

**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, MAY 22, 2019 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 November 14, 2018 Economic Development and Business Resource (EDBR) Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION

- 7) Approval to Authorize Agreement for Community Asset Map Operations and Maintenance with ICF Incorporated

WORKSHOP

- 8) Business Services Update
- 9) Labor Market Information – Job Posting Data

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: May 22, 2019

ITEM: (5)

SUBJECT: Approve Minutes from November 14, 2018 Economic Development and Business Resource (EDBR) Committee Meeting

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department (WDD)

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from November 14, 2018 EDBR Committee Meeting

BACKGROUND: See attached minutes

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

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

WEDNESDAY, NOVEMBER 14, 2018, 11:30 a.m.

MINUTES

Attendance:

Members	Present
Jonathan Novack (Chair)	X
John Andrews	X
Phil Cothran	X
Mike Gallo	
*Peggi Hazlett	
Terry Klenske	
*Audrey Mathews	X
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
Michael Ector	X
Mariann Johnson	
Miguel McQueen	X
Stephanie Murillo	

OPENING

- 1) **Chair called meeting to order** at 11:29 a.m.
- 2) **Pledge of Allegiance** – Pledge was led by John Andrews
- 3) **Adoption of Agenda** – The Chair requested a motion to adopt the agenda. Will Sterling motioned; Anita Tuckerman seconded. None opposed. Motion carried.
- 4) **Introductions** – Introductions were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the September 12, 2018 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes. Anita Tuckerman motioned; Will Sterling seconded the motion. None opposed. B.J. Patterson abstained. Motion carried.

PUBLIC COMMENT

- 6) **Comments from the General Public in Attendance**

No public comment cards were presented

PRESENTATION

7) Business Consulting Program

Michael Ector provided an overview of the Business Consulting Program and noted that the numbers have been trending in the right direction. A discussion ensued regarding the best way to strategically take this program going forward and how to help businesses grow their base. Many of the smaller organizations need our assistance during their start-up years. Additional discussions occurred regarding job fairs, employer participation levels and the need to get the larger employers to come out to these events.

REPORTS AND INFORMATION

8) EDBR Committee Program Year 2018-2019 Strategic Action Goals – Business Field Team

Michael Ector discussed the joint venture of making business visits with both a Board member and one of the Business Services Representatives. A discussion ensued about how to make the best use of everyone's time during these visits. Several members noted that instead of having the Board member follow the BSR to a visit, perhaps the BSR could accompany some of the meetings that these business owners attend. This would provide an opportunity for the BSR's to be introduced to businesses that they may not have been able to see initially.

9) Member Announcements

Jon Novack invited the Committee members to attend a meeting on December 19, 2018 from 11:30-1:30 pm, where they will discuss family businesses and succession of the business for future generations. Miguel McQueen announced that Phil Cothran Jr. won his race for City Councilman in Fontana.

10) County Report

Michael Ector reported on the recent job fair that included 64 employers in attendance. He noted that 28% of the applicants that attended were already employed and 18% of those had an Associates' Degree or higher. The Business Services Unit is working with First District to have a Saturday job fair in the Spring of 2019.

ADJOURNMENT

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

Meeting adjourned at 12:27 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, January 9, 2019 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

**San Bernardino County
Workforce Development Board
Economic Development and Business Resource Committee
Agenda Item**

MEETING DATE: May 22, 2019

ITEM: (7)

SUBJECT: **Community Asset Mapping Operations and Maintenance with ICF Incorporated**

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Recommend the authorization to the Workforce Development Board for the development of an agreement for community asset mapping operations and maintenance with ICF Incorporated and approve funding in a total amount not to exceed \$125,000 for an estimated term of up to fourteen months beginning June 2019.

BACKGROUND: On February 21, 2018 the Workforce Development Board (WDB) approved a contract award to ICF Incorporated for the development of a needs assessment and opportunity scan of community assets, resources, and programs in the county. On May 22, 2018 San Bernardino County Board of Supervisors approved the contract with ICF Incorporated in an amount not to exceed \$250,000.

ICF's scope of work included:

- An inventory (including comprehensive contact information) of service providers in the County.
- A special section denoting providers serving youth ages 14-24.
- A Geographic Information System (GIS) map of service providers in the County.
- A comprehensive inventory of services provided by each provider identified in the inventory.
- A profile of the clientele served by each provider in the inventory.
- An analysis of the existing service mix in each of four sub-regions of the County (West Valley, East Valley, High Desert, and Morongo Basin).
- GIS layers for each area of the County showing the specific concentration of services (e.g. eligibility review/verification, case management, job development/placement, etc.)
- GIS layers for each area of the County layering locations of growth industries, transit and other vital considerations based upon input from each WDB committee.

The project known as the Asset Map enables place based development, informs the relative distribution of resources through the County and identifies duplicative or gaps in essential core and supportive services. The Asset Map also assists in identifying braided funding opportunities and philanthropic investments through socially innovative models of demand-driven human capital development.

The initial Asset Map development is now complete. The project must now transition from a proof of concept to live application for Workforce Development Department (WDD) staff and stakeholder use. Given its specialized expertise as developer of the Asset Map, staff recommends a new agreement with ICF during the rollout phase of the project to refine the application and assume temporary system maintenance and operations while permanent system responsibilities transition to WDD.

ICF's new scope of work will include:

- Loading/extracting/transforming/categorizing data sets from multiple sources.
- System integration, maintenance and data integrity procedures.

- Written reports and system documentation.
- System maintenance and operation services.
- Establishing cloud-based hosting.
- Quarterly data refreshes.
- Content support.

Approval of the recommendation will authorize WDD staff to negotiate an agreement with ICF for a total contract period of June 1, 2019 up to August 30, 2020, and a contract amount not to exceed \$125,000. With approval, this item will be presented to the WDB on May 30, 2019.