

**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, APRIL 17, 2019, 8:00 A.M.

MINUTES

ATTENDANCE:

| Members | Present |
|--------------------------------------|----------------|
| Tony Myrell (Chair) | X |
| Phil Cothran (Vice Chair) | X |
| William Sterling (Second Vice Chair) | X |
| B.J. Patterson | |
| Jon Novack | X |
| 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 |
| Mariann Johnson | X |
| Miguel McQueen | X |
| Stephanie Murillo | X |

OPENING

- 1) **Chair called meeting to order** at 8:26 A.M.
- 2) **Adoption of Agenda** – The Chair called for a motion to adopt the agenda. Will Sterling motioned; Anita Tuckerman 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 February 13, 2019 Executive Board Meeting

The Chair called for a motion to approve the Minutes from the February 13, 2019 Executive Board (Exec) meeting. Will Sterling motioned; Jon Novack seconded. None opposed. Motion carried.

PUBLIC COMMENT

5) Comments from the General Public in Attendance

No public comment cards presented.

DISCUSSION

6) 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. Will Sterling motioned; Jon Novack seconded the motion. None opposed. Motion carried.

7) 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. Will Sterling motioned; Anita Tuckerman seconded the motion. None opposed. Motion carried.

8) 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. Will Sterling motioned; Phil Cothran seconded the motion. None opposed. Motion carried.

REPORTS AND INFORMATION

9) 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.

10) Public Relations/Media Report

Steve Lambert from 20/20 provided updates. He noted that we are receiving attention regarding the Asset Roadmap, GenerationGo! and Vision2Succeed. Mr. Lambert handed out two articles to the Board members for their review. Jessica Spaulding discussed the need to leverage businesses for GenerationGo! success in the future. The Chair, Tony Myrell, participated in two interviews by reporters during the current week and Reg Javier thanked the Communications Team for their efforts at getting the word out to the public about these programs.

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

Molly Wiltshire discussed the status of the current GenerationGo! cohort. We have 184 students that have either completed their hours or currently finishing those hours. Staff is in the planning phase for the summer and fall schedules. The building lease for the High Desert Training Center was signed and the floor plans are currently being developed. The first class is anticipated to occur in the Fall of 2019.

12) 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.

WORKSHOP

13) Budget Review – FY 2019/2020

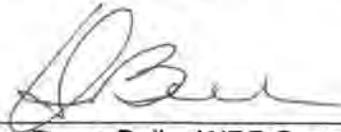
Chen Wu, Administrative Manager at Workforce Development, provided an overview of the proposed draft budget to the Executive Board members.

ADJOURNMENT

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

Meeting adjourned 9:48 A.M.

The next WDB Executive Board Committee meeting is scheduled for May 22, 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