

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

WEDNESDAY, SEPTEMBER 12, 2018 AT 8:30 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

8:30 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from July 10, 2018 Executive Board Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

WORKSHOP

- 6) Apprenticeships

REPORTS AND INFORMATION

- 7) Workforce Development Board Initiatives - Program Year 2018-2019
- 8) Expenditure Report
- 9) One-Stop Operator Report
- 10) Public Relations/Media Report
- 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
Executive Board
Agenda Item**

MEETING DATE: September 12, 2018

ITEM: (4)

SUBJECT: Approve Minutes from July 10, 2018 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from July 10, 2018 Executive Board Meeting

BACKGROUND: See attached minutes

**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

TUESDAY, JULY 10, 2018, 9:30 A.M.

MINUTES

ATTENDANCE:

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

WDD Staff	Present
Fred Burks	X
Michael Ector	X
Mariann Johnson	X
Miguel McQueen	X
Stephanie Murillo	

OPENING

- 1) **Chair called meeting to order** at 9:35 A.M.
- 2) **Adoption of Agenda** – The Chair called for a motion to adopt the agenda. Anita Tuckerman motioned; Jon Novack seconded the motion. None opposed, motion carried.
- 3) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) **Approval of Minutes from May 30, 2018 Executive Board Meeting**
The Chair called for a motion to approve the Minutes from the May 30, 2018 Executive Board (Exec) meeting. Jon Novack motioned; Will Sterling 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 Worksite Agreement for Private Businesses Template for Career Pathways Youth**
Mariann Johnson presented the original version of the worksite agreement with markups made as a result of revisions discussed with the Executive Board (Exec) members at the 5/30/18 meeting. Also included was the revised version for review by Exec. This document will only be used if an employer will be using Career Catalyst. If an intern is hired directly by an employer, this document will not be signed. A discussion ensued about some of the insurance requirements removed and those that were required to stay in the document. Jon Novack asked about the number of youths we are attempting to serve under this program. Ms. Johnson noted that we are hoping to have all 33 school districts participate, which would include approximately 100,000 youth. She also reported that 289 students just finished the program and the County will supply up to 130 internships to these students. Business Services staff is looking for the rest of the placements.

Ms. Johnson also discussed the strategic plans that continue with the school districts. These districts are tasked with implementing pathways that may be requested by the Workforce Development Board. Tony Myrell discussed the need for media press to discuss Career Pathways, so others are aware of this program. Those target audiences would include businesses, parents, school districts (that are currently not participating), teachers and the community. A discussion subsequently occurred about the funding for internships and how this may or may not affect the economy.

The Chair called for a motion to approve the worksite agreement. Will Sterling motioned; Jon Novack seconded the motion. None opposed; motion carried.

REPORTS AND INFORMATION

7) Workforce Development Board Initiatives – Program Year 2018-2019

Mariann Johnson provided the Career Pathways update, which included pictures that showcased some of the continuation students that are participating in this program. Fred Burks provided an update on the High Desert Training Center. Mr. Burks and Anita Tuckerman had participated in calls with several individuals to discuss potential funding for tenant improvements. Some of these calls included representatives from Victor Valley College and all parties continue to discuss various options for moving this project to the next step. Curtis Compton provided an update for Business Services. He discussed how the Business Services Representatives will continue working closely with the Board members to engage with businesses and he also noted that a Business Services Committee was created and they meet on a monthly basis.

8) One-Stop-Operator Report

Angela Gardner discussed the updated report and provided updates on the 5 Dysfunctions of a Team training that was provided to over 100 individuals at the various America's Job Centers of California (AJCC). This training was well received and several new procedures were implemented as a result, such as continuous improvement plans, a "Duty of the Day" individual that is assigned to introduce visitors to the center along with the technology available. Ms. Gardner thanked the Board for their continued input and she hopes to assist as the conduit between those centers and the Board members.

9) Public Relations/Media Report

Steve Lambert reviewed the May and June public relations/media report with the Board members. He noted that Facebook data has increased by 50% and articles continue to be released to provide additional exposure on our Career Pathways program. The messaging will continue to bring the County at the forefront as a pioneer in Workforce Development and efforts are being made to create a consistent messaging between the Board members and staff, before being brought out in the community.

Finally, Mr. Lambert noted that presentations have been made to the AJCC's over the past year and he made a recommendation to schedule an offsite Board meeting at each of those AJCC sites, so the Board can meet and visit with those individuals and become more familiar with their processes. He also thanked the Board members for their professionalism and responsiveness.

10) Hallmarks of Excellence – Quarterly Report

The Board members had made a request to receive quarterly update reports for the Hallmarks of Excellence. Mariann Johnson noted that we are keeping a list of the documents going forward and we will conduct monthly check-ins to review the information.

11) County Report

Miguel McQueen provided updates. He reported on the recent job fair that occurred and stated that 64 employers had attended (out of the 69 that had RSVP'd). Some of those job applicants walked away with job interviews. Employers were impressed with the quality of the applicants that showed up to the fair and it was very successful. Mr. McQueen also informed the Board that the local and regional modification will be reviewed on a bi-annual basis and we currently have a draft copy from the state of what this plan should entail. We will be looking to obtain approval of this plan from the Board of Supervisors by mid to late February of 2019.

ADJOURNMENT

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

Meeting adjourned at 11:05 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, August 1, 2018 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary