

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, California 92415

WEDNESDAY, SEPTEMBER 2, 2020 AT 8:00 AM – 9:30 AM

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, 6th 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 during regular business hours at the WDD Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at 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, complete and submit the purple form entitled "Public Comment". These requests must be submitted to the Executive Secretary to the Board prior to the time the item is called for consideration or prior to the public comments section on the agenda. The Chair will call speakers forward to present their comments at the appropriate time.

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."

AGENDA

8:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from August 19, 2020 Executive Board Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

DISCUSSION

- 6) Workforce Development Board Structure
 - Committees
 - Workplans
 - Workforce Development Department Staff Roles
- 7) Strategic Planning Retreat

ADJOURNMENT

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, 6th Floor, San Bernardino, California 92415, 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) 387-9862 and the office is located at 290 North D Street, 6th Floor, San Bernardino, California 92415. 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: September 2, 2020

ITEM: (4)

SUBJECT: Approve Minutes from August 19, 2020 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from August 19, 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, AUGUST 19, 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) **Pledge of Allegiance** – Will Sterling led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.
- 4) **Adoption of Agenda (Roll Call Vote)** –The Chair called for a motion to adopt the agenda. 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
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

5) Approval of Minutes from July 15, 2020 Executive Board Meeting (Roll Call Vote)

The Chair called for a motion to approve the Minutes from the July 15, 2020 Executive Board meeting. 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, 1st Vice Chair: Aye
B.J. Patterson, 2nd 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

6) Comments from the General Public - There were no public comment cards presented.

DISCUSSION

7) California Workforce Association Program Support

The Chair led the discussion and called upon Sandy Harmsen to provide an overview of the California Workforce Association (CWA) organization and the support they provide to the local area workforce boards. A discussion ensued regarding the CWA membership and the information and conferences that are currently offered to their members.

REPORTS AND INFORMATION

8) Committee Updates

Jonathan Weldy, Chair of the Special Populations Committee, reported on the pursuit of social enterprising and connecting county resources. He also discussed the research that is being conducted by Scott Kuethen, to look at the AJCC offices to identify the effectiveness of our partners and how to best utilize the funding.

B.J. Patterson, Chair of the Youth Committee, reported on the committee's continued focus on Foster Youth. He also noted three individual youth providers will continue to provide their updates at each meeting, with the goal of creating synergy between each firm. Henry Nickel created a dashboard that will be revealed during the Youth meeting and will provide data that will assist with determining the areas of focus for the committee.

Anita Tuckerman, Chair of the EDBR Committee, reported on the completion of the High Desert Training Center and the first mechanical engineering classes that are finishing. There were 12 students in this first class and the second group of students will be starting soon. This model will be rolled out to additional industries, including Aerospace. The next committee meeting will be held in September.

9) Finance Report

Will Sterling led the discussion and stated the Board would like to receive regular financial reports. The department had received additional funds through the grant process and with the challenges encountered due to the COVID-19 pandemic, we are currently underspent. Utilizing On the Job Training (OJT) will be a focus, once customers return to the AJCC offices, which will help expend some of the additional funds currently available. Mr. Sterling has recommended forming a Finance Committee to look at the expenditures on a regular basis.

10) AJCC Office Update

The Chair led the discussion and noted that he assigned Scott Kuethen to work with our One Stop Operator to review the processes at our AJCC offices. Mr. Kuethen will review how we can best support our customers and our businesses through the offices. He will also look at ways to best measure our results and how well we are performing.

11) County Update

Sandy Harmsen provided updates. She reported on the hiring of our new Executive Director, Marlina Sessions, who spent the first couple of weeks meeting with Board members and staff. In addition, they visited the three AJCC offices.

12) Chairman's Update

The Chair provided updates regarding the work being done by Cinnamon Alvarez with the manufacturing industry. Ms. Alvarez spoke with Ron Hurst, the manufacturing consultant and his contract has expired. There will be a new scope of work created for an industry specialist and further information will be provided at a future meeting.

ADJOURNMENT

The Chair called for a motion to adjourn. Will Sterling motioned; B.J. Patterson seconded the motion. None opposed; motion carried.

Meeting adjourned 9:31 a.m.

The next WDB Executive Board Committee meeting is currently scheduled for September 2, 2020 at 8:00 a.m. to be held at WDD Administration, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary