

WORKFORCE DEVELOPMENT BOARD GENERAL & COMMITTEE MEETINGS

WEDNESDAY, MAY 13, 2020

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

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:

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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, 6th 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 prior to, or after, the meetings.**

The agendas and their supporting documents can be viewed online at 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. 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
8:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT
GENERAL BOARD

OPENING

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

PUBLIC COMMENT

- 4) Comments from the General Public in Attendance

CONSENT AGENDA (Roll Call Vote)

- 5) Approval of Minutes from February 12, 2020 General Board Meeting
- 6) Approval of Minutes from February 24, 2020 General Board Special Meeting
- 7) Approval of Minutes from March 25, 2020 General Board Special Meeting
- 8) Approval of Minutes from April 7, 2020 General Board Special Meeting/Budget Workshop

DISCUSSION ITEMS (Roll Call Vote)

- 9) Approval of First Amendment to Contracts for Business Process Improvement Consulting Services
- 10) Approval of Second Amendment to Contract for Professional Communication and Media Coordination Services with the 20/20 Network, LLC
- 11) Approve Amendment No. 3 to Lease Agreement for the West Valley America's Job Center of California

REPORTS AND INFORMATION

- 12) County Report

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 92415-0041, 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) 387-9886 and the office is located at 290 North "D" Street, 6th Floor, San Bernardino, California 92415-0041. 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
Agenda Item**

MEETING DATE: May 13, 2020

ITEM: (5)

SUBJECT: Minutes from February 12, 2020 Workforce Development Board
General Meeting

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

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

RECOMMENDATION: Approve Minutes from February 12, 2020 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

WORKFORCE DEVELOPMENT BOARD MEETING
 Workforce Development Board Conference Room
 Workforce Development Department Administration Office
 290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, FEBRUARY 12, 2020, 12:00 p.m.

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Phil Cothran (<i>Chair</i>)	X	Robert Loeun	X
Will Sterling (<i>Vice-Chair</i>)	X	Dale Marsden	X
B.J. Patterson (<i>Second Vice-Chair</i>)	X	Paul Moreno	X
John Andrews		Henry Shannon	X
Ken Boshart	X	Anita Tuckerman	X
Ricardo Cisneros	X	Jonathan Weldy	X
Mike Gallo		Joseph Williams	X
Cherilyn Greenlee	X		

Staff to WDB	
	Present
Sophie Akins	X
Devra Bell	X
Reg Javier	X
Molly Wiltshire	X
WDD Staff	
Fred Burks	X
Stephanie Murillo	X

OPENING

- 1) **Chair Call Meeting to Order** at 12:06 pm
- 2) **Pledge of Allegiance** was led by Dale Marsden
- 3) **Adoption of the Agenda** - The Chair requested a motion to adopt the agenda. Will Sterling motioned; Dale Marsden seconded the motion. None opposed. Motion carried.
- 4) **Introductions** – The Chair introduced Ricardo Cisneros, who is the newest member of the General Board and Mr. Cisneros provided information regarding his background.

REVIEW AND APPROVAL OF MEETING MINUTES

5) Approval of Minutes from the October 16, 2019 Workforce Development Board General Meeting

The Chair requested a motion to approve the minutes from the October 16, 2019 General Board meeting. Will Sterling motioned; Anita seconded the motion. None opposed. Ricardo Cisneros abstained. Motion carried.

PUBLIC COMMENT

6) Comments from the General Public in Attendance

There were no public comment cards presented.

DISCUSSION

7) Approval of Amended and Restated Workforce Development Board By-Laws

Stephanie Murillo reviewed the changes made to the by-laws and noted that upon approval, this item will go to the Board of Supervisors for final approval. A discussion ensued regarding the Executive Board and those individuals that could be represented. Anita Tuckerman made a suggestion that we include 3-5 members at large, represented by each district, and those appointments be made by the General Board members, not the Chair. A motion was made to hear further discussion. Anita Tuckerman made a motion; Ricardo Cisneros seconded the motion. There was further discussions regarding Ms. Tuckerman's motion and the committee voted on her motion. Ms. Tuckerman was in favor; all remaining members opposed. The Board then voted on the restated by-laws as presented initially.

The Chair requested a motion to approve. Dave Marsden motioned; Henry Shannon seconded the motion. All members in favor, except Anita Tuckerman opposed. Motion carried.

8) WDB Annual Retreat

The Chair discussed the format and topics for the annual retreat, scheduled for April 20-22, 2020.

REPORTS AND INFORMATION

9) Committee Reports

- Exec: Phil Cothran reported that work continues to be handled at the Committee level and a request was made to get an interim Director for the Board, while the County continues their search for a permanent Director.
- Special Populations: Jonathan Weldy has added additional meetings, so the Special Populations Committee will now meet on a monthly basis. He also discussed updates to the technology that will be utilized, so remote participation would be possible.
- EDBR: Anita Tuckerman reported on Business focus groups that are currently being put together to obtain information about job growth in the region. She is also working with the Business Services unit to improve the efficiencies at workshops.
- Youth: B.J. Patterson reported on the Career Pathways toolkits and how we can increase participation for our Foster Youth.

10) One-Stop Operator Report

Angela Gardner reported on her participation in a conference and represented Workforce Development. She indicated that we continue to work with our partners, so they are best able to support our efforts. She also noted there was a quarterly MOU partner meeting the following week and those partners have shown interest in having a WIOA training course, so they are successful in connecting all of the dots.

11) Media/PR Report

Steve Lambert reported that the narrative of workforce is starting to resonate. Projections of 35% growth in the Inland Empire are anticipated. The GenGo! initiative has established that we can build partners and this is taking hold. Mr. Lambert also noted that the Labor Market report, annual report and newsletter will be released soon.

12) Economic Development Report

Reg Javier provided updates, which included a report on the State of the County (SOC) event that was held on February 5th. This was the highest attended SOC since their first event. Mr. Javier also reported on Regions Rise Together, which is the Governor's initiative. We are working to get additional funding for the Inland Empire and how we would invest those funds. Collaborating with Riverside County and bringing those items to the State, will assist in those efforts.

13) County Report

Molly Wiltshire provided updates. She reported that we were awarded a \$400 million grant for RPI 3.0 with Riverside County for our regional work. She also reported on the GenGo! quarterly meeting and her appreciation for all of the participation by the partners. Ms. Wiltshire noted the increase in WARN notices we are receiving and shared a success story for one of our businesses that had experienced a layoff and how we were able to get 30% of those employees placed. Lastly, she reported on the upcoming March travel schedule and future legislative updates that will be provided.

ADJOURNMENT

The Chair called for a motion to adjourn. Anita Tuckerman motioned; John Andrews seconded the motion. None opposed. Motion carried. The meeting adjourned at 1:52 pm.

The next Workforce Development Board General Meeting is scheduled for Wednesday, April 20-22, 2020 at Lake Arrowhead Resort & Spa, 27984 Highway 189, Lake Arrowhead, CA 92352.

Devra Bell, WDB Secretary

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

MEETING DATE: May 13, 2020

ITEM: (6)

SUBJECT: Minutes from February 24, 2020 Workforce Development Board
General Special Meeting

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

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

RECOMMENDATION: Approve Minutes from February 24, 2020 Workforce Development Board
General Special Meeting

BACKGROUND: See attached minutes

WORKFORCE DEVELOPMENT BOARD SPECIAL MEETING

THIS MEETING WAS 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.

WEDNESDAY, FEBRUARY 24, 2020, 3:00 p.m.

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Phil Cothran (<i>Chair</i>)	X	Robert Loeun	X
Will Sterling (<i>Vice-Chair</i>)	X	Dale Marsden	X
B.J. Patterson (<i>Second Vice-Chair</i>)		Paul Moreno	X
John Andrews		Henry Shannon	
Ken Boshart	X	Anita Tuckerman	
Ricardo Cisneros		Jonathan Weldy	X
Mike Gallo	X	Joseph Williams	
Cherilyn Greenlee			

Staff to WDB	
	Present
Sophie Akins	X
Devra Bell	X
WDD Staff	
NA	

OPENING

- 1) **Chair Call Meeting to Order** at 3:01 pm
- 2) **Pledge of Allegiance** was led by Dale Marsden
- 3) **Adoption of the Agenda** - The Chair requested a motion to adopt the agenda. Will Sterling motioned; Dale Marsden seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

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

DISCUSSION

- 5) **Staffing Transition Plan, presented by Leonard Hernandez, Chief Operating Officer, San Bernardino County**

Phil Cothran introduced Leonard Hernandez, Chief Operating Officer of San Bernardino County. Mr. Hernandez provided the members with an overview of the transition plan for the Workforce Development Department, including several individuals that are currently holding interim positions until a new Director is hired. He reported on the recruitment process and noted that it was closing on February 28, 2020 and interviews will be conducted in the coming months. In addition, he discussed the need to hire some vacant mid-management positions. The Chair also noted that

we are finalizing the appointment of two open positions on the Board and several reappointments were also in progress.

ADJOURNMENT

The Chair called for a motion to adjourn. Mike Gallo motioned; Dale Marsden seconded the motion. None opposed. Motion carried. The meeting adjourned at 4:04 pm.

The next Workforce Development Board General Meeting is scheduled for Wednesday, April 20-22, 2020 at Lake Arrowhead Resort & Spa, 27984 Highway 189, Lake Arrowhead, CA 92352.

Devra Bell, WDB Secretary

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

MEETING DATE: May 13, 2020

ITEM: (7)

SUBJECT: Minutes from March 25, 2020 Workforce Development Board
General Special Meeting

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

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

RECOMMENDATION: Approve Minutes from March 25, 2020 Workforce Development Board
General Special Meeting

BACKGROUND: See attached minutes

WORKFORCE DEVELOPMENT BOARD SPECIAL MEETING

THIS MEETING WAS 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.

WEDNESDAY, MARCH 25, 2020, 3:00 – 4:00 p.m.

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Phil Cothran (<i>Chair</i>)	X	Scott Kuethen	X
Will Sterling (<i>Vice-Chair</i>)	X	Robert Loeun	X
B.J. Patterson (<i>Second Vice-Chair</i>)	X	Dale Marsden	X
Cinnamon Alvarez	X	Paul Moreno	X
John Andrews		Henry Shannon	
Ken Boshart	X	Anita Tuckerman	X
Ricardo Cisneros	X	Jonathan Weldy	X
Mike Gallo	X	Joseph Williams	X
Cherilyn Greenlee	X		

Staff to WDB	
	Present
Sandy Harmsen	X
Devra Bell	X
WDD Staff	
Monique Amis	X

OPENING

- 1) **Chair Call Meeting to Order** at 3:04 pm
- 2) **Adoption of the Agenda** - The Chair requested a motion to adopt the agenda. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed. Motion carried.

PUBLIC COMMENT

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

DISCUSSION

4) **State Board Updates**

Joseph Williams and Mike Gallo provided updates from the State Board. The EDD's unemployment claims process has improved. Tim Rainey continues to look for additional directives to determine how much funding the State may receive. Mr. Williams encouraged the Board members to send their questions for the State through the Directors.

5) Workforce Development Updates

Sandy Harmsen provided updates regarding the Workforce Development Department (WDD). She introduced herself to the members and provided her background. She reported on the WDD staff that had left the department in the past year. She discussed the extensive support for WDD being received by the County's Administrative Office, including from the Chief Executive Officer and the Chief Operating Officer. Ms. Harmsen also discussed the closure of the County offices to the public, per the Governor's Executive Order. The WDD staff remained at the America's Job Centers of California offices, but were only taking appointments for those services. Cherilyn Greenlee from the Employment Development Department (EDD) informed the Board members that their offices were also closed to the public and their staff was currently telecommuting. She noted that much of their staff was being redirected to handling Unemployment Insurance (U/I) claims, as the new claims received were at their highest level in 20 years.

A discussion ensued about the recovery process and how the Workforce Development Board can best support those efforts. The members discussed the creation of a survey that could be provided to businesses to see how we can best meet their needs.

Phil Cothran noted that this process will be driven, in part, by businesses. Mr. Cothran updated the Board members on the status of the open positions on the General Board that were recently filled, including the addition of Cinnamon Alvarez, President of A19 Artisan Lighting and Scott Kuethen, CEO of Amtec Human Capital. Both Ms. Alvarez and Mr. Kuethen provided the members with their background. Mr. Cothran also reported on the addition of three new members to the Executive Committee; Mike Gallo, Joseph Williams and Cinnamon Alvarez.

ADJOURNMENT

The Chair called for a motion to adjourn. Dale Marsden motioned; Joseph seconded the motion. None opposed. Motion carried. The meeting adjourned at 4:09 pm.

The next Workforce Development Board General Meeting is scheduled for April 7, 2020 at 2:00 pm via Zoom.

Devra Bell, WDB Secretary

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

MEETING DATE: May 13, 2020

ITEM: (8)

SUBJECT: Minutes from April 7, 2020 Workforce Development Board
General Special Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from April 7, 2020 Workforce Development Board
General Special Meeting

BACKGROUND: See attached minutes

WORKFORCE DEVELOPMENT BOARD SPECIAL MEETING BUDGET WORKSHOP

**THIS MEETING WAS 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.**

WEDNESDAY, APRIL 7, 2020, 2:00 p.m.

MEETING MINUTES

ATTENDANCE:

Members				Staff to WDB	
	Present		Present		Present
Phil Cothran (<i>Chair</i>)	X	Scott Kuethen	X	Sandy Harmsen	X
Will Sterling (<i>Vice-Chair</i>)	X	Robert Loeun		Devra Bell	X
B.J. Patterson (<i>Second Vice-Chair</i>)	X	Dale Marsden	X	Sophie Akins	X
Cinnamon Alvarez	X	Paul Moreno			
John Andrews		Henry Shannon	X	WDD Staff	
Ken Boshart	X	Anita Tuckerman		Monique Amis	X
Ricardo Cisneros		Jonathan Weldy	X	Chen Wu	X
Mike Gallo	X	Joseph Williams	X	Curtis Compton	X
Cherilyn Greenlee	X			Darren Cook	X

OPENING

- 1) **Chair Call Meeting to Order** at 2:03 pm
- 2) **Adoption of the Agenda** - The Chair requested a motion to adopt the agenda. Will Sterling motioned; Dale Marsden 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, 1 st Vice Chair: Aye
	B.J. Patterson, 2 nd Vice Chair: Aye
	Cinnamon Alvarez: Aye
	John Andrews: Aye
	Kenneth Boshart: Aye
	Mike Gallo: Aye
	Cherilyn Greenlee: Aye
	Scott Kuethen: Aye
	Dale Marsden: Aye
	Henry Shannon: Aye
	Jonathan Weldy: Aye
	Joseph Williams: Aye

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

- 3) **Introductions** – Chair led introductions

PUBLIC COMMENT

4) Comments from the General Public in Attendance

There were no public comment cards presented.

WORKSHOP

5) Budget Workshop

Phil Cothran introduced Chen Wu, Administrative Manager of the Workforce Development Department. Mr. Wu reviewed the previous budget, as well as the proposed budget for fiscal year 2020-21. A discussion ensued regarding various items in the budget and how those funds can be utilized.

DISCUSSION

6) Approve Recommendation of Fiscal Year 2020-21 Budget

Sandy Harmsen reviewed the item with the Board members. The Chair requested a motion to approve the Fiscal Year 2020-21 Budget. Will Sterling motioned; Mike Gallo 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
Kenneth Boshart: Aye
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Scott Kuethen: Aye
Henry Shannon: Aye
Jonathan Weldy: Aye
Joseph Williams: Aye

Board members John Andrews and Dale Marsden left the meeting and were unable to vote. Without further comment or objection, motion carried by unanimous vote.

7) Business Survey

Curtis Compton, Business Services Supervisor, provided an update of the results of the survey that was provided to local businesses. Some of the questions included in the survey were the industry and size of the business; if employees were working remotely; whether the business was planning to downsize or upsize in the near future; and the type of information we could provide to those businesses to assist them going forward. Mr. Compton recommended that Board members refer individuals to the Workforce Development Board website for resources.

ADJOURNMENT

The Chair called for a motion to adjourn. Henry Shannon motioned; Will Sterling seconded the motion. None opposed. Motion carried. The meeting adjourned at 4:03 pm.

Devra Bell, WDB Secretary

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

MEETING DATE: May 13, 2020

ITEM: (9)

SUBJECT: **FIRST AMENDMENT TO CONTRACTS FOR BUSINESS PROCESS IMPROVEMENT CONSULTING SERVICES**

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

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

RECOMMENDATION: Approve amendment to the Business Process Improvement Consulting Services contracts with PRA Global Business Development, California Manufacturing Technology Consulting, and Instructional Access, Inc. to include the provision of Business Workshops in response to additional demand due to impacts of COVID-19.

BACKGROUND: On January 3, 2019, staff issued a request for qualifications (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Process Improvement Consulting Services. These services help prevent layoffs, maintain and create jobs, and strengthen a skilled workforce, providing opportunities for growth and improved economic conditions throughout the County. The services provided are specifically tailored to each individual business and the consultants provide companies at risk of closure or reductions in employment with layoff aversion strategies.

On July 10, 2019, the WDB approved contract awards to the following bench of vendors for Business Process Improvement Consulting Services:

- PRA Global Business Development
- California Manufacturing Technology Consulting (CMTTC)
- Instructional Access, Inc.
- Voice of the Inland Empire, Inc.
- Welborn Social Media

Welborn Social Media was also received a contract award for Business Workshops for Title I Rapid Response Services under the Workforce Innovation and Opportunity Act (WIOA). Voice of the Inland Empire, Inc. has since provided notice of its intent to wind down its consulting services.

The impacts of COVID-19 have recently increased demand for Business Workshops for Title I Rapid Response Services under the Workforce Innovation and Opportunity Act (WIOA). The topics in high demand significantly align with the expertise of WDD's Business Process Improvement Consulting Services contractors. Therefore, staff recommends amending the applicable remaining Business Process Improvement Consulting Services contracts to include the scope of work provided under the existing Business Workshops contracts.

Approval of this item will amend the Business Process Improvement Consulting Services contracts with PRA Global Business Development, California Manufacturing Technology Consulting, and Instructional Access, Inc. to include the provision of Business Workshops in response to additional demand due to impacts of COVID-19.

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

MEETING DATE: May 13, 2020

ITEM: (10)

SUBJECT: **SECOND AMENDMENT TO CONTRACT FOR PROFESSIONAL COMMUNICATION AND MEDIA COORDINATION SERVICES BY THE 20/20 NETWORK, LLC**

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

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

RECOMMENDATION: Approve Amendment No. 2 to the contract for professional communication and media coordination services provided by The 20/20 Network, LLC extending the contract term for an additional year, for a total contract period of July 1, 2016 through June 30, 2021, increasing the contract amount from \$480,000 to \$615,000 and specifying the Director of the Workforce Development Department as the point of contact for all contracted services subject to approval by the San Bernardino County Board of Supervisors.

BACKGROUND: The approval of the recommended contract amendment will allow the continued provision of professional communication and media coordination services to raise the profile of the Workforce Development Board (WDB) by The 20/20 Network, LLC.

Under the contract terms, the services expand media coverage by distributing press releases and relevant press information announcing WDB's specific events, initiatives and milestones. The 20/20 Network, LLC tracks media trends and prepares quarterly updates to the WDB. It also arranges monthly meetings to discuss future work, presents annual success stories, coordinates press coverage of WDD public events, prepares and manages social media posts, develops press releases, serves as a member of the communications team, and provides other public relations related functions as needed.

The Scope of Work includes:

- Raising the profile of the San Bernardino County Workforce Development Board (WDB) by gaining media coverage.
- Creating and distributing press releases and relevant press information developed about the WDB announcing specific events, initiatives and milestones.
- Utilizing web and social media channels in order to raise awareness about the WDB and its work.
- Arranging for key media, reporters and editors to attend and cover WDB events.
- Coordinate media coverage and distribution of workforce-related issues/information to media outlets.
- Developing opinion pieces regarding workforce issues for publication in local and regional newspapers, business journals and trade publications.
- Implementing within the WDB a "news bureau" feature that tracks trends developing in media regarding workforce issues, and inject the WDB's opinion and information into developing stories.
- Obtaining recognition for initiatives that the WDB is involved with and manages.
- Preparing and present quarterly updates to the WDB.
- Coordinating and arrange monthly meetings with WDB to provide updates and discuss future work.
- Preparing and present annual success report and advertising value equivalency report.

On January 18, 2016, the Workforce Development Department issued a Request for Proposal (RFP) soliciting qualified agencies to provide professional communications and media coordination services on behalf of the WDB for the period of July 1, 2016 through June 30, 2019. On April 20, 2016, an Ad Hoc Committee of the WDB interviewed the proposers, reviewed the proposal ratings, and recommended The 20/20 Network, LLC for funding. On April 27, 2016 the WDB Executive Committee approved the funding recommendation for The 20/20 Network, LLC to provide Professional Communications and Media Coordination Services for the period of July 1, 2016 through June 30, 2019 in the amount of \$360,000, with the option to extend for two additional one-year periods by mutual agreement of the parties, contingent upon contractor's performance and availability of funds.

On May 30, 2019 the WDB approved Amendment No. 1, extending the contract term for an additional year, for a total contract period of July 1, 2016 through June 30, 2020, and increasing the contract amount from \$360,000 to \$480,000.

Approval of this amendment will authorize an increase in funding for The 20/20 Network, LLC's contract from \$480,000 to \$615,000, clarify the authority of the Director over the approval of services and extend of the contract term through June 30, 2021, subject to approval by the San Bernardino County Board of Supervisors.

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

MEETING DATE: May 13, 2020

ITEM: (11)

SUBJECT: **AMENDMENT NO. 3 TO LEASE AGREEMENT FOR THE WEST VALLEY AJCC**

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 AJCC, 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.

On April 15, 2020, the Workforce Development Executive Board approved the recommendation and authorized staff to move this recommendation the Full Board for their consideration.

Approval of this recommendation will allow staff to finalize the lease negotiations and staff plans to present this Item to the Board of Supervisors at their May 19, 2020, at their scheduled meeting.