

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, APRIL 15, 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 15, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/564919932?pwd=d2hWZUxqb0Q0ai9pOVNEVklJRVJ3UT09>

Meeting ID: 564 919 932
Password: 239875
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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 March 18, 2020 Executive Board Meeting (Roll Call Vote)

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

DISCUSSION

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

PRESENTATION

- 7) Ron Hurst, Developing Leaders
- 8) Prison to Employment Initiative

WORKSHOP

- 9) Business Services Survey Updates – Moving Forward
- 10) WDB Annual Retreat
- 11) Future Meeting Schedules

REPORTS AND INFORMATION

- 12) Committee Updates

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 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 15, 2020

ITEM: (4)

SUBJECT: Approve Minutes from March 18, 2020 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from March 18, 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, MARCH 18, 2020, 8:00 A.M. – 9:00 A.M.

ATTENDANCE:

Members	Present
Phil Cothran (Chair)	X
William Sterling (1 st Vice Chair)	X
B.J. Patterson (2 nd Vice Chair)	X
Anita Tuckerman	X
Jonathan Weldy	X
WDB/WDD Staff	Present
Devra Bell	X
Sandy Harmsen	X
Monique Amis	X
Fred Burks	

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:11 a.m.
- 2) **Adoption of Agenda** – The Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed. Motion carried.
- 3) **Introductions** – The Board Secretary took roll call.

****Note: Item #7 was moved up in the agenda to the slot before the approval of minutes****

7) Status Update on Recruitment for the Workforce Development Director Position *Presented by Leonard X. Hernandez, Chief Operating Officer for San Bernardino County*

Mr. Hernandez provided an update on the recruitment for a Director of Workforce Development. He noted that there are strong applicants, who were initially screened and we will begin scheduling interviews over the phone and/or in person, beginning in late April. Mr. Hernandez also reported that the Economic Development Agency’s personnel are putting together focus groups with businesses within the County. Sandy Harmsen reported on her extensive communications with Mr. Hernandez, who has provided significant support to the Workforce Development Department and Workforce Development Board.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from February 4, 2020 Executive Board Meeting

The Chair called for a motion to approve the Minutes from the February 4, 2020 Executive Board (Exec) meeting. B.J. Patterson motioned; Jonathan Weldy seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

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

DISCUSSION

6) Recommend Approval of Second Amendment to Contract for Professional Communication and Media Coordination Services by the 20/20 Network, LLC.

Sandy Harmsen provided an overview of the item. A discussion ensued about the detailed costs of the contract and if there were any changes to those annual costs. The Chair requested a motion to approve the second amendment as written. B.J. Patterson motioned; Will Sterling seconded the motion. None opposed. Motion carried.

The Chair provided an update on the appointments for two vacant Workforce Development Board positions in District 4. Two individuals will be put forward on the agenda at the March 24, 2020 Board of Supervisors meeting. In addition, the reappointments for expired seats are also expected to appear on the agenda at this same meeting. Lastly, there was a brief update regarding GenerationGo! and the status of the program, in light of the Covid-19 pandemic. Currently, students are unable to continue their internships, due to the closure of the school districts.

ADJOURNMENT

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

Meeting adjourned 9:03 a.m.

The next WDB Executive Board Committee meeting is scheduled for April 15, 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

**San Bernardino County
Workforce Development Executive Board
Agenda Item**

MEETING DATE: April 15, 2020

ITEM: (6)

SUBJECT: **AMENDMENT NO. 3 TO LEASE AGREEMENT FOR THE WEST VALLEY AMERICA'S JOB CENTER OF CALIFORNIA**

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

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Authorize staff to work with the County's Real Estate Services Department to finalize a lease with Rancho Tech, LLC, extending the lease for the West Valley America's Job Center of California, located at 9650 Ninth Street, in Rancho Cucamonga.

BACKGROUND: The West Valley America's Job Center of California (AJCC) is located at 9650 Ninth Street in Rancho Cucamonga and the Workforce Development Department (WDD) is co-located with the Employment Development Department (EDD), the Transitional Assistance Department (TAD), and the Department of Rehabilitation (DOR), occupying approximately 24,162 square feet (sf). The lease on this facility expired on April 30, 2019, and the parties continue to occupy the space under a permitted holdover clause.

The recommended action will amend the existing lease with the Rancho Tech, LLC (RT) to extend the term five years, for the period of June 1, 2020 through May 31, 2025, add one additional two-year option to extend the term of the lease, adjust the rent schedule, and update standard lease agreement language because of the continued need to provide employment services in the Rancho Cucamonga area.

The costs per square feet is \$1.61/sf, and the total lease payments will be \$38,901/month and \$466,810/annually. WDD proposes to occupy no more than 50% of the facility and sub-leasing out the existing space to our AJCC System Partners.

Approval of this recommendation will allow staff to finalize the lease negotiations and staff plans to present this Item to the full WDB at their next scheduled meeting.