

WORKFORCE DEVELOPMENT BOARD GENERAL MEETING

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

WEDNESDAY, AUGUST 8, 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, 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

12:00 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

PRESENTATIONS

- 6) Robert Lovingood, Chairman, First District Supervisor
- 7) Al Arguello, Senior Vice President, Bank of America
- 8) Rod Hoover, Co-Chair of the Manufacturers' Council of the Inland Empire

REVIEW AND APPROVAL OF MEETING MINUTES

- 9) Approval of Minutes from the June 6, 2018 Workforce Development Board General Meeting

PUBLIC COMMENT

- 10) Comments from the General Public in Attendance

DISCUSSION

- 11) Approval of Worksite Agreement for Private Businesses Template for Career Pathways Youth

REPORTS AND INFORMATION

- 12) Committee Reports
 - i) Executive Board
 - ii) Youth Committee
 - iii) Economic Development and Business Resource Committee
 - iv) Special Populations Committee
- 13) One-Stop Operator Report
- 14) Economic Development Agency
- 15) 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
Agenda Item**

MEETING DATE: August 8, 2018

ITEM: (9)

SUBJECT: Minutes from June 6, 2018 Workforce Development Board
General Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from June 6, 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 JUNE 6, 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	X	B.J. Patterson	X
Ken Boshart	X	Henry Shannon	X
Rene Castellanos		Laurie Stalnaker	X
Mike Gallo	X	Anita Tuckerman	X
Cherilyn Greenlee	X	Jonathan Weldy	X
Terry Klenske	X	Joseph Williams	
Robert Loewn	X		

Staff to WDB	
	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	
WDD Staff & Other	
Fred Burks	X
Curtis Compton	X
Mariann Johnson	X
Miguel McQueen	X
	X
Stephanie Murillo	
Soua Vang	X

OPENING

- 1) **Chair called the meeting to order** at 12:10 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. Terry Klenske motioned. Will Sterling seconded the motion. None opposed, motion carried.
- 4) **Introductions** were made around the room.
- 5) **Success Stories**
 - a) **Business Services** – Albert Idowu, General Manager of TrafFix Devices, Inc. presented his company success story. The company makes most reflector signs found on highways and roads. Mr. Idowu spent a significant amount of money to have employment agencies assist with providing permanent employees to his firm. Once he reached out to the Workforce Development Department, they were able to bring him employees to cover the three shifts currently operating at this facility and no longer needed to pay fees to the employment agencies. Mr. Idowu’s firm takes pride in giving individuals a second chance and he has hired Special Populations employees via our On the Job Training program. Jon Novack asked Mr. Idowu if they manufactured in Adelanto and how many employees they have (110 currently). Ken Boshart asked if they were members of any business groups and noted his appreciation for the time Mr. Idowu spent to come and speak to the Board members.

b) AJCC – Christine Watson introduced Nicholas O’Neill. Mr. O’Neill noted that he was a Paratrooper in the Army and due to a medical injury, was unable to continue in this capacity. He was introduced to the Workforce Development Department and met with Ms. Watson. She arranged for Mr. O’Neill to take the tests necessary for the Federal Aviation Administration, which are very expensive. He received his license and worked with Wendy Ponce as his transition advisor. He was offered a position with General Atomic.

c) Youth – Diana Chilstrom from the Chino Valley Unified School District introduced Nancy Torres, who was referred to the Workforce Development Department by the Transitional Assistance Department. Ms. Torres entered the Medical Assistant program, which she has now completed. She will be entering the LVN program in the Fall of 2018.

REVIEW AND APPROVAL OF MEETING MINUTES

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

Chair called for a motion to approve minutes. Will Sterling motioned. Cheri Greenlee seconded the motion. Terry Klenske and Phil Cothran abstained. None opposed. Motion carried.

PUBLIC COMMENT

7) Comments from the General Public in Attendance

No Public Comment cards were submitted.

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

Mariann Johnson presented item. The criteria for funding states that providers must have three months of funding that they can carry. Since this is a three year contract, the goal is to have the percentage of WIOA funds as a portion of the entire budget lowered over each subsequent year. The Chair called for Motion to approve. B.J. Patterson motioned. Mike Gallo seconded the motion. None opposed. Motion carried.

9) Approval of High Growth Industry Sector Change

Mariann Johnson presented item. The goal was to 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. Reg Javier noted that the Economic Development Agency conducted some studies and this sector has emerged and needs to be added as a sector. The Chair called for a Motion to approve. Will Sterling motioned. Laurie Stalnaker seconded the motion. None opposed. Motion carried.

10) Approval of Award for Labor Market and Intelligence Services

Miguel McQueen presented item, which was to approve the contract award to the University of California Riverside Forecast, LLC (UCR) for a total amount not to exceed \$210,000 with a term of three years, beginning July 1, 2018. Henry Nickel introduced Robert Klein from UCR. A discussion ensued about the use of this information going forward. Mr. Klein noted that they will be looking forward facing for future jobs in the region. The Chair called for Motion to approve. Dale Marsden motioned. Ken Boshart seconded the motion. None opposed. Motion carried.

11) Approval to Develop Scope of Work and Contract for the High Desert Regional Training Center Consultant/Project Manager

Fred Burks presented item and noted that the procurement for the position had been put forward, but was unsuccessful. The item is requesting approval for the WDD Staff to work with 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 Consultant/Project Manager. The Chair called for Motion to approve. Henry Shannon motioned. Dale Marsden seconded the motion. None opposed. Motion carried.

WORKSHOP

12) Communications Workshop

Monique Carter led the workshop and discussed the Workforce Roadmap and what that means for the Board going forward. The Chmura report will now be referred to as the Workforce Roadmap, as we want the brand to reflect us, not Chmura. The document is a forward moving document and needs to be communicated accordingly. Board members will be prepared to speak at events or with the media to deliver the same message in a consistent manner.

REPORTS AND INFORMATION

13) Committee Reports

- i) Executive Board – Tony Myrell reported on the Board retreat and thanked everyone for attending. He noted that we have recommitted to the three initiatives discussed the prior year; Career Pathways, Business Engagement and the High Desert Training Center. Mr. Myrell also reported on the CWA Board Meeting that he attended with Reg Javier. There will be \$37 million dollars coming out of the State, which will be focused on the ex-offender populations. These funds will be divided into 14 different areas. He also reported that regional planning will be done soon and the Board may be invited to participate.
- ii) Youth Committee - B.J. Patterson reported on the 14 participants that completed the first Career Pathways pilot program and took their finals. The next steps will be to expand the program. Mr. Patterson asked the Board members to review the contract that was developed for employers to sign and to also brainstorm to find other options that may assist with potential funding, so it is easier for the employers. Dale Marsden noted that he has a filmmaker (Slade Smiley) that is interested in what we are doing and he may do a movie based on the book "Our Towns" by James Fallows.
- iii) Economic Development and Business Resource Committee – Jon Novack reported on the progress each Board member is making to meet with a Business Services Representatives and visit with various businesses within the County. Ken Boshart read the Vision and Mission statement to the Board members. Curtis Compton reminded the members that everyone had agreed at the Retreat to visit 200 businesses this year. He also reviewed the handout that showed the individuals that had been matched together to attend those visits. Mr. Compton then introduced each of the Business Services Representatives, in person, to the Board members.
- iv) Special Populations Committee – Anita Tuckerman discussed how we are realigning the Special Populations Committee to cover all of the special populations.

Tony Myrell thanked all of the Committee Chairs for their assistance in moving their goals forward and making such good progress.

14) One-Stop Operator Report

Angela Gardner reviewed the purpose of the One-Stop Operator and discussed the "Franchise Model". Ms. Gardner shared the list of MOU partners we currently have and outlined five working groups. She thanked the Board members for their participation with our partners and noted that we had 50 partners show up at the last meeting. Tony Myrell shared with the Board members that Ms. Gardner had been asked to present at the CWA WorkCon conference. Mr. Myrell also thanked Ms. Gardner for her hard work on behalf of the County.

15) County Report

Miguel McQueen provided updates including the upcoming job fair on 6/14/18, which will be held at the Orange Show Fairgrounds from 9:00 am -12:00 pm. He also noted that the County received an additional \$100,000 in regional funds. San Bernardino County is the only region with an official MOU with a partner and we are leading the charge within our county, setting examples for other counties. Reg Javier reported that the County is putting forward \$260,000 in contribution of funds (General Funds) for Career Pathways and noted that the Board of Supervisors is strongly getting behind our efforts. Mr. Javier also introduced Wen Mai, Finance Analyst, County Administrative Office

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned. Henry Shannon seconded the motion. None opposed; motion carried. Meeting adjourned at 1:54 p.m.

The next Workforce Development Board General Meeting is scheduled for Wednesday, August 8, 2018 to be held at WDD Administration, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary

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

MEETING DATE: August 8, 2018

ITEM: (11)

SUBJECT: **Worksite Agreement for Private Businesses Template for Career Pathways Youth**

PRESENTED BY: Mariann Johnson, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Review and approve the Worksite Agreement for Private Businesses template for students participating in the GenerationGo! Career Pathway Program.

BACKGROUND: As part of the GenerationGo! Career Pathway Program, the Worksite Agreement for Private Businesses between San Bernardino County and various private businesses will be used to facilitate the placement of high school students in work-based learning sites within the county. The use of the template allows Workforce Development Department (WDD) to develop sites for the youth as expeditiously as possible.

The agreement outlines, in part:

- Worksite responsibilities
- WDD responsibilities
- Insurance requirements

Each agreement would cover any youth placed at the worksite and be effective for three (3) years, with optional two (2) one-year extensions, and may be terminated at any time, with or without cause, by either party with a thirty (30) day notice.

On July 10, 2018, the Executive Board approved this item for presentation to the Workforce Development Board (WDB). With WDB approval, the Worksite Agreement for Private Business Template will be submitted to the Board of Supervisors on September 11, 2018.