

**WORKFORCE DEVELOPMENT BOARD
GENERAL BOARD 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, MAY 13, 2020, 8:00 AM

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	X	Henry Shannon	X
Ken Boshart	X	Anita Tuckerman	X
Ricardo Cisneros	X	Jonathan Weldy	X
Mike Gallo	X	Joseph Williams	
Cherilyn Greenlee	X		

Staff to WDB	
	Present
Sandy Harmsen	X
Devra Bell	X
Sophie Akins	X
WDD Staff	
Monique Amis	X
Fred Burks	X
Curtis Compton	X
Darren Cook	X
Henry Nickel	X

OPENING

- 1) **Chair Call Meeting to Order** at 8:02 AM
- 2) **Introductions** – The Board Secretary took roll call attendance.
- 3) **Adoption of the Agenda** - The Chair requested 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
 Cinnamon Alvarez: Aye
 John Andrews: Aye
 Kenneth Boshart: Aye
 Ricardo Cisneros:
 Mike Gallo: Aye
 Cherilyn Greenlee: Aye
 Scott Kuethen: Aye
 Robert Loeun: Aye
 Dale Marsden: Aye
 Paul Moreno: Aye
 B.J. Patterson: Aye
 Henry Shannon: Aye
 Will Sterling: Aye

Anita Tuckerman: Aye
Jonathan Weldy: Aye
Joseph Williams: Absent

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

PUBLIC COMMENT

4) Comments from the General Public in Attendance

There were no public comment cards presented.

CONSENT AGENDA

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

The Chair requested a motion to approve the minutes on the Consent 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
Cinnamon Alvarez: Aye
John Andrews: Aye
Kenneth Boshart: Aye
Ricardo Cisneros:
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Scott Kuethen: Aye
Robert Loeun: Aye
Dale Marsden: Aye
Paul Moreno: Aye
B.J. Patterson: Aye
Henry Shannon: Aye
Will Sterling: Aye
Anita Tuckerman: Aye
Jonathan Weldy: Aye
Joseph Williams: Absent

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

DISCUSSION

9) Approval of First Amendment to Contracts for Business Process Improvement Consulting Services

Sandy Harmsen reviewed the item with the Board members. The Chair requested a motion to approve. 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
Cinnamon Alvarez: Aye
John Andrews: Aye
Kenneth Boshart: Aye
Ricardo Cisneros:
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Scott Kuethen: Aye
Robert Loeun: Aye
Dale Marsden: Aye
Paul Moreno: Aye
B.J. Patterson: Aye
Henry Shannon: Aye
Will Sterling: Aye
Anita Tuckerman: Aye
Jonathan Weldy: Aye
Joseph Williams: Absent

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

10) Approval of Second Amendment to Contract for Professional Communication and Media Coordination Services with the 20/20 Network, LLC Services

Sandy Harmsen provided an overview of the item. The Chair requested a separate meeting at the next Executive Board meeting to discuss the priorities of 20/20 for the next fiscal year. The Chair requested a motion to approve. Dale Marsden made a motion; 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
Cinnamon Alvarez: Aye
John Andrews: Aye
Kenneth Boshart: Aye
Ricardo Cisneros:
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Scott Kuethen: Aye
Robert Loeun: Aye
Dale Marsden: Aye
Paul Moreno: Aye
B.J. Patterson: Aye
Henry Shannon: Aye
Will Sterling: Aye
Anita Tuckerman: Aye
Jonathan Weldy: Aye
Joseph Williams: Absent

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

11) Approve Amendment No. 3 to Lease Agreement for the West Valley America’s Job Center of California Services

Sandy Harmsen provided an overview of the item. The Chair requested a motion to approve. Henry Shannon made a motion; Scott Kuethen seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent

Phil Cothran, Chair: Aye
Cinnamon Alvarez: Aye
John Andrews: Aye
Kenneth Boshart: Aye
Ricardo Cisneros:
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Scott Kuethen: Aye
Robert Loeun: Aye
Dale Marsden: Aye
Paul Moreno: Aye
B.J. Patterson: Aye
Henry Shannon: Aye
Will Sterling: Aye
Anita Tuckerman: Aye
Jonathan Weldy: Aye
Joseph Williams: Absent

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

REPORTS AND INFORMATION

12) County Report

Sandy Harmsen led the discussion. She reported on the staff telecommuting and their success in their ability to complete all daily work, customer orientations and services online or through webinars. In addition, she reviewed the current staffing situation at WDD, noting the number of staff that has left the department for promotional positions and the current need to fill those positions to bring the department back to full capacity. Ms. Harmsen has been asked to join a committee that was put together with the State Workforce Board and CWA, which will determine the safest and most effective ways to open up the America’s Job Centers of California (AJCC) offices in the state. Many of the staff at the Employment Development Department (EDD) have been reassigned to assist with the high level of unemployment claims, therefore, if the AJCC offices are opened up, this may be done without the EDD staff. More information to be provided once these meetings get underway. Lastly, Ms. Harmsen reported on the efforts of the County to provide supplies for the various office locations, to create a safe environment for employees, upon their return to the office.

Angela Gardner, our One-Stop-Operator, discussed her current role and responsibilities. She reviewed her current report and noted that there are working groups with the 29 partners to ensure the WIOA MOU is carried out. These working groups will help leverage the efforts for those partners. Once the offices are approved to reopen, Ms. Gardner will work with WDD and the partners to support them during the start-up.

Phil Cothran provided State updates from Joseph Williams, who was unable to attend the meeting. Mr. Williams and Dr. Audrey Mathews met and completed the following:

- Identified the California representatives that serve on the House Committee on Education and Labor Committee, with the goal of starting with Representative Takano's office and contacting staff to assess Fed movement around WIOA and Carl Perkins reauthorization, and to ask questions about a new bill H.R. 6646 Relaunching America's Workforce Act.
- Currently working with Maral Hernandez from the County of San Bernardino Legislative team to obtain advice and support on their efforts. The goal is to work with staff and create a legislative taskforce to identify areas that could assist the County.

Cinnamon Alvarez discussed her review of the work conducted by Ron Hurst and provided information for potential work plan goals. Mr. Hurst's contract is currently set to expire in June, 2020. There were three critical elements considered during this review that Ms. Alvarez discussed: Manufacturers, Placement and Workforce. The goal of this review was to identify the top opportunities/gaps that a follow on contract could potentially address.

ADJOURNMENT

The Chair called for a motion to adjourn. B.J. Patterson motioned; Will Sterling seconded the motion. None opposed. Motion carried. The meeting adjourned at 9:02 am.



Devra Bell, WDB Secretary