

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

WEDNESDAY, MAY 30, 2018, 8:30 A.M.

MINUTES

ATTENDANCE:

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

| WDD Staff | Present |
|-------------------|----------------|
| Fred Burks | X |
| Curtis Compton | X |
| Mariann Johnson | X |
| Miguel McQueen | X |
| Stephanie Murillo | X |

OPENING

- 1) **Chair called meeting to order** at 8:35 A.M.
- 2) **Adoption of Agenda** – The Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Will Sterling seconded the motion. None opposed, motion carried.
- 3) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from April 11, 2018 Executive Board Meeting

The Chair called for a motion to approve the Minutes from the April 11, 2018 Executive Board (Exec) meeting. Jon Novack motioned; Anita Tuckerman 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 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 this item. Recommendation was 13 awards with 2250 youth to be served. Phil Cothran asked for clarification of the territory that is noted as “Limited High Desert”. Ms. Johnson confirmed this area represents Needles, CA. Data in this item included the Provider Name, Geographical Area, Budgets by Fiscal Year and Enrollment information by Fiscal Year. Ms. Johnson also noted that reports will be provided to the Executive Board members, so we can continue to monitor the providers and ensure they meet their goals.

Tony Myrell reported on the Youth Ad Hoc Committee meeting that took place on April 18, 2018, to review each provider's Request for Proposal (RFP). Jonathan Weldy read each of the proposals and was one of the scorers. A discussion ensued about the funding that was approved for each provider and how those figures were determined. Ms. Johnson noted that RFP amounts, as well as the provider's funding information were utilized in making those decisions as recommended by the Ad Hoc Committee. The first year has some carryover, so it is higher than the two other years. Anita Tuckerman asked if we could add new providers and Mr. Myrell noted that we could make changes, if a provider is not performing properly and a contract needs to be terminated. There are three new providers on the list and no new start-up providers. Chair called for a motion to approve. Will Sterling motioned and B.J. Patterson seconded the motion. None opposed; motion carried.

7) Approval of Award for Labor Market and Intelligence Services

Miguel McQueen presented item. He noted that this item was previously scheduled for presentation to the Executive Board, but due to a tie between the scoring of two contenders, an interview was conducted by a committee comprised of Cheri Greenlee, Workforce Development Board Member, Elisa Laurel of Economic Development Agency and Curtis Compton from the Business Services unit of the Workforce Development Department. After interviewing the final two firms, Chmura and University of California Riverside Forecast, LLC (UCR), a decision was made to select UCR, as they have a strong understanding of our Region. Chair called for a motion to approve. B.J. Patterson motioned and Will Sterling seconded the motion. None opposed; motion carried.

8) Approval of High Growth Industry Sector Change

Mariann Johnson presented the item. To better position San Bernardino County to maximize business growth and improve local economies, a recommendation was made for targeted investments in five high growth industry sectors, including Transportation/Logistics, Manufacturing, Health Care, Construction and Professional/Scientific/Technical Services. With approval of these changes, the Local Plan would be modified in the coming program year. Chair called for a motion to approve. Anita Tuckerman motioned and Jon Novack seconded the motion. None opposed; motion carried.

9) Review Worksite Agreement for Private Businesses Template for Career Pathways Youth

Mariann Johnson provided an overview of this item. She provided a draft handout to the Board members, titled GenerationGo, which reflected Work Based Learning Employer Participation Options. This document outlined the worksite responsibilities, insurance requirements and the responsibilities of the Workforce Development Department. Ms. Johnson requested feedback from the Board members to determine if this document was easy to follow for a business owner. A discussion ensued about the legal ramifications for a business owner and the need for additional legal review of those documents prior to having a business owner sign the worksite agreement. Ms. Johnson requested that each Executive Board member review the document and provide their questions and comments for possible changes.

10) Discuss Recommendation and Agreement of SlingShot Healthcare Industry Sector Consultant

Miguel McQueen introduced Stephanie Murillo to provide an overview of this item. Ms. Murillo noted that ReachOut is handling the Healthcare Consultant, which is held by Riverside County, and the Manufacturing contract is held by San Bernardino County. The item was brought to the Executive Board to determine the scope of work desired over the next year for the Healthcare industry. Jon Novack noted that the Career Pathways for Healthcare is huge and there are many jobs available. He requested that ReachOut come to an Executive Board meeting to report on this industry and job opportunities. It was also noted that Riverside County relies on funding from SlingShot, but San Bernardino County does not rely on that funding, per se. Tony Myrell suggested having further discussions with Jamil Dada from Riverside County regarding the funding needs.

REPORTS AND INFORMATION

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

Mariann Johnson reported on the Career Pathways Program. There were 14 students that recently finished the pilot program and several are enrolling at Valley College. These students will be taking the Medical Assistant test soon. Additional districts are currently working to add Career Pathways programs, which include Colton and Yucaipa. Colton has approximately 24 students that are coming from the continuation high school and will seek an internship this summer.

Curtis Compton provided an update on the Business Services unit, including updates from the annual retreat and a brief update of the visits between the Board members and the Business Service Representatives to local businesses.

Fred Burks provided an update of the High Desert Training Center, which included a handout showing the project timeline. He reviewed the status of the Request for Proposal (RFP), which had been completed without any bids for a project manager. Mr. Burks informed the Board members that he had discussed the possibility of interviewing Kathy Dutton for this position, since the RFP process was completed unsuccessfully and we are now able to search for a candidate outside of this process. Tony Myrell requested a copy of the proposal from Ms. Dutton for review. A discussion ensued about Ms. Dutton's background and experience for this position.

12) One-Stop-Operator Report

Angela Gardner presented an updated report and noted that she had just completed the first full year of partner meetings on May 9th. She said it was the best attended meeting, with over 50 individuals in attendance. Training of staff at the America's Job Centers of California will occur over a three day period in June. Ms. Gardner also noted that she had received a request from another One Stop Operator for documents that we utilize, as they see San Bernardino County as the "model" for this process. She expressed her gratitude to the Workforce Development Board for their engagement and participation.

13) Attendance Report

Devra Bell provided a copy of the updated Attendance Report in the binders. The report was modified to include the percentage of attendance for each member, as requested by Will Sterling.

14) Legislative Report

Devra Bell provided a copy of the Legislative Report in the binders for the members to review. The report had been prepared by Maral Hernandez.

15) Public Relations/Media Report

Steve Lambert provided the updated media report to the Board members. He noted that work continues on supporting the Career Pathway projects via press releases. Jessica Spaulding from 20/20 reported that Tony Myrell had been interviewed for a magazine on May 29th.

16) County Report

Miguel McQueen provided updates. The East Valley Job Fair will be held at the Orange Show Fairgrounds on June 14, 2018 from 9:00 am – 12:00 pm. The new Business Services Manager, Michael Ector, will start on June 12th. Notification was received from the California State Workforce Board and our County will be receiving additional funding, as well as three other local regions.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned and Jon Novack seconded the motion. None opposed; motion carried.

Meeting adjourned at 10:15 a.m.

The next WDB Executive Board Committee meeting is scheduled for Tuesday, July 10, 2018 at 9:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.



Devra Bell – WDB Secretary