

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING**

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

WEDNESDAY, JANUARY 8, 2020 at 10:30 AM – 12:00 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, 6th 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, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at 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

**10:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE 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 November 6, 2019 Economic Development and Business Resource (EDBR) Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

WORKSHOP

- 7) Committee Focus 2020
- 8) Business Services Workshops and Consultants

ADJOURNMENT

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, 6th 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, 6th 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
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: January 8, 2020

ITEM: (5)

SUBJECT: Approve Minutes from November 6, 2019 Economic Development and Business Resource (EDBR) Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from November 6, 2019 EDBR Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING**

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

WEDNESDAY, NOVEMBER 6, 2019, 10:30 a.m.

MINUTES

Attendance:

Members	Present	Staff to WDB	Present
Anita Tuckerman (Chair)	X	Devra Bell	X
John Andrews		Reg Javier	X
Phil Cothran	X	Molly Wiltshire	X
Mike Gallo		WDD Staff	Present
*Peggi Hazlett	X	Fred Burks	X
*Audrey Mathews	X	Mariann Johnson	X
Tony Myrell		Stephanie Murillo	X
B.J. Patterson	X		
William Sterling	X		

**Public Members*

OPENING

- 1) **Chair called meeting to order** at 10:43 a.m.
- 2) **Pledge of Allegiance** – Pledge was led by B.J. Patterson
- 3) **Adoption of Agenda** – The Chair requested a motion to adopt the agenda. B.J. Patterson motioned; Will Sterling seconded. None opposed. Motion carried.
- 4) **Introductions** – Introductions were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the July 10, 2019 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

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

No public comment cards were presented

WORKSHOP

7) EDBR Committee Goals: Where are we now? What are the next steps?

Anita Tuckerman led the discussion and noted that two of the Board's initiatives fall under the EDBR Committee; the High Desert Training Center (HDTC) and Business Engagement. In her updates regarding the HDTC, Ms. Tuckerman reported that the building is currently under construction and should be ready to for Victor Valley College around the end of the year. It will take approximately 6-8 weeks to get the furniture delivered and installed. The college is working to identify what classes they will offer and they hope to have the first classes begin in February, 2020. A discussion ensued about establishing an Advisory Board and identifying all parties' responsibilities. Ms. Tuckerman solicited volunteers for a Sub-Committee, who would be responsible for building the Advisory Committee. B.J. Patterson and Stephani Congdon volunteered to be on the Sub-Committee and Ms. Tuckerman will reach out to both parties.

The next topic discussed was Business Engagement and efforts we can make to reach more people. It was suggested that since meeting participants belong to various groups or organizations, perhaps the Business Service Representatives could attend some of those meetings. Ms. Tuckerman requested a list of those organizations that the Board members are affiliated with and this information will be compiled for the Board members. There was a discussion regarding the need to reach the correct contacts at the businesses to help further message our available services to those organizations. Many agreed that reaching out to the correct contacts in Human Resources may bring us the best result, as working with the C-Suite executives hasn't worked in the past. Also discussed were some of the challenges we currently encounter, such as the lower unemployment rate has resulted in less individuals coming through the AJCC offices. In addition, transportation for individuals continues to be an issue for those trying to get to their jobs or school. To offset these challenges, the members suggested bringing our messaging and services to the middle schools to start sparking interest in our programs.

8) Regional Industry Sector Initiatives

Stephanie Murillo led this discussion and provided an overview of our industry sector initiatives, including the Manufacturing, Healthcare and Logistics/Transportation industries. The Inland Empire Regional Plan designates these three sectors of focus. Meetings between San Bernardino County and Riverside County members provide a place to collectively address multiple public programs in education, workforce development and economic development. B.J. Patterson reported on his experience in using the Nepris system to connect with the schools and students. The need to connect virtually may be of great benefit to reach our targeted audiences.

ADJOURNMENT

Chair called for a motion to adjourn. B.J. Patterson motioned. Peggi Hazlett seconded. None opposed; motion carried.

Meeting adjourned at 12:04 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, January 8, 2020 at 10:30 a.m. and will be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary