

## WORKFORCE DEVELOPMENT BOARD GENERAL & COMMITTEE MEETINGS

WEDNESDAY, MAY 13, 2020

<b>WORKFORCE DEVELOPMENT GENERAL BOARD:</b>	<b>8:00 AM – 9:00 AM</b>
<b>SPECIAL POPULATIONS COMMITTEE:</b>	<b>9:00 AM – 10:30 AM</b>
<b>ECONOMIC DEVELOPMENT &amp; BUSINESS RESOURCE COMMITTEE:</b>	<b>10:30 AM – 12:00 PM</b>
<b>YOUTH COMMITTEE MEETING:</b>	<b>12:30 PM – 2:00 PM</b>

***THESE MEETINGS 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 Board and Committee 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 meetings at:

Join Zoom Meeting

<https://us02web.zoom.us/j/89650259642?pwd=Z1hjQnRYR3FvbTQvSXUweUJ6MUtadz09>

Meeting ID: 896 5025 9642

Password: 603414

+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/kw4c3F3KX>

These agendas contains a brief description of each item of business to be considered at today's meetings. In accordance with the Brown Act, these meeting agendas are posted at least 72 hours prior to the regularly scheduled meetings 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 agendas, their 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](mailto:Devra.Bell@wdd.sbcounty.gov) prior to, or after, the meetings.**

The agendas and their supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://www.sbcounty.gov/workforce) However, the online agendas 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 agendas, please email the Executive Secretary to the Board prior to the meeting at [Devra.Bell@wdd.sbcounty.gov](mailto: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 Agendas 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**

### **10:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT ECONOMIC DEVELOPMENT BUSINESS RESOURCE COMMITTEE**

#### **OPENING**

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

#### **REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) Approve Minutes from January 8, 2020 Economic Development Business Resource Committee Meeting (Roll Call Vote)

#### **PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

#### **PRESENTATION**

- 6) Business Survey Results

#### **WORKSHOP**

- 7) How to Best Support the Needs of Businesses

#### **INFORMATION**

- 8) Member Announcements

#### **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

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**San Bernardino County  
Workforce Development Board  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** May 13, 2020

**ITEM:** (4)

**SUBJECT:** Approve Minutes from January 8, 2020 Economic Development and Business Resource (EDBR) Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from January 8, 2020 EDBR Committee Meeting

**BACKGROUND:** See attached minutes

**WORKFORCE DEVELOPMENT BOARD  
ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE MEETING**

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

**WEDNESDAY, JANUARY 8, 2020 - 10:30 a.m.**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>	<b>Staff to WDB</b>	<b>Present</b>
Anita Tuckerman (Chair)	X	Devra Bell	X
John Andrews		Reg Javier	X
Phil Cothran	X	Molly Wiltshire	X
Mike Gallo	X	<b>WDD Staff Present</b>	
*Peggi Hazlett		Fred Burks	X
*Audrey Mathews	X	Darren Cook	X
Tony Myrell		Curtis Compton	X
B.J. Patterson		Jenny de la Mora	X
William Sterling	X	Mariann Johnson	X

*\*Public Members*

**OPENING**

- 1) **Chair called meeting to order** at 10:53 a.m.
- 2) **Pledge of Allegiance** – Pledge was led by Mike Gallo
- 3) **Adoption of Agenda** – The Chair requested a motion to adopt the agenda. Audrey Mathews motioned; Will Sterling seconded. None opposed. Motion carried.
- 4) **Introductions** – Introductions were made.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) **Approval of Minutes from the November 6, 2019 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes. Will Sterling motioned; Audrey Mathews seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENT**

- 6) **Comments from the General Public in Attendance**

No public comment cards were presented

## **WORKSHOP**

### **7) EDBR Committee Goals**

Anita Tuckerman discussed the need to have people join the committee that could help bridge relationships within the community, such as chambers. She also discussed the need for technology during the meetings, which would help increase participation from individuals in the high desert region. Darren Cook reported that we are currently in the process of hiring individuals that will serve in the position of Business Services Specialist, who will be responsible for going into the community and meet with businesses to generate leads for companies that may be able to hire individuals seeking employment. Ms. Tuckerman suggested that these new BSS representatives attend future EDBR meetings. Molly Wiltshire reported on the successful recruitment that was coordinated by our Business Services team as a result of the Tyson Foods layoff.

### **8) Business Services Workshops & Consultants**

Jenny de la Mora presented on the Business Services hotline, workshops and consultants. She first discussed the hotline, which is currently being underutilized, although other counties have inquired about how we successfully get the calls that do come through. A discussion ensued about how to get the information regarding our hotline disseminated throughout the county, so individuals know that it exists. Some suggestions included putting the number on business cards, business permits and business licenses.

Ms. De la Mora provided information regarding the business workshops that are currently conducted. She noted that the budget for the workshops is \$15,000 and each workshop would normally serve between 10-40 individuals. They are videotaped and the webinars are saved for viewing at a later date.

Finally, Ms. De la Mora provided updates on our consultants. We are currently working with approximately 25 different businesses with our current budget. To participate in this program, the consultant must have 10 employees and their business must be one of our five target sectors.

## **ADJOURNMENT**

Chair called for a motion to adjourn. Will Sterling motioned. Audrey Mathews seconded. None opposed; motion carried.

Meeting adjourned at 12:14 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, March 18, 2020 at 10:30 a.m. and will be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.

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Devra Bell, WDB Secretary