

**WORKFORCE DEVELOPMENT BOARD  
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE 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, 11:30 a.m.**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>	<b>Staff to WDB</b>	<b>Present</b>
Jonathan Novack (Chair)	X	Devra Bell	X
John Andrews	X	Sandy Harmsen	X
Phil Cothran	X	Reg Javier	
Mike Gallo		<b>WDD Staff</b>	<b>Present</b>
*Peggi Hazlett		Fred Burks	X
Terry Klenske		Michael Ector	X
*Audrey Mathews	X	Mariann Johnson	
Tony Myrell		Miguel McQueen	X
B.J. Patterson	X	Stephanie Murillo	
William Sterling	X		
Anita Tuckerman	X		

*\*Public Members*

**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, 6<sup>th</sup> Floor, San Bernardino, CA 92415.



Devra Bell, WDB Secretary