

**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, FEBRUARY 14, 2018, 8:30 A.M.

MINUTES

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 8:34 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.



Devra Bell – WDB Secretary