

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

WEDNESDAY FEBRUARY 21, 2018, 12:00 p.m.

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Tony Myrell <i>(Chair)</i>	X	Dale Marsden	X
Phil Cothran <i>(Vice-Chair)</i>	X	Paul Moreno	X
Will Sterling <i>(Second Vice-Chair)</i>	X	Jon Novack	X
Jon Andrews		B.J. Patterson	X
Ken Boshart	X	Henry Shannon	X
Rene Castellanos		Laurie Stalnaker	
Mike Gallo	X	Anita Tuckerman	X
Cherilyn Greenlee		Jonathan Weldy	X
Robert Loewn			

Staff to WDB	
	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	X
WDD Staff & Other	
Fred Burks	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Mariann Ruffolo	X
Soua Vang	X

OPENING

- 1) **Chair called the meeting to order** at 12:13 p.m.
- 2) **Pledge of Allegiance** led by Anita Tuckerman
- 3) **Adoption of the Agenda** – Chair called for a motion to adopt the agenda. Will Sterling motioned. Dale Marsden seconded the motion. None opposed, motion carried.
- 4) **Introductions** were made around the room.
- 5) **Success Stories**
 - Youth – Lisa McCutcheon from the Career Institute introduced Brandon Mendez from the Big Bear office, where he provided the Board with his success story. A discussion ensued regarding the process that the Youth go through to be introduced to these services, as well as how often they come into the office and what is accomplished while they are there.
 - Business Services – Mike Dittenber, Director of Operations for Warren Packaging, presented a video of their company. He discussed the success they have had encountered with Layoff Aversion Consulting services.
 - AJCC Client – Yesenia Olague from the East Valley AJCC office introduced Elizabeth Santillan to discuss her success story.

REVIEW AND APPROVAL OF MEETING MINUTES

6) Approval of Minutes December 20, 2017 Workforce Development Board General Meeting

Chair called for Motion to approve minutes. Terry Klenske motioned. Will Sterling seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

7) Comments from the General Public in Attendance

Joshua Monzon from the office of Senator Mike Morrell introduced himself to the Workforce Development Board members.

DISCUSSION

8) Approval of Funding for the LaunchPath Platform

Dale Marsden recused himself from the discussion. Mariann Ruffolo provided an overview of the item. No further discussion occurred. Chair called for a motion to approve. Joseph Williams motioned. Terry Klenske seconded the motion. None opposed. Dale Marsden was recused. Motion carried.

9) Approval to Create and Execute California Employers Association Contract for Professional Edge Series

Mariann Ruffolo provided an overview of the item. No further discussion occurred. Chair called for a motion to approve item. Terry Klenske motioned. Will Sterling seconded the motion. None opposed. Motion carried.

10) Approval to Release Request of Qualifications for Labor Market Information and Intelligence Services

Miguel McQueen provided an overview of the item. A discussion ensued to clarify the additional costs, as well as the businesses/schools in the County that would benefit from these services. Chair called for a motion to approve item. Terry Klenske motioned. Joseph Williams seconded the motion. None opposed. Motion carried.

11) Approval of the Memorandum of Understanding for the Inland Empire Regional Planning Unit

Miguel McQueen provided an overview of the item and thanked Sophie Akins for her assistance with this project. Tony Myrell noted that the funds from this MOU would not be provided to San Bernardino County alone, as they are funds for joint regional efforts with Riverside County. Chair called for a motion to approve item. Will Sterling motioned. B.J. Patterson seconded the motion. None opposed. Motion carried.

12) Approval to Release Request for Qualifications for the High Desert Training Center Consultant

Fred Burks provided an overview of the Scope of Work and Timeline. A discussion ensued about the responsibilities of the Consultant and the timeframe to get the High Desert Training Center up and running. Chair called for a motion to approve item. Will Sterling motioned. B.J. Patterson seconded the motion. None opposed. Motion carried.

13) Approval of Funding for Incumbent Worker Training with the National Tooling and Machining Association Training Center

Miguel McQueen provided an overview of the item. No further discussion occurred. Chair called for a motion to approve item. Ken Boshart motioned. Will Sterling seconded the motion. None opposed. Motion carried.

14) Approval of Amendment to Contracts for Business Process Improvement Consulting Services

Miguel McQueen provided an overview of the item. Will Sterling requested clarification about the amount to be funded. Curtis Compton stated the costs would be \$120k for the first year and \$230k the second year. Chair called for a motion to approve item. Will Sterling motioned. Henry Shannon seconded the motion. None opposed. Motion carried.

15) Approval of Ad Hoc Committee Recommendation for Community Asset Mapping and Environmental Scan

Miguel McQueen provided an overview of the item and requested to move forward with selecting a vendor for the asset map. Chair called for a motion to approve item. Phil Cothran motioned. Will Sterling seconded the motion. None opposed. Motion carried.

REPORTS AND INFORMATION

16) Committee Reports

- **Executive Board** – Tony Myrell provided several updates to the Board members. He discussed the Ad Hoc Meeting on 2/14 with the ICF Team presenting on their proposal; Kyle West from Chmura had attended the Executive Board meeting on 2/14 and presented the final Labor Market Report; and the CWA Day at the Capitol event will be held on 3/7 in Sacramento, CA.
- **Youth Committee** – B.J. Patterson requested an update from Mariann Ruffolo. Ms. Ruffolo gave an update on Career Pathways and the Workforce Development Coordinator.
- **Economic Development and Business Resource Committee** – Jon Novack introduced Fred Burks, who provided an update on the High Desert Manufacturing Training Center. Curtis Compton also provided an update on the Business Field Team site visits that are currently being scheduled with the Board members. Some visits have already been completed and more will be scheduled in the near future.
- **Special Populations Committee** – Anita Tuckerman provided updates to the Board members, which included the goal of reviewing the populations represented on this Committee and evaluating the need to possibly expand and/or change the makeup of that Committee. Ms. Tuckerman also informed the Board that the Department of Aging and Adult Services had presented to the Committee to discuss their senior employment program.

17) One-Stop Operator – Angela Gardner provided an updated report to the Board. She also discussed her visit to Sacramento, where she was the only One-Stop Operator invited to attend and participate on a panel. Tony Myrell thanked Ms. Gardner for her hard work and dedication.

18) Economic Development Agency Report

Soua Vang and Richard Vaughn from the Economic Development Agency (EDA) provided updates, including a reminder that the State of the County event is scheduled for 3/13/18.

19) County Report

Miguel McQueen requested that if any Board members were interested in attending the State of the County, to notify Devra Bell, so their registration could be processed. He also discussed the upcoming job fair in Victorville on 2/23 and noted that B.J. Patterson spoke on behalf of the Workforce Development Board at the Manufacturers' Summit meeting on 2/15. Mariann Ruffolo provided a postcard to all Board members for the Promise Scholars Golf Tournament on 3/30.

Tony Myrell informed the Board members that he has asked Cheri Greenlee to Chair the Nomination Committee and he asked Dave Marsden and John Andrews to participate in that Committee.

Ken Boshart thanked the Executive Board members for bringing forward such beneficial items to the General Board and stated that the efforts of the Workforce Development Board is making a difference in our community.

ADJOURNMENT

Chair called for a motion to adjourn. William Sterling motioned. B.J. Patterson seconded the motion. None opposed. Motion carried.

Meeting adjourned at 2:11 pm.

The next WDB General Board Meeting is scheduled for April 18, 2018 at the WDD Admin Office at: 290 North D Street, 6th Floor, San Bernardino, CA 92415.



Devra Bell, WDB Secretary