

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 (Chair)	X	Dale Marsden	X
Phil Cothran (Vice-Chair)	X	Paul Moreno	X
Will Sterling (Second Vice-Chair)	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 Cheryl 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