

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING**

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

WEDNESDAY, MAY 30, 2018 at 11:30 A.M.

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 www.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

WDB 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

11:30 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approve Minutes from January 17, 2018 Economic Development and Business Resource (EDBR) Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

WORKSHOP

- 7) Business Services Quarterly Report

PRESENTATION

- 8) High Desert Training Center Update

REPORTS AND INFORMATION

- 9) EDBR Committee Program Year 2017-18 Strategic Action Goals Report – Business Field Team
- 10) Member Announcements
- 11) County Report

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 Board Secretary at least three (3) business days prior to the Board meeting. The Board Secretary's telephone number is (909) 387-9862 and the office is located at 290 North D Street, 6th Floor, San Bernardino, California 92415. California Relay Service 711. This WIOA Title –I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

**San Bernardino County
Workforce Development Board
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: May 30, 2018

ITEM: (5)

SUBJECT: Approve Minutes from January 17, 2018 Economic Development and Business Resource (EDBR) Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from January 17, 2018 EDBR Committee Meeting

BACKGROUND: See attached minutes

WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING
 Workforce Development Board Conference Room
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 290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, JANUARY 17, 2018, 11:30 a.m.

MINUTES

Attendance:

Members	Present
Jonathan Novack (Chair)	X
John Andrews	
Phil Cothran	X
Mike Gallo	X
*Peggi Hazlett	X
Terry Klenske	X
*Audrey Mathews	X
Tony Myrell	
B.J. Patterson	
William Sterling	X
Anita Tuckerman	X

**Public Members*

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 11:30 a.m.
- 2) **Pledge of Allegiance** – Led by Peggi Hazlett.
- 3) **Adoption of Agenda** – Chair called for a motion to adopt the agenda. Anita Tuckerman motioned; Peggi Hazlett seconded. None opposed, motion carried.
- 4) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the November 15, 2017 Economic Development and Business Resources (EDBR) Committee Meeting**
 Chair called for a motion to approve the Minutes for November 15, 2017. Audrey Mathews motioned; Will Sterling seconded. None opposed, motion carried.

PUBLIC COMMENT

- 6) No comment cards were presented

DISCUSSION

- 7) **Request for Qualifications for High Desert Training Center Consultant**
 Fred Burks led the discussion and provide an overview of the purpose of a Consultant for the High Desert Training Center. Anita Tuckerman requested further information about the responsibilities of the Consultant and requested that we expand the scope of work, so the project does not extend too far out in the future. It was suggested that two scopes of work may be needed. Some other discussion topics included funding streams required to keep the operation running, who would act as the Facilitator of the dialogue to ensure everything is running smoothly and reviewing a current model which is already available (Intech), to assist with creating a business plan. This RFQ will be taken to the General Board for review/approval at the February 14, 2018 meeting.

8) EDBR Committee Program Year 2017-2018 Strategic Action Goals Report

Curtis Compton reported that the coordination for the Business Services/Board Member business visits will begin soon. A notice will go out to all Committee members to determine preferences for the area in the County to visit, as well as what industry is preferred. Devra Bell will reach out to all parties and coordinate those visits.

9) Member Announcements

Jon Novack expressed his appreciation to the Committee members for their hard work and participation. Peggi Hazlett announced the Ontario Chamber of Commerce will hold Vision 2018. There will various panels, including "Affordable Housing", "Transportation", and "Alliance for Education" (Reg Javier and Jon Novack will be on the panel).

10) County Report

Curtis Compton informed the Committee members that a flyer was available for the Manufacturing job fair, called Made in the High Desert, which was by "invitation" only. Individuals come into the America's Job Center of California and are prescreened and matched to the businesses that will be attending the job fair. The Manufacturer's Council of the Inland Empire will be bringing Youth to the event on 2/15/18. Mr. Compton also reported that the Workforce Development Board will be participating in the Workforce Resource workshop.

ADJOURNMENT

Chair called for a motion to adjourn. William Sterling motioned. Anita Tuckerman seconded. None opposed; motion carried.

Meeting ended at 12:37 p.m.

The next WDB Economic Development and Business Resource Committee meeting was re-scheduled from Wednesday, March 21, 2018 at 11:30 a.m. to Wednesday, May 30, 2018 at 11:30 a.m. and will be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary