

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

**WEDNESDAY, DECEMBER 5, 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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://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 November 14, 2018 Executive Board Meeting

**PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

**DISCUSSION**

- 6) Approve the Release of a Request for Qualifications for Human Resource Hotline Services
- 7) Approve the Release of a Request for Qualifications for Business Workshops
- 8) Approve the Release of a Request for Qualifications for Business Process Improvement Consulting Services

**PRESENTATION**

- 9) Labor Market Update – UC Riverside

**REPORTS AND INFORMATION**

- 10) Legislative Report
- 11) County Report

**ADJOURNMENT**

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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, 6<sup>th</sup> 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, 6<sup>th</sup> 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:** December 5, 2018

**ITEM:** (4)

**SUBJECT:** Approve Minutes from November 14, 2018 Executive Board Meeting

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

**CONSENT**  **DISCUSSION**  **INFORMATION**

**RECOMMENDATION:** Approve Minutes from November 14, 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, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, NOVEMBER 14, 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                           | X              |
| Anita Tuckerman                      | X              |
| <b>Staff to WDB</b>                  | <b>Present</b> |
| Devra Bell                           | X              |
| Sandy Harmsen                        | X              |
| Reg Javier                           | X              |

| <b>WDD Staff</b>  | <b>Present</b> |
|-------------------|----------------|
| Fred Burks        | X              |
| Michael Ector     | X              |
| Mariann Johnson   | X              |
| Miguel McQueen    | X              |
| Stephanie Murillo |                |

**OPENING**

- 1) **Chair called meeting to order** at 8:31 A.M.
- 2) **Adoption of Agenda** – 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.

Tony Myrell and Reg Javier gave a brief overview of the post tour meeting that occurred at the October 12, 2018 General Board meeting, noting that this meeting was to engage the individuals in attendance and provide a more in depth overview of the Career Pathways program.

**REVIEW AND APPROVAL OF MEETING MINUTES**

**4) Approval of Minutes from September 12, 2018 Executive Board Meeting**

The Chair called for a motion to approve the Minutes from the September 12, 2018 Executive Board (Exec) meeting. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENT**

**5) Comments from the General Public in Attendance**

There was one public comment presented by Audrey Mathews. Dr. Mathews provided a copy of the Precinct Reporter newspaper to the Executive members, which included an article discussing Real Journey Academy, who develops curriculums that encourage entrepreneurship.

**REPORTS AND INFORMATION**

**6) Legislative Report**

Josh Candelaria was scheduled to present the Legislative Report, but was unable to attend due to an unforeseen delay. This report will be presented during the next Executive Board Meeting.

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

501c3 - Reg Javier provided an updated on the 501c3 and noted that the paperwork has been filed. Once it is up and running, the Board will be appointed, which would include members of the Workforce Development Board Executive Committee. Tony Myrell reported that the funding requirements will need to be discussed and a determination made of how much money will be required. At that time, they will look to the Board members for any assistance they could provide. Mr. Myrell is meeting with an accounting firm to get the State and Federal identification numbers for the non-profit. A discussion ensued about the goals, objectives and guidelines for the non-profit. A recommendation was made by Jon Novack to create a workshop at a future meeting to determine the goals and objectives for the non-profit. This workshop will be added to the January 17, 2019 Executive Board meeting.

Business Engagement – Michael Ector provided an update on the business visits between the Board members and the Business Service Representatives (BSR) and noted that more visits need to occur. Mr. Myrell noted the importance of the BSR showing up to previously scheduled visits, as there has been some prior issues. Mr. Novack asked for clarification for the role of local Chambers, as there is a great opportunity to get businesses engaged by reaching out and working through them. B.J. Patterson suggested reaching out to the top ten employers in the region and schedule a summit and make a presentation about GenerationGo! During this meeting, we can also discuss apprenticeships, how many students we need, our vision and commitment. The remaining time can be spent discussing how these businesses can help us, so we find jobs for all of these individuals.

Career Pathway – Mariann Johnson reported that Chaffey College has submitted a curriculum for their readiness program. Additional school districts participating will include Fontana and Rialto. Victor Valley College may work with an existing curriculum. Victor Valley Union High School District and Hesperia School District have expressed an interest, as well. Ms. Johnson also reported that a Strong Workforce K-12 grant is forthcoming for Career Pathways, although we are not eligible to apply at this time. She also noted that the new video for GenerationGo! has been completed.

High Desert Training Center – Fred Burks provided an update on the High Desert Training Center. He noted that Stirling Development is working with Victor Valley College to get the lease signed, which they hope to achieve prior to the departure of the current President, Dr. Wagner. Dr. Wagner will be replaced by Dr. Daniel Walden. A discussed ensued about developing a roadmap of this project, so all parties involved are aware of their roles and responsibilities. In addition, the members discussed the need for the Workforce Development Board to take an active leadership role in this process, so we can support the growth of employment in the High Desert cities. Lastly, Mr. Burks reported that exterior tenant improvements have begun on the building.

## **8) Hallmarks of Excellence - Quarterly Report**

Mariann Johnson provided an overview of the Hallmarks of Excellence report, which showed the status of several action plans for the AJCC offices, as part of their Continuous Improvement Plan. Additional upcoming goals include staff training on the use of assistive technology equipment, development of an outreach strategy for the non-colocated partners and continued cross-training of staff. Ms. Johnson reported that the Desk Reference Guide is getting ready to launch and they are currently working on a 5-10 minute orientation video.

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

Angela Gardner provided updates via a PowerPoint presentation. She reviewed the Workplan Status report, introduced the new Workforce System Partner Badge called "Shared Success, One System, One Vision". Ms. Gardner also discussed the AJCC Customer Focus groups that occurred on October 11-12<sup>th</sup>, as well as the AJCC Quality Improvement Plans. Lastly, she noted that the Workforce Summit is tentatively scheduled to take place on June 6, 2019.

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

Steve Lambert presented updates. He noted that there is strong growth in social media, with GenerationGo! providing us with good traction. The communication team is in the process of developing a strategy for the Countywide Vision and Workforce Development Board. Jessica Spaulding discussed the Op-Ed pieces that have been circulated recently, as the number has been increasing.

#### **11) County Report**

Miguel McQueen provided updates on the County report. He discussed the TETNDWG grant, which is a Dislocated Worker Grant and we are receiving \$1 million over a 2 year period. The grant runs through 2020. Mr. McQueen also discussed the Vision2Work initiative, which will promote everything in the county that affects employment. The official name of this initiative will be decided this week by the County Executive Officers. A Board item will be presented at the 12/18 Board of Supervisors meeting and the initiative should begin in January, 2019. Mr. McQueen then reported on the UCR Workforce Roadmap Focus Groups that occurred on 11/7 at the University of Redlands and 11/8 in the High Desert. Finally, he reported on the partnership that was formed between J.P. Morgan Chase, the City of San Bernardino, Making Hope Happen Foundation, Housing Authority and the Workforce Development Department. An application for a grant (to which we would be the recipient) of \$3 million over 3 years is being completed and due by 11/30/19.

#### **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 10:13 a.m.

The next WDB Executive Board Committee meeting is scheduled for December 5, 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

**San Bernardino County  
Workforce Development Board  
Executive Board  
Agenda Item**

**MEETING DATE:** December 5, 2018

**ITEM:** (6)

**SUBJECT:** **REQUEST FOR QUALIFICATIONS FOR HUMAN RESOURCE  
HOTLINE SERVICES**

**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_      **DISCUSSION**   X        **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the release of a Request for Qualifications (RFQ) to solicit vendors to provide Human Resource Hotline Services for the period of July 1, 2019 through June 30, 2022 to be submitted to the Workforce Development Board (WDB).

**BACKGROUND:** On January 18, 2016, staff issued a Request for Proposals (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Human Resource Hotline Services. The service provides a toll free dedicated telephone number for local employers to call and receive live human resource information specifically related to employment and labor law questions.

As a result of the competitive process, on April 19, 2016, an Ad Hoc Committee of the WDB recommended the California Employers Association receive funding in an amount not to exceed \$96,000 for a term of July 1, 2016 through June 30, 2019. Given the pending expiration of the existing agreement, staff recommends the release of a new RFQ.

The Scope of Work on the RFQ will include but not be limited to:

- Maintaining a dedicated Toll Free Human Resource hotline
- Ensuring the hotline is available at all times to employers within the County
- Providing live advice pertaining to Human Resource related topics and issues
- Tracking all calls and provide the County with monthly usage reports
- Providing callers with all relevant resource solutions where appropriate

The RFQ will allow the WDB to follow a competitive process to select from a pool of qualified vendors able to provide Human Resource Hotline Services. Services will be provided for a term of three (3) years and total contract amount not to exceed \$120,000. With approval, this item will be presented to the WDB on December 12, 2018, with a subsequent release of the RFQ in late December.

**San Bernardino County  
Workforce Development Board  
Executive Board  
Agenda Item**

**MEETING DATE:** December 5, 2018

**ITEM:** (7)

**SUBJECT:** **REQUEST FOR QUALIFICATIONS FOR BUSINESS WORKSHOPS**

**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_      **DISCUSSION**   X        **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the release of a Request for Qualifications (RFQ) to solicit vendors to provide Business Workshops for Title I Rapid Response services under the Workforce Innovation and Opportunity Act (WIOA) for the period of July 1, 2019 through June 30, 2022 to be submitted to the Workforce Development Board (WDB).

**BACKGROUND:** On January 18, 2016, staff issued an RFQ on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Workshops designed to assist local employers to stay in business and increase employment in the County's workforce.

As a result of the competitive process, on April 19, 2016, an Ad Hoc Committee recommended four firms for a term of July 1, 2016 through June 30, 2019. Given the pending expiration of the existing agreement, staff recommends the release of a new RFQ.

The Scope of Work of the RFQ will include but not be limited to:

- Social Media
- Branding and Marketing
- Traditional Marketing
- Labor Law updates
- Business Basics
- Business Process Improvement
- International Trade
- Human Resources

The RFQ will allow the WDB to follow a competitive process to select a bench of qualified vendors able to provide Business Workshops for Title I Rapid Response services. Services will be provided for a term of three (3) years and total contract not to exceed \$150,000. With approval, this item will be presented to the WDB on December 12, 2018, with a subsequent release of the RFQ in late December.

**San Bernardino County  
Workforce Development Board  
Executive Board  
Agenda Item**

**MEETING DATE:** December 5, 2018

**ITEM:** (8)

**SUBJECT:** **REQUEST FOR QUALIFICATIONS FOR BUSINESS PROCESS IMPROVEMENT CONSULTING SERVICES**

**PRESENTED BY:** Miguel McQueen, Deputy Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the release of a Request for Qualifications (RFQ) to solicit vendors for Business Process Improvement Consulting Services for the period of July 1, 2019 through June 30, 2022 to be submitted to the Workforce Development Board (WDB).

**BACKGROUND:** On January 18, 2016, staff issued a Request for Proposals (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Process Improvement Consulting Services. These services help prevent layoffs, maintain and create jobs, and strengthen a skilled workforce, providing opportunities for growth and improved economic conditions throughout the County.

On April 19, 2016, an Ad Hoc Committee of the WDB recommended four firms for a term of July 1, 2016 through June 30, 2017, with two one-year options to extend the term of the contracts. On March 1, 2017, the WDB Executive Committee exercised the first option to extend the term of the contracts for a one-year period. On February 14, 2018, the WDB Executive Committee exercised the second option to extend the term of the contracts for a one-year period, through June 30, 2019. These agreements will conclude this fiscal year, requiring the issuance of a new procurement.

The services provided are specifically tailored to each individual business and the consultants provide companies at risk of closure or reductions in employment with layoff aversion strategies. The Scope of Work in the RFQ will include but not be limited to:

- Innovation and Growth
- Process Improvement
- Quality Improvement
- Supply Chain Development
- Technology
- Workforce Development

The RFQ will allow the WDB to follow a competitive process to select a bench of qualified vendors able to provide Business Process Improvement Consulting Services for a term of three (3) years and total contract amount not to exceed \$750,000. With approval, this item will be presented to the WDB on December 12, 2018, with a subsequent release of the RFQ in late December.