

## WORKFORCE DEVELOPMENT BOARD GENERAL & COMMITTEE MEETINGS

WEDNESDAY, JUNE 17, 2020

**SPECIAL POPULATIONS COMMITTEE MEETING:** 9:00 AM – 10:30 AM  
**YOUTH COMMITTEE MEETING:** 10:30 AM – 12:00 PM  
**GENERAL BOARD MEETING:** 12:00 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:

Topic: WDB Meetings  
Time: Jun 17, 2020 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting  
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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, 6<sup>th</sup> 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](mailto: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](http://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](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 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."*

**WORKFORCE DEVELOPMENT BOARD  
GENERAL MEETING**

**AGENDA**

WEDNESDAY, JUNE 17, 2020 AT 12:00 PM – 2:00 PM

**OPENING**

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

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) Approval of Minutes from May 13, 2020 General Board Meeting (Roll Call Vote)

**PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

**DISCUSSION ITEMS (Roll Call Vote)**

- 6) Approval of Amendment to Contract for Community Asset Mapping Operations and Maintenance with ICF Incorporated
- 7) Approval of Amendment No. 2 to the Memorandum of Understanding for the Inland Empire Regional Planning Unit

**REPORTS AND INFORMATION**

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

**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 92415-0041, 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, 6<sup>th</sup> 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:** June 17, 2020

**ITEM:** (4)

**SUBJECT:** Minutes from May 13, 2020 Workforce Development Board  
General Meeting

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

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

**RECOMMENDATION:** Approve Minutes from May 13, 2020 Workforce Development Board  
General Meeting

**BACKGROUND:** See attached minutes

**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:**

<b>Members</b>			
	<b>Present</b>		<b>Present</b>
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		

<b>Staff to WDB</b>	
	<b>Present</b>
Sandy Harmsen	X
Devra Bell	X
Sophie Akins	X
<b>WDD Staff</b>	
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.

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Devra Bell, WDB Secretary

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

**MEETING DATE:** June 17, 2020

**ITEM:** (6)

**SUBJECT:** **AMENDMENT TO CONTRACT FOR COMMUNITY ASSET MAPPING OPERATIONS AND MAINTENANCE WITH ICF INCORPORATED**

**PRESENTED BY:** Sandy Harmsen, Interim Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve amendment to the agreement for community asset mapping operations and maintenance with ICF Incorporated to extend the term by two months at no additional cost, with a new end date of September 30, 2020.

**BACKGROUND:** On May 30, 2019 the Workforce Development Board (WDB) approved a contract award to ICF Incorporated for community asset mapping operations and maintenance in a total amount not to exceed \$125,000 for an estimated term of up to fourteen months beginning June 2019 and ending on July 31, 2020.

The project known as the Asset Map enables place-based development, informs the relative distribution of resources through the County and identifies duplicative or gaps in essential core and supportive services. The Asset Map also assists in identifying braided funding opportunities and philanthropic investments through socially innovative models of demand-driven human capital development.

ICF completed initial Asset Map development in April 2019. The project then had to transition from a proof of concept to live application for Workforce Development Department (WDD) staff and stakeholder use. Given its specialized expertise as developer of the Asset Map, staff recommended the subject agreement with ICF during the rollout phase of the project to refine the application and assume temporary system maintenance and operations while permanent system responsibilities transitioned to WDD.

ICF's scope of work included:

- Loading/extracting/transforming/categorizing data sets from multiple sources.
- System integration, maintenance and data integrity procedures.
- Written reports and system documentation.
- System maintenance and operation services.
- Establishing cloud-based hosting.
- Quarterly data refreshes.
- Content support.

During the final phases of the scope of work, the outbreak of COVID-19 resulted in the indefinite postponement of the user acceptance testing process required for final handoff. Consequently, ICF had to halt further work for nearly two months on the project until the County returned to regular operations. As of June 29, 2020, the County is generally expected to resume normal operating hours and locations. In response, ICF has agreed to a no cost two-month extension of time to the contract to fulfill its scope of work.

Approval of the recommendation will authorize WDD staff to amend the agreement with ICF for a total contract period of June 1, 2019 up to September 30, 2020 at no additional cost.

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

**MEETING DATE:** June 17, 2020

**ITEM:** (7)

**SUBJECT:** **AMENDMENT NO. 2 TO THE MEMORANDUM OF UNDERSTANDING FOR THE INLAND EMPIRE REGIONAL PLANNING UNIT**

**PRESENTED BY:** Sandy Harmsen, Interim Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve Amendment No. 2 to the Memorandum of Understanding with Riverside County for the Workforce Innovation and Opportunity Act, Inland Empire Regional Planning Unit, to include one additional California Workforce Development Board grant award in the amount of \$400,000, and extend the original term of April 3, 2018 to September 30, 2021.

**BACKGROUND:** The California Workforce Development Board (CWDB) designated Regional Planning Units made up of Local Workforce Development Boards for the purpose of implementing regional activities under the Workforce Innovation and Opportunity Act (WIOA). The Inland Empire Regional Planning Unit (IERPU) includes the San Bernardino County Workforce Development Board (WDB) and the Riverside Workforce Development Board (RCWDB). On March 15, 2017, the WDB approved IERPU's Regional Plan for Program Years 2017-2020 and approved the Regional Plan Modification on February 27, 2019, extending the Regional Plan to June 2021.

Since the creation of the Regional Plan, the IERPU has been awarded nine grants by the CWDB for WIOA regional planning, plan implementation, staff and workforce board training, and expansion of industry sector strategies currently underway. Each pool of funds supports the work planned under the Regional Plan, and requires sharing of scope and funding with the other partner agency. In order to fund the collective activities of the IERPU, the CWDB awards the grants to either Riverside County or San Bernardino County as the administrative and fiscal lead.

On February 21, 2018, the WDB approved the development of the IERPU Memorandum of Understanding (MOU). The MOU serves as an umbrella agreement for regional funds. It allows for the sharing of current funds within the IERPU, regardless of the designated administrative lead and provides a mechanism by which future funds, within the parameters of the WIOA Regional Plan, can be shared in an efficient, streamlined manner. On April 3, 2018, the Board of Supervisors approved the MOU for a term of April 3, 2018 through June 30, 2021 to include seven regional grants.

On December 17, 2019, the Board of Supervisors approved Amendment No. 1 to the MOU with Riverside County for the WIOA, IERPU to include two additional CWDB grant awards.

Since that approval of IERPU MOU Amendment No. 1, one additional grant has been awarded as follows:

<b>Subgrant Number</b>	<b>Description</b>	<b>Grant Administrative Lead</b>	<b>Grant Term</b>	<b>Total Grant Allotment</b>
AA011030	Regional Planning Implementation 3.0	San Bernardino County	4/01/2020 – 9/30/2021	\$400,000

Amendment No. 2 updates Exhibit A of the IERPU MOU to include the additional CWDB grant and subgrant agreements connected to the new grant and extends the current MOU term to September 30, 2021. Contracts established with IERPU funds covered by the MOU will be appropriately presented to the WDB for guidance and approval. Regular updates regarding regional plan activities and any new CWDB grants will be presented quarterly to the IERPU Steering Committee and to the WDB.