

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

WEDNESDAY APRIL 18, 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	
Will Sterling (Second Vice-Chair)	X	Jon Novack	X
John Andrews		B.J. Patterson	X
Ken Boshart	X	Henry Shannon	
Rene Castellanos	X	Laurie Stalnaker	X
Mike Gallo	X	Anita Tuckerman	
Cherilyn Greenlee	X	Jonathan Weldy	X
Terry Klenske	X	Joseph Williams	X
Robert Loewn			

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

OPENING

- 1) **Chair called the meeting to order** at 12:16 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. Dale Marsden motioned. Will Sterling seconded the motion. None opposed, motion carried.
- 4) **Introductions** were made around the room.
- 5) **Success Stories**
 - a) Business Services – Riccardo Canova introduced Gloria Martinez. Ms. Martinez noted that businesses are currently being retained at a high rate. With 300 members at the Fontana Chamber, the top owners and managers are members. Gloria spends a great deal of time nurturing relationships and cited that 75% of the Board of Directors at the Chamber are members, with double digit growth occurring. She stated that the Fontana workforce is made up of mostly male. Ken Boshart asked about presentations to Chamber members, which we have done in the past. Reg Javier noted that one initiative was deepening relationships (Business Services), so we can work in a collaborative manner. A discussion incurred between Ken Boshart and Dale Marsden about soft skills and training for those skills.
 - b) AJCC Client – Fabian Garcia WVAJCC introduced Romman Vega. He shared that he went into the job center to participate in the LVN program. While going to school, he worked as a

CNA, but recently had to quit his job so he could finish nursing school. An employer has offered him a job in Home Health once he gets his license. He thanked the Board and the County for being able to get the training.

c) Youth – Dennis Killion, teacher at Apple Valley High School introduced Rodger Palmer – a WIOA participant. Rodger shared his story that he left school in the 11th grade and went to work for his father. He later went back to school, entered the work program and was hired at an Auto Parts store. He is now in training for Welding and will be certified at the end of Fall 2018 (two year program overall). He then plans to get an Associate’s degree and wants to become an Inspector. Terry Klenske asked Mr. Palmer if it was an attitude change that made him want to get back into school. He noted that he likes nice things and he realized that he needs to work to have those things. Cheri Greenlee commended him for looking at the long term goal and not just staying in the one job he was offered.

REVIEW AND APPROVAL OF MEETING MINUTES

6) Approval of Minutes February 21, 2018 Workforce Development Board General Meeting

Chair called for Motion to approve minutes. B.J. Patterson motioned. Will Sterling seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

7) Comments from the General Public in Attendance

No Public Comment cards were submitted.

DISCUSSION

8) Approval of Comprehensive America’s Job Center of California Hallmarks of Excellence Certification Matrix

Mariann Johnson provided overview and is seeking permission to submit to the State. After two days of meetings to get through the certification process, the AJCC received a passing score of 28. An improvement plan will also be attached to the item. The Executive Board members requested that we do report outs on the progress from the improvement plan. Tony Myrell thanked Angela Gardner, our One-Stop-Operator, for her hard work on this project. Took 2 days of meetings to get through the certification process. The Chair called for Motion to approve. Will Sterling motioned. Jon Novack seconded the motion. None opposed. Motion carried.

9) Approval of Funding for Incumbent Worker Training with Dignity Health Foundation Inland Empire

At 1:04 pm, Tony Myrell and Will Sterling recused themselves from this item and left the room. Phil Cothran took over as Acting Chair. Miguel McQueen presented item, requesting \$600k for training (Incumbent Worker).

The Acting Chair called for a Motion to approve. Jon Novack motioned. B.J. Patterson seconded the motion. None opposed. Mr. Myrell and Mr. Sterling were recused. Motion carried. Mr. Myrell returned as Chair at 1:10 pm.

10) Approval of Funding for Human Resources Hotline Services

Mr. McQueen presented item. A discussion ensued about the low volume of calls and Curtis Compton addressed the Board with additional information. Mr. Compton noted that they are on track for 600 calls this year, which is the same as last year. He also discussed that this hotline is shared with Businesses and Chambers. They plan to continue using social media, plus our PR group to help promote our services. The Chair called for Motion to approve. Joseph Williams motioned. Cheri Greenlee seconded the motion. None opposed. Motion carried.

11) Approval of Funding for Business Workshops

Mr. McQueen presented item with no further discussion. The Chair called for Motion to approve. Will Sterling motioned. Terry Klenske seconded the motion. None opposed. Motion carried.

12) Consideration and Election of Workforce Development Board Officers: Chair, Vice Chair and Second Vice Chair

Cheri Greenlee gave an overview of the nomination committee meeting on 4/2/18, which included Ms. Greenlee, John Andrews and Dale Marsden. In an effort to build upon the momentum currently underway with the three initiatives, the consensus from the Committee members was to retain the existing members of these key positions and nominate Tony Myrell as Chair, Phil Cothran as 1st Vice Chair and Will Sterling as 2nd Vice Chair.

Ms. Greenlee called for Motion to approve the slate as recommended by the Nomination Committee. Dale Marsden motioned. Laurie Stalnaker seconded the motion. None opposed. Motion carried.

REPORTS AND INFORMATION

13) Committee Reports

- i) Executive Board – Tony Myrell discussed the Day at the Capitol event in Sacramento. Members met with Legislators to inform them of our three initiatives, so they are aware of our efforts in this area. They were impressed with what we are doing. Also discussed was AB1111 and we need \$25 million to help serve special populations and others. Mr. Myrell also report on the NAWB visit in Washington D.C., where some of the Board members went to the Hill and met with Legislators to discuss funding and the importance of Workforce Development. A Budget workshop was held in April. County Counsel is finalizing the by-laws for the 501c3, and once completed, a search for funding will commence.
- ii) Youth Committee - B.J. Patterson provided an overview of the Youth Y4 event, which had the theme “Dress for Success”. He noted that there were some great speakers at the event, which were highly motivating. Mariann Johnson provided an update on Career Pathways, including what a great job the students are doing at Arrowhead Regional Medical Center (ARMC), as well as provided a Training report about Diesel Mechanics. Dale Marsden mentioned that there is a Diesel Mechanic Pathway at Valley College and some of these students will be graduating in June, in case we hear of any businesses that are currently looking for graduates from this field. In addition, Ms. Johnson discussed the need for internships next January. Reg Javier and Ms. Johnson met with Gary McBride, CEO and the County is putting aside \$250k annually to pay for wages for these students, which will cover 120 kids. Dr. Marsden commended Mr. Javier and Ms. Johnson’s leadership for making sure the program went forward at ARMC. Joseph Williams offered his assistance if the Board decides to utilize radio & commercials (KVCR). The new branding for the Career Pathway programs will be labeled “Generation Go”.
- iii) Economic Development and Business Resource Committee – Jon Novack congratulated the elected board members. Fred Burks reported that he had received back the first RFQ for the Project Manager of the High Desert Manufacturing Center initiative. A Strategic Steering Committee was created, whose members include Fred Burks, Phil Cothran, Anita Tuckerman, Jon Novack, Steve Terrell & Stacy DuVal. The Project Manager RFQ’s will be brought before the Board and interviews are expecting

to occur in May. Floorplans are currently being developed for the facility. Ken Boshart discussed the Business Field Team visits.

- iv) Special Populations Committee – Miguel McQueen provided updates, including the interest of two individuals that may want to join the Special Populations Committee (one from the Sheriff's Transitional Assistance Reentry Team and one from the County Veterans Affairs Department). State Workforce Board call – lots of opportunity in the state (there is funding).

14) One-Stop Operator Report

Angela Gardner thanked Mariann Johnson, Tony Myrell and Phil Cothran for their work on the AJCC task force. Ms. Gardner noted that our partners are willing and ready to step in and make things better. They are reviewing the continuous improvement plan and will reach out to see how Ms. Gardner can support everyone during the certification process. In March, there were five working groups created to come up with a referral process and a desk reference tool to help cross train staff about our partners. Coming up on one year for this program. Ms. Gardner also announced that she will be participating on a panel at WorkCon in San Diego in early May.

15) Economic Development Report

Soua Vang provided updates. The EDA staff is working with the Communications team to strengthen our messaging. A flyer was provided to the Board members about Export Trade Assistance Partnership. At the June meeting, a presentation will be made about Tourism.

16) County Report

Miguel McQueen presented and discussed the great attendance at the recent Job Fair. One of the employers, UFI, has already offered jobs to three individuals that attended that Job Fair. Casa Colina is also interested in several individuals. Big Lots sent senior management to our job fair. Mr. McQueen thanked John Weldy for reading all of the Youth proposals. Professional Edge is building capacity of our staff and framing where we are going. Hallmarks of Excellence. Goal: Roadmap and strategies.

17) Board Strategic Planning Sessions

Tony Myrell gave an update regarding the Annual Retreat. He advised that we will be defining and expanding our current initiatives and no further ones will be developed at this time. John Baker will be facilitating these discussions.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned. Laurie Stalnaker seconded the motion. None opposed; motion carried. Meeting adjourned at 2:01 p.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday-Friday, May 16-18, 2018 to be held at the Lake Arrowhead Resort and Spa 27984 Highway 189, Lake Arrowhead, CA 92352.



Devra Bell, WDB Secretary