

**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, JULY 10, 2019 at 10:30 AM – 12:00 PM

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

**10:30 AM 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 May 22, 2019 Economic Development and Business Resource (EDBR) Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

WORKSHOP

- 7) Input on Future Labor Market Information 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: July 10, 2019

ITEM: (5)

SUBJECT: Approve Minutes from May 22, 2019 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 May 22, 2019 EDBR Committee Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY, MAY 22, 2019, 11:30 a.m.

MINUTES

Attendance:

Members	Present
Jonathan Novack (Chair)	X
John Andrews	X
Phil Cothran	
Mike Gallo	X
*Peggi Hazlett	X
*Audrey Mathews	
Tony Myrell	
B.J. Patterson	X
William Sterling	X
Anita Tuckerman	X

**Public Members*

Staff to WDB	Present
Devra Bell	X
Sandy Harmsen	
Reg Javier	X
WDD Staff	Present
Fred Burks	X
Mariann Johnson	X
Stephanie Murillo	X

OPENING

- 1) **Chair called meeting to order** at 11:36 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 November 14, 2018 Economic Development and Business Resources (EDBR) Committee Meeting**
The Chair requested a motion to approve the minutes. Will Sterling motioned; Anita Tuckerman seconded the motion. None opposed. Peggi Hazlett abstained. Motion carried.

PUBLIC COMMENT

- 6) **Comments from the General Public in Attendance**
No public comment cards were presented

DISCUSSION

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

Molly Wiltshire provided an overview of the item. Henry Nickel also provided additional input, noting that this contract covers an additional 14 months, during which time internal personnel will need to be trained on the use of the system. Mr. Nickel will come back to the committee on a regular basis to provide updates. Additional discussions included ongoing annual costs and the need to utilize this system will the other committees.

The Chair called for a motion to approve. B.J. Patterson motioned and Mike Gallo seconded the motion. None opposed. Motion carried.

8) Business Services Update

Curtis Compton provided an overview of the activities of the Business Services Unit. A discussion ensued regarding businesses not having awareness of our services and how we can utilize the asset map system to compile information to assist in this process. Jon Novack tasked the EDBR committee members with getting the message out to employers about our hotline services. Mr. Compton indicated that the number of workshops have increased during FY 18/19, due to the addition of webinars.

ADJOURNMENT

Chair called for a motion to adjourn. Peggi Hazlett motioned. Will Sterling seconded. None opposed; motion carried.

Meeting adjourned at 12:59 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, July 10, 2019 at 10:30 a.m. and will be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary