

**Workforce Development Board
EXECUTIVE BOARD MEETING**

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

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

ATTENDANCE:

Members	Present
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
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 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. Voademy 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.



Devra Bell – WDB Secretary