

**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>
Anita Tuckerman (Chair)	X
John Andrews	
Phil Cothran	X
Mike Gallo	X
*Peggi Hazlett	
*Audrey Mathews	X
Tony Myrell	
B.J. Patterson	
William Sterling	X

*\*Public Members*

<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Reg Javier	X
Molly Wiltshire	X
<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Darren Cook	X
Curtis Compton	X
Jenny de la Mora	X
Mariann Johnson	X

**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