

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD MEETING**  
Workforce Development Board Conference Room  
Workforce Development Department Administration Office  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California 92415

**WEDNESDAY, DECEMBER 11, 2019 AT 11:30 AM – 11:45 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, 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**

**11:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD**

**OPENING**

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

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 3) Approval of Minutes from December 4, 2019 Executive Board Meeting

**PUBLIC COMMENT**

- 4) Comments from the General Public in Attendance

**DISCUSSION**

- 5) Approval of Recommendation for Staff to Negotiate Lease for Relocation of the East Valley America's Job Center of California
- 6) Approval of Workforce Development Board Policy for Program Support

**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  
Executive Board  
Agenda Item**

**MEETING DATE:** December 11, 2019

**ITEM:** (3)

**SUBJECT:** Approve Minutes from December 4, 2019 Executive Board Meeting

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

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

**RECOMMENDATION:** Approve Minutes from December 4, 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, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, DECEMBER 4, 2019, 9:00 A.M. – 10:30 A.M.**

**MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
Phil Cothran (Chair)	X
William Sterling (First Vice Chair)	X
B.J. Patterson (2 <sup>nd</sup> Vice Chair)	X
Anita Tuckerman	X
Jonathan Weldy	X
Tony Myrell	
<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Reg Javier	X
Molly Wiltshire	X

<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Chen Wu	X

**OPENING**

- 1) **The Chair called meeting to order** at 9:18 a.m.
- 2) **Adoption of Agenda** – The Chair called for a motion to adopt the agenda. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.
- 3) **Introductions** were made

**REVIEW AND APPROVAL OF MEETING MINUTES**

**4) Approval of Minutes from November 6, 2019 Executive Board Meeting**

The Chair called for a motion to approve the Minutes from the November 6, 2019 Executive Board (Exec) meeting. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENT**

- 5) **Comments from the General Public** - There were no public comment cards presented.

**DISCUSSION**

**6) Fiscal Ad-Hoc**

Will Sterling circulated an expenditure report, which will be distributed on a regular basis to Exec and the General Board (WDB) members. Also circulated was the program support summary, which showed expenditures of \$87,500 during the 2018/2019 fiscal year. A discussion ensued regarding the return on investment and the need to evaluate each of these expenditures on a regular basis. Also discussed was requiring Board approval on any program support requests of \$5,000 or more. An updated policy item will be brought before the Exec and WDB members at their next respective meetings.

### **7) By-Laws Ad-Hoc**

Will Sterling led the discussion. We are currently in the process of reviewing the existing by-laws and making updates and changes as appropriate. Language will be added to address the authority of the Chair to replace a Past Chair position, in the event a vacancy occurs. This item will be brought before the WDB at a future meeting.

### **8) Finalize WDB Meeting Calendar for 2020**

The Board Secretary circulated a copy of the proposed calendar for 2020. A discussion ensued regarding the annual retreat and the goals that would be set for that meeting. B.J. Patterson suggested we have a presentation format, whereby individuals could present to the WDB on various topics. The calendar was agreed upon by the members.

## **PRESENTATION**

### **9) Tour of the High Desert Training Center**

Anita Tuckerman provided a tour of the High Desert Training Center that is currently in the renovation process. The Exec members were able to go through the facility and see where the training will take place. Completion of the facility is anticipated after the first of the year, in time to start the first training sessions in February, 2020.

## **REPORTS AND INFORMATION**

### **10) Committee Reports**

The Committee Chairs will provide updates on their respective committees at the next meeting.

### **11) Chairman's Report**

The Chair requested an update from Reg Javier from an Economic Development perspective. Mr. Javier reported on the indicators in the County, which suggest that people should be investing within the County. He recently attended the Chmura Conference in Florida, where discussions regarding asset mapping occurred. He stated that leaders are interested in coming to our County to see what we are doing. Mr. Javier also discussed talent development and he met with Disney and they are interested in our GenerationGo! program. They were invited to come to the County and tour the schools, so they can see the various career pathways available. Lastly, Mr. Javier discussed Inland Rising.

## **ADJOURNMENT**

Chair called for a motion to adjourn. B.J. Patterson motioned; Will Sterling seconded the motion. None opposed; motion carried.

Meeting adjourned 10:57 a.m.

The next WDB Executive Board Committee meeting is scheduled for December 11, 2019 at 11:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

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Devra Bell – WDB Secretary

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

**MEETING DATE:** December 11, 2019

**ITEM:** (5)

**SUBJECT:** **RELOCATION OF THE EAST VALLEY AMERICA'S JOB CENTER OF CALIFORNIA**

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

**CONSENT** \_\_\_\_\_ **DISCUSSION** \_\_\_\_\_ **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Authorize staff to work with the County's Real Estate Services Department to finalize a lease with WM Inland County to relocate the East Valley America's Job Center of California from its current location, to 500 Inland Center Drive, Space #508, located at the Inland Center Mall.

**BACKGROUND:** The East Valley America's Job Center of California (AJCC) is currently located at 658 East Brier Street in San Bernardino and the Workforce Development Department (WDD) is co-located with the Employment Development Department (EDD), the Transitional Assistance Department (TAD), and the Department of Rehabilitation (DOR), occupying approximately 16,642 square feet (sf). The lease on this facility expired on June 30, 2019, and the parties continue to occupy the space under a permitted holdover clause.

On November 6, 2018, the County's Real Estate Services Department (RESA) released a Request for Proposal (RFP) on WDD's behalf for the lease of approximately 20,812 sf of office space in the San Bernardino area. Twelve proposals were received and after an initial evaluation of a team of staff from WDD, EDD, and the County's Human Services Department, the site proposed by WM Inland County was selected to be moved forward for initial lease negotiations. In November 2019, the WDB's Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice Chair met with WM Inland County's representative and took tours of the proposed facility.

Currently, WDD is leasing approximately 16,642 sf at the rate of \$2.23/sf, \$37,112/month, \$445,344/year. WM Inland County initially proposed to lease to WDD approximately 24,000 square feet of office space at the rate of \$2.15/sf for a term of seven years, with two, five-year options to extend. Staff has negotiated with WM Inland County to lower the initial proposed rate down to \$2.08/sf and included a system's furniture allowance for \$225,000 to be amortized over the initial term of the lease, resulting in a new lease rate of \$2.19/sf, \$52,560/month, \$630,720/year (total increase of \$15,488/month, \$185,376/year, and an increase of 7,358 sf). WDD proposes to occupy no more than 50% of the new facility and sub-leasing out the existing space to our AJCC MOU System Partners.

Benefits of relocating to the new facility at the mall include, but are not limited to the following:

- WM Inland County is offering a \$30,000 bonus "moving allowance"
- Ideal location, freeway access and accessible to businesses and the public
- Freeway Pylon Signage at 215 Inland Center Drive and Mall Entrances signage
- A thorough parking lot sealing, landscaping, restriping in front of the proposed facility and "secure" parking area up to 10 vehicles
- A secondary Omni Trans Bus Stop in front of the proposed facility for those who use public transportation
- Security bollards on the sidewalk directly in front of the proposed facility
- Two Mall Job Fairs
- Presence on the mall's website [www.inlandcenter.com](http://www.inlandcenter.com) with a link to WDD's website

Approval of this recommendation will allow staff to finalize the lease negotiations, present this item for ratification by the WDB at the December 11, 2019 meeting, and present to the Board of Supervisors on January 28, 2020.

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

**MEETING DATE:** December 11, 2019  
**ITEM:** (6)  
**SUBJECT:** Workforce Development Board Policy for Program Support  
**PRESENTED BY:** Molly Wiltshire, Assistant Director  
Workforce Development Department

**CONSENT** \_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_

**RECOMMENDATION:** Approve the new Workforce Development Board (WDB) Policy on providing financial program support.

**BACKGROUND:** Under the Workforce Innovation and Opportunity Act (WIOA), the WDB has general program oversight of local employment and training activities and the one-stop delivery system and ensures the appropriate use and management of WIOA funds in San Bernardino County.

On October 16, 2019, the WDB approved the Policy Manual and six policies were posted on the WDB website and implemented department wide. With the approval, the WDB set forth that substantial changes to the policies or new policies developed would be presented to the WDB.

Partner agencies and organizations, including school districts, training organizations, community based organizations, industry associations, and San Bernardino County departments often seek support from the Workforce Development Department and the WDB for events like conferences, business functions, and program activities. The support provided becomes a business relationship between the two organizations, creating community relations opportunities and recognition of WDB's involvement and programs, in exchange for financial (indirect, in-kind, or monetary) support.

WDB Policy 7 has been created to provide structure for approving requests for Workforce Innovation & Opportunity Act financial program support from partners. The policy states that support requests will be approved by Workforce Development Department staff up to an annual amount per entity of \$4,999 and will be presented to the WDB for an amount of \$5,000 or above per year, per entity.

With approval, the policy will be published to the WDB website and this item will be presented to the WDB for ratification at the next meeting.