

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD

Strategic Planning Retreat
Lake Arrowhead Resort and Spa
27984 Highway 189
Lake Arrowhead, CA 92352

Wednesday, May 16, 2018 – Friday, May 18, 2018

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, 6th 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, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at <http://.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

WIB 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

WEDNESDAY, MAY 16, 2018

Lakeview Terrace Room

6:00 p.m. – 8:00 p.m. Annual Board Dinner

- Dinner
- Welcome and Introductions -Tony Myrell, Chair
- Group Exercise – Facilitated by John D. Baker, President, Core Factors
- Close of Meeting

THURSDAY, MAY 17, 2018
San Bernardino County Strategic Planning Session
Pinecone and Acorn Room
9:00 a.m. – 5:00 p.m.

OPENING

- 1) Reconvene Meeting – Tony Myrell, Chair
- 2) Adoption of the Agenda
- 3) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from the April 18, 2018 Workforce Development Board Meeting

PUBLIC COMMENT

- 5) Public Comments

INFORMATION

- 6) Welcoming Remarks & Purpose of Retreat, Chair, Tony Myrell & Reg Javier
- 7) Overview of Retreat, John D. Baker, President, Core Factors, Retreat Facilitator
- 8) Review of Board's 3 Major Initiatives
 - Business Engagement and Business Services
 - High Desert Training Center
 - Career Pathways and Work Based Learning
- 9) Business Engagement and Business Services
 - *What's our vision for this initiative? What does the next iteration of this effort look like?*
 - *What are best practices in getting business to engage, lead, and invest in the workforce system?*
 - *What are goals and milestones for the work of the Board over the next year?*
 - *What are very next steps and timelines for moving forward?*

LUNCH: 12:00 p.m. – 1:00 p.m.

- 10) Career Pathways and Work Based Learning
 - *What's our vision for this initiative? What does the next iteration of this effort look like?*
 - *What are best practices in garnering greater collaboration and integration with the education system that results in better educational outcomes?*
 - *How can we work together to infuse education with a work context across all levels and provide more work based learning?*
 - *What are goals and milestones for the work of the Board over the next year?*
 - *What are very next steps and timelines for moving forward?*

CLOSE OF MEETING

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

MEETING DATE: May 17, 2018

ITEM: (4)

SUBJECT: Minutes from April 18, 2018 Workforce Development Board
General Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from April 18, 2018 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY APRIL 18, 2018, 12:00 p.m.

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Tony Myrell (Chair)	X	Dale Marsden	X
Phil Cothran (Vice-Chair)	X	Paul Moreno	X
Will Sterling (Second Vice-Chair)	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 Loeun			

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 12:16 p.m.
- 2) **Pledge of Allegiance** was led by Will Sterling
- 3) **Adoption of the Agenda** – Chair called for a motion to adopt the agenda. Dale Marsden motioned. Will Sterling seconded the motion. None opposed, motion carried.
- 4) **Introductions** were made around the room.
- 5) **Success Stories**
 - a) **Business Services** – Riccardo Canova introduced Gloria Martinez. Ms. Martinez noted that businesses are currently being retained at a high rate. With 300 members at the Fontana Chamber, the top owners and managers are members. Gloria spends a great deal of time nurturing relationships and cited that 75% of the Board of Directors at the Chamber are members, with double digit growth occurring. She stated that the Fontana workforce is made up of mostly male. Ken Boshart asked about presentations to Chamber members, which we have done in the past. Reg Javier noted that one initiative was deepening relationships (Business Services), so we can work in a collaborative manner. A discussion incurred between Ken Boshart and Dale Marsden about soft skills and training for those skills.
 - b) **AJCC Client** – Fabian Garcia WVAJCC introduced Romman Vega. He shared that he went into the job center to participate in the LVN program. While going to school, he worked as a CNA, but recently had to quit his job so he could finish nursing school. An employer has offered him a job in Home Health once he gets his license. He thanked the Board and the County for being able to get the training.

c) Youth – Dennis Killion, teacher at Apple Valley High School introduced Rodger Palmer – a WIOA participant. Rodger shared his story that he left school in the 11th grade and went to work for his father. He later went back to school, entered the work program and was hired at an Auto Parts store. He is now in training for Welding and will be certified at the end of Fall 2018 (two year program overall). He then plans to get an Associate’s degree and wants to become an Inspector. Terry Klenske asked Mr. Palmer if it was an attitude change that made him want to get back into school. He noted that he likes nice things and he realized that he needs to work to have those things. Cheri Greenlee commended him for looking at the long term goal and not just staying in the one job he was offered.

REVIEW AND APPROVAL OF MEETING MINUTES

6) Approval of Minutes February 21, 2018 Workforce Development Board General Meeting

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

PUBLIC COMMENT

7) Comments from the General Public in Attendance

No Public Comment cards were submitted.

DISCUSSION

8) Approval of Comprehensive America’s Job Center of California Hallmarks of Excellence Certification Matrix

Mariann Johnson provided overview and is seeking permission to submit to the State. After two days of meetings to get through the certification process, the AJCC received a passing score of 28. An improvement plan will also be attached to the item. The Executive Board members requested that we do report outs on the progress from the improvement plan. Tony Myrell thanked Angela Gardner, our One-Stop-Operator, for her hard work on this project. Took 2 days of meetings to get through the certification process. The Chair called for Motion to approve. Will Sterling motioned. Jon Novack seconded the motion. None opposed. Motion carried.

9) Approval of Funding for Incumbent Worker Training with Dignity Health Foundation Inland Empire

At 1:04 pm, Tony Myrell and Will Sterling recused themselves from this item and left the room. Phil Cothran took over as Acting Chair. Miguel McQueen presented item, requesting \$600k for training (Incumbent Worker).

The Acting Chair called for a Motion to approve. Jon Novack motioned. B.J. Patterson seconded the motion. None opposed. Mr. Myrell and Mr. Sterling were recused. Motion carried. Mr. Myrell returned as Chair at 1:10 pm.

10) Approval of Funding for Human Resources Hotline Services

Mr. McQueen presented item. A discussion ensued about the low volume of calls and Curtis Compton addressed the Board with additional information. Mr. Compton noted that they are on track for 600 calls this year, which is the same as last year. He also discussed that this hotline is shared with Businesses and Chambers. They plan to continue using social media, plus our PR group to help promote our services. The Chair called for Motion to approve. Joseph Williams motioned. Cheri Greenlee seconded the motion. None opposed. Motion carried.

11) Approval of Funding for Business Workshops

Mr. McQueen presented item with no further discussion. The Chair called for Motion to approve. Will Sterling motioned. Terry Klenske seconded the motion. None opposed. Motion carried.

12) Consideration and Election of Workforce Development Board Officers: Chair, Vice Chair and Second Vice Chair

Cheri Greenlee gave an overview of the nomination committee meeting on 4/2/18, which included Ms. Greenlee, John Andrews and Dale Marsden. In an effort to build upon the momentum currently underway with the three initiatives, the consensus from the Committee members was to retain the existing members of these key positions and nominate Tony Myrell as Chair, Phil Cothran as 1st Vice Chair and Will Sterling as 2nd Vice Chair.

Ms. Greenlee called for Motion to approve the slate as recommended by the Nomination Committee. Dale Marsden motioned. Laurie Stalnaker seconded the motion. None opposed. Motion carried.

REPORTS AND INFORMATION

13) Committee Reports

- i) Executive Board – Tony Myrell discussed the Day at the Capitol event in Sacramento. Members met with Legislators to inform them of our three initiatives, so they are aware of our efforts in this area. They were impressed with what we are doing. Also discussed was AB1111 and we need \$25 million to help serve special populations and others. Mr. Myrell also report on the NAWB visit in Washington D.C., where some of the Board members went to the Hill and met with Legislators to discuss funding and the importance of Workforce Development. A Budget workshop was held in April. County Counsel is finalizing the by-laws for the 501c3, and once completed, a search for funding will commence.
- ii) Youth Committee - B.J. Patterson provided an overview of the Youth Y4 event, which had the theme “Dress for Success”. He noted that there were some great speakers at the event, which were highly motivating. Mariann Johnson provided an update on Career Pathways, including what a great job the students are doing at Arrowhead Regional Medical Center (ARMC), as well as provided a Training report about Diesel Mechanics. Dale Marsden mentioned that there is a Diesel Mechanic Pathway at Valley College and some of these students will be graduating in June, in case we hear of any businesses that are currently looking for graduates from this field. In addition, Ms. Johnson discussed the need for internships next January. Reg Javier and Ms. Johnson met with Gary McBride, CEO and the County is putting aside \$250k annually to pay for wages for these students, which will cover 120 kids. Dr. Marsden commended Mr. Javier and Ms. Johnson’s leadership for making sure the program went forward at ARMC. Joseph Williams offered his assistance if the Board decides to utilize radio & commercials (KVCR). The new branding for the Career Pathway programs will be labeled “Generation Go”.
- iii) Economic Development and Business Resource Committee – Jon Novack congratulated the elected board members. Fred Burks reported that he had received back the first RFQ for the Project Manager of the High Desert Manufacturing Center initiative. A Strategic Steering Committee was created, whose members include Fred Burks, Phil Cothran, Anita Tuckerman, Jon Novack, Steve Terrell & Stacy DuVal. The Project Manager RFQ's will be brought before the Board and interviews are expecting

to occur in May. Floorplans are currently being developed for the facility. Ken Boshart discussed the Business Field Team visits.

- iv) Special Populations Committee – Miguel McQueen provided updates, including the interest of two individuals that may want to join the Special Populations Committee (one from the Sheriff's Transitional Assistance Reentry Team and one from the County Veterans Affairs Department). State Workforce Board call – lots of opportunity in the state (there is funding).

14) One-Stop Operator Report

Angela Gardner thanked Mariann Johnson, Tony Myrell and Phil Cothran for their work on the AJCC task force. Ms. Gardner noted that our partners are willing and ready to step in and make things better. They are reviewing the continuous improvement plan and will reach out to see how Ms. Gardner can support everyone during the certification process. In March, there were five working groups created to come up with a referral process and a desk reference tool to help cross train staff about our partners. Coming up on one year for this program. Ms. Gardner also announced that she will be participating on a panel at WorkCon in San Diego in early May.

15) Economic Development Report

Soua Vang provided updates. The EDA staff is working with the Communications team to strengthen our messaging. A flyer was provided to the Board members about Export Trade Assistance Partnership. At the June meeting, a presentation will be made about Tourism.

16) County Report

Miguel McQueen presented and discussed the great attendance at the recent Job Fair. One of the employers, UFI, has already offered jobs to three individuals that attended that Job Fair. Casa Colina is also interested in several individuals. Big Lots sent senior management to our job fair. Mr. McQueen thanked John Weldy for reading all of the Youth proposals. Professional Edge is building capacity of our staff and framing where we are going. Hallmarks of Excellence. Goal: Roadmap and strategies.

17) Board Strategic Planning Sessions

Tony Myrell gave an update regarding the Annual Retreat. He advised that we will be defining and expanding our current initiatives and no further ones will be developed at this time. John Baker will be facilitating these discussions.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned. Laurie Stalnaker seconded the motion. None opposed; motion carried. Meeting adjourned at 2:01 p.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday-Friday, May 16-18, 2018 to be held at the Lake Arrowhead Resort and Spa 27984 Highway 189, Lake Arrowhead, CA 92352.

Devra Bell, WDB Secretary

FRIDAY, MAY 18, 2018
San Bernardino County Strategic Planning Session
Pinecone and Acorn Room
8:30 a.m. – 2:00 p.m.

OPENING – Reconvene Meeting – Tony Myrell, Chair

INFORMATION (continued)

11) High Desert Training Center

- *What's our vision for this initiative*
- *What does the next iteration of this effort look like?*
- *What are best practices in getting business to invest in a market driven training center that business is willing to invest in*
- *How do we learn to leverage more private sector resources?*
- *What are goals and milestones for the work of the Board over the next year?*
- *What are very next steps and timelines for moving forward?*

LUNCH: 12:00 p.m. – 1:00 p.m.

12) Other Business and Reflection on the Year Ahead

ADJOURNMENT

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, 6th 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 Executive Secretary II at least three (3) business days prior to the Board meeting. The Executive Secretary's telephone number is (909) 387-9886 and the office is located at 290 North D Street, 6th Floor, San Bernardino, California 92415. California Relay Service 711

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