

# WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, JUNE 17, 2020 AT 8:00 AM – 9:00 AM

**THIS MEETING 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 Executive Board 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 Board Meeting at:

Workforce Development San Bernardino County is inviting you to a scheduled Zoom meeting.

Topic: WDB Executive Board Meeting  
Time: Jun 17, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting  
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This agenda contains a brief description of each item of business to be considered at today's meeting. In accordance with the Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting 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 agenda, its 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 meeting.

The agenda and its supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://www.sbcounty.gov/workforce). However, the online agenda 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 agenda, 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 Agenda 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."*

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD MEETING**

**AGENDA**

WEDNESDAY, JUNE 17, 2020 AT 8:00 AM – 9:00 AM

**OPENING**

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

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) Approval of Minutes from April 29, 2020 Executive Board Meeting (Roll Call Vote)

**PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

**WORKSHOP**

- 6) Asset Mapping Update
- 7) Labor Market Intelligence Updates
- 8) WDB Meeting Calendar

**REPORTS AND INFORMATION**

- 9) Committee Updates
- 10) County Updates
- 11) Chairman's Report

**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 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. 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  
Executive Board  
Agenda Item**

**MEETING DATE:** June 17, 2020

**ITEM:** (4)

**SUBJECT:** Approve Minutes from April 29, 2020 Executive Board Meeting

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

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

**RECOMMENDATION:** Approve Minutes from April 29, 2020 Executive Board Meeting

**BACKGROUND:** See attached minutes

**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 29, 2020, 8:00 A.M. – 9:30 A.M.**

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
Phil Cothran (Chair)	X
William Sterling (1 <sup>st</sup> Vice Chair)	X
B.J. Patterson (2 <sup>nd</sup> Vice Chair)	X
Cinnamon Alvarez	X
Mike Gallo	X
Anita Tuckerman	X
Jonathan Weldy	X
Joseph Williams	X
<b>WDB Staff</b>	<b>Present</b>
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 order of the workshops were reversed, with Item #7, Labor Market Intelligence presented first. With this change, the Chair called for a motion to adopt the agenda. Mike Gallo 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, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye  
Cinnamon Alvarez: Aye  
Mike Gallo: Aye  
Anita Tuckerman: Aye  
Jonathan Weldy: Aye  
Joseph Williams: Aye

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

**3) Introductions** – The Board Secretary took roll call attendance.

**REVIEW AND APPROVAL OF MEETING MINUTES**

**4) Approval of Minutes from April 15, 2020 Executive Board Meeting (Roll Call Vote)**

A correction will be made to the minutes to add the vote approvals for Anita Tuckerman in the April 15, 2020 minutes for both the adoption of the agenda and the approval of the March 18, 2020 meeting minutes; both in the affirmative. With these changes, the Chair called for a motion to approve the Minutes from the April 15, 2020 Executive Board meeting. B.J. Patterson motioned; Anita Tuckerman seconded the motion.

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

Phil Cothran, Chair: Aye  
Will Sterling, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye  
Cinnamon Alvarez: Aye  
**Consent**  
Anita Tuckerman: Aye  
Mike Gallo: 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.

## **WORKSHOP**

***Note: The presentation order was changed, with Item #7, Labor Market Intelligence Report, presenting before Item #6, Business Services Update.***

### **7) Labor Market Intelligence Update**

The Chair introduced Henry Nickel, who led the workshop. A discussion ensued regarding the unemployment numbers and the timing to receive those updates, as there is an approximate six week delay in receiving that data. There was an uptick in unemployment numbers between February and March, 2020. Mr. Nickel noted that according to an analysis conducted by Chmura, San Bernardino County is at a moderate/high risk for higher unemployment, compared to other counties. Additional topics included projections for reopening the county, which is anticipated to be a phased approach. Lastly, Mr. Nickel discussed the impact of receiving less sales tax in the county during the stay at home order and how that may affect business in the future.

### **6) Business Services Update**

The Chair introduced Steve Lambert from the 20/20 Network, who reported on the results of the recent business survey conducted. The number of responses increased from 130 to 401, after additional mailings were sent to various businesses in the county. Chambers helped us obtain responses on the west side of the county and there were also strong responses from the high desert region. Additional discussions regarding the value of offering webinars regarding our services and how we can help others was conducted. The members discussed the challenges the logistics industry will encounter over the next several months and how the brick and mortar businesses may recover in the near term.

Curtis Compton reported on WARN notices that are received on a daily basis from businesses that are experiencing temporary furloughs for their employees. The Business Services unit reaches out to these businesses throughout the week to offer our services. There was a discussion regarding how the businesses may change the way they conduct business, which could lead to having a leaner staff, once they return to full operation. Lastly, there was a discussion about the financial impact on the county and the potential for residual effects from this downturn, which may affect government budgets in the coming year.

## **REPORTS AND INFORMATION**

### **8) Committee Updates**

- **Special Populations Committee:** Jonathan Weldy, Chair, reported on the measures taken since the previous meeting of his committee, which included: Conducting conference calls with the managers at the AJCC offices to discuss the Prison to Employment initiative; a conference call with Fred Burks and Shanice Hightower to discuss details of that budget; and lastly, attempts will be made to contact the various service providers over the next week to see what is happening in their organizations and how COVID could impact their contracts.

- EDBR Committee: Anita Tuckerman, Chair, reported that a review will be conducted of the recent business survey results to determine how we can reach the businesses, identify the areas we can assist with and continue to build relationships with those businesses.
- Youth Committee: B.J. Patterson, Chair, reported that the current focus of the committee is out of school youth and foster youth and the need to make budgetary decisions based on the needs collectively between all committees. He also discussed the need to get the youths engaged, so they can participate in the services we offer.

A discussion ensued regarding having a point of contact for engaging the business community, which includes possibly utilizing the various Chambers. Anita Tuckerman reported that she met with key chamber executives, which also included Peggi Hazlett, from the Ontario Chamber. Further discussions will occur to organize staff to assist with expanding our efforts to engage those businesses.

### **9) County Update**

Sandy Harmsen reported on the County's efforts to comply with the stay at home order, while continuing to provide all of our current services while telecommuting, including webinars, training and working with businesses. A discussion ensued regarding how to reopen the offices safely while maintaining social distancing. Also discussed were the challenges that businesses may encounter getting employees currently furloughed to return to the office, as many are receiving more pay from the currently unemployment premiums offered. Ms. Harmsen also reported on the County's requests for additional funding via grants and the receipt of \$315,000 grant for supportive services recently received. An update was provided regarding interviews for a new Director of Workforce Development.

### **ADJOURNMENT**

The Chair called for a motion to adjourn. Mike Gallo motioned; Jonathan Weldy seconded the motion. None opposed; motion carried.

Meeting adjourned 9:46 a.m.

The next WDB Executive Board Committee meeting is currently scheduled for May 13, 2020 at 8:00 a.m. to be held via Zoom Conference.

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Devra Bell – WDB Secretary