

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

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

WEDNESDAY, NOVEMBER 6, 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

CLOSED SESSION

(NOTE: The public may comment on the closed session agenda prior to the closed session by submitting a speaker slip before the closed session convenes)

- 1) Public Employee Appointment (Government Code section 54957)
Title: Executive Director to Workforce Development Board

PUBLIC SESSION

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approval of Minutes from July 10, 2019 Executive Board Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION

- 7) Fiscal Ad-hoc
- 8) Finalize WDB Meeting Calendar for 2020

REPORTS/INFORMATION

- 9) Committee Reports
 - Youth Committee
 - EDBR Committee
 - Special Populations Committee
- 10) Chairman's 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: November 6, 2019

ITEM: (5)

SUBJECT: Approve Minutes from July 10, 2019 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from July 10, 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, JULY 10, 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	X
Jon Novack	X
Anita Tuckerman	X
Staff to WDB	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	
Molly Wiltshire	X

WDD Staff	Present
Fred Burks	
Mariann Johnson	X
Stephanie Murillo	

OPENING

- 1) **Chair called meeting to order** at 8:04 A.M.
- 2) **Adoption of Agenda** – The Chair called for a motion to adopt the agenda. Will Sterling motioned; Tony Myrell seconded the motion. None opposed, B.J. Patterson abstained. Motion carried.
- 3) **Introductions** were made around the room.

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) **Approval of Minutes from April 17, 2019 Executive Board Meeting**
The Chair called for a motion to approve the Minutes from the April 17, 2019 Executive Board (Exec) meeting. Tony Myrell motioned; Anita Tuckerman seconded. None opposed. Motion carried.

PUBLIC COMMENT

- 5) **Comments from the General Public in Attendance**
No public comment cards presented.

DISCUSSION

- 6) **Approval of Contract Award for Business Process Improvement Consulting Services**
Molly Wiltshire provided an overview of the item to approve the total contract funding for each of four vendors, not to exceed \$199,999 per year, with an aggregate amount not to exceed \$599,999 for the entire contract term of July 1, 2019 through June 30, 2022. The Chair asked for a motion to retroactively approve this item, which will be ratified by the WDB General Board at the August 21, 2019 meeting. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

7) Approval of Contract Award for Business Workshops

Molly Wiltshire provided an overview of the item to approve 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. A discussion ensued regarding the breakdown of costs for each workshop and our ability to post these workshops on our website or place in a library for future use. The Chair asked for a motion to retroactively approve this item, which will be ratified by the WDB General Board at the August 21, 2019 meeting. Tony Myrell motioned; Will Sterling seconded the motion. None opposed. Motion carried.

8) Approval of Contract Award for Human Resource Hotline Services

Molly Wiltshire provided an overview of the item. The Chair asked for a motion to retroactively approve this item, which will be ratified by the WDB General Board at the August 21, 2019 meeting. A discussion ensued about the accessibility of the hotline services by employees of the businesses. Curtis Compton noted that the intent of the hotline is for use by the business owners, but we are unable to control who calls into the hotline. In addition, the need for safeguards to be implemented surrounding use of that hotline should be discussed further, to ensure that employees do not attempt to get legal advice through that channel. Anita Tuckerman motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

REPORTS AND INFORMATION

9) Committee Reports – The Chair reported on the success of the recent committee meetings under the new format.

- Youth Committee: B.J. Patterson provided update for the Youth committee. He has reached out to all of the Youth committee members and will continue to add others, which includes one Youth that has been through the Foster Youth program and one Youth that has completed one of our additional programs. He noted that each member of the committee should have a task at the end of each meeting, so there continues to be contributions by all. Mr. Patterson also reported on the need to expand the focus of the committee, so it is not heavily concentrated on Career Pathways.
- EDBR Committee: Jon Novack provided an update for the EDBR committee. He discussed doing breakout sessions in the meeting to allow for a brainstorming sessions on how to best utilize the data available to everyone from the Labor Market Intelligence reports, as the information is currently too broad. Mr. Patterson suggested reviewing our current coverage areas and identify any gaps noted.
- Special Populations: Anita Tuckerman provided an update for the Special Populations Committee and noted that the following meeting would be centered around individuals with disabilities. Molly Wiltshire discussed how we can best engage the America's Job Centers of California (AJCC) office personnel. A discussion ensued regarding the possibility of putting some of our partners on our committees to keep them engaged.

A recommendation was made by B.J. Patterson to schedule a separate meeting of the Committee Chairs, to allow everyone to leverage services and resources available to all three groups.

10) Chairman's Report – Due to time constraints, we were unable to receive a report.

11) Attendance Report - Due to time constraints, we were unable to receive a report.

12) County Report - Due to time constraints, we were unable to receive a report.

ADJOURNMENT

Chair called for a motion to adjourn. B.J. Patterson motioned and Jon Novack seconded the motion. None opposed; motion carried.

Meeting adjourned 9:01 A.M.

The next WDB Executive Board Committee meeting is scheduled for August 14, 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