

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD MEETING  
AGENDA**

WEDNESDAY, AUGUST 19, 2020 AT 8:00 AM – 9:30 AM

**OPENING**

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

**REVIEW AND APPROVAL OF MEETING MINUTES (Roll Call Vote)**

- 5) Approval of Minutes from July 15, 2020 Executive Board Meeting

**PUBLIC COMMENT**

- 6) Comments from the General Public in Attendance

**DISCUSSION**

- 7) California Workforce Association Program Support

**REPORTS AND INFORMATION**

- 8) Committee Updates
- 9) Finance Ad Hoc Update
- 10) AJCC Office Update
- 11) County Report
- 12) 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.

## WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, AUGUST 19, 2020 AT 8:00 AM – 9:30 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: Aug 19, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/85605773888?pwd=UHHFWHp1K3FWSnRMeFFmbzE1ZXRQQT09>

Meeting ID: 856 0577 3888  
Passcode: 459170  
One tap mobile  
+16699006833,,85605773888#,,,,,0#,,459170# US (San Jose)  
+12532158782,,85605773888#,,,,,0#,,459170# US (Tacoma)

Dial by your location  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Germantown)  
Meeting ID: 856 0577 3888  
Passcode: 459170

Find your local number: <https://us02web.zoom.us/j/85605773888?pwd=UHHFWHp1K3FWSnRMeFFmbzE1ZXRQQT09>

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."*

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

**MEETING DATE:** August 19, 2020

**ITEM:** (5)

**SUBJECT:** Approve Minutes from July 15, 2020 Executive Board Meeting

**PRESENTED BY:** Marlana Sessions, Executive Director  
Workforce Development Department (WDD)

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

**RECOMMENDATION:** Approve Minutes from July 15, 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, JULY 15, 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	
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 8:02 a.m.
- 2) **Introductions** – The Board Secretary took roll call attendance.
- 3) **Adoption of Agenda (Roll Call Vote)** –The Chair called for a motion to adopt the agenda. Anita Tuckerman 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: Absent  
Anita Tuckerman: Aye  
Jonathan Weldy: Aye  
Joseph Williams: Aye

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

**REVIEW AND APPROVAL OF MEETING MINUTES**

**4) Approval of Minutes from June 17, 2020 Executive Board Meeting (Roll Call Vote)**

The Chair called for a motion to approve the Minutes from the June 17, 2020 Executive Board meeting. 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, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye

Cinnamon Alvarez: Aye  
Anita Tuckerman: Aye  
Mike Gallo: Absent  
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.

## **REPORTS AND INFORMATION**

### **6) Committee Updates**

Jonathan Weldy, Chair of the Special Populations Committee, reported that the committee is now meeting on a monthly basis. The committee members have been introduced to Social Enterprise and workshops were recently offered. Mr. Weldy would like to introduce Social Enterprise to the County in the near future.

B.J. Patterson, Chair of the Youth Committee, discussed the format of the meeting and there will be three Youth Providers that will give a presentation at each meeting. This will give the committee members an opportunity to get to the providers better and see how they are executing their programs, particularly during the COVID-19 pandemic. Mr. Patterson also noted that these meetings are also being held monthly and will follow the Special Populations Committee meetings, as there is an overlap between both committees, as it relates to foster youth.

Anita Tuckerman, Chair of the EDBR Committee, discussed the recent Business Services survey and how businesses are doing during the pandemic. She noted that a second survey has been placed on hold for the time being. The committee will be focusing on chambers and how to best collaborate with them, so we can leverage our resources. Ms. Tuckerman also reported on the status of the High Desert Training Center. Training is expected to begin in September, depending on the situation with the pandemic.

### **7) Finance Report**

The Chair introduced Will Sterling, who provided background for these reports and noted that we will be updating and providing the data on a recurring basis. Due to a policy that expenditures are approved by the Board, this information will be provided at those meetings, with an advanced copy provided with the agenda packets. Trent Wiebe reviewed the information with the members. Additional discussions included grant funding and how those funds are utilized.

### **8) AJCC Office Update**

The Chair introduced Gustavo Cisneros, who provided updates on the AJCC offices. He noted that the office staff is seeing customers on an appointment basis only and the number of appointments have been impacted by the COVID-19 pandemic. Discussions with the AJCC Managers occurred to strategize on how to improve performance. A discussion ensued regarding the duties and responsibilities of staff that are telecommuting. Sandy Harmsen reported on her discussion with the State, who had conducted a survey of other local areas to determine how many AJCC offices were open or closed. Curtis Compton led a discussion regarding the efforts of the Business Services unit and the numbers of webinars, workshops and the response of calls to our hotline that had been conducted.

### **9) Manufacturing Sector Update**

The Chair introduced Cinnamon Alvarez for an update on the manufacturing sector. Ms. Alvarez had reached out to Ron Hurst, who served as our manufacturing consultant and they discussed the challenges for the sector and getting students interested in this field. Mr. Hurst ended his contract early due to the pandemic and is currently not looking to renew his contract.

### **10) County Update**

Sandy Harmsen updated the Executive Board on the AJCC offices and their work with customers on an appointment basis. She also provided additional information regarding the survey that CWA conducted to determine how many local areas were working remotely or open to the public, which was approximately 50/50. Ms. Harmsen also provided an update on the status of hiring a new Director for Workforce Development, which is in the final background stage. Joseph Williams provided legislative updates from the State

### **11) Chairman's Update**

No additional information to report from the Chair.

### **ADJOURNMENT**

The Chair called for a motion to adjourn. Cinnamon Alvarez motioned; Anita Tuckerman seconded the motion. None opposed; motion carried.

Meeting adjourned 9:30 a.m.

The next WDB Executive Board Committee meeting is currently scheduled for August 19, 2020 at 8:00 a.m. to be held via Zoom Conference.

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Devra Bell – WDB Secretary