

# WORKFORCE DEVELOPMENT BOARD GENERAL MEETING

Workforce Development Board Conference Room  
Workforce Development Department Administration Office  
290 North "D" Street, 6<sup>th</sup> Floor, San Bernardino, California

WEDNESDAY, JUNE 6, 2018, 12:00 PM

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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor, San Bernardino, CA 92415. The agenda and its supporting documents can be viewed online at [www.SBCounty.gov/workforce](http://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

12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

### OPENING

- 1) Chair Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of the Agenda
- 4) Introductions
- 5) Success Stories
  - a) Business Services
  - b) AJCC Client
  - c) Youth

### REVIEW AND APPROVAL OF MEETING MINUTES

- 6) Approval of Minutes from the May 16, 2018 Workforce Development Board General Meeting

### PUBLIC COMMENT

- 7) Comments from the General Public in Attendance

### DISCUSSION

- 8) Approval of Funding for the San Bernardino County Workforce Innovation and Opportunity Act Youth Program Selections and Contract Awards for Program Years 2018 through 2021
- 9) Approval of High Growth Industry Sector Change
- 10) Approval of Award for Labor Market and Intelligence Services
- 11) Approval to Develop Scope of Work and Contract for the High Desert Regional Training Center Consultant/ Project Manager

### WORKSHOP

- 12) Communications Workshop

## **REPORTS AND INFORMATION**

### **13) Committee Reports**

- i) Executive Board
- ii) Youth Committee
- iii) Economic Development and Business Resource Committee
- iv) Special Populations Committee

### **14) One-Stop Operator Report**

### **15) County Report**

## **ADJOURNMENT**

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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, 6<sup>th</sup> 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) 387-9886 and the office is located at 290 North D Street, 6<sup>th</sup> 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  
Agenda Item**

**MEETING DATE:** June 6, 2018

**ITEM:** (6)

**SUBJECT:** Minutes from May 16-18, 2018 Workforce Development Board  
General Meeting

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

**CONSENT**  **DISCUSSION**  **INFORMATION**

**RECOMMENDATION:** Approve Minutes from May 16-18, 2018 Workforce Development Board  
General Meeting

**BACKGROUND:** See attached minutes

**WORKFORCE DEVELOPMENT GENERAL BOARD MEETING  
ANNUAL STRATEGIC PLANNING SESSION**

Lake Arrowhead Resort and Spa

27984 Highway 189

Lake Arrowhead, CA 92352

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

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>		<b>Present</b>		<b>Present</b>
Tony Myrell <i>(Chair)</i>		X	Dale Marsden	X
Phil Cothran <i>(Vice-Chair)</i>			Paul Moreno	
Will Sterling <i>(Second Vice-Chair)</i>		X	Jon Novack	X
John Andrews		X	B.J. Patterson	X
Ken Boshart		X	Henry Shannon	
Rene Castellanos			Laurie Stalnaker	
Mike Gallo		X	Anita Tuckerman	X
Cherilyn Greenlee		X	Jonathan Weldy	X
Terry Klenske			Joseph Williams	X
Robert Loeun				

<b>Staff to WDB</b>		<b>Present</b>
Devra Bell		X
Sandy Harmsen		X
Reg Javier		X
<b>WDD Staff &amp; Other</b>		
Fred Burks		X
Curtis Compton		X
Miguel McQueen		X
Stephanie Murillo		
Mariann Johnson		X
John Baker		X

**OPENING – May 16, 2018**

At 6:11 p.m., Tony Myrell welcomed the Board members to the Strategic Planning Session. He introduced John Baker, who facilitated the Strategic Planning Sessions for the remainder of the retreat. Mr. Baker discussed the goals of the retreat, which is to expand on the Board initiatives that were introduced in 2017, which included:

- Business Engagement and Business Services
- Career Pathways and Work Based Learning
- High Desert Training Center

Mr. Baker conducted a group exercise that included the participation of all individuals in attendance. Each person was to select one picturesque postcard from a large stack and discuss what that card meant to the individual, with many relating it back to the goals of the Workforce Development Board.

The meeting was closed at 8:08 p.m.

## **OPENING – May 17, 2018**

- 1) **The meeting was called to order** by the Chair, Tony Myrell, at 9:06 a.m.
- 2) **Adoption of the Agenda** was put on hold due to insufficient members to meet quorum.
- 3) **Introductions** were made around the room.
- 2) **Adoption of the Agenda (revisited)** – An additional Board member arrived at the meeting which provided a quorum. The Chair called for a motion to adopt the agenda. Dale Marsden motioned. Will Sterling seconded the motion. None opposed, motion carried.

## **REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) **Approval of Minutes from the April 18, 2018 Workforce Development Board Meeting**  
The Chair called for a motion to approve the minutes. Will Sterling motioned. Ken Boshart seconded the motion. None opposed, Anita Tuckerman abstained, motion carried.

## **PUBLIC COMMENT**

### **5) Comments from the General Public in Attendance**

There were no public comments submitted.

## **INFORMATION**

### **6) Welcoming Remarks & Purpose of Retreat**

Tony Myrell and Reg Javier welcomed the Board members.

### **7) Overview of Retreat – John Baker, President of Core Factors, Facilitator of Retreat**

John Baker provided an overview of the retreat and conducted a group exercise.

### **8) Review of Board's 3 Major Initiatives**

Mr. Baker discussed the need to expand on the action plans of the three initial initiative. Mr. Baker suggested as we set up objectives for the future, be sure to look at long term goals, as well as reflect on the following:

- Where have we been?
- Where are we now?
- Where do we want to go from here?

### **9) Business Engagement and Business Services**

Curtis Compton provided an overview of the Business Services team and their long term work engaging businesses on a daily basis. He noted that visits by Board members to the various businesses have a great impact on the community and gives context and meaning to the Labor Market and Intelligence Services' report. A new Committee was established, called the Business Field Team and includes Ken Boshart, Jon Novack, John Andrews, Richard Vaughn, Peggi Hazlett and Curtis Compton. Additional discussions ensued about the need to further engage businesses to see how we can meet their needs, as well as reaching out to the educational units, so they can also meet with the Board members. To assist with our branding efforts, the Communications team needs to provide guidance in this area.

Tony Myrell suggested that Board members take time to visit the America's Job Centers of California, to help educate one another on the processes at the center as well as the Board's goals and initiatives. In addition, Mr. Myrell suggested that businesses start meeting with school districts, so we can raise the Board's profile.

Reg Javier noted that the Board members also need to engage with the businesses, so we can implement changes and become the central point of contact for those engaged in the community, as well as having our Communications team assist with branding to help get our message out.

Ken Boshart made a suggestion that all of the Business Services Representatives (BSR) appear at the next General Board meeting, which will be coordinated shortly. The BSR's and Board members could also coordinate their schedules to set up and attend visits to a local Business together.

#### **10) Career Pathways**

Mariann Johnson provided an overview of Career Pathways, including the vision for this initiative. She discussed the current healthcare pathway that was completed at Arrowhead Regional Medical Center (ARMC), which included 14 students, who will now receive high school credit, college credit and the work experience required to allow them to test for their Medical Assisting certification. Ms. Johnson showed two videos of the Career Pathways program to the Board members.

An in-depth discussion occurred about Work Based Learning Employer Participation Options, including Career Catalyst, Direct Hire, Donation and Stipends, as the Board members want to ensure that there are options available that would be acceptable to employers who would train these students. WDB members asked staff to research how other local areas with career pathways programs are utilizing work experience to see what paid and unpaid models already exist.

The WDB members decided to move ahead with paid internships for the initial cohort who is taking the Workforce Readiness Certificate this summer and participating in internships in the spring. Once the research for other models is completed, the WDB will determine whether paid internships will continue to be a viable option.

The meeting was closed at 4:58 p.m.

## **OPENING – May 18, 2018**

The meeting was reconvened by Will Sterling, as Acting Chair, at 8:32 a.m.

John Baker provided a recap of the prior days' discussions regarding Business Services and Career Pathways. An additional suggestion was made related to Business Services, which included adding a recurring item to the General Board agenda, which would provide an overview of all business visits that occurred since the prior meeting, so the members could track progress being made within the community.

Tony Myrell arrived at 9:31 a.m. and took over as Chair of the meeting.

### **11) High Desert Training Center**

Fred Burks provided an overview of the High Desert Training Center initiative. He noted that a Request for Qualifications (RFQ) was sent out to procure for a Project Manager and after five weeks, the Workforce Development Department had only received two Statements for Qualifications (SFQ). One SFQ was deemed non-responsive and the other participated in an interview. During Mr. Burks' presentation at 10:08 a.m., he received an email from the second participant and they had decided to rescind their application for the position. With the RFQ process completed, but unsuccessful, Mr. Burks will be reconvening the interviewing panel and potentially reach out to additional firms or individuals that could be strong candidates for this unique position.

Additional discussions occurred regarding the need for site plans and startup capital, which was going to be part of the new Project Manager's responsibility. Anita Tuckerman will attempt to obtain a preliminary site plan, so we can begin determining the start-up costs for this project and obtain the necessary funds required to move forward.

### **ADJOURNMENT**

The Chair called for a motion to adjourn. Will Sterling motioned. Jonathan Weldy seconded the motion. None opposed; motion carried. Meeting adjourned at 11:25 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, June 6, 2018 to be held at the Workforce Development Department Administration Office, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California.

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Devra Bell, WDB Secretary

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

**MEETING DATE:** June 6, 2018

**ITEM:** (8)

**SUBJECT:** **San Bernardino County Workforce Innovation and Opportunity Act Youth Program Selections and Contracts Awards for Program Years 2018 through 2021**

**PRESENTED BY:** Mariann Johnson, Deputy Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the Youth Ad Hoc Committee recommendation for Workforce Innovation and Opportunity Act (WIOA) Youth Program contract awards and the funding to the service providers listed below in an aggregate amount not to exceed \$13,548,500 for the period of June 15, 2018 through June 30, 2021 and with the option to renew up to two (2) additional terms.

1. Apple Valley Unified School District
2. California Association Health & Education Linked Professions
3. Career Institute
4. Chino Valley Unified School District
5. Colton Redlands Yucaipa Regional Occupation Center (ROP)
6. El Proyecto Del Barrio, Inc.
7. First Institute Training and Management, Inc.
8. Goodwill Industries of Southern California
9. Hesperia Unified School District
10. Gang Reduction Intervention Team (dba Inland Empire Healthcare Training Institute)
11. Mental Health Systems, Inc.
12. Pathways Management Group
13. Youth Action Project

**BACKGROUND:** The Workforce Development Board's (WDB) WIOA youth program provides academic enhancement, employment skills, and occupational training services to eligible youth participants in San Bernardino County. Contracted youth service providers are selected through competitive bid and serve youth on a two-year program cycle. While a youth is in their first year of a program cycle, the contractors provide youth with occupational training, work experience, counseling, tutoring and supportive services in order to place the youth in employment or higher education. While a youth is in the second year of a program cycle, the contractors provide the youth with follow up services to ensure success utilizing the skills obtained during the prior year.

On December 20, 2017, the WDB approved the release of a Request for Proposal (RFP) for the procurement of WIOA Youth Providers for San Bernardino County. The RFP (EDA118-WDD-2834) was released on February 9, 2018 soliciting qualified agencies to provide WIOA Youth services from July 1, 2018 through June 30, 2021 with the option to renew up to two (2) additional terms.

On March 9, 2018, sixteen proposals were received and sixteen were determined to be responsive to the RFP minimum criteria. The proposals were evaluated by a committee of qualified neutral parties from a variety of County and partners that serve the youth population. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP, including demonstrated ability serving youth, program design, and cost reasonableness.

A Youth Ad Hoc Committee of the WDB convened on April 18, 2018 to review the evaluators' recommendations and approved the development of the contracts.

The aggregate contract total is not to exceed \$13,548,500.

The table below lists the geographical areas the youth providers will service.

<b>Provider Name</b>	<b>Geographical Area</b>
Apple Valley Unified School District	High Desert
California Association Health & Education Linked Professions	High Desert
Career Institute	Central Valley, West Valley, Mountains, and Limited High Desert
Chino Valley Unified School District	West Valley
Colton Redlands Yucaipa ROP	East Valley
El Proyecto Del Barrio, Inc.	West Valley and Central Valley
First Institute Training and Management Inc.	Central Valley, East Valley, and Morongo Basin
Goodwill Industries of Southern California	High Desert, Central Valley, and East Valley
Hesperia Unified School District	High Desert
Gang Reduction Intervention Team (dba Inland Empire Healthcare Training Institute)	East Valley
Mental Health Systems, Inc.	Limited High Desert
Pathways Management Group	West Valley, Central Valley, and East Valley
Youth Action Project	Central Valley and East Valley

The table below illustrates the budget breakdown by provider per fiscal year.

<b>Provider Name</b>	<b>FY 2018/19 Budget</b>	<b>FY 2019/20 Budget</b>	<b>FY 2020/21 Budget</b>	<b>Total</b>
Apple Valley Unified School District	\$ 388,395.00	\$ 280,000.00	\$ 280,000.00	\$ 948,395.00
California Association Health & Education Linked Professions	\$ 388,395.00	\$ 280,000.00	\$ 280,000.00	\$ 948,395.00
Career Institute	\$ 1,109,700.00	\$ 800,000.00	\$ 800,000.00	\$ 2,709,700.00
Chino Valley Unified School District	\$ 388,395.00	\$ 280,000.00	\$ 280,000.00	\$ 948,395.00
Colton Redlands Yucaipa ROP	\$ 443,880.00	\$ 320,000.00	\$ 320,000.00	\$ 1,083,880.00
El Proyecto Del Barrio, Inc.	\$ 221,940.00	\$ 160,000.00	\$ 160,000.00	\$ 541,940.00
First Institute Training and Management Inc.	\$ 776,790.00	\$ 560,000.00	\$ 560,000.00	\$ 1,896,790.00
Goodwill Industries of Southern California	\$ 776,790.00	\$ 560,000.00	\$ 560,000.00	\$ 1,896,790.00
Hesperia Unified School District	\$ 388,395.00	\$ 280,000.00	\$ 280,000.00	\$ 948,395.00
Gang Reduction Intervention Team (dba Inland Empire Healthcare Training Institute)	\$ 166,455.00	\$ 120,000.00	\$ 120,000.00	\$ 406,455.00
Mental Health Systems, Inc.	\$ 110,970.00	\$ 80,000.00	\$ 80,000.00	\$ 270,970.00
Pathways Management Group	\$ 166,455.00	\$ 120,000.00	\$ 120,000.00	\$ 406,455.00
Youth Action Project	\$ 221,940.00	\$ 160,000.00	\$ 160,000.00	\$ 541,940.00
<b>Total</b>	<b>\$ 5,548,500.00</b>	<b>\$ 4,000,000.00</b>	<b>\$ 4,000,000.00</b>	<b>\$ 13,548,500.00</b>

The table below shows the minimum enrollment requirement by provider per fiscal year.

<b>Provider Name</b>	<b>FY 2018/19 Minimum Enrollment</b>	<b>FY 2019/20 Minimum Enrollment</b>	<b>FY 2020/21 Minimum Enrollment</b>	<b>Total</b>
Apple Valley Unified School District	60	49	49	158
California Association Health & Education Linked Professions	60	49	49	158
Career Institute	170	140	140	450
Chino Valley Unified School District	60	49	49	158
Colton Redlands Yucaipa ROP	68	56	56	180
El Proyecto Del Barrio, Inc.	34	28	28	90
First Institute Training and Management Inc.	111	91	91	293
Goodwill Industries of Southern California	111	91	91	293
Hesperia Unified School District	60	49	49	158
Gang Reduction Intervention Team (dba Inland Empire Healthcare Training Institute)	26	21	21	68
Mental Health Systems, Inc.	17	14	14	45
Pathways Management Group	34	28	28	90
Youth Action Project	43	35	35	113
<b>Total</b>	<b>850</b>	<b>700</b>	<b>700</b>	<b>2250</b>

On December 20, 2017, the WDB approved the release of a Request for Proposal (RFP) for the procurement of WIOA Youth Providers for San Bernardino County. The RFP (EDA118-WDD-2834) was released on February 9, 2018 soliciting qualified agencies to provide WIOA Youth Services from July 1, 2018 through June 30, 2021 with the option to renew up to two (2) additional terms.

On March 9, 2018, sixteen proposals were received and sixteen were determined to be responsive to the RFP minimum criteria. The proposals were evaluated by a committee of qualified neutral parties from a variety of County and youth partners. Proposals were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP, including: demonstrated ability serving youth, program design, and cost reasonableness.

A Youth Ad Hoc Committee convened on April 18, 2018 to review the evaluators recommended contractors and approved the development of the contracts. The WDB Executive Board, on May 30, 2018, accepted the contract recommendations as submitted. With approval of this item, the contracts for the selected providers will be presented to the Board of Supervisors on June 12, 2018 for approval.

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

**MEETING DATE:** June 6, 2018  
**ITEM:** (9)  
**SUBJECT:** High Growth Industry Sector Change  
**PRESENTED BY:** Mariann Johnson, Deputy Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the Professional/Scientific/Technical Services as a high growth industry sector and the reclassification of the Trade/Transportation/Utilities from a high growth industry sector to a medium growth industry sector.

**BACKGROUND:** The Workforce Development Board (WDB) in accordance with the Workforce Innovation & Opportunity Act (WIOA) developed a Local Workforce Development Plan (Local Plan) spanning July 1, 2017 to June 30, 2020. The Local Plan identified the following five industry sectors with high growth rates for targeted investments:

- Transportation and Logistics
- Manufacturing
- Health Care
- Construction
- Trade, Transportation and Utilities

One of the Local Board's regular functions is to ensure workforce and labor market analysis is conducted (WIOA sec.107) which assists in evaluating local economies, identifying industry sector performance, and allocating resources effectively to support continued growth in high growth industries.

WDB utilized Chmura Economics & Analytics to conduct a workforce and labor market analysis of San Bernardino County. The results of which are included in *The State of the San Bernardino County Economy - 2017 Annual Report*. The January 2018 release indicates "while the County's employment growth is forecast to be widespread, it's likely to be led by a handful of sectors, notably healthcare, logistics, professional, scientific and technical services, and construction." Furthermore, the report goes on to add "Professional, scientific, and technical services is another expanding sector in San Bernardino County. With current county employment at 24,553, firms paying an average wage of \$61,863, and a forecast average growth rate of 1.2% over the next ten years, professional service firms are ideal targets for San Bernardino County."

The 2017 Annual Report concludes "The Climate-Capabilities model developed by Chmura helps predict what industries are well-positioned to thrive, and what industries may be more vulnerable due to prevailing trends and conditions during the next ten years. Top industries in the matrix emerged from several different sectors, including from the health care, manufacturing, education, professional services, construction, and transportation and warehousing sectors."

The following high growth industry sectors are recommended for targeted investments to better position San Bernardino County to maximize business growth and improve local economies:

- Transportation and Logistics
- Manufacturing
- Health Care
- Construction
- Professional, Scientific and Technical Services

With approval of this change, the Local Plan will be modified in the coming program year to reflect the adoption of Professional/Scientific/Technical Services as a high growth industry sector. Furthermore, the Trade, Transportation and Utilities will be reclassified as a medium growth industry sector, with the Annual Report indicating "Vulnerable regional industries highlighted in the matrix were especially concentrated in wholesale and retail trade" and Utilities forecasted to grow at a moderate rate.

On May 30, 2018, the Executive Board recommended the High Growth Industry Sector Change be submitted to the Workforce Development Board for approval.

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

**MEETING DATE:** June 6, 2018  
**ITEM:** (10)  
**SUBJECT:** Approval of Award for Labor Market and Intelligence Services  
**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the contract award to University of California Riverside Forecast, LLC (UCR Forecast) for Labor Market and Intelligence Services for a total amount not to exceed \$210,000 with a term of three years beginning July 1, 2018.

**BACKGROUND:** The Workforce Development Board (WDB) commissions an annual analysis and report assessing the County's labor market and access to relevant data. The services guide WDB policy decisions, planning and engagement of both the County's workforce and industry. On February 21, 2018, the WDB approved the release of a Request for Qualifications (RFQ) for Labor Market Information and Intelligence Services given the need for more sophisticated in depth predictive and prescriptive strategic economic analysis and intelligence.

The Scope of Work includes:

- Countywide level and Intra-County granular sub-regional demographic profiles including population, veterans, race, ethnicity, language capability, households, land use, housing, commuting patterns, key infrastructure capacity, employment and income.
- Housing market characteristics, i.e. housing inventories, notices of default and foreclosure, permits and sales.
- Nascent, emerging and maturing socioeconomic trends.
- Economic performance, disruptions and outlook.
- Description of the local labor market, i.e. industry clusters and number of employers per cluster.
- Industry competitiveness.
- Priority industries with high job growth potential.
- Analysis and insights into the fastest growing, stable, at risk and declining industries/occupations.
- Educational attainment of skillsets aligned with current and future industry demand.
- Skills demand and supply mapping.
- Hard to fill jobs.
- Labor force participation rates, unemployment and compensation.

Staff received five (5) submissions. All were determined responsive to the RFQ minimum criteria. On March 30, 2018, an Evaluation Committee of qualified neutral parties representing the Workforce Development Department, Employment Development Department and the Economic Development Department met to evaluate the submissions in accordance with the evaluation process outlined in the RFQ. The Evaluation Committee selected Chmura Economics & Analytics, LLC and UCR Forecast as finalists for interview.

At its May 30, 2018 meeting, the Executive Committee approved the Evaluation Committee's recommendation of UCR Forecast for award based upon the quality of responses to interview questions, knowledge of the Inland Empire Region and relevant experience compared to the scope of work.

Approval of this item will allow staff to negotiate an agreement with UCR Forecast in an amount not to exceed \$210,000 for a term of three years (\$70,000 per year) beginning July 1, 2018.

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

**MEETING DATE:** June 06, 2018

**ITEM:** (11)

**SUBJECT:** High Desert Regional Training Center Consultant/Project Manager

**PRESENTED BY:** Fred Burks, Administrative Supervisor II  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**   X   **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Authorize the Workforce Development Department's (WDD) staff to work with the Workforce Development Board's Executive Committee, to develop the Scope of Work and enter into a contract with an industry expert to serve as the High Desert Regional Training Center (HDRTC) Consultant/Project Manager. The initial contract amount will be \$90,000 per year, for the period of July 2, 2018 through June 30, 2019, and may be extended an additional two, one-year terms dependent upon the needs of the Workforce Development Board.

**BACKGROUND:** On February 21, 2018, the Workforce Development Board (WDB) approved the release of a Request for Qualifications (RFQ) for the procurement of a Project Manager for the HDRTC. The RFQ was open for five weeks and WDD received two Statements for Qualifications (SFQ). One SFQ was deemed non-responsive and after an initial interview with the second proposer, they decided to withdraw their bid; resulting in an unsuccessful RFQ. Due to the unsuccessfulness of the RFQ, County procurement policies allows for WDD to seek a Consultant/Project Manager (C/PM) for the HDRTC by other means.

On May 24, 2018, staff met with an industry expert and discussed the needs for a C/PM and on May 30, 2018, received an initial Scope of Work and Project Deliverables. Also on May 30, 2018, both the WDB Executive Board and Economic Development Business Resource Committee listened to staff recommendations and gave the authorization to work with the industry expert, redefine the Scope of Work as needed, and set up an interview with the Executive Board and the proposed C/PM.

The next full WDB meeting is scheduled for August 8, 2018. Staff is recommending that they be allowed to continue negotiations with the proposed C/PM, that the Executive Board be allowed to interview the proposed C/PM, and if successful, authorize the Executive Board to enter into a contract with the proposed C/PM. This item will be brought back to the full WDB on August 8, 2018 for ratification of the Executive Boards actions.