

**WORKFORCE DEVELOPMENT GENERAL BOARD MEETING  
ANNUAL STRATEGIC PLANNING SESSION**

Lake Arrowhead Resort and Spa  
27984 Highway 189  
Lake Arrowhead, CA 92352

**WEDNESDAY, MAY 29-31, 2019**

**MEETING MINUTES**

**ATTENDANCE:**

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

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

**OPENING – May 29, 2019**

At 6:08 pm, Phil Cothran welcomed the Board members to the Strategic Planning Session. As the new Chair of the San Bernardino County Workforce Development Board (WDB), Mr. Cothran honored Mr. Tony Myrell with a speech and plaque, for all of his hard work and dedication to the WDB over the past 6 years. Mr. Cothran introduced John Baker, who facilitated the Strategic Planning Session for the remainder of the retreat. Mr. Baker showed the video called "How Great Leaders Inspire" by Simon Sinek. The video was the nexus for this years' retreat.

The meeting was closed at 8:04 pm

## **OPENING – May 30, 2019**

- 1) **Chair Call Meeting to Order** at 9:03 am
- 2) **Adoption of the Agenda** - Chair requested a motion to adopt the agenda. Anita Tuckerman motioned; Will Sterling seconded the motion. None opposed. Motion carried.
- 3) **Introductions** – Introductions were made around the room.

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

- 4) **Approve Minutes from April 17, 2019 Workforce Development Board General Meeting**  
The Chair requested a motion to approve the minutes from the April 17, 2019 General Board meeting. Anita Tuckerman motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

## **PUBLIC COMMENT**

- 5) **Comments from the General Public in Attendance**

There were no public comment cards presented.

## **DISCUSSION**

- 6) **Approval of Amendment to Memorandum of Understanding with Mandated Partners of the Workforce Innovation and Opportunity Act.**

Molly Wiltshire provided an overview of the item, which extends the timeline for Phase I to align with Phase II, which ends in December of 2020. The Chair asked for a motion to approve. Tony Myrell made a motion; Jon Novack seconded the motion. None opposed. Motion carried.

- 7) **Approval of LaunchPath Subscription Renewal**

Molly Wiltshire provided an overview of the item, which asks for approval to renew subscription at \$30k per year. The Chair asked for a motion to approve. Mike Gallo made a motion; B.J. Patterson seconded the motion. None opposed. Motion carried.

- 8) **Approval of Agreement for Asset Map Operations and Maintenance with ICF Incorporated**

Molly Wiltshire provided an overview of the item, which went before the EDBR Committee via a presentation and the item was approved. Henry Nickel provided additional information about the information that can be obtained from the system. The Chair asked for a motion to approve. Will Sterling made a motion; Dale Marsden seconded the motion. None opposed. Motion carried.

- 9) **Approval of Amendment for Professional Communication and Media Coordination Services by the 20/20 Network, LLC**

Molly Wiltshire provided an overview of the item, which amends the contract with 20/20 Network, LLC to add another year and increases the contract amount from \$360k to \$480k. A discussion ensued about the need to increase our communication strategy to help reach our goals. The Chair asked for a motion to approve. Will Sterling made a motion; Anita Tuckerman seconded the motion. None opposed. Motion carried.

## **INFORMATION**

### **10) One-Stop-Operator/America's Job Centers of California**

Angela Gardner provided her updates via a PowerPoint presentation, which included the role of the One Stop Operator (OSO), a list of our 29 partners, the mission and vision of the America's Job Centers of California (AJCC), the OSO Work Plan Status report, as well as showing a video. Molly Wiltshire provided an overview of the AJCC's. A discussion ensued about the possibility of creating an integrated service model, whereby an individual is monitored across all of their needs to maintain continuity with their services.

### **11) Labor Market Intelligence Data**

Henry Nickel presented information on the Labor Market Intelligence Data. He noted that we are collecting data of strategic and operational value. Mr. Nickel handed out a "real time intelligence report" for review. A discussion ensued about obtaining trend information, which would assist with future predictive information. He stated that we need another 12 months of information to refine this data.

## **WELCOMING REMARKS & PURPOSE OF RETREAT**

### **12) Overview of Retreat**

Phil Cothran introduced John Baker, who facilitated the remainder of the retreat. Mr. Baker discussed the need to take on a role that goes beyond the AJCC's and connect with others via networks. Also discussed was the need to recognize our current blind spots and close those gaps.

### **13) Generation!Go**

Molly Wiltshire reviewed a Powerpoint presentation, which included details of the GenerationGo! program, how we can measure our progress, how the internships work and what our role should be going forward. A discussion ensued about how we can best scale our efforts going forward, between the efforts of WDD, the school system and the County. Further discussions included defining the top 10 ideas to improve the success of the program; defining how we might know if we are not being successful with the program; and identifying "who" we would be accountable to in the end. B.J. Patterson requested that the Youth Committee members take these items discussed and organize them into action items.

The meeting was closed at 5:05 p.m.

## **OPENING – May 31, 2019**

The Chair resumed the meeting at 8:32 a.m.

### **14) Business Engagement**

Molly Wiltshire provided an overview of the original initiative to deepen and build business relationships. So far, there have been 50 business visits by 10 of the board members. Based on feedback from the board members, a discussion ensued about the effectiveness of these visits and whether they need to continue or if we need to take a different approach. John Baker broke out the members into groups to come up with ideas on how we can strengthen or deepen our relationships with businesses in the County.

The next topic discussed was the High Desert Training Center and the need to identify our role going forward. Anita Tuckerman provided a status update of the lease and the plans for the building site. Additional discussions included the need to create an Advisory Council and the need to identify industries that may need to be included in future training modules.

The last topic discussed were the Committees structures and changes made to the length of each meeting, to allow sufficient time to have thoughtful discussions.

**ADJOURNMENT**

The Chair requested a motion to adjourn. Cheri Greenlee motioned; Jonathan Weldy seconded the motion. None opposed. Motion Carried.

Time: 11:47 a.m.

The next Workforce Development Board General Meeting is scheduled for Wednesday, August 21, 2019 at 12:00 pm at WDD Administration, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.



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Devra Bell, WDB Secretary