

**Workforce Development Board  
EXECUTIVE BOARD MEETING**

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

**WEDNESDAY, APRIL 11, 2018, 8:30 A.M.**

**MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
Tony Myrell (Chair)	X
Phil Cothran (Vice Chair)	X
William Sterling (Second Vice Chair)	X
B.J. Patterson	X
Jon Novack	
Anita Tuckerman	X
<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Sandy Harmsen	
Reg Javier	X

<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Curtis Compton	X
Mariann Johnson	X
Miguel McQueen	X
Stephanie Murillo	X

**OPENING**

- 1) **Chair called meeting to order** at 8:37 A.M.
- 2) **Adoption of Agenda** – The Chair announced that Item #10 was pulled from the agenda to allow time for interviews to be conducted between the top two contenders, as their scores were very close. The item will be reintroduced at the Executive Board Meeting on May 30, 2018. In addition, Mr. Myrell noted that Item #7 may need to be pulled, which would be determined as soon as input was received from County Counsel. With these two items removed, the Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed, motion carried.
- 3) **Introductions** were made.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) **Approval of Minutes from March 21, 2018 Executive Board Meeting**  
The Chair called for a motion to approve the Minutes from the March 21, 2018 Executive Board (Exec) meeting. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENT**

- 5) **Comments from the General Public in Attendance**  
There were no public comment cards provided

## **DISCUSSION:**

### **6) Approval of Comprehensive America's Job Center of California Hallmarks of Excellence Certification Matrix**

Mariann Johnson presented this item (including two attachments that will be submitted to the State) requesting approval to move this item to the Full Board for approval. The Certification took place in March with a passing score. Ms. Johnson thanked Tony Myrell & Phil Cothran for being on the evaluation team. A continuous improvement plan will be implemented after taking the suggestions into account from the review conducted. B.J. Patterson asked about the scoring and what was needed to pass (passing score is 24 and the AJCC received a 28). Mr. Myrell explained that they looked at everything very fairly and with the new continuous improvement plan, they hope to get closer to the maximum score of 40. Ms. Johnson noted that we need certification for the other two AJCC sites and hope to have higher scores, since the implementation of this new plan will be in place prior to their certification process. Mr. Patterson noted that a spreadsheet would be helpful to track progress. The next two certifications will be conducted within the next year.

Chair called for a motion to approve. B.J. Patterson motioned and Anita Tuckerman seconded the motion. None opposed; motion carried.

### **7) Approval of Funding for Incumbent Worker Training with Dignity Health Foundation Inland Empire**

This item was temporarily bypassed as we were awaiting information from County Counsel regarding a potential quorum issue. Tony Myrell and Will Sterling were required to recuse themselves from this item and during the time that we began discussing item #8, County Counsel advised the Board Secretary that this item would need to be pulled due to a lack of quorum. This item will be brought directly to the General Board at their April 18, 2018 meeting.

### **8) Approval of Funding for Human Resource Hotline Services**

Miguel McQueen presented item. Jenny de la Mora from the Business Services Unit is managing this process. Mr. Myrell requested a comparison between last year and this year as it related to the volume of calls handled. Curtis Compton noted that it has been down a bit, with approximately 380 calls this year to date. He can provide a report (wage and hour seem to be down).

Chair called for a motion to approve. Will Sterling motioned and B.J. Patterson seconded the motion. None opposed; motion carried

### **9) Approval of Funding for Business Workshops**

Miguel McQueen presented item. Curtis Compton noted that it is helpful to have companies come into the centers and increases sales. There are multiple workshops, with the most popular being the Labor Law. There is an increasing footprint of where they are offering these Workshops, including areas outside of the AJCC's. We are on track to do 21 workshops.

Chair called for a motion to approve. Will Sterling motioned and B.J. Patterson seconded the motion. None opposed; motion carried

### **10) Recommend Approval of Award for Labor Market and Intelligence Services**

Chair pulled this item to allow time for interviews to occur between the top two contenders, as their scores were very close. The item will be reintroduced to the Executive Board May 30, 2018.

## **REPORTS AND INFORMATION**

### **11) Workforce Development Board Initiatives – Program Year 2017-2018**

Mariann Johnson discussed Career Pathways. Since the last meeting, all of the participating students have been placed from Cajon High School at ARMC & Valley College (on site work experience). They should be finished with their training by 5/18-5/25. Ms. Johnson noted that we would like to provide certificates to the students at the June General Board meeting. In July, a presentation will be made to the Board of Supervisors and we would like to invite our Board members to participate in that presentation. Mariann will work with the Board Secretary to get this on the meeting calendar. This will be discussed further at the Annual Retreat in May. Rose Gonzalez, who was recently hired as the new Workforce Development Coordinator, will be attending the Executive Board and Youth Committee meetings going forward.

Reg Javier & Mariann Johnson met with Gary McBride and the County will be setting aside resources for further Career Pathways initiatives, as he sees our commitment to this process. The goal is to pay these students to work within the County. Of the three strategies that the Board took on last year, the Career Pathways strategy is growing quickly. A discussion ensued about the work permit process, the challenges of having students under the age of 18 working in areas that have machinery, and the link between academic success and work experience. Additional topics included how to market these programs to the students and gain interest in participating. Businesses will instrumental to this process. At this time, it is anticipated that 400 students will be participating in a summer school program.

Fred Burks discussed the High Desert Training Center and reviewed the timeline with the Executive Board members. Mr. Burks noted that he was expecting 3-4 RFQ's. Representing the Strategy Steering Team for this initiative is Fred Burks, Phil Cothran, Anita Tuckerman, Jon Novack, Steve Terrell & Stacy DuVal. Presenters will be brought to the Executive Board meeting on 5/30 to present, with the hope of moving the item to the General Board on 6/6, followed by the Board of Supervisors. A discussion ensued about the challenges of collecting the funds for the Tenant Improvements (TI). Reg Javier requesting a meeting be set up with Mr. Tyrell and individuals from the High Desert area to discuss funds that would be required, including proof of the dollars available. In addition, Tony Myrell noted that some kind of document (contract) needs to be developed, such as a Memorandum of Understanding (MOU) and requested a timeline for finalization of an MOU and funding. Mr. Javier requested that Mr. Burks create a chart showing the timeline as well as assigning responsibilities to individuals involved. Additional discussions will occur during the Annual Retreat in May. Ms. Tuckerman informed the Board that a Project Manager was supposed to be hired on 6/13, but this may be postponed until other outstanding items on this project have been completed.

Curtis Compton provided the Business Services' updates. He reviewed a handout (Activities & Outcomes) with the Board and noted that business visits are being conducted as frequently as each quarter. Mr. Myrell and Mr. Cothran inquired about adding sectors to the report, as they are interested in knowing if any particular section is diluting the information reported. Mr. Compton noted that the report can be broken down by City, Sector and other additional categories, as needed. Mr. Patterson suggested that with additional data, it would help assist in determining where we send financing, which could assist with providing services for buildings, leases, etc. In addition, Ms. Tuckerman stated that Stirling Development could potentially provide alternative sites in the High Desert region to conduct workshops.

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

Angela Gardner provided an updated report to the Board members and thanked the Board members for approving the certification of the AJCC. In addition to the update presented on the certification process earlier in the meeting, Ms. Gardner noted that a mock certification will be implemented in the two additional AJCC's prior to their certification occurring. Our One-Stop Operator (OSO) will be at WORKCON in May to discuss their role. Mariann Johnson reported that her staff is producing a report showing the people that come out of training, which is being utilized by the AJCC staff and Business Services' Unit to help find employment for those individuals. Ms. Johnson initiated a planning meeting with her team to discuss the steps help place these people and to improve the response time. B.J. Patterson inquired about the messaging use currently use to reach those seeking employment, as we have competition from online job placement firms (such as Zip Recruiter). Further topics included the challenges for business when they require individuals immediately for their business and cannot afford to wait for applicants to come out of training or to hear about our services.

## **13) Training Report**

Clarissa Jimenez provided an updated training report, which was separated by provider and course. B.J. Patterson reported the need for truck drivers and diesel mechanics. Some of the schools for diesel mechanic reportedly charge upward of \$80,000 for training. Cajon High School has a Career Pathway for the mechanic program. Mariann Johnson requested a list of companies that have needs for these applicants, so they can be paired with recent graduates.

## **14) Public Relations/Media Report**

Steve Lambert provided an updated report. He agreed with the Public Relations need for these Career Pathway programs and will make this a priority to help get the word out to the community and businesses. There were eight stories run in March where both the Workforce Development Department (WDD) and the Economic Development Agency were mentioned, as they cross over in their efforts. WDD is live on Facebook and we now have an Instagram account, with new followers being added every day.

## **15) County Report**

Miguel McQueen provided updates. The video from the Youth Y4 event has been posted to our website. Mr. McQueen reported on the NAWB visit to Washington D.C. in March and announced that there will be an Ad Hoc Youth meeting on April 18.

## **ADJOURNMENT**

Chair called for a motion to adjourn. Will Sterling motioned and B.J. Patterson seconded the motion. None opposed; motion carried.

Meeting adjourned at 10:39 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, May 30, 2018 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.



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Devra Bell – WDB Secretary