

**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, FEBRUARY 13, 2019, 8:00 A.M.

MINUTES

ATTENDANCE:

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

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

OPENING

- 1) **Chair called meeting to order** at 8:03 A.M.
- 2) **Adoption of Agenda** – The Chair called for a motion to adopt the agenda. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed, motion carried.
- 3) **Introductions** were made around the room.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from January 9, 2019 Executive Board Meeting

The Chair called for a motion to approve the Minutes from the January 9, 2019 Executive Board (Exec) meeting. Anita Tuckerman motioned; Will Sterling seconded. None opposed. Motion carried.

PUBLIC COMMENT

5) Comments from the General Public in Attendance

No public comment cards presented.

PRESENTATION

6) Local and Regional Plan Modification

Stephanie Murillo and Anita Cirillo provided an overview of the Local and Regional Plan Modification. In 2017, the San Bernardino County Workforce Development Board had released a four year Local and Inland Empire Regional Workforce Plan, which requires a biennial review. There are four areas of focus required to develop plan modifications; CalFresh on the Employment and Training Program, Child Support Agencies for Non-Custodial Parents, Department of Rehabilitation on the Competitive Integrated Employment, and partners to serve English Language Learners, Foreign Born individuals and Refugees. Ms. Murillo also discussed the required modification content pertaining to the Regional Plan, which includes Re-entry and Workforce Services to the Formerly Incarcerated Individuals, as well as the Multi-Craft Core Curriculum Pre-Apprenticeship in Construction.

A discussion ensued about the need for the Federal Government to review the requirements that certain businesses must adhere to related to hiring individuals that have been involved in the justice system. Some of these companies are not allowed to hire individuals that have a felony on their record, therefore, it impedes the goals of these programs currently underway.

DISCUSSION

7) Approve the Submission of the Local and Regional Plan Modification

Molly Wiltshire provided an overview of the item. The Chair asked for a motion to approve the submission of the Local and Regional Plan Modification. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

8) Approve the Release of a Request for Qualification for Training Providers

Molly Wiltshire provided an overview of the item. The Chair asked for a motion to approve the Release of a Request for Qualification for Training Providers. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed. Motion carried.

9) GenerationGo! Business Outreach

Tony Myrell led the discussion and gave an overview of the need to bring in the Top 10 Employers. Loma Linda and Cardenas Markets were willing to attend the meeting, but it was postponed, since we were unable to obtain the attendance of additional businesses. A discussion ensued regarding the difficulties encountered when speaking with the businesses. B.J. Patterson had extensive conversations with six businesses on the list and met with some personally. He noted that most of the conversation surrounded the Workforce Development Board and their purpose. The businesses seemed to like the GenerationGo! initiatives, but they needed more information and many had to work with their Corporate offices to obtain approval to participate. The Board members discussed the action items going forward, which included building relationships with businesses, targeting different sized companies and working with businesses that are currently taking interns, so we can learn from the experiences from a business perspective. Additional work will be needed from our Communications team, which includes obtaining success stories, developing a letter that can be sent to businesses and build on our marketing efforts.

REPORTS AND INFORMATION

10) One Stop Operator Report

Angela Gardner gave an overview of the report provided to the members. She reported on the upcoming AJCC affiliate certification that will occur on 2/26 at the High Desert AJCC and on 2/28 at the East Valley AJCC. The reviewing panel will include Tony Myrell, Phil Cothran and B.J. Patterson from the Workforce Development Board. Additional staff from the Workforce Development Administration Department will also provide assistance during the certification process. The selection of customers and providers that are included in this process will be randomly selected. Ms. Gardner also thanked Sandy Harmsen and Molly Wiltshire with their participation in the Youth at Work presentation, which highlighted the work we are doing. She also offered to bring a provider to a future meeting, so the Board members can listen to that providers' experiences. Lastly, Ms. Gardner reported on the Workforce Summit, which is scheduled for Thursday, 6/6 at Entrepreneur High School.

11) Hallmarks of Excellence – Quarterly Report

Mariann Johnson provided the overview of the Hallmarks of Excellence report. She discussed the changes at the AJCC offices related to the orientation process, which includes meeting with the welcome team and sitting for the orientation video upon arrival, instead of scheduling a follow up meeting for those processes. With these changes, the staff is adjusting to the workflow and are receiving support and tips from management to work with those changes. Ms. Johnson also reported that the satisfaction surveys are now available online and at the kiosks in the office.

12) Public Relations/Media Report

Deanna Lambert provided an update on the social media statistics. She noted that Vision2Succeed is trending on social media. They also participated in their first live stream on Facebook. Goals for the coming year include developing strategies, preparing talking points for the Board/Supervisor and Leadership teams and position the Board for growth. Jessica Spaulding thanked B.J. Patterson for his participating in a recent interview, which also included UCR. Reg Javier noted that we want to ensure that the WDB initiatives become household names, which include GenerationGo!, Workforce Roadmap and the High Desert Training Center.

13) Training Report

Clarissa Jimenez reviewed the training report with the Board members and noted that the figures include the average costs for the Individual Training Account (ITA). B.J. Patterson requested that a “grand total” be added to the report, as well as keeping the average costs.

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

Mariann Johnson reported on GenerationGo! There are currently 199 student interns participating, with 111 of them assigned to County departments. The students working in County departments are going through a mini “County” orientation today. Senior management will be attending, including Gary McBride, Leonard Hernandez and Reg Javier. In addition, Curt Hagman, Chairman of the Board of Supervisors will also be in attendance. Cyber Security seems to be of interest to many of the Youth. Cal State currently has this training available.

Fred Burks provided updates on the High Desert Training Center. He had a conference call with the new President at Victor Valley College and was invited to attend a meeting with him last week with some of the local businesses. All parties are in agreement that there needs to be an Advisory Committee created. A discussion ensued about the best way to promote the High Desert Training Committee and ensure that businesses hire the students that have trained at the center. Business Services and the Communications team will be instrumental in getting the word out to community. The Business Services updates will be provided to the Board members via report.

15) County Report

Molly Wiltshire provide an update on two meetings that occurred to discuss the format of the EDBR Committee and the Special Populations Committee. Ms. Wiltshire noted that the Chair for the EDBR Committee, Jon Novack, had requested volunteers to sit on an Ad Hoc Committee to review the Business Services Consulting Contracts. This meeting will take place on 3/21 and will include Mr. Novack, as well as Phil Cothran. Will Sterling volunteered to be the 3rd member to sit on the Committee. There was also a meeting with Anita Tuckerman to discuss the makeup of the Special Populations Committee. Ms. Tuckerman reported on the changes she would like to see, which included rebranding the Committee as a “Task Force” and include a Workshop on the agenda, so there can be participation from the attendees at the meeting.

Ms. Wiltshire reported on the Prison2Employment Planning Grant, which was awarded in October for \$200,000. In addition, the Direct Services and Earn and Learn/Supportive Service Regional Grant applications are due on 2/15. We are applying for \$4.7 million and the grant period covers April 2019 to March 2022. These grants will be awarded in April, 2019.

In addition, Ms. Wiltshire reported on AB1111, Breaking Barriers to Employment Initiative. On Monday, 2/11/19, the San Bernardino County Workforce Development Board hosted a workshop and stakeholder convening, also presented by the California Workforce Association. The initiative encourages partnerships to address the needs of individuals with barriers to employment. There will be \$15 million in funding available statewide, with a maximum of \$500,000 awarded to a local area.

There were over 30 attendees at the meeting, comprised of community based organizations, other Workforce Development Boards and various service providers. The anticipated release of the RFA is late April, 2019.

ADJOURNMENT

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

Meeting adjourned 9:35 A.M.

The next WDB Executive Board Committee meeting is scheduled for March 13, 2019 at 8:00 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.



Devra Bell – WDB Secretary