

**Workforce Development Board**  
**SPECIAL POPULATIONS COMMITTEE MEETING**  
 Workforce Development Board Conference Room  
 Workforce Development Department Administration Office  
 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, OCTOBER 18, 2017 12:00 p.m.**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>
Robert Loeun (Chair)	
*Beth Burt	
*Stephanie Congdon	X
Phil Cothran	
*Douglas Fazekas	X
*Tamica Footh-Rachal	X
Cherilyn Greenlee	X
*Yukiko Long	
*Enrique Martinez	
*Audrey Mathews	X
Tony Myrell	X
*Pauline Pina	
*Jessica Rodriguez	X
Laurie Stalnaker	
William Sterling	X

*\*Public Members*

<b>Members</b>	<b>Present</b>
* Vince Toms	X
Jonathan Weldy	X
Joseph Williams	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
Stephanie Murillo	X
Mariann Ruffolo	X
Miguel McQueen	X

**OPENING**

- 1) **Chair called meeting to order** at 12:13 pm – William Sterling is Acting Chair for this meeting in Jon Novack’s absence. The Acting Chair discussed the updated agenda and informed 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) **Pledge of Allegiance:** Led by Jonathan Weldy.
- 3) **Adoption of Agenda** – Acting Chair called for a motion to adopt the agenda. Tony Myrell motioned; Joseph Williams seconded. None opposed. Motion carried.
- 4) **Introductions** were made.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) **Approval of Minutes from the September 13, 2017 Special Populations Committee Meeting**  
 Jonathan Weldy motioned; Cherilyn Greenlee seconded. None opposed. Joseph Williams abstained because he was not present on September 13, 2017. Motion carried.

**PUBLIC COMMENT**

No public comments were submitted.

## **WORKSHOP DISCUSSION**

Mr. Sterling introduced this new section of the Agenda, noting that it is designed to allow Committee Members to obtain feedback from the public, should the Chair determine it would be beneficial.

### **6) Connecting Employers to Individuals with Disabilities**

As a continuation of a previous discussion, Miguel McQueen led the discussion regarding the need to connect employers to individuals with disabilities. Mr. McQueen posed discussion questions to the group related to the capacity of the Human Resources hotline at California Employer's Association to handle questions from individuals; what can the Workforce Development Board (WDB) do to help build capacity to answer those questions. He has also talked to United Way to see how the WDB can support that effort.

Jonathan Weldy noted there are a number of individuals in these meetings that are not representing employers. Mr. Weldy also noted that there are other populations outside of disabilities that should be represented, i.e., Veterans and Dislocated Workers. In addition, with the many sub-categories to these main populations, he posed the question of how to reach all of these individuals. He will continue to investigate possible solutions, in an effort to help determine how to assist.

A main discussion topic was raising awareness and training employers, so they are better prepared when hiring workers from these special populations. Some suggestions that were discussed include producing stories of those with disabilities to show how they became successful in their jobs and to include these individuals at the job fairs instead of creating a separate event.

### **7) Asset Mapping**

Mr. McQueen gave an overview of this workshop discussion and the Committee members and Public offered suggestions for the different categories they would like to see on an Asset Map.

## **REPORTS AND INFORMATION**

### **8) Committee Appointments**

Mr. McQueen reported on this item and thanked the members for their service to the committee. There will be an annual review of the needs of the committee and how that committee can best represent the populations. Committee members will continue to be chosen by the Committee Chair and WDB Chair based on the representation required to cover those needs.

### **9) Special Populations Committee Program Year 2018-18 Strategic Action Goals Report**

Mr. McQueen presented this item and the committee reviewed the Strategic Action Goals for Program Year 2017-18. Ms. Foot-Rachal stated that she would like to be involved in additional Workforce Development Department (WDD) activities, so she can learn more about our process. Ms. Ruffolo expressed that Ms. Foot-Rachal and any member of the committee is welcome to take a tour of any of the AJCC sites.

### **10) Member Announcements**

Acting Chair introduced this new agenda item that will be present on Agendas moving forward. This is an opportunity for members of the committee to make announcements and share information. Ms. Foot-Rachal informed the committee of an event on 10/20 for employers. In addition, Ms. Rodriguez noted a hiring event is forthcoming for Veterans.

### **11) County Report**

Mr. McQueen reminded the committee of the upcoming High Desert Job Fair, scheduled for October 26, 2017. He announced that Gary McBride has been named as the new Chief Executive Officer, effective November 25, 2017.

### **ADJOURNMENT**

Chair called for a motion to adjourn. Jonathan Weldy motioned and Joseph Williams seconded. None opposed; motion carried.

Meeting ended at 1:07 p.m.

The next meeting of the Special Populations Committee is scheduled for Wednesday, November 15, 2017 at 12:00 p.m. to be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92401.

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Devra Bell, WDB Secretary