

**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, JANUARY 17, 2018, 8:30 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	X

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 8:39 A.M. Tony Myrell reminded the attendees that during months where we hold General Board meetings, the Executive Board will meet the prior Wednesday.
- 2) **Adoption of Agenda** - The Chair informed the Board that Item #7 on the Agenda, Approval of Charter School Eligibility Criteria, would be pulled from the agenda. This was due to the Employment Development Department putting out new criteria on January 16, 2018 and it was determined that our County Counsel would need to review these changes prior to the Executive Board considering the item for approval. The Chair called for a motion to adopt the agenda with this change. B.J. Patterson motioned; Jon Novack seconded. None opposed, motion carried.
- 3) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) **Approval of Minutes from November 15, 2017 Executive Board Meeting**
The Chair called for a motion to approve the Minutes from the November 15, 2017 Executive Board (Exec) meeting. Jon Novack motioned; Anita Tuckerman seconded. None opposed. Motion carried.

PUBLIC COMMENT

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

WORKSHOP

6) Workforce Roadmap

Jessica Spaulding from Spaulding Thompson led the workshop. She discussed the purpose of the Workforce Roadmap, which includes positioning the San Bernardino County Workforce Development Board (WDB) as a thought leader on workforce development for our region; utilize labor market data as a foundation for further dialogue to determine what the WDB can do to ensure a skilled and sustainable workforce; make the data actionable as a driver for future investment decisions and use this information to engage investment and commitment in the region by other shareholders.

A discussion ensued regarding different educational requirements and the need to identify and define goals and requirements to best serve the County's labor force and enable us to claim success. The educational requirements could range from certificated programs, technical school, regular college and obtaining advanced degrees.

Steve Lambert from 20/20 continued the workshop discussing ways to position ourselves to be the voice, as we do not currently have a strong media platform. He suggested developing a roadmap and utilizing newspapers, such as the San Bernardino Sun and the Daily Press, to share our story. He also noted the importance of making sure our messaging is clear and concise.

DISCUSSION

7) Approval of Charter School Eligibility Criteria

Mariann Ruffolo reminded the Board members that this item was pulled from the agenda.

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

Miguel McQueen presented item. This request will look to broaden the scope of work that is currently handled by Chmura, which is expected to provide a true assessment of what we need in the future. The anticipated date of receiving a report is between December 2018 and into 2019. The Chair called for a motion to approve the release of this request. Jon Novack motioned. B.J. Patterson seconded the motion. None opposed. Motion carried.

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

Mariann Ruffolo presented item. She noted that additional workshops are needed to be more employer informed and driven and perhaps these workshops could be part of the AJCC certification process and provide a professional 32 hour curriculum, plus a job fair at the end. The Chair called for a motion to approve the release of the contract. Will Sterling motioned. Anita Tuckerman seconded the motion. None opposed. Motion carried.

10) Approval to Develop Memorandum of Understanding for the Inland Empire Regional Planning Unit

Miguel McQueen presented item. This item is needed to allow for money to be moved between Riverside County and San Bernardino County as needed for special projects. The Chair called for a motion to approve the development of the MOU. B.J. Patterson motioned. Will Sterling seconded the motion. None opposed. Motion carried.

REPORTS AND INFORMATION

11) Workforce Development Board Program Year 2017-2018 Strategic Action Goals Report

Tony Myrell updated the Board on the 501(3)(c) and noted that both he and Reg Javier had met with County Counsel for review. Reg also noted that the by-laws had been finalized and once any additional items are completed, the item will be brought back to the Board for review of the costs and funding, which should occur by the end of the first quarter of 2018. Fred provided an update on the High Desert Training Center, indicating there was an initial meeting with Stirling Development regarding the lease. There is also a need to define the roles of all parties involved in this project.

Mariann Ruffolo provided an update on Career Pathways and discussed the Career Catalyst program, which included 15 students, who will be graduating in June with their medical assistant certificates. Arrowhead Regional Medical Center will be working with these students to provide placement after graduation. Curtis Compton updated the Board on the initiative to pair up members of the Executive Board with a Business Services Representative, so they can reach out to local businesses together and strengthen those relationships.

12) One-Stop Operator Report

Angela Gardner provided an updated report to the Executive Board members and indicated that they have now crossed the six month mark. She also shared two compliments that she received regarding the WDB and their efforts.

13) Training Report

Clarissa Jimenez provided an update on the training report and noted that a column had been added to list each industry. There was discussion regarding some of the categories and the jobs represented within those categories and Ms. Jimenez noted that she would make modifications to those items in question.

14) Public Relations/Media Report

A report from November, 2017 and December, 2017 were provided to the Board members.

15) County Report

Miguel McQueen provided updates regarding the Asset Mapping project and noted that it was released to 16 interested parties at the end of December, 2017. Tony Myrell thanked the Board members for their assistance with the initiatives that were currently underway.

ADJOURNMENT

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

Meeting adjourned at 10:24 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, February 14, 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