

**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