

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD
Strategic Planning Retreat
Lake Arrowhead Resort and Spa
27984 Highway 189
Lake Arrowhead, CA 92352

Wednesday, May 29, 2019 – Friday, May 31, 2019

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 <http://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

WIB 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

WEDNESDAY, MAY 29, 2019
Lakeview Terrace Room

6:00 p.m. – 8:00 p.m. Annual Board Dinner

- Dinner
 - Welcome and Introductions –Phil Cothran, Chair
 - Group Exercise – Facilitated by John D. Baker, President, Core Factors
 - Close of Meeting
-

THURSDAY, MAY 30, 2019
San Bernardino County Strategic Planning Session
Pinecone and Acorn Room
9:00 a.m. – 5:00 p.m.

OPENING

- 1) Reconvene Meeting – Phil Cothran, Chair
- 2) Adoption of the Agenda
- 3) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from the April 17, 2019 Workforce Development Board Meeting

PUBLIC COMMENT

- 5) Public Comments

DISCUSSION ITEMS

- 6) Approval of Amendment to Memorandum of Understanding with Mandated Partners of the Workforce Innovation and Opportunity Act
- 7) Approval of LaunchPath Subscription Renewal
- 8) Approval of Agreement for Asset Map Operations and Maintenance with ICF Incorporated
- 9) Approval of Amendment for Professional Communication and Media Coordination Services by The 20/20 Network, LLC

INFORMATION

- 10) One Stop Operator/America's Job Centers of America, Angela Gardner
- 11) Labor Market Intelligence Data, Henry Nickel

LUNCH: 12:00 p.m. – 1:00 p.m.

Welcoming Remarks & Purpose of Retreat, Chair, Phil Cothran & Reg Javier

- 12) Overview of Retreat, John D. Baker, President, Core Factors, Retreat Facilitator
- 13) GenerationGo!
- 14) Business Engagement

CLOSE OF MEETING

FRIDAY, MAY 31, 2019
San Bernardino County Strategic Planning Session
Pinecone and Acorn Room
8:30 a.m. – 2:00 p.m.

OPENING – Reconvene Meeting – Phil Cothran, Chair

INFORMATION (continued)

15) High Desert Training Center

16) Wrap-up

LUNCH: 12:00 p.m. – 1:00 p.m.

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 Executive Secretary II at least three (3) business days prior to the Board meeting. The Executive Secretary's telephone number is (909) 387-9886 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
Agenda Item**

MEETING DATE: May 30, 2019

ITEM: (4)

SUBJECT: Minutes from April 17, 2019 Workforce Development Board
General Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from April 17, 2019 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY, APRIL 17, 2019, 12:00 p.m.

MEETING MINUTES

ATTENDANCE:

| Members | | Present | | Present |
|---|--|----------------|-----------------|----------------|
| Tony Myrell <i>(Chair)</i> | | X | Dale Marsden | X |
| Phil Cothran <i>(Vice-Chair)</i> | | X | Paul Moreno | X |
| Will Sterling <i>(Second Vice-Chair)</i> | | X | Jon Novack | |
| John Andrews | | | B.J. Patterson | X |
| Ken Boshart | | X | Henry Shannon | X |
| Rene Castellanos | | X | Anita Tuckerman | X |
| Mike Gallo | | X | Jonathan Weldy | X |
| Cherilyn Greenlee | | | Joseph Williams | X |
| Robert Loeun | | X | | |

| Staff to WDB | | Present |
|------------------------------|--|----------------|
| Devra Bell | | X |
| Sandy Harmsen | | X |
| Reg Javier | | X |
| Molly Wiltshire | | X |
| WDD Staff & Other | | |
| Fred Burks | | X |
| Mariann Johnson | | X |
| Miguel McQueen | | X |
| Stephanie Murillo | | X |

OPENING

- 1) **Chair Call Meeting to Order** at 12:04 pm
- 2) **Pledge of Allegiance** was led by Anita Tuckerman
- 3) **Adoption of the Agenda** - Chair requested a motion to adopt the agenda. B.J. Patterson motioned; Mike Gallo seconded the motion. None opposed. Motion carried.
- 4) **Introductions** – Introductions were made around the room.
- 5) **Success Stories**
 - **Business Services:** Don Duenez introduced Diana Herrera from Mountain Top Communications in Redlands, CA. Their company has utilized the On the Job Training Services from the East Valley America’s Job Center of California (AJCC). They have 52 employees and their firm has expanded to Oregon and Texas, plus a satellite office in Hesperia.
 - **AJCC Client:** Lisa Tomaselli from the East Valley AJCC introduced Lenoir Jenkins. Ms. Jenkins had been placed in the Professional Edge program after encountering difficulty obtaining employment due to the aging factor. Ms. Jenkins gained some computer skills while in training and is now an activity director.
 - **Youth:** Israel Riley from Goodwill Industries introduced Benjamin Marquina, who completed the computerized CNC Mill training through the TET program. Mr. Marquina attended Industry High School and now wants to give back to his community.

A special presentation was made to Miguel McQueen by the Chair of the Workforce Development Board, Tony Myrell, to honor Mr. McQueen's 21 years of service working with the Workforce Development Board. Mr. McQueen will be leaving the department to take a promotional position, which takes effect on May 13, 2019.

REVIEW AND APPROVAL OF MEETING MINUTES

Approval of Minutes from the February 27, 2019 Workforce Development Board General Meeting

The Chair requested a motion to approve the minutes from the February 27, 2019 General Board meeting. Anita Tuckerman motioned; Dale Marsden seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

7) Comments from the General Public in Attendance

There were no public comment cards presented.

DISCUSSION

8) Approval of the Hallmarks of Excellence Assessments and Certifications for Affiliate America's Job Centers of California

Molly Wiltshire provided an overview of the item. Ms. Wiltshire noted two corrections to the document regarding attendees at the certification locations. Those changes included replacing Will Sterling's name with B.J. Patterson's name, as well as the addition of Paula Miller's name, as she was also in attendance. The certifications took place on February 26, 2019 at the High Desert AJCC and on February 28, 2019 at the East Valley AJCC. Both sites were recommended for certification and continuous improvement plans were developed based on feedback provided from the taskforce. Quarterly reports will be provided to the Executive Board members and will now include all three AJCC locations. The Chair asked for a motion to approve. Anita Tuckerman motioned; Joseph Williams seconded the motion. None opposed. Motion carried.

9) Approval of Local Workforce Development Area Designation and Local Board Recertification

Molly Wiltshire provided an overview of the item. This item will cover the certification period of 2019-2021 and the application now includes both the designation and certification. The draft directive was released on February 26, 2019 and once the final Directive is released, it could necessitate minor changes on the application. The item will be presented to the Board of Supervisors at the May 21, 2019 meeting and is due to the State Board by May 31, 2019. The Chair asked for a motion to approve. Phil Cothran motioned; Will Sterling seconded the motion. None opposed. Motion carried.

10) Approval of Contract Amendment with the Foundation for California Community Colleges

Molly Wiltshire provided an overview of the item. The purpose of this item is to increase the amount in the contract for the Foundation for California Community Colleges for the employer of record/payroll services. We are currently using this service for the CalWORKs MOU with TAD for the Subsidized Employment Program and Youth Employment Program, therefore, funding will be added to those contracts. The Chair asked for a motion to approve the Contract Amendment with Foundation for California Community Colleges. B.J. Patterson motioned; Dale Marsden seconded the motion. None opposed. Motion carried.

11) Approve Recommendation of Fiscal Year 2019-2020 Budget

Tony Myrell noted that a Budget Workshop had been conducted prior to the General Board meeting today. The Chair requested a motion to move the draft budget to the Board of Supervisors for final approval. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

12) Consideration and Election of Workforce Development Board Officers: Chair, Vice Chair and Second Vice Chair

Tony Myrell provided an overview of the Nomination Committee members (Committee), which included the Cherilyn Greenlee, who was Chair of the Committee, plus John Andrews and Dale Marsden. Dr. Marsden noted that a conference call occurred between the Nomination Committee members and they proposed the following slate: Phil Cothran, Chair; Tony Myrell, Vice Chair; B.J. Patterson, 2nd Vice Chair. There was some discussion from the floor regarding the slate being proposed and Anita Tuckerman suggested a different slate: Phil Cothran, Chair; Will Sterling, Vice Chair; B.J. Patterson, 2nd Vice Chair. At that time, the Board Secretary distributed ballots to each General Board member for a vote. The ballots were collected by the Board Secretary and the tally was counted. The new elected members of the Workforce Development Board are: Phil Cothran, Chair; Will Sterling, Vice Chair; B.J. Patterson, 2nd Vice Chair.

REPORTS AND INFORMATION

13) Committee Reports

Tony Myrell noted that there were no Committees updates, as they did not meet during the first quarter of 2019. The next meeting will be in May and further updates will be provided by each of their respective Chairs at the next meeting.

14) One-Stop Operator Report

Angela Gardner discussed the Hallmarks of Excellence process that occurred in February and noted that both the High Desert AJCC and the East Valley AJCC passed the certification process. Ms. Gardner also discussed her involvement at the CWA WorkCon conference on May 15-17 in Garden Grove, CA. She will be on a panel, along with other MOU partners titled "MOU - From Concept to Reality". In addition, she also reported on the Workforce Summit that will be held on June 6th at Entrepreneur High School in Highland, CA. Invitations were emailed to the Board members.

15) Economic Development Agency Report

Reg Javier reported on the upcoming trip to South Korea the week of April 22nd. They will be looking for airlines to partner with us in the United States. In addition, they are planning a series of visits from Corporate Real Estate in California, to encourage them to come to San Bernardino County.

16) County Report

Molly Wiltshire reported on the City/County Conference that will be held April 18-19 in Lake Arrowhead, CA. Reg Javier will be moderating a panel on GenerationGo! Ms. Wiltshire also reported on the Prison 2 Employment Implementation Grant, which provided \$3.2 million to our region, which is split between San Bernardino County and Riverside County. A discussion ensued about the need to evaluate the successes from this program and the best way to get businesses involved, so we can place individuals in the program. It was also reported that a Request for Proposal was released for Transitional Employment Services.

ADJOURNMENT

The Acting Chair called for a motion to adjourn. Joseph Williams motioned; Henry Shannon seconded the motion. None opposed. Motion carried. The meeting adjourned at 1:36 pm.

The next Workforce Development Board General Meeting is scheduled for Wednesday, May 29, 2019 at 6:00 pm and will close on Friday, May 31, 2019 at 2:00 pm. This meeting will include the Annual Strategic Planning Retreat and will be held at the Lake Arrowhead Resort and Spa, 27984 Highway 189, Lake Arrowhead, CA 92352.

Devra Bell, WDB Secretary

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

MEETING DATE: May 30, 2019

ITEM: (6)

SUBJECT: **Template Amendment to Memorandum of Understanding with Mandated Partners of the Workforce Innovation and Opportunity Act**

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

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

RECOMMENDATION: Approve the Template Amendment to extend the term of the America's Job Center of California (AJCC) System Phase I Memorandum of Understanding (MOU) with mandated partners under the Workforce Innovation and Opportunity Act (WIOA) through December 31, 2020.

BACKGROUND: WIOA requires the Workforce Development Board (WDB) to ensure the creation and maintenance of a one-stop delivery system that enhances the range and quality of education and workforce development services available to business and individual customers. The one-stop delivery system, designated in California as the AJCC System, must include a network of partners to make programs, services, and activities easily accessible as required by State directives.

In response, on July 20, 2016, the WDB approved the Phase I MOU (Shared Customers, Shared Services) with WIOA mandated partners for a term of June 30, 2016 through June 30, 2019. On March 15, 2017, the WDB approved the use of the Phase II MOU (Shared Costs) template with WIOA mandated partners for a term of January 1, 2018 through December 31, 2020.

A Workforce Services Directive (WSD18-12) issued by Employment Development Department (EDD) was released on April 30, 2019 regarding the ongoing requirements for the continuation of the elements encompassed in both MOUs. The directive permits the use of one MOU, encompassing the scopes of both Phase I and Phase II, for future iterations of the MOUs. The proposed Template Amendment to the Phase I MOU extends the term of the Phase I MOU so that it is coterminous with the term of the Phase II MOU, thereby permitting the WDB to develop and negotiate one MOU, as now authorized by EDD, following the expiration of both Phase I and Phase II MOUs.

This amendment is proposed as a template agreement to facilitate the execution of the amendment with WDB's 29 partners. The proposed Template Amendment will align the term of the Phase I MOU with the term of the Phase II MOU; both expiring at the same time. Additionally, new partners will be able to join Phase I MOU by signing the Template Amendment. Following the WDB's approval of the Template Amendment, MOU partners will participate in a series of discussions at quarterly partner meetings throughout the year 2020 to consolidate both Phase I and Phase II MOUs into one comprehensive MOU addressing the required elements of shared services, customers, and costs.

Upon approval, the Template Amendment will be presented to the Board of Supervisors on June 11, 2019. Subsequently, the Template Amendment will be distributed to current MOU partners for signature by their respective authorized representative.

Attachment:

Template Amendment to MOU Phase I with Mandated Partners of the WIOA



Contract Number

SAP Number

Workforce Development Department

Department Contract Representative Telephone Number Reg Javier
(909) 387-4460

Contractor
Contractor Representative Telephone Number Reg Javier
(909) 387-4460
Contract Term June 30, 2016 to December 31, 2020

Original Contract Amount _____
Amendment Amount _____
Total Contract Amount _____
Cost Center _____

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

WITNESSETH:

WHEREAS, the San Bernardino County Workforce Development Board and Contractor (collectively, Parties) entered into America’s Job Center of California (AJCC) System Phase I Memorandum of Understanding (MOU) on June 30, 2016, for the operation of the AJCC;

WHEREAS, the original term of the MOU commenced on June 30, 2016, and will expire on June 30, 2019, and

WHEREAS, pursuant to Section XII of the MOU, the Parties desire to extend the term of the MOU through December 31, 2020, in order to align the term of the Phase I MOU with the term of the Phase II MOU; and

NOW, THEREFORE, in consideration of the foregoing recitals, which are specifically incorporated into the body of this Amendment No. 1 and the mutual covenants, terms and conditions contained herein, the Parties agree as follows:

- 1. Section XI. Effective Date and Term of this MOU is hereby deleted and replaced with the following:

This MOU shall be binding upon each Party hereto upon execution by such Party. The Term of this MOU shall be from June 30, 2016 through December 31, 2020. The MOU will be reviewed

not less than once every three years to identify any substantial changes that have occurred and which could require amendment of the MOU pursuant to Section XII below.

2. All other terms and conditions of the MOU remain unchanged.

IN WITNESS WHEREOF, the Parties have each caused this Amendment No. 1 to be subscribed by their respective duly authorized officers, on their behalves.

**COUNTY OF SAN BERNARDINO
WORKFORCE DEVELOPMENT DEPARTMENT**

Name: Reg Javier
Title: Deputy Executive Officer
Address: 290 North D Street
Suite 600
San Bernardino, CA 92415-0046

Date:

Name:
Title:
Address:

Date:

APPROVED AS TO LEGAL FORM:

Name: Sophie A. Akins
Title: Deputy County Counsel

Date:

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

MEETING DATE: May 30, 2019

ITEM: (7)

SUBJECT: **LaunchPath Platform Subscription Renewal**

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

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

RECOMMENDATION: Approve the subscription renewal with the Foundation for California Community Colleges (Foundation) for the LaunchPath Platform with a funding amount not to exceed \$31,000 annually through 2023.

BACKGROUND: The LaunchPath Platform is a web-based tool used to facilitate work-based learning matches between youth, teachers, and employers for GenerationGo! Career Pathways work experience.

On February 21, 2018, the Workforce Development Board (WDB) approved the contract with the Foundation to customize and implement the LaunchPath Platform for GenerationGo! in an amount not to exceed \$69,125 in the first year with option to extend with an annual subscription fee for up to four years if implementation was successful. The Phase 1 and 2 of LaunchPath role out have been completed. Phase 1 determined capacity and identified work-flow and Phase 2 implemented the platform. The next cohort of students completing their work experience in the summer of 2019 will be the first to utilize LaunchPath. The Foundation continues to provide on-going technical assistance (Phase 3) as WDD scales up the number of students using LaunchPath.

Using LaunchPath, WDD will be able to connect employers and educators for the following:

1. Internships (unpaid or paid)
2. Guest Speakers
3. Job Shadowing
4. Worksite Tours
5. Informational Interviews
6. Networking Events

Based on the first year success of the LaunchPath Platform and the plan to expand GenerationGo!, staff recommends the approval of the funding to cover the annual \$31,000 subscription fees through 2023, for a total amount of up to \$124,000.

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

MEETING DATE: May 30, 2019

ITEM: (8)

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

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

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

RECOMMENDATION: Approve 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.

The Economic Development and Business Resource Committee approved this item on May 22, 2019. WDB 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.

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

MEETING DATE: May 30, 2019

ITEM: (9)

SUBJECT: **Amendment to Contract for Professional Communication and Media Coordination Services by The 20/20 Network, LLC**

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

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

RECOMMENDATION: Approve Amendment No. 1 to the contract for professional communication and media coordination services provided by The 20/20 Network, LLC extending the contract term for an additional year, for a total contract period of July 1, 2016 through June 30, 2020, and increasing the contract amount from \$360,000 to \$480,000.

BACKGROUND: The approval of the recommended contract amendment will allow the continued provision of professional communication and media coordination services to raise the profile of the Workforce Development Board (WDB) by The 20/20 Network, LLC.

Under the contract terms, the services expand media coverage by distributing press releases and relevant press information announcing WDB's specific events, initiatives and milestones. The 20/20 Network, LLC tracks media trends and prepares quarterly updates to the WDB. It also arranges monthly meetings to discuss future work, presents annual success stories, coordinates press coverage of WDB public events, prepares and manages social media posts, develops press releases, serves as a member of the communications team, and provides other public relations related functions as needed.

The Scope of Work includes:

- Raising the profile of the San Bernardino County Workforce Development Board (WDB) by gaining media coverage.
- Creating and distributing press releases and relevant press information developed about the WDB announcing specific events, initiatives and milestones.
- Utilizing web and social media channels in order to raise awareness about the WDB and its work.
- Arranging for key media, reporters and editors to attend and cover WDB events.
- Coordinate media coverage and distribution of workforce-related issues/information to media outlets.
- Developing opinion pieces regarding workforce issues for publication in local and regional newspapers, business journals and trade publications.
- Implementing within the WDB a "news bureau" feature that tracks trends developing in media regarding workforce issues, and inject the WDB's opinion and information into developing stories.
- Obtaining recognition for initiatives that the WDB is involved with and manages.
- Preparing and present quarterly updates to the WDB.
- Coordinating and arrange monthly meetings with WDB to provide updates and discuss future work.
- Preparing and present annual success report and advertising value equivalency report.

On January 18, 2016, the Workforce Development Department issued a Request for Proposal (RFP) soliciting qualified agencies to provide professional communications and media coordination services on

behalf of the WDB for the period of July 1, 2016 through June 30, 2019. On April 20, 2016, an Ad Hoc Committee of the WDB interviewed the proposers, reviewed the proposal ratings, and recommended The 20/20 Network, LLC for funding. On April 27, 2016 the WDB Executive Committee approved the funding recommendation for The 20/20 Network, LLC to provide Professional Communications and Media Coordination Services for the period of July 1, 2016 through June 30, 2019 in the amount of \$360,000, with the option to extend for two additional one-year periods by mutual agreement of the parties, contingent upon contractor's performance and availability of funds.

Approval of this amendment will authorize an increase in funding for The 20/20 Network, LLC's contract from \$360,000 to \$480,000 and an extension of the contract term through June 30, 2020, subject to approval by the San Bernardino County Board of Supervisors on June 25, 2019.