

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD MEETING**  
Workforce Development Department Administration Office  
Executive Conference Room  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, JANUARY 17, 2018 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, 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**

**8:30 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD**

**OPENING**

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

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) Approval of Minutes from November 15, 2017 Executive Board Meeting

**PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

**WORKSHOP**

- 6) Workforce Roadmap

**DISCUSSION**

- 7) Approval of Charter School Eligibility Criteria
- 8) Approval to Release Request of Qualifications for Labor Market Information and Intelligence Services
- 9) Approval to Create and Execute California Employers Association Contract for Professional Edge Series
- 10) Approval to Develop Memorandum of Understanding for the Inland Empire Regional Planning Unit

**REPORTS AND INFORMATION**

- 11) Workforce Development Board Program Year 2017-18 Strategic Action Goals Report
- 12) One-Stop Operator Report
- 13) Training Report
- 14) Public Relations/Media Report
- 15) County Report

**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) 387-9862 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  
Executive Board  
Agenda Item**

**MEETING DATE:** January 17, 2018

**ITEM:** (4)

**SUBJECT:** Approve Minutes from November 15, 2017 Executive Board Meeting

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

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

**RECOMMENDATION:** Approve Minutes from November 15, 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, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, NOVEMBER 15, 2017, 8:00 A.M.**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
Tony Myrell (Chair)	X
Phil Cothran (Vice Chair)	X
William Sterling (Second Vice Chair)	X
B.J. Patterson	X
Jon Novack	X
Anita Tuckerman	X
<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Sandy Harmsen	X
Reg Javier	

<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Mariann Ruffolo	X

**OPENING**

**1) Chair called meeting to order at 8:08 A.M.**

Tony Myrell reminded the attendees that the Public Comment section has been moved to the position after the Approval of Meeting Minutes. He announced that Public Comment cards need to be turned in to the WDB Secretary.

**2) Adoption of Agenda**

B.J. Patterson motioned; Jon Novack seconded. None opposed, motion carried.

**3) Introductions** were made. Tony Myrell introduced and welcomed Anita Tuckerman to the Executive Board and as Chair to the Special Populations Committee.

**REVIEW AND APPROVAL OF MEETING MINUTES**

**4) Approval of Minutes from October 18, 2017 Executive Board Meeting**

Chair called for a motion to approve the Minutes from the October 18, 2017 Executive Board (Exec) meeting. B.J. Patterson motioned; Phil Cothran seconded. None opposed. Anita Tuckerman and Jon Novack abstained, as they were not in attendance at this meeting. Motion carried.

**PUBLIC COMMENT**

**5) Comments from the General Public in Attendance**

There were no public comments submitted.

## **DISCUSSION**

### **6) Approval of Contract with Riverside County for Inland Empire Regional Plan Development**

Miguel McQueen presented item. He noted that an agreement with Riverside County is required to allow for the sharing of funding amongst both Counties, which include staff time, program development, staff development and training. Exec had already approved this concept and is now being asked to approve the contract. The Chair called for a motion to approve the contract. B.J. Patterson motioned, William Sterling seconded the motion. None opposed. Motion carried.

### **7) Approval to Release the Request for Proposals for Community Asset Mapping and Environmental Scan**

Miguel McQueen presented item. He noted that the Asset Map will not be a desktop report, but rather an interactive application. A discussion ensued regarding how this application will be made accessible to other people and Mr. Myrell suggested having a thorough conversation to vet this process. Ms. Tuckerman requested a timeline for obtaining additional information regarding the requests for proposals and Mr. McQueen stated that a report should be available between July 1, 2018 and September, 2018, depending on the proposals. Mr. Myrell requested information about any funding requests and Mr. McQueen noted that any figures currently received are subject to change. The Chair called for a motion to approve the release of the RFP. Phil Cothran motioned. Anita Tuckerman seconded the motion. None opposed. Motion carried.

### **8) Approval of Comprehensive America's Job Center of California Certification Matrix Baseline Criteria**

Mariann Ruffolo presented item and noted that we had passed the certification and Mr. Myrell will be signing that certification for the State. The Chair called for a motion to approve the America's Job Center of California Certification Matrix Baseline Criteria. Will Sterling motioned. B.J. Patterson seconded the motion. None opposed. Motion carried.

### **9) Approval of Charter School Eligibility Criteria**

Mariann Ruffolo presented item. She stated that the Youth committee has looked at different schools to discuss their criteria, so we can utilize that information. B.J. Patterson asked about the requirements for the school and whether they need to be in business for three years. Ms. Ruffolo noted that it is not required at the State level, but the committee could add that to the criteria, if they choose. A discussion ensued regarding the process and requirements. Miguel McQueen stated these are out of school youth and they must be enrolled in our program to receive ADA funding (up to 24 years old). The schools must also show they have a Career Pathway program. Additional topics discussed included expanding the criteria to ensure it is precise, including post training success stories. The item was tabled for a future meeting, so additional criteria could be included.

### **10) Approval to Release the Workforce Innovation and Opportunity Act Request for Proposal for Youth Services**

Mariann Ruffolo presented item and requested the Committee approve the release of the WIOA Youth Request for Proposal for the entire county. A discussion ensued about contract lengths and the percentage of WIOA funds that providers are utilizing vs. total funding from all sources. The Chair called for a motion to approve the release of the WIOA Request for Proposal for Youth Services. Will Sterling motioned, pending further discussion at the General Board meeting. B.J. Patterson seconded the motion. None opposed. Motion carried.

### **11) Approval of Employer of Record Program for January 1, 2018 through June 30, 2020**

Mariann Ruffolo presented and stated that this item is tied to the Career Pathway project and will be the Employer of Record. Part of the funding is paid by Workforce Development. The Chair called for a motion to approve the Employer of Record program. Will Sterling motioned. Anita Tuckerman seconded the motion. None opposed. Motion carried.

## **12) Approval of Monster Government Solutions Contract Amendment for Fiscal Year 2017-2018 and 2018-2019**

Mariann Ruffolo presented item to amend the original Monster Government Solutions Contract. The purpose of the funding is to provide 118 additional workshops, whereas there were 99 workshops during the 2016/2017 fiscal year. These workshops would be run out of the America's Job Centers of California and the providers in San Bernardino, not previously included when the contract was developed, because they were not part of the County WIOA youth program at that time. The Chair called for a motion to approve the Employer of Record program. Phil Cothran motioned. B.J. Patterson seconded the motion. None opposed. Motion carried.

## **REPORTS AND INFORMATION**

### **13) Workforce Development Board Program Year 2017-2018 Strategic Action Goals Report**

Ms. Harmsen noted that Mr. Javier is proceeding with meetings for the 501(c)(3) and further updates will be provided at the next meeting. Mr. Compton noted that Business Services would like to have visits between Board members and businesses. Those meetings will be scheduled in the coming months. Mr. Burks reported on the High Desert Training Center. There was a meeting with Steve Tyrell, President of the manufacturing center. Victor Valley College attended that meeting and a Board was selected. He stated that there may be a need to hire a consultant for training. Mr. Novack noted that Stirling has offered the building and wanted input about how the operation could be sustained after the initial start-up. Vocademy may be the management firm for the facility and bring other training, in conjunction with businesses and colleges.

### **14) One-Stop Operator Report**

Angela Gardner presented and thanked the Board for moving forward the America's Job Centers of California Baseline Certification. She stated that the High Desert project is moving along and there is collaboration between all parties. She will provide additional information during the General Board meeting in December.

### **15) Expenditure Report**

Madeline Tsang provided an updated expenditure report for the period 1/1/17-9/30/17.

### **16) Public Relations/Media Report**

Steve Lambert reported on the continued growth shown on social media. The job fairs have generated a great deal of activity. Mr. McQueen noted that the Communications team will be giving a presentation to the Exec team at a future meeting, showing Chmura data. Mr. Novack stated that 75 people attended the focus group events, many of which were employers. Mr. Compton said that the data is being analyzed by Chmura and a report will be provided in late January.

### **17) County Report**

Miguel McQueen presented and thanked Jon Novack and Anita Tuckerman for their work with the focus groups and support provided on behalf of the Board. He stated that 800 people attended the High Desert Job Fair. The next job fair in February, 2018 will be titled "Made in the Desert" and there will be a prescreening of individuals before entering the event. Mr. McQueen announced that Kay Graham will be retiring on 11/22/17 and had been with the department for 9 years and with County for 15 years. He also noted that Stephanie Murillo role has been redefined to include Regional work and funding projects.

## **ADJOURNMENT**

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

Meeting adjourned at 9:46 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, January 17, 2018 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

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Devra Bell – WDB Secretary

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

**MEETING DATE:** January 17, 2018

**ITEM:** (7)

**SUBJECT:** CHARTER SCHOOL ELIGIBILITY CRITERIA

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

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

**RECOMMENDATION:** Approve the charter school eligibility criteria for submission to Workforce Development Board.

**BACKGROUND:** Workforce Development Department (WDD) has recently had charter schools request letters of support in hopes of collaboratively assisting the youth residing in San Bernardino County with their high school needs. These requests highlighted the need to develop written eligibility criteria to be applied to all charter schools making such requests.

On September 13, 2017 the Workforce Development Board Youth Committee recommended that WDD staff develop written charter school eligibility criteria that will help assess charter schools.

On October 18, 2017 the Youth Committee approved the charter school eligibility criteria to be submitted to the Executive Board. On November 15, 2017 the Executive Board reviewed the criteria and requested some updates which are reflected in the attachment. With approval, the criteria will be submitted to the Workforce Development Board on February 21, 2018.

Attached – Charter School Eligibility Criteria

***WDB Committee Action:***

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

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

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

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



***Our Mission...***

***San Bernardino County Workforce Development Board develops and promotes economic development opportunities for businesses, employees and job seekers by understanding emerging economic trends, listening to employers, creating partnerships and providing services in a caring manner.***

**Charter School Eligibility Criteria**

In order for a charter school to receive a letter of support from the San Bernardino County Workforce Development Department (WDD), they must provide the following documents:

1. Proof the charter school has been approved by any one of the following: the school district in which the charter school is physically located, the San Bernardino County Superintendent of Schools, or the California Department of Education.
2. Proof the charter school location is in San Bernardino County if the charter school has physical locations.
3. Description of career pathways offered through the charter school.
4. Proof the charter school has been in business for at least three years.

Charter schools that have met the above requirements will participate in an interview before the San Bernardino County Workforce Development Board Youth Committee. During the interview, the charter school administrator, or designee, must provide clear information about the following:

1. Description of the process by which the charter school will identify and refer appropriate youth to WDD's Workforce Innovation and Opportunity Act (WIOA) providers.
2. Performance data demonstrating that youth graduating from the charter school obtain unsubsidized employment, including at least three specific success stories.



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

**MEETING DATE:** January 17, 2018

**ITEM:** (8)

**SUBJECT:** **REQUEST FOR QUALIFICATIONS FOR LABOR MARKET  
INFORMATION AND INTELLIGENCE SERVICES**

**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department

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

**RECOMMENDATION:** Approve the recommendation for submittal of the release of a Request for Qualifications (RFQ) to solicit vendors to provide the San Bernardino County Workforce Development Board (WDB) with Labor Market analysis, intelligence and forecast services.

**BACKGROUND:** In 2016 WDB engaged Chmura Economics & Analytics for labor market studies, written reports and multimedia presentations. Chmura's economists provide labor market information services and an annual report for the purpose of analyzing industries and occupations within the Inland Empire Region, comparing economic factors both locally and nationally. However, given the increasing dynamics of ongoing transformations within regional industry due to technology, trade, logistics and other factors, the original scope of services is insufficient to meet the WDB's ongoing economic intelligence demands. Given the need for more sophisticated predictive and prescriptive economic analysis and intelligence, staff recommends the release of a new RFQ.

The Scope of Work will include but not be limited to:

- Demographic profile including population, veterans, race, ethnicity, language capability, households, land use, housing, commuting patterns and income.
- Economic performance, disruptions, trends and outlook.
- Description of the local labor market, i.e. industry clusters and number of employers per cluster.
- Industry competitiveness.
- Priority industries with high job growth potential.
- Industry analysis regarding the fastest growing and declining industries/occupations.
- Skills demand and supply mapping.
- Hard to fill jobs.
- Educational attainment.
- Labor force participation rates, unemployment and compensation.
- Housing market characteristics, i.e. housing inventories, notices of default and foreclosure, permits and sales.

The RFQ will allow the WDB to follow a competitive process to select from a pool of qualified vendors able to provide in depth analysis of existing and emerging economic data and trends. Services will be provided for a term of three (3) years and total contract amount not to exceed \$210,000. With approval, this item will be presented to the WDB on February 21, 2018, with a subsequent release of the RFQ in late February.

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

**MEETING DATE:** January 17, 2018  
**ITEM:** (9)  
**SUBJECT:** California Employers Association Contract for Professional Edge Series  
**PRESENTED BY:** Mariann Ruffolo, Deputy Director  
Workforce Development Department  
**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the creation and execution of a contract with the California Employers Association (CEA) for the Professional Edge Series curriculum.

**BACKGROUND:** CEA currently is contracted with the Workforce Development Board (WDB) to provide business services via its Human Resource Hotline and conducts workshops exclusively for and to the benefit of businesses.

CEA has now designed an employer driven curriculum to guide job seekers on effectively seeking employment and succeeding in the workplace based on direct feedback from and conversation with the business community. The curriculum, 'Professional Edge Series', consists of 32 hours of interactive classroom and online training that incorporates employer's expectations in critical areas such as, customer service skills, communication, self-leadership, and team assimilation. As part of the total package, CEA will provide a 'Train the Trainer' program to select Workforce Development Department (WDD) staff to ensure successful delivery of training to customers frequenting the America's Job Centers of California (AJCCs) and unlimited rights to use its Professional Edge career transition materials, including digital copies of presentations, facilitator and participant manuals.

The new contract with CEA is for a term of up to 5 years at an amount not to exceed \$139,781, with an amount of \$99,845 for fiscal year 2017/2018, and \$9,984 for each additional year.

With approval, this item will be submitted to the Workforce Development Board on February 21, 2018.

***WDB Committee Action:***

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

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

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

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

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

**MEETING DATE:** January 17, 2018  
**ITEM:** (10)  
**SUBJECT:** **MEMORANDUM OF UNDERSTANDING FOR THE INLAND EMPIRE REGIONAL PLANNING UNIT**  
**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department  
**CONSENT** \_\_\_\_\_ **DISCUSSION**   X   **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the development of a Memorandum of Understanding (MOU) with the Riverside County Workforce Development Board for the Inland Empire Regional Planning Unit.

**BACKGROUND:** The California Workforce Development Board (CWDB) designated Regional Planning Units made up of Local Workforce Development Boards for the purpose of implementing regional activities under the Workforce Innovation and Opportunity Act (WIOA). The Inland Empire Regional Planning Unit (IERPU) includes the San Bernardino County Workforce Development Board (WDB) and the Riverside Workforce Development Board (RCWDB). On March 15, 2017, the WDB approved the Inland Empire Regional Plan for Program Years 2017-2020.

Since inception, the CWDB has awarded a total of \$1,558,154 in regional funds to the IERPU for WIOA regional planning, plan implementation, staff and Workforce Board training, and expansion of the Inland Empire SlingShot Initiative. Each of the four pools of money has a designated administrative lead as either RCWDB or the WDB and requires sharing of scope and funding with the partner agency.

An MOU will allow the sharing of current funds within the IERPU, regardless of the designated administrative lead and will provide a mechanism by which future funds, within the parameters of the WIOA Regional Plan, can be shared in an efficient, streamlined manner. The MOU would establish:

- Shared scope of work for each of grant awarded to the IERPU under regional planning efforts, and
- Agreement to share funds per the criteria outlined by the CWDB for the grant.

Additional funding to the IERPU, covered under the MOU, shall not exceed \$1,000,000 per fiscal year without an amendment to the MOU and presentation thereof to the WDB and the Board of Supervisors (BOS).

Any contract established with IERPU funds covered by the MOU will be presented to the Executive Board and WDB for appropriate guidance and approval. Regular updates regarding regional plan activities will be presented no less than quarterly.

With approval, this item will be presented for to the WDB on February 21 and subsequently, the MOU will be submitted to the BOS for approval.

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