

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, APRIL 29, 2020 AT 8:00 AM – 9:30 AM

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

At this time, the Workforce Development Board (Board) is continuing to hold Executive Board meetings to conduct essential business. Members of the public are encouraged to watch and participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Bernardino County Public Health Officer:

(1) You are strongly encouraged to observe the online video conferenced Board Meeting at:

Topic: WDB Executive Board Meeting
Time: Apr 29, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/81244086988?pwd=OVISU1NLbjlpaC8zRC8yeS9xUENPQT09>

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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 on the website or **by emailing the Executive Secretary to the Board at Devra.Bell@wdd.sbcounty.gov prior to, or after, the meeting.**

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, please email the Executive Secretary to the Board prior to the meeting at Devra.Bell@wdd.sbcounty.gov. Up to three minutes of the comments will be read into the record by the Executive Secretary to the Board.

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

OPENING

- 1) Call Meeting to Order
- 2) Adoption of Agenda (Roll Call Vote)
- 3) Introductions

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from April 15, 2020 Executive Board Meeting (Roll Call Vote)

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

WORKSHOP

- 6) Business Services Updates
- 7) Labor Market Intelligence Updates

REPORTS AND INFORMATION

- 8) Committee Updates
- 9) County Updates

ADJOURNMENT

The Workforce Development Board meeting 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. 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: April 29, 2020

ITEM: (4)

SUBJECT: Approve Minutes from April 15, 2020 Executive Board Meeting

PRESENTED BY: Sandra Harmsen, Interim Director
Workforce Development Department (WDD)

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from April 15, 2020 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

“Pursuant to the Governor’s Executive Order N-29-20, the Committee meeting was held via teleconference and a publicly noticed location was provided for public observation and comment.”

WEDNESDAY, APRIL 15, 2020, 8:00 A.M. – 9:30 A.M.

MEETING MINUTES

ATTENDANCE:

Members	Present
Phil Cothran (Chair)	X
William Sterling (1 st Vice Chair)	X
B.J. Patterson (2 nd Vice Chair)	X
Cinnamon Alvarez	X
Mike Gallo	
Anita Tuckerman	X
Jonathan Weldy	X
Joseph Williams	X
WDB Staff	Present
Devra Bell	X
Sandy Harmsen	X

OPENING

1 Call Meeting to Order - The Chair called meeting to order at 8:03 a.m.

2) Adoption of Agenda (Roll Call Vote) – The Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Will Sterling seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent
Phil Cothran, Chair: Aye
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye
Cinnamon Alvarez: Aye
Jonathan Weldy: Aye
Joseph Williams: Aye

Without further comment or objection, motion carried by unanimous vote.

3) Introductions – The Chair led introductions.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from March 18, 2020 Executive Board Meeting (Roll Call Vote)

The Chair called for a motion to approve the Minutes from the March 18, 2020 Executive Board meeting. Will Sterling motioned; B.J. Patterson seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent
Phil Cothran, Chair: Aye
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye
Cinnamon Alvarez: Aye
Jonathan Weldy: Aye
Joseph Williams: Aye

Without further comment or objection, motion carried by unanimous vote.

PUBLIC COMMENT

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

DISCUSSION

6) Approve Amendment No. 3 to Lease Agreement for the West Valley America's Job Center of California (Roll Call Vote)

Sandy Harmsen reported on the proposal to extend the lease agreement for the West Valley America's Job Center of California. A discussion ensued regarding the details of the lease, including annual lease costs, space offered, the current number of people that come through the office and tenant improvement clauses. The Chair requested a motion to approve. Will Sterling motioned; Anita Tuckerman seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent
Phil Cothran, Chair: Aye
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye
Cinnamon Alvarez: Aye
Jonathan Weldy: Aye
Joseph Williams: Aye

Without further comment or objection, motion carried by unanimous vote.

PRESENTATION

7) Ron Hurst, Developing Leaders

Ron Hurst introduced himself to the Board members and provided an update. Recent efforts included engaging and communicating with more than 100 manufacturers throughout the region, with the goal of increasing that reach. Mr. Hurst also discussed future goals and how he can add value to the Inland Empire region. A discussion ensued about Mr. Hurst's efforts with Riverside County and what his deliverables would be going forward. They also discussed creating a manufacturers task force, which would also include a WDB Executive Board member.

8) Prison to Employment Initiative

Fred Burks provided an update of the Prison to Employment (P2E) initiative. A discussion ensued about the challenges ahead for employing this population, if unemployment continues to rise. A workshop will be conducted at the next Special Populations Committee meeting to discuss next steps and a recommendation will be brought back to the Board at a later date.

WORKSHOP

9) Business Services Survey Updates – Moving Forward

Curtis Compton provided an overview of the WARN notices received on behalf of those firms that are having layoffs due to the COVID-19 pandemic. He reviewed a report which showed the various industries impacted by the layoffs, as well as the current number of employees that have been impacted. A discussion ensued about the process for notifying these businesses and offering our assistance. Mr. Compton also reported on the various Business Layoff Aversion Workshops that are currently scheduled and shared some of businesses that are still hiring during this pandemic. Steve Lambert from The 20/20 Network reported on the survey that was sent to approximately 6000 businesses in our database. This survey was developed to find out how the WDB could assist businesses in their recovery efforts. B.J. Patterson and Anita Tuckerman will be joining the Communications team going forward.

10) WDB Annual Retreat

The Chair discussed the postponement of the annual retreat. The new date will be determined once the businesses open back up to the general public.

11) Future Meeting Schedules

The Chair discussed the need for more frequent meetings that are shorter in duration. Sandy Harmsen discussed the recovery committee the County has put into place and suggested having representation from the WDB on that sub-committee.

ADJOURNMENT

The Chair called for a motion to adjourn. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed; motion carried.

Meeting adjourned 9:56 a.m.

The next WDB Executive Board Committee meeting is scheduled for April 29, 2020 at 8:00 a.m. to be held via Zoom Conference.

Devra Bell – WDB Secretary