

**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