

## **WORKFORCE DEVELOPMENT BOARD GENERAL 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 11, 2019, 12:00 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**

**12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD**

### **OPENING**

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

### **REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) Approval of Minutes from the October 16, 2019 Workforce Development Board General Meeting

### **PUBLIC COMMENT**

- 6) Comments from the General Public in Attendance

### **PRESENTATION**

- 7) James C. Ramos, California State Assembly, Representing District 40

### **DISCUSSION**

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

## **REPORTS AND INFORMATION**

- 10) One-Stop Operator Report
- 11) Media/PR Report
- 12) Economic Development Agency
- 13) By-Laws Ad Hoc
- 14) County Report

## **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  
Agenda Item**

**MEETING DATE:** December 11, 2019

**ITEM:** (5)

**SUBJECT:** Minutes from October 16, 2019 Workforce Development Board  
General Meeting

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

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

**RECOMMENDATION:** Approve Minutes from October 16, 2019 Workforce Development Board  
General Meeting

**BACKGROUND:** See attached minutes

**WORKFORCE DEVELOPMENT 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, OCTOBER 16, 2019, 12:00 p.m.**

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>			
	<b>Present</b>		<b>Present</b>
Phil Cothran ( <i>Chair</i> )	X	Robert Loeun	X
Will Sterling ( <i>Vice-Chair</i> )	X	Dale Marsden	
B.J. Patterson ( <i>Second Vice-Chair</i> )		Paul Moreno	X
John Andrews	X	Tony Myrell	
Ken Boshart	X	Jon Novack	
Rene Castellanos		Henry Shannon	
Ricardo Cisneros		Anita Tuckerman	X
Mike Gallo	X	Jonathan Weldy	X
Cherilyn Greenlee	X	Joseph Williams	

<b>Staff to WDB</b>	
	<b>Present</b>
Devra Bell	X
Reg Javier	X
Molly Wiltshire	X
<b>WDD Staff &amp; Other</b>	
Fred Burks	X
Curtis Compton	X
Mariann Johnson	X
Stephanie Murillo	X

**OPENING**

- 1) **Chair Call Meeting to Order** at 12:06 pm
- 2) **Pledge of Allegiance** was led by Will Sterling
- 3) **Adoption of the Agenda** - Chair noted that items 6 & 8 will be presented after item 14. The Chair requested a motion to adopt the agenda as modified. Will Sterling motioned; Mike Gallo seconded the motion. None opposed. Motion carried.
- 4) **Introductions** – The Chair reported that Ricardo Cisneros had joined the General Board, but was unable to attend. He reported that Jon Novack had submitted his resignation to the Board, which will become effective after the end of the year. He also reported on changes to the Committee Chairs, which included B.J. Patterson, Chair of the Youth Committee; Anita Tuckerman, Chair of the EDBR Committee; and Jonathan Weldy, Chair of the Special Populations Committee. Phil Cothran then began introductions for all attendees at the meeting.

**PRESENTATION**

**5) Curt Hagman, Chairman, San Bernardino County Board of Supervisors**

Chairman Hagman thanked the Board members for all of their hard work on behalf of the County. He provided updates regarding the County, which included challenges in finding workers for distribution positions, as they are highly technical in nature, but the pay is high. He discussed the continued growth at the airport and the expectation that jobs should grow. Technology will be paramount for the future growth in County and there are goals to make San Bernardino a “smart”



County, with higher paying jobs and lots of growth opportunities. There is the potential to have a Drone division in the County, so they may be used for assessing wildfires, determining homeless populations and many other possibilities. Overall, Chairman Hagman stated that the County's economics are good, raises had been put through and the Board of Supervisors would like to coordinate with the Workforce Development Board to make progress on all of these initiatives.

A discussion ensued about connecting employers and associations with the Workforce Board members to build relationships. This could be done via video teleconferencing, to make it more convenient for the parties to connect to one another and continue building on those relationships over time.

### **REVIEW AND APPROVAL OF MEETING MINUTES**

#### **7) Approval of Minutes from the May 29-31, 2019 Workforce Development Board General Meeting**

The Chair requested a motion to approve the minutes from the May 29-31, 2019 General Board meeting. Anita Tuckerman motioned; Ken Boshart seconded the motion. None opposed. Motion carried.

### **DISCUSSION/CONSENT**

- 9) Ratification of Contract Award for Business Process Improvement Consulting Services**
- 10) Ratification of Contract Award for Business Workshops**
- 11) Ratification of Contract Award for Human Resource Hotline Services**
- 12) Approval of Workforce Development Board Policies**
- 13) Approval of Amendment to the Memorandum of Understanding for the Inland Empire Regional Planning Unit**
- 14) Approval of Contracts for the Inland Empire Regional Planning Unit Prison to Employment Initiative**

The Chair requested a motion to approve items 9-14 above via consent. Will Sterling motioned; Robert Loeun seconded the motion. None opposed. Motion carried.

### **PRESENTATION (continued)**

#### **6) General Atomics Apprenticeship Partnership**

Kristi Montes provided an update of the Electronics Technician Apprenticeship Program (ETAP). She discussed the process utilized to determine eligibility for a candidate to participate in the program, which included identifying skills using a baseline assessment (CASAS). Their score would be shared with Victor Valley College personnel and then General Atomics personnel. Mariann Johnson noted that the initial search for potential candidates were the result of sending flyers to individuals, sharing with others, use of CalJOBS and partnerships between various entities. Screening is underway for the next group that will begin in January. A discussion ensued regarding the number of spots available, grant funding opportunities and length of program. Ms. Montes offered to provide a tour of General Atomics to the General Board members at a future date.

### **PUBLIC COMMENT**

#### **8) Comments from the General Public in Attendance**

There were no public comment cards presented.

## **REPORTS AND INFORMATION**

### **15) One-Stop Operator Report**

Angela Gardner discussed the Workforce System Partner Summit that was held on June 6, 2019 at Entrepreneur High School. There was a full day of events, plenary, speakers and speed networking, which was the most popular event. A video was created and was shown to the Board members during the meeting. She noted that Will Sterling spent time the day before and the day of the event assisting with the set-up of the technology. Ms. Gardner thanked Dr. Audrey Mathews for allowing the event to be held at her school. She will be presenting the One Stop Operator work plan at the next General Board meeting, scheduled for December 11, 2019.

### **16) Media/PR Report**

Deana Oliveras-Lambert reviewed the Media/PR report and discussed how we have evolved in the County. Social media continues to be utilized to communicate to the public. The Communications team continues to use tactical messaging when discussing the Board and our initiatives at various Chamber events, through the various speaking engagements and on panels at conferences.

### **17) Economic Development Report**

Monique Carter provided an update regarding Economic Development Agency (EDA). They are preparing for the next State of the County event that will be held on February 5, 2020, with the theme "Vision 2020". EDA is also preparing for a new trade mission in Taiwan next year. In support of tourism in the County, EDA is working on hotel development, as they anticipate 28 new hotels will be built in the County by 2023.

### **18) County Report**

Molly Wiltshire provided an update on the Y4 event that took place at the DoubleTree Hilton in Ontario. She reported on the Labor Market Intelligence report and the work with U.C. Riverside, who is hosting the focus groups. Ms. Wiltshire informed the Board of invitations to a few upcoming events, including a celebration for Dr. Angelov Farooq on October 29<sup>th</sup>, as well as the Community Gathering of Excellence that will be held on November 13<sup>th</sup>, with Suzi Levine as the keynote speaker. In addition, the High Desert Opportunities Summit will be held on October 24<sup>th</sup> and Workforce Development will have a booth with the services we offer.

## **ADJOURNMENT**

The Chair called for a motion to adjourn. Anita Tuckerman motioned; John Andrews seconded the motion. None opposed. Motion carried. The meeting adjourned at 1:37 pm.

The next Workforce Development Board General Meeting is scheduled for Wednesday, December 11, 2019 at 12:00 pm to be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.

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Devra Bell, WDB Secretary



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

**MEETING DATE:** December 11, 2019

**ITEM:** (8)

**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 (RESD) 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

The Executive Committee approved this item on December 11, 2019. WDB approval ratifies the decision of the Executive Committee and the lease agreement will be presented to the Board of Supervisors on January 28, 2020.

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

**MEETING DATE:** December 11, 2019

**ITEM:** (9)

**SUBJECT:** Workforce Development Board Policy for Program Support

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

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

**RECOMMENDATION:** Ratify the Workforce Development Executive Board's approval of 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.

This item was presented to and approved by, the Executive Board on December 11, 2019 due to a quorum issue at the WDB meeting. This item seeks ratification of the Executive Board's decision. Once approved, the policy will be published to the WDB website.