

## 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, MARCH 21, 2018 AT 8:30 AM

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 AM 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 Minutes from February 14, 2018 Executive Board Meeting

### PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

### REPORTS AND INFORMATION

- 6) Workforce Development Board Program Year 2017-18 Strategic Action Goals Report
- 7) One-Stop Operator Report
- 8) Expenditure Report
- 9) Public Relations/Media Report
- 10) County Report

### WORKSHOP

- 11) Budget Review - 2018/2019

### 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

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

**MEETING DATE:** March 21, 2018

**ITEM:** (4)

**SUBJECT:** Approve Minutes from February 14, 2018 Executive Board Meeting

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

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

**RECOMMENDATION:** Approve Minutes from February 14, 2018 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, FEBRUARY 14, 2018, 8:30 A.M.**

**MINUTES**

**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	X

<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 8:34 A.M.
- 2) **Adoption of Agenda** - The Chair called for a motion to adopt the agenda. Jon Novack motioned; Will Sterling seconded. None opposed, motion carried.
- 3) **Introductions** were made.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) **Approval of Minutes from January 17, 2018 Executive Board Meeting**  
The Chair called for a motion to approve the Minutes from the January 17, 2018 Executive Board (Exec) meeting. Will Sterling motioned; B.J. Patterson seconded. None opposed. Motion carried.

**PUBLIC COMMENT**

- 5) **Comments from the General Public in Attendance**  
There were no public comments submitted.

**DISCUSSION**

- 6) **Approval of Amendment to Contracts for Business Process Improvement Consulting Services**  
Miguel McQueen presented the item. He noted that we currently have three consultants and this item is to request one additional consultant. A discussion ensued regarding the process for choosing consultants and how to best determine the effectiveness of their business plan.

The Chair called for a motion to approve the amendment. Anita Tuckerman motioned; B.J. Patterson seconded. None opposed. Motion carried

### **7) Approval of Funding for the LaunchPath Platform**

Mariann Ruffolo presented item. The LaunchPath Platform links students to the employer for work based learning opportunities. It will be paid through and comes from Youth Funding. Ms. Ruffolo noted that only the initial funding would come from the Workforce Development Board and will then move to the school districts going forward.

The Chair called for a motion to approve the funding. B.J. Patterson motioned. Will Sterling seconded the motion. None opposed. Motion carried.

### **8) Approval of Funding for Incumbent Worker Training with the National Tooling and Machining Association (NTMA) Training Center**

Miguel McQueen presented item. The goal is train individuals across three employers for a total of \$79k. NTMA would be the provider for that training in the City of Ontario. Students are employed during and after training.

The Chair called for a motion to approve the funding. Will Sterling motioned. Jon Novack seconded the motion. None opposed. Motion carried.

### **9) Approval to Release Request for Qualifications for the High Desert Training Center Consultant**

Fred Burks presented item. A discussion ensued regarding the cost of the Consultant and the timeline for having a Consultant hired. Steve Tyrell, President of the High Desert Manufacturing Council discussed the need for a Consultant to keep the project coordinated.

The Chair called for a motion to approve the release of the RFQ. Phil Cothran motioned. Jon Novack seconded the motion. None opposed. Motion carried.

## **REPORTS AND INFORMATION**

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

Miguel McQueen provided an update on the High Desert Training Center and it was noted that there may be a need to run two parallel tracks/processes, i.e., getting the training center up and running and a separate process for administrative decisions. Reg Javier reported that the lease for the building will not be held by the Workforce Development Board. Mariann Ruffolo provided an update on Career Pathways and discussed "Right to Work" documents that are needed by the program, but are not required by the schools. Curtis Compton reported that the Business Services visits with the Workforce Development Board members have begun and are continuing to be scheduled.

### **11) Attendance Report**

Devra Bell provided the final attendance report from 2017, as well as the report for January, 2018. Will Sterling requested that a column be added to the report that shows the percentage of time Board members have participated in each of the respective meetings.

### **12) Legislative Report**

Maral Hernandez and Fred Burks provided legislative updates to the Executive Board members. They discussed the upcoming visit to Sacramento to visit Legislators during the CWA Day at the Capitol event on March 6-8. One topic that will be discussed is AB1111, which needs to be advocated by the Workforce Development Board.

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

Jessica Spaulding presented the report and noted an increase in social media following. She noted the importance of creating press releases and articles with our messaging, to encourage educators to work with us and businesses.

### **14) County Report**

Miguel McQueen presented this item. He discussed the Manufacturers' Summit was scheduled for 2/15/18. Mariann Ruffolo noted that we received \$210k for a new Career Pathway, which is an Accelerator Grant through the Foundation for Community Colleges as a partnership with Solano County.

## **WORKSHOP**

### **15) Labor Market Report – Chmura**

Kyle West from Chmura Economics & Analytics made a PowerPoint presentation and discussed the final report for the State of the San Bernardino County Economy. Mr. West noted that we need to encourage people to work within the County, but many that live here will go to other counties for their jobs. He stated that there has been an increase in vacancies for industrial buildings, as newer offices are currently being built. Manufacturing is now within the top ten industries and allows individuals with less education to become employed at good pay rates. The Logistics industry is beginning to use Robotics, which could impact employment going forward. Focus groups were conducted and Business Services participated in those meetings.

## **ADJOURNMENT**

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

Meeting adjourned at 10:39 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, March 21, 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