be created for each strategic objective. Members shared concern about time commitments with addition of Ad Hocs. County Counsel advised that public members cannot participate on Ad Hocs.

-Budget Review (hand out) Sandy briefly reviewed budget report. This year the state extended the 80% expenditure require on grants. Member questioned balance in Column I under Youth Grant- Madeline to check and send out explanation.

-WIOA Final Rule Key Points (hand out) Sandy reviewed data sheet and covered One-Stop Operators requiring procurement but procurement for career services is not mandatory and would be contracted to the WDB and approved by the BOS, Delivery of Adult and Dislocated Worker Activities no longer requires going through specific steps, and Standing Youth Committees are encouraged but Councils are not mandated.

-Youth Committee Report given by B.J. Patterson

-Quantify WIOA eligible youth participants within the County

-Focus on how to continue to improve outreach to youth

-Economic Development and Business Resource Committee Report given by Jon Novack

-Focus on demand occupations, recognized certifications, training programs and apprenticeship programs

-Committee aims to "connect the dots" between AJCC's, Chambers, and Board to be able to lead in region

-Special Populations Report given by Robert Loeun

-Focus disabled, veterans, homeless, and ex-offender

-Track those who already received service and what services are still needed

-Link to business services and help train employers for hiring special populations

County Report given by Sandy Harmsen

Sandy's new grandbaby

New Deputy Director of Administration- Mariann Ruffolo

Miguel's son's baseball success

SlingShot Industry Champion meetings – Manufacturing and Healthcare- looking at training needed for these industries

Loma Linda SACHS Gateway College opening and tour will be planned for board

@LIKE program

PUBLIC COMMENT

There is public comment

ADJOURNMENT

William Sterling motioned to adjourn. Henry Shannon second. Motion carried. Meeting adjourned at 1:58 pm. The next WDB general meeting is scheduled for Wednesday, September, 21, 2016 at the WDD Admin Office.

Kristi Sandberg, Executive Secretary II

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

MEETING DATE: September 21, 2016

ITEM: (5)

SUBJECT: Approval of the Workforce Development Board Proposed Mission Statement

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

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

RECOMMENDATION: Approve the Workforce Development Board Proposed Mission Statement. Proposed Mission Statement is “Promote a workforce development system that supports economic vitality by creating opportunities for businesses, employees and job seekers.”

BACKGROUND: n/a

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

MEETING DATE: September 21, 2016

ITEM: (6)

SUBJECT: Approve Proposed 2017 Master Calendar of Workforce Development Board Meetings

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Proposed 2017 Master Calendar of Workforce Development Board Meetings

BACKGROUND: See handout

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

MEETING DATE: September 21, 2016

ITEM: (7)

SUBJECT: Approve Public Relations Materials

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

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

RECOMMENDATION: Approve Public Relations Material
(a) Strategic Communications Plan
(b) Member "Elevator Pitch"

BACKGROUND: See handouts