

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, SEPTEMBER 23, 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/81374282289?pwd=UmFIZ3M0NTRNbENVK2ZtM3Bpa0pnQT09>

Meeting ID: 813 7428 2289

Passcode: 299409

One tap mobile

+16699006833,,81374282289#,,,,,0#,,299409# US (San Jose)

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Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 813 7428 2289

Passcode: 299409

Find your local number: <https://us02web.zoom.us/u/kdEIAhor3v>

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 on the website or **by emailing the Executive Secretary to the Board at 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 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. 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, SEPTEMBER 23, 2020 AT 8:00 AM – 9:30 AM

OPENING

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approval of Minutes from September 2, 2020 Executive Board Meeting (Roll Call Vote)

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION

- 7) Approval of Second Amendment to the Contract for Community Asset Mapping Operations and Maintenance with ICF Incorporated to Extend Term

PRESENTATION

- 8) AJCC Dashboard Demonstration

REPORTS AND INFORMATION

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

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 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: September 23, 2020

ITEM: (5)

SUBJECT: Approve Minutes from September 2, 2020 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from September 2, 2020 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

WEDNESDAY, SEPTEMBER 2, 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 | X |
| Anita Tuckerman | |
| Jonathan Weldy | X |
| Joseph Williams | |
| WDB Staff | Present |
| Devra Bell | X |
| Sandy Harmsen | X |
| Marlena Sessions | X |

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:03 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. 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
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye
Cinnamon Alvarez: Aye
Mike Gallo: Aye
Anita Tuckerman: Absent
Jonathan Weldy: Aye
Joseph Williams: Absent

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

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from August 19, 2020 Executive Board Meeting (Roll Call Vote)

The Chair called for a motion to approve the Minutes from the August 19, 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, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye

Cinnamon Alvarez: Aye
Anita Tuckerman: Absent

Mike Gallo: Aye
Jonathan Weldy: Aye
Joseph Williams: Absent

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.

DISCUSSION

6) Workforce Development Board Structure

Sandy Harmsen provided an overview of her role in the department over the past six months, while the process of hiring a new Director was underway. She noted that the Workforce Development Department (WDD) is no longer under the Economic Development umbrella and reports directly to the County Administrative Office at this time. Ms. Harmsen also provided an overview of the WDD staff that left the department and the progress that has been made with replacing those positions. Marlena Sessions, the new Executive Director of WDD, provided her work experience and background to the members. She reviewed a PowerPoint presentation that was focused on future goals for the Board and within the department. Ms. Sessions discussed Board structure and roles; new Board member orientation training; goals and milestones and how those could be measured for each of the committees; and lastly, she discussed the delegation of Board member requests for information.

The Chair, Phil Cothran, discussed the various committees, both current and future, as well as new Ad Hoc committees that are in the process of being developed. He first discussed a nomination committee that need to be developed, as the elections for the WDB will take place during the 4th quarter. He requested to have Mike Gallo chair the nomination committee and Cinnamon Alvarez and Scott Kuethen will also sit on that committee. Mr. Cothran also reported on two potential Ad Hoc committees, including one that reviews the AJCC offices, which will be led by Scott Kuethen; and potentially an "Industry" Ad Hoc, which may look at our key industry sectors. Lastly, the Chair discussed a new standing committee, called the Finance Committee, which will be chaired by Will Sterling.

7) Strategic Planning Retreat

Phil Cothran discussed options for having the strategic planning meeting of the General Board, since it was postponed due to the COVID-19 pandemic. There are tentative plans to re-schedule this meeting for the month of February, 2021.

ADJOURNMENT

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

Meeting adjourned 9:28 a.m.

The next WDB Executive Board Committee meeting is currently scheduled for September 23, 2020 at 8:00 a.m. to be held via Zoom Conference.

Devra Bell – WDB Secretary

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

MEETING DATE: September 23, 2020

ITEM: (7)

SUBJECT: **APPROVE SECOND AMENDMENT TO THE CONTRACT FOR COMMUNITY ASSET MAPPING OPERATIONS AND MAINTENANCE WITH ICF INCORPORATED TO EXTEND TERM WITHOUT INCREASES TO THE CONTRACT AMOUNT**

PRESENTED BY: Marlena Sessions, Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve proposed second amendment to the Contract for Community Asset Mapping Operations and Maintenance with ICF Incorporated, to extend the term through March 31, 2021, without increases to the contract amount.

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. On June 17, 2020 the WDB approved the first amendment to the agreement for community asset mapping operations and maintenance with ICF Incorporated to extend the term through September 30, 2020, without increases to the contract amount.

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 ICF's specialized expertise as the 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.

Recent revisions to the County's procurement policies have delayed the purchase of the Tableau software licenses and Amazon Web Services for cloud hosting required to transition the Asset Map to WDD. New County policy unconditionally requires non-standard contract language to be approved by the Board of Supervisors, regardless of cost. Such approval will likely take at minimum 10 weeks. Thus, an extension

with ICF is required to accommodate the additional time required to obtain the necessary authority to procure these necessary licenses and services.

Approval of the recommendation will approve a second amendment to the agreement with ICF for a total contract period of June 1, 2019 up to March 31, 2021, without increases to the contract amount.