

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD MEETING**

Workforce Development Board Conference Room  
Workforce Development Department Administration Office  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California 92415

**TUESDAY, FEBRUARY 4, 2020 AT 8:30 AM – 10:30 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, 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**

**8:30 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 January 8, 2020 Executive Board Meeting

**PUBLIC COMMENT**

- 6) Comments from the General Public in Attendance

**DISCUSSION**

- 7) Workforce Development Board By-Laws
- 8) Annual Retreat

**REPORTS AND INFORMATION**

- 9) Committee Reports
  - Youth Committee
  - EDBR Committee
  - Special Populations Committee

**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  
Executive Board  
Agenda Item**

**MEETING DATE:** February 4, 2020

**ITEM:** (5)

**SUBJECT:** Approve Minutes from January 8, 2020 Executive Board Meeting

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

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

**RECOMMENDATION:** Approve Minutes from January 8, 2020 Executive Board Meeting

**BACKGROUND:** See attached minutes

**Workforce Development Board  
EXECUTIVE BOARD MEETING**

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**WEDNESDAY, JANUARY 8, 2020, 8:00 A.M. – 9:00 A.M.**

**MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
Phil Cothran (Chair)	X
William Sterling (1 <sup>st</sup> Vice Chair)	X
B.J. Patterson (2 <sup>nd</sup> Vice Chair)	
Anita Tuckerman	X
Jonathan Weldy	X
Tony Myrell	
<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Reg Javier	X
Molly Wiltshire	X

<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Mariann Johnson	X
Stephanie Murillo	
Chen Wu	

**OPENING**

The Chair called meeting to order at 8:04 a.m.

**PUBLIC COMMENT**

There were no public comment cards presented for the Closed Session.

**CLOSED SESSION**

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

The Chair convened the Closed Session at 8:05 a.m. No reportable action was taken in the Closed Session.

**PUBLIC SESSION**

- 2) Call Meeting to Order** - The Chair reconvened the open session of the meeting at 8:34 a.m.
- 3) Adoption of Agenda** – The Chair called for a motion to adopt the agenda. Anita Tuckerman motioned; Jonathan Weldy seconded the motion. None opposed. Motion carried.
- 4) Introductions** – The Chair started introductions.

**REVIEW AND APPROVAL OF MEETING MINUTES**

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

The Chair called for a motion to approve the Minutes from the December 11, 2019 Executive Board (Exec) meeting. Anita Tuckerman motioned; Will Sterling seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENT**

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

## **REPORTS AND INFORMATION**

### **7) Committee Reports**

- Youth Committee: Phil Cothran noted that he would take over as Chair of the Youth Committee, due to the absence of the Chair, B.J. Patterson.
- EDBR Committee: Anita Tuckerman provided updates and reported that Jenny de la Mora was planning to do a presentation to the committee members regarding workshops and consultants. She stated that there is a need to formulate a plan to add representatives that can cover the regions. Ms. Tuckerman also reported that John Andrews has withdrawn from the committee, due to scheduling conflicts.
- Special Populations Committee: Jonathan Weldy reported on the progress of the technology that will be implemented and used at future meetings, which will assist with additional participation from the AJCC offices and the public in general.
- Additional topics regarding member participation and quorum issues were discussed, as well as connecting with the local chambers.

### **8) Chairman's Report**

Phil Cothran requested an update on the High Desert Training Center. Anita Tuckerman provided those updates and noted that we are a couple of weeks away from having furniture delivered. She discussed a recent tour of the facility by General Atomics in December. Ms. Tuckerman suggested that Aviation training should be provided at the training center. Mr. Cothran also discussed the need to meet with the staff at Victor Valley College to determine our future role in this project.

### **9) County Report**

Due to time constraints, a county report was not provided.

## **ADJOURNMENT**

The Chair called for a motion to adjourn. Jonathan Weldy motioned; Anita Tuckerman seconded the motion. None opposed; motion carried.

Meeting adjourned 9:02 a.m.

The next WDB Executive Board Committee meeting is scheduled for February 4, 2020 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

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Devra Bell – WDB Secretary