

**WORKFORCE DEVELOPMENT BOARD
SPECIAL POPULATIONS 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 12:45 P.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

12:45 P.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS 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 Special Populations Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

PRESENTATION

- 7) START Team – Heather Beidler and Chris Hensman, Sheriff's Department West Valley Detention Center

REPORTS AND INFORMATION

- 8) Special Populations Committee Program Year 2017-18 Strategic Action Goals Report
- 9) Member Announcements
- 10) 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

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**San Bernardino County
Workforce Development Board
Special Populations Committee
Agenda Item**

MEETING DATE: May 30, 2018

ITEM: (5)

SUBJECT: Approve Minutes from January 17, 2018 Special Populations Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from January 17, 2018 Special Populations Committee Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY, JANUARY 17, 2018 12:45 p.m.

MINUTES

Attendance:

Members	Present
Anita Tuckerman (Chair)	X
*Beth Burt	X
*Stephanie Congdon	X
Phil Cothran	X
*Douglas Fazekas	
*Tamica Foots- Rachal	
Cherilyn Greenlee	
*Yukiko Long	
*Enrique Martinez	
*Audrey Mathews	X
Tony Myrell	
*Pauline Pina	X
*Jessica Rodriguez	X
Laurie Stalnaker	
William Sterling	X

**Public Members*

Members	Present
* Vince Toms	X
Jonathan Weldy	X
Joseph Williams	
Staff to WDB	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	X
WDD Staff	Present
Fred Burks	X
Curtis Compton	X
Stephanie Murillo	X
Mariann Ruffolo	X
Miguel McQueen	X

OPENING

- 1) **Chair called meeting to order** at 12:51 p.m.
- 2) **Pledge of Allegiance** - Led by Jonathan Weldy.
- 3) **Adoption of Agenda** - Chair called for a motion to adopt the agenda. Beth Burt motioned; Will Sterling seconded. None opposed. Motion carried.
- 4) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the November 15, 2017 Special Populations Committee Meeting**
A duplicate entry was removed from the meeting minutes. With those changes, the Chair called for a motion to approve the minutes. Will Sterling motioned; Beth Burt seconded. None opposed. Phil Cothran abstained. Motion carried.

PUBLIC COMMENT

- 6) **Comments from the General Public in Attendance**
No public comments were submitted.

PRESENTATION

7) Senior Community Service Employment Program

Leslie Dunn from the Department of Aging and Adult Services made a presentation to the Committee regarding the Senior Community Service Employment Program (SCSEP). Ms. Dunn reviewed the SCSEP eligibility requirement, their service priority, goals, performance indicators and provided a sample participant profile. A discussion ensued regarding the number of participants in the program, as well as how businesses connect with the program.

WORKSHOP

8) Committee Membership

Anita Tuckerman led the discussion regarding the current membership in the Special Populations Committee and the need to ensure there is representation from all of the populations, including Seniors, Veterans, Re-Entry, Disabled, Homeless and Native Americans. Ms. Tuckerman requested committee members notify the WDB Secretary if there were any suggestions regarding possible representatives that could serve on the Committee for these respective populations.

REPORTS AND INFORMATION

9) Special Populations Committee Program Year 2018-18 Strategic Action Goals Report

Miguel McQueen presented this item and the committee reviewed the Strategic Action Goals for Program Year 2017-18. Mr. McQueen reported that the Asset Mapping Request for Proposal was released on 12/29/17 and a discussion ensued regarding how to better engage with employers and who would have access to this data, once compiled.

9) Member Announcements

Jessica Rodriguez informed the Committee of a Breakfast Forum in Ontario, CA on 2/28/18 and asked Reg Javier to appear on the panel.

10) County Report

Miguel McQueen reported on the Manufacturers' Summit that will be held on 2/15/18; the Made in the High Desert Event and Poverty Awareness Month, which was by invitation only.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned. Jessica Rodriguez seconded the motion. None opposed; motion carried.

Meeting ended at 12:49 p.m.

The next meeting of the Special Populations Committee was re-scheduled from Wednesday, March 21, 2018 at 12:45 p.m. to Wednesday, May 30, 2018 at 12:45 p.m. and will be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Devra Bell, WDB Secretary