

**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 92415

WEDNESDAY, JANUARY 8, 2020 AT 8:00 AM – 9:00 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, 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

8:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

CLOSED SESSION

(NOTE: The public may comment on the closed session agenda prior to the closed session by submitting a speaker slip before the closed session convenes)

- 1) Public Employee Appointment (Government Code section 54957)
Title: Executive Director to Workforce Development Board

PUBLIC SESSION

OPENING

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approval of Minutes from December 11, 2019 Executive Board Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

REPORTS AND INFORMATION

- 7) Committee Reports
 - Youth Committee
 - EDBR Committee
 - Special Populations Committee
- 8) Chairman's Report
- 9) County Report

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
Executive Board
Agenda Item**

MEETING DATE: January 8, 2020

ITEM: (5)

SUBJECT: Approve Minutes from December 11, 2019 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from December 11, 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, 6th Floor, San Bernardino, California

WEDNESDAY, DECEMBER 11, 2019, 11:30 A.M. – 11:45 A.M.

MINUTES

ATTENDANCE:

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

WDD Staff	Present
Fred Burks	X
Mariann Johnson	X
Stephanie Murillo	X
Chen Wu	X

OPENING

- 1) **The Acting-Chair called meeting to order** at 11:30 a.m.
- 2) **Adoption of Agenda** – The Acting Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed. Motion carried.

REVIEW AND APPROVAL OF MEETING MINUTES

- 3) **Approval of Minutes from December 4, 2019 Executive Board Meeting**
The Acting Chair called for a motion to approve the Minutes from the December 4, 2019 Executive Board (Exec) meeting. B.J. Patterson motioned; Jonathan Weldy seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

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

DISCUSSION

- 5) **Approval of Recommendation for Staff to Negotiate Lease for Relocation of the East Valley America's Job Center of California**

Molly Wiltshire provided an overview of the item, which included the current and proposed space available at each location, as well as the need for better exposure of our facility to the general public. Ms. Wiltshire reported that Phil Cothran, Will Sterling and B.J. Patterson had toured the proposed space located at the mall. In addition to an increase in square footage, there would be bus lines that run near the site and signage would be allowed to help bring individuals into the facility. The anticipated occupancy date would be October, 2020. Upon approval, this item will be presented for ratification at the next WDB meeting that has a quorum present and subsequently presented to the Board of Supervisors at the January 28, 2020 meeting. The Acting Chair requested a motion to approve the item. Anita Tuckerman motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

DISCUSSION – (continued)

6) Approval of Workforce Development Board Policy for Program Support

Molly Wiltshire provided an overview of the item, which provides for a new Board policy on providing financial program support. This policy states that support request will be approved by Workforce Development 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. Upon approval, this item will be presented for ratification at the next WDB meeting that has a quorum present. The Vice Chair requested a motion to approve. Anita Tuckerman motioned with a modification that staff can approve amounts up to \$4,999, if that item is already included in the approved budget. Jonathan Weldy seconded the motion. None opposed. Motion carried.

ADJOURNMENT

The Vice Chair called for a motion to adjourn. B.J. Patterson motioned; Jonathan Weldy seconded the motion. None opposed; motion carried.

Meeting adjourned 11:47 a.m.

The next WDB Executive Board Committee meeting is scheduled for January 8, 2020 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