

**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