

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 – 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
 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

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