

**WORKFORCE DEVELOPMENT BOARD
GENERAL BOARD MEETING**

WEDNESDAY, OCTOBER 14, 2020 AT 1:00 PM – 3:00 PM

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 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 General Board Meeting
Time: Oct 14, 2020 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82194672762?pwd=cExBS0wyd3g1Y21sU1c5UnRuVzhUUT09>

Meeting ID: 821 9467 2762
Passcode: 744511
One tap mobile
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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, 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.sbccounty.gov prior to, or after, the meeting.**

The agenda and its supporting documents can be viewed online at www.sbccounty.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.sbccounty.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
GENERAL BOARD MEETING**

AGENDA

WEDNESDAY, OCTOBER 14, 2020 AT 1:00 PM – 3:00 PM

OPENING

- 1) Chair 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 (Roll Call Vote)

- 5) Approval of Minutes from August 19, 2020 General Board Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION ITEMS (Roll Call Vote)

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

PRESENTATION

- 8) Workforce Board Engagement
 - *Presented by Ron Painter, President/CEO, National Association of Workforce Boards*

WORKSHOP

- 9) Workforce Legislative and Policy Platform 2021
 - *Presented by Maral Hernandez, Legislative Analyst II, County of San Bernardino*

REPORTS AND INFORMATION

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

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 92415-0041, 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, 6th 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: October 14, 2020

ITEM: (5)

SUBJECT: Minutes from August 19, 2020 Workforce Development Board
General Meeting

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

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

RECOMMENDATION: Approve Minutes from August 19, 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, AUGUST 23, 2020, 1:00 PM – 3:00 PM

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Phil Cothran (<i>Chair</i>)	X	Scott Kuethen	X
Will Sterling (<i>Vice-Chair</i>)	X	Robert Loeun	
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		

Staff to WDB	
	Present
Devra Bell	X
Sophie Akins	X
Sandy Harmsen	X
WDD Staff	
Monique Amis	X
Fred Burks	X
Curtis Compton	X
Darren Cook	X

OPENING

- 1) **Chair Call Meeting to Order** at 1:03 PM
- 2) **Pledge of Allegiance** – Ken Boshart led the Pledge of Allegiance.
- 3) **Introductions** – The Board Secretary took roll call attendance.
- 4) **Adoption of the Agenda**

The Chair requested a motion to adopt the agenda. B.J. Patterson motioned; Anita Tuckerman seconded the motion.

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

Phil Cothran, Chair: Aye
 Cinnamon Alvarez: Aye
 John Andrews: Aye
 Kenneth Boshart: Aye
 Ricardo Cisneros: Aye
 Mike Gallo: Aye
 Cherilyn Greenlee: Aye
 Lowell King: Aye
 Scott Kuethen: Aye
 Robert Loeun: Absent

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.

REVIEW AND APPROVAL OF MEETING MINUTES

5) Approval of Minutes from June 17, 2020 General Board Meeting

The Chair requested a motion to approve the minutes from the June 17, 2020 General Board meeting. Lowell King motioned; Cinnamon Alvarez seconded the motion.

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

Phil Cothran, Chair: Aye
Cinnamon Alvarez: Aye
John Andrews: Abstain
Kenneth Boshart: Aye
Ricardo Cisneros: Abstain
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Lowell King: Aye
Consent
Scott Kuethen: Aye
Robert Loeun: Absent
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

6) Comments from the General Public in Attendance

There were no public comment cards presented.

DISCUSSION

7) Approve Recommendation of America's Job Center of California System Memorandum of Understanding

The chair introduced Ravi Brahmbhatt, who presented an overview of the item for the Board members. A discussion ensued regarding the purpose and benefits of approving this MOU. The Chair requested a motion to approve. 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: Aye
Mike Gallo: Absent
Cherilyn Greenlee: Aye
Lowell King: Aye
Scott Kuethen: Aye
Robert Loeun: Absent
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.

8) Approve Recommendation for Authorization and Funding for an Employer Data Agreement with Dun & Bradstreet, Inc.

The Chair introduced Henry Nickel who provided an overview of the item. A discussion ensued about the costs of obtaining the data; the age of the data we would receive and how we could best cross reference the data with other systems. Additional topics included who will be able to utilize the data, which is currently for internal use only, due to licensing requirements. The Chair requested a motion to approve. B.J. Patterson motioned; Henry Shannon 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: Aye
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Lowell King: Aye
Scott Kuethen: Aye
Robert Loeun: Absent
Dale Marsden: Aye
Paul Moreno: Aye
B.J. Patterson: Aye
Henry Shannon: Aye
Will Sterling: Aye
Anita Tuckerman: No
Jonathan Weldy: Aye
Joseph Williams: Absent

Without further comment or objection, motion carried.

9) Approve Recommendation for Authorization and Funding Approval for a Visualization and Analytics Software License Agreement with Tableau Software, LLC

The Chair introduced Henry Nickel who provided an overview of the item. Approval of the item will initiate a one year license, starting September 1, 2020. The Chair requested a motion to approve. Mike Gallo; 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: Aye
Mike Gallo: Aye
Cherilyn Greenlee: Aye
Lowell King: Aye
Scott Kuethen: Aye
Robert Loeun: Absent
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.

PRESENTATION

10) San Bernardino County Airport

The Chair introduced Mike Burrows, Executive Director, who provided background information regarding the airport, including aircraft activity, cargo activity, growth and opportunities. A discussion ensued about the employment needed to support the Amazon Air Regional hub and how we can best partner to support their growing employment needs.

REPORTS AND INFORMATION

11) Committee Reports

- 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 work with Chambers and the completion of the High Desert Training Center, which is up and running. They are working with colleges to pass additional programs.
- Will Sterling, chair of the Finance Committee, reported on the first meeting that will begin in September.

- Scott Kuethen, Chair of the AJCC Ad Hoc Committee, continues to research and plans to visit an AJCC office.
- Cinnamon Alvarez reported on the manufacturing sector and her discussion with the industry sector consultant, Ron Hurst.

12) County Report

There was nothing to report at this meeting.

13) Chairman's Update

Phil Cothran made a special presentation to John Andrews, who retired from Workforce Development Board after five years of service.

ADJOURNMENT

The Chair called for a motion to adjourn. B.J. Patterson motioned; Lowell Ling seconded the motion. None opposed. Motion carried.

The meeting adjourned at 2:33 pm.

The next meeting of the General Board is scheduled for Wednesday, October 14, 2020 at 1:00 pm via Zoom Conference.

Devra Bell, WDB Secretary

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

MEETING DATE: October 14, 2020

ITEM: (7)

SUBJECT: **RATIFY THE 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: Ratify the 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 as approved by the Executive Committee on September 23, 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. 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.

Ratification of the September 23, 2020, Executive Committee approval will formalize the 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.