

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING**

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

WEDNESDAY, SEPTEMBER 12, 2018 at 11:30 A.M.

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

**11:30 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE**

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approve Minutes from May 30, 2018 Economic Development and Business Resource (EDBR) Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

WORKSHOP

- 7) High Desert Training Center Update
- 8) Business Engagement for GenerationGo!

REPORTS AND INFORMATION

- 9) EDBR Committee Program Year 2018-19 Strategic Action Goals Report – Business Field Team
- 10) Member Announcements
- 11) 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
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: September 12, 2018

ITEM: (5)

SUBJECT: Approve Minutes from May 30, 2018 Economic Development and Business Resource (EDBR) Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from May 30, 2018 EDBR Committee Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY, MAY 30, 2018, 11:30 a.m.

MINUTES

Attendance:

Members	Present
Jonathan Novack (Chair)	X
John Andrews	X
Phil Cothran	X
Mike Gallo	
*Peggi Hazlett	X
Terry Klenske	
*Audrey Mathews	
Tony Myrell	
B.J. Patterson	X
William Sterling	X
Anita Tuckerman	X

**Public Members*

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 11:31 a.m.
- 2) **Pledge of Allegiance** – Led by Lowell King.
- 3) **Adoption of Agenda** – This item was moved to the end of agenda, awaiting additional members to arrive for quorum.
- 4) **Introductions** – Introductions were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the January 17, 2018 Economic Development and Business Resources (EDBR) Committee Meeting**
This item was moved to the end of agenda, awaiting additional members to arrive for quorum.

PUBLIC COMMENT

- 6) **Comments from the General Public in Attendance**
No public comment cards were presented

WORKSHOP

7) Business Services Quarterly Report

Curtis Compton reviewed a PowerPoint presentation with the committee members and discussed unemployment rates in the County, which are currently low at 3.6%. Mr. Compton discussed the Business Services visits and partnering with the MOU partners through the America Job Centers of California. Mr. Compton further reported on retention surveys and how these are used as tools for the unit after a business has been visited, such as helping to direct future conversations and see what is trending.

PRESENTATION

8) High Desert Training Center Update

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 said that he will be speaking with Steve Terrell from the High Desert Manufacturing Council (HDMC) to get a commitment on their funding. A discussion ensued about the options available if the funding falls through. B.J. Patterson suggested giving the HDMC a timeline for providing those funding commitments.

REPORTS AND INFORMATION

9) EDBR Committee Program Year 2017-2018 Strategic Action Goals Report – Business Field Team

Mr. Compton noted that there was good feedback received from the members who attended the annual retreat regarding the Business Field Team. The General Board members were informed that they would be receiving a call from a Business Services Representative to go on business visits with each Board member.

10) Member Announcements

There were no member announcements.

11) County Report

Mr. Compton reported on the job fair that will be held on June 14th at the Orange Show Fairgrounds. He noted that 38 businesses have confirmed their attendance, with possibly 70 businesses in total that may attend. Mr. Compton noted that attendance is slowing down somewhat, due to the low unemployment rate.

ITEMS REVISTED:

3) Adoption of Agenda

John Andrews arrived at 11:35 and quorum was met. The Chair asked for a motion to approve the agenda. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion Carried.

5) Approval of Minutes from the January 17, 2018 Economic Development and Business Resources (EDBR) Committee Meeting

John Andrews arrived at 11:35 and quorum was met. The Chair asked for a motion to approve the minutes from the January 17, 2018 EDBR Committee Meeting. Will Sterling motioned; Peggi Hazlett seconded the motion. None opposed. Motion Carried.

ADJOURNMENT

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

Meeting ended at 12:22 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, July 18, 2018 at 11:30 a.m. and will be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary