

## WORKFORCE DEVELOPMENT BOARD YOUTH COMMITTEE MEETING

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

WEDNESDAY, NOVEMBER 6, 2019 at 12:30 PM – 2:00 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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://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

12:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT YOUTH 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 September 18, 2019 Youth Committee Meeting

### PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

### WORKSHOP

- 7) Y4 Debrief
- 8) Student Learner Agreement
- 9) Year in Review – Program Year 18/19 – GenerationGo! – Out of School Youth Program

### ADJOURNMENT

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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, 6<sup>th</sup> 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, 6<sup>th</sup> 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  
Youth Committee  
Agenda Item**

**MEETING DATE:** November 6, 2019

**ITEM:** (5)

**SUBJECT:** Approve Minutes from September 18, 2019 Youth Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from September 18, 2019 Youth Committee Meeting

**BACKGROUND:** See attached minutes

**Workforce Development Board  
YOUTH COMMITTEE MEETING**

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

**WEDNESDAY, SEPTEMBER 18, 2019 12:30 p.m.**

**MINUTES**

**Attendees:**

<b>Members</b>	<b>Present</b>
B.J. Patterson (Chair)	X
Ken Boshart	X
*Andre Bossieux	
Phil Cothran	X
*Lowell King	X
Dale Marsden	X
*Audrey Mathews	
Tony Myrell	
Jon Novack	
*Fernando Olivarez	X
William Sterling	X
Jonathan Weldy	

*\*Public Members*

<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Sandy Harmsen	
Molly Wiltshire	X
<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Mariann Johnson	X
Stephanie Murillo	X

**OPENING**

- 1) **Chair called meeting to order** at 12:34 p.m.
- 2) **Pledge of Allegiance** led by Lowell King
- 3) **Adoption of Agenda**  
Chair called for a motion to adopt the agenda. Will Sterling motioned; Dale Marsden seconded. None opposed, motion carried.
- 4) **Introductions** were made.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) **Approve Minutes from the July 10, 2019 Youth Committee Meeting**  
The Chair requested a motion to approve the minutes from the July 10, 2019 Youth Committee Meeting. Lowell King motioned; Will Sterling seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENTS**

- 6) **Comments from the General Public in Attendance**  
There were no Public Comment cards presented.

**WORKSHOP**

- 7) **Work Experience - Out of School Youth Program**  
Stephanie Murillo and Clarissa Jimenez led the presentation. Ms. Jimenez provided an overview of the services available to GenerationGo! out of school youth with barriers to employment, which include preparing for post-secondary school and employment, attaining education and skills training credentials and securing employment with promotional opportunities. She also discussed the various program elements that each provider/partner provides.

Ms. Murillo discussed work experience and that it is the priority service for providers and WIOA. A discussion ensued about the typical jobs and the recruitment process. There is an emphasis on placements in the WDB's priority sectors, which include Construction, Healthcare, Logistics/Transportation, Manufacturing and Professional, Scientific and Technical Services.

Further discussion included those areas that work well, which included relationships with businesses, conversations up front about hiring students after completion of their work experience, connecting the placement to the youth's career goals and aptitude, working with small businesses and connecting with partners, such as Chambers, AJCC's and Business Services teams. Also discussed were some of the challenges encountered, which include the growth/priority industries are not always in alignment with student interest or their aptitudes. Additional challenges include businesses being unable to hire student interns, due to liabilities for their company, students having transportation difficulties getting to and from the business sites and obtaining all of the required documentation to get the student hired. The last item discussed were future plans, which include expanding connections with Business Services, making a LMI – Workforce Roadmap presentation to the youth providers and having focused discussions with industry specialists.

Molly Wiltshire thanked everyone for the great discussion and announced the Y4 event would take place on 10/2/19 from 10:00-3:00 pm at the DoubleTree Hotel in Ontario, CA.

### **ADJOURNMENT**

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

Meeting adjourned at 1:56 p.m.

The next WDB Youth Committee meeting is scheduled for Wednesday, November 6, 2019 at 12:30 p.m. to be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92401.

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Devra Bell – WDB Secretary