

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

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

WEDNESDAY, JULY 10, 2019 AT 8:00 AM – 9:00 AM

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

8:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

- 1) Call Meeting to Order
- 2) Adoption of Agenda
- 3) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from April 17, 2019 Executive Board Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

DISCUSSION

- 6) Approval of Contract Award for Business Process Improvement Consulting Services
- 7) Approval of Contract Award for Business Workshops
- 8) Approval of Contract Award for Human Resource Hotline Services

REPORTS/INFORMATION

- 9) Committee Reports
 - Youth Committee
 - EDBR Committee
 - Special Populations Committee
- 10) Chairman's Report
- 11) Attendance Report
- 12) County Report

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
Executive Board
Agenda Item**

MEETING DATE: July 10, 2019

ITEM: (4)

SUBJECT: Approve Minutes from April 17, 2019 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from April 17, 2019 Executive Board Meeting

BACKGROUND: See attached minutes

**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

San Bernardino County
Workforce Development Board
Executive Board
Agenda Item

MEETING DATE: July 10, 2019

ITEM: (6)

SUBJECT: **CONTRACT AWARD FOR BUSINESS PROCESS IMPROVEMENT CONSULTING SERVICES**

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

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

RECOMMENDATION: Retroactively approve the contract award to a bench of multiple vendors for Business Process Improvement Consulting Services and approve the total contract funding for each of four vendors not to exceed \$199,999 per year and a total aggregate amount not to exceed \$599,997 for the entire contract term of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 3, 2019, staff issued a request for qualifications (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Process Improvement Consulting Services. These services help prevent layoffs, maintain and create jobs, and strengthen a skilled workforce, providing opportunities for growth and improved economic conditions throughout the County. The services provided are specifically tailored to each individual business and the consultants provide companies at risk of closure or reductions in employment with layoff aversion strategies.

On January 24, 2019, six (6) statements of qualification (SOQs) were received from the following vendors:

- PRA Global Business Development
- California Manufacturing Technology Consulting (CMTc)
- Instructional Access, Inc.
- Voice of the Inland Empire, Inc.
- Welborn Social Media
- Total Employee Sourcing

Total Employee Sourcing was determined non-responsive to the RFQ's minimum criteria. The remaining SOQs were determined responsive to the RFQ's minimum criteria. The SOQs were evaluated by a panel of qualified neutral parties representing the WDB, the County and Riverside County's Workforce Development Department. The SOQs were scored in accordance with the evaluation process outlined in the RFQ. The panel recommended the following responsive SOQs and their respective average scores:

Vendor	Average Score
PRA Global Business Development	90
California Manufacturing Technology Consulting (CMTc)	89
Instructional Access, Inc.	87
Voice of the Inland Empire, Inc.	80
Welborn Social Media	79

On February 21, 2019, an Ad-Hoc Committee of the WDB reviewed the scores of the responsive SOQs, the capacity to perform the services by the vendors, their experience, and their cost reasonableness. The Committee recommended that all five responsive vendors be awarded a contract funded in an amount not

to exceed \$199,999 per year each to provide a bench of Business Process Improvement Consulting Services, for the period of July 1, 2019 through June 30, 2022.

The bench system provides maximum staff discretion to assign work among vendors on an as-needed basis, subject to annual budgets and the vendor's annual not to exceed contract amount. Staff negotiated agreements with all five vendors as authorized by the ad-hoc committee. Staff anticipates a total budget of approximately \$230,000 for Business Process Improvement Consulting Services during the first year of these contracts, to be allocated among the five vendors as appropriate.

With retroactive approval, this item will be presented to the WDB for ratification on August 21, 2019.

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

MEETING DATE: July 10, 2019

ITEM: (7)

SUBJECT: **CONTRACT AWARD FOR BUSINESS WORKSHOPS**

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

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

RECOMMENDATION: Retroactively approve the contract award to a bench of multiple vendors for Business Workshops for Title I Rapid Response Services under the Workforce Innovation and Opportunity Act (WIOA) and approve the total contract funding for each of four vendors not to exceed \$50,000 per year and a total aggregate amount not to exceed \$150,000 for the entire contract term of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 3, 2019, staff issued a request for qualifications (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Workshops designed to assist local employers to stay in business and increase employment in the County's workforce.

On January 24, 2019, six (6) statements of qualification (SOQs) were received from the following vendors:

- Brandman University
- California Employers Association (CEA)
- Welborn Social Media
- Voice of the Inland Empire, Inc.
- New Horizons Learning Group
- Signature Living

New Horizons Learning Group and Signature Living were determined non-responsive to the RFQ's minimum criteria. The remaining SOQs were determined responsive to the RFQ's minimum criteria. The SOQs were evaluated by a panel of qualified neutral parties representing the WDB, the County and Riverside County's Workforce Development Department. The SOQs were scored in accordance with the evaluation process outlined in the RFQ. The panel recommended the following responsive SOQs and their respective average scores:

Vendor	Average Score
Brandman University	94
California Employers Association (CEA)	86
Welborn Social Media	82.4
Voice of the Inland Empire, Inc.	81

On February 21, 2019, an Ad-Hoc Committee of the WDB reviewed the scores of the responsive SOQs, the capacity to perform the services by the vendors, their experience, and their cost reasonableness. The Ad-Hoc recommended that all four responsive vendors be awarded a contract funded in an amount not to exceed \$50,000 per year, each, to provide a bench of Business Workshops subject to annual budgets, for the period of July 1, 2019 through June 30, 2022.

The bench system provides maximum staff discretion to assign work among vendors on an as-needed basis, subject to annual budgets and the vendor's annual not to exceed contract amount. Staff negotiated agreements with all four vendors as authorized by the Ad-Hoc Committee. Staff anticipates a total budget of approximately \$44,000 for Business Workshops during the first year of these contracts, to be allocated among the four vendors as appropriate.

With retroactive approval, this item will be presented to the WDB for ratification on August 21, 2019.

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

MEETING DATE: July 10, 2019

ITEM: (8)

SUBJECT: **CONTRACT AWARD FOR HUMAN RESOURCE HOTLINE SERVICES**

PRESENTED BY: Molly Wiltshire, Assistant Director
Workforce Development Department

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

RECOMMENDATION: Retroactively approve the contract award for Human Resource Hotline Services and approve total contract funding not to exceed \$40,000 per year and a total aggregate amount not to exceed \$120,000 for the entire contract term of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 3, 2019, staff issued a request for qualifications (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Human Resource Hotline Services. The service provides a toll free dedicated telephone number for local employers to call and receive live human resource information specifically related to employment and labor law questions.

On January 24, 2019, one statement of qualification (SOQ) was received from California Employers Association (CEA). The SOQ was determined responsive to the RFQ's minimum criteria. The SOQ was evaluated by a panel of qualified neutral parties representing the WDB, the County and Riverside County's Workforce Development Department. The SOQ was scored in accordance with the evaluation process outlined in the RFQ.

On February 21, 2019, an Ad Hoc Committee of the WDB reviewed the SOQ's score, CEA's capacity to perform the services, their experience, and the cost reasonableness of the proposal. They recommended that CEA be awarded a contract funded in the amount not to exceed \$120,000 to provide Human Resource Hotline Services, for the period of July 1, 2019 through June 30, 2022.

Staff negotiated agreements with CEA in an amount not to exceed \$120,000 for a term of three years (\$40,000 per year) subject to annual budgets beginning July 1, 2019. With retroactive approval, this item will be presented to the WDB for ratification on August 21, 2019.