

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING**

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

WEDNESDAY, JANUARY 17, 2018 at 11:30 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

**11:30 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE**

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approve Minutes from November 15, 2017 Economic Development and Business Resource (EDBR) Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION

- 7) Request for Qualifications for High Desert Training Center Consultant

REPORTS AND INFORMATION

- 8) EDBR Committee Program Year 2017-18 Strategic Action Goals Report – Business Field Team
- 9) Member Announcements
- 10) County Report

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) 387-9862 and the office is located at 290 North D Street, 6th 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
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: January 17, 2018

ITEM: (5)

SUBJECT: Approve Minutes from November 15, 2017 Economic Development and Business Resource (EDBR) Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from November 15, 2017 EDBR Committee Meeting

BACKGROUND: See attached minutes

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

Workforce Development Board
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING
 Workforce Development Board Conference Room
 Workforce Development Department Administration Office
 290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, NOVEMBER 15, 2017, 11:00 a.m.

MINUTES

Attendance:

Members	Present
Jonathan Novack (Chair)	X
John Andrews	X
Phil Cothran	
Mike Gallo	
*Peggi Hazlett	X
Terry Klenske	X
*Audrey Mathews	X
Tony Myrell	X
B.J. Patterson	X
William Sterling	X
Anita Tuckerman	X

**Public Members*

Staff to WDB	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	
WDD Staff	Present
Fred Burks	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Mariann Ruffolo	X

OPENING

- 1) Chair called meeting to order at 11:11 a.m.
- 2) Pledge of Allegiance – Led by John Andrews.
- 3) Adoption of Agenda – Acting Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Will Sterling seconded. None opposed, motion carried.
- 4) Introductions were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approval of Minutes from the October 18, 2017 Economic Development and Business Resources (EDBR) Committee Meeting
 Acting Chair called for a motion to approve the Minutes for October 18, 2017. Peggi Hazlett motioned; Tony Myrell seconded. None opposed, motion carried.

PUBLIC COMMENT

- 6) No comment cards were submitted.

PRESENTATION

7) Overview of Business Services Unit

Curtis Compton and Darren Cook provided an overview of the Business Services Unit, noting they have 11 representatives placed throughout the County that service the Workforce Development Board. They noted the most beneficial service we provide to companies is on the job training, which they expect to see an increase by 25%. Their focus is currently on Manufacturing, Logistics and Transportation. They are also looking to work with the Healthcare Industry. Mr. Cook also provided a handout on Community Engagement and noted they are talking to many departments within the County to get the word out about the services provided by Business Services. Once additional data is obtained, they will compile the results and report back to the Committee.

Also discussed was Layoff Aversion, whereby we use consultants to assist businesses when they are undergoing a layoff. Those businesses may need assistance with branding, help with their online website or providing guidance with an HR hotline. Outplacement support is also provided. WARN notices let us know when a company with 50 or more employees will be subject to a layoff. The Business Services Unit will reach out to those companies to offer consulting services, including a presentation of the Americas Job Centers of California offices, to help provide information to the displaced worker on ways to get employment assistance. A discussion ensued about the requirements of a company to issue a WARN notice. Ms. Tuckerman suggested providing flyers to companies, so they can distribute to their employees. Ms. Hazlett asked if there could be a focused hiring event for these employees, to ensure attendees are qualified for the jobs at the job fair. Mr. Novack requested a projection of the job fairs that will occur in 2018.

8) Labor Market Report Focus Groups/Themes

Mr. Compton thanked Ms. Hazlett for getting information out regarding focus groups/themes. There were two meetings, which included a total of 75 people, where they received great information from these individuals. Information compiled from these meetings will be included the Labor Market Report. Mr. Novack thanked Ms. Hazlett for her assistance with this project.

9) EDBR Committee Program Year 2017-2018 Strategic Action Goals Report

Fred Burks provided an update on the High Desert Training Center. He requested additional input from the Committee members to move this project forward. Tony Myrell reciprocated and asked Mr. Burks to let the Committee members know if he needed any assistance from the Committee.

10) Member Announcements

Peggi Hazlett wished everyone a Happy Thanksgiving.

11) County Report

Mr. Compton reported that an application for \$700,000 has been submitted for regional projects with the County of Riverside. He also reported on job fairs in the area.

ADJOURNMENT

Acting Chair called for a motion to adjourn. William Sterling motioned. Peggi Hazlett seconded. None opposed; motion carried.

Meeting ended at 12:05 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, January 17, 2018 at 11:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary

**San Bernardino County
Workforce Development Board
Economic Development Business Resource Committee
Agenda Item**

MEETING DATE: January 17, 2018
ITEM: (7)
SUBJECT: Request for Qualifications for High Desert Training Center Consultant
PRESENTED BY: Fred Burks, Administrative Supervisor II
Workforce Development Department

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

RECOMMENDATION: Review the Scope of Work and authorize staff to seek permission from the Workforce Development Executive and full Workforce Boards, a Request for Qualifications for the procurement of a High Desert Training Center Consultant.

BACKGROUND: The San Bernardino County Workforce Development Board (WDB) held its Annual Strategic Planning Retreat in May of 2017 with one of the main strategies being the development of a High Desert Training Center in conjunction with the High Desert Manufacturing Council (HDMC).

The WDB and HDMC's goal is to effectively engage the High Desert manufacturers and the business community and direct training resources based on employer feedback and regional demand. In collaboration with employers, the WDB and HDMC will develop vocational and on the job training opportunities that meet the specific need of these industries. It is the WDB and HDMC'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 and sustainability.

The Request for Qualifications (RFQ) will seek a consultant with substantial experience in the manufacturing and vocational training 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.

The Scope of Work (SOW) will consist of the following (but will not be limited to):

- Convening Focus Groups
- Updating and/or Developing Curriculum
- Developing Boilerplate Incumbent and Customized Worker Training Contracts
- Securing Employment Training Panel and Additional Grant Funds
- Career Technical Education Training – Developing Career Pathways, Career Ladders

After review and discussion of the SOW by the Economic Development Business Resource (EDBR) Committee, the SOW will be presented to the Executive Board during their February 14, 2018 meeting. The release of the RFQ will be agendaized for the full WDB's consideration at its February 21, 2018 meeting.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: none

DATE: January 17, 2018