

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

AGENDA

WEDNESDAY, NOVEMBER 18, 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

- 5) Approval of Minutes from September 23, 2020 Executive Board Meeting (Roll Call Vote)

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION

- 7) Approve Selection of Regional and Local Plan Writer (Roll Call Vote)

WORKSHOP

- 8) Asset Map – Data Point Discussion

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.

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, NOVEMBER 18, 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: Nov 18, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82754590223?pwd=Uk9IT2hmNTYzbnI5dzloRXROMXIYdz09>

Meeting ID: 827 5459 0223
Passcode: 502026
One tap mobile
+16699006833

Dial by your location
+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/82754590223?pwd=Uk9IT2hmNTYzbnI5dzloRXROMXIYdz09>

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."

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

MEETING DATE: November 18, 2020

ITEM: (5)

SUBJECT: Approve Minutes from September 23, 2020 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from September 23, 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, SEPTEMBER 23 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
Marlena Sessions	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; 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: 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 September 2, 2020 Executive Board Meeting (Roll Call Vote)

The Chair called for a motion to approve the Minutes from the September 2, 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: Abstain
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) Approval of Second Amendment to the Contract for Community Asset Mapping Operations and Maintenance with ICF Incorporated to Extend Term

The Chair, Phil Cothran, introduced Marlana Sessions & Henry Nickel, who provided an overview of the item, which extends the contract at no cost. Mr. Nickel discussed the need to extend the contract, due to a new policy in the County, which requires Board of Supervisors approval of the contract. A discussion ensued about the need to review ongoing costs and who will have access to the data. A meeting will be scheduled to discuss this topic in more detail. The Chair requested a motion to approve; Joseph Williams 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
Anita Tuckerman: No
Mike Gallo: Absent
Jonathan Weldy: No
Joseph Williams: Aye

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

PRESENTATION

8) AJCC Dashboard Demonstration

Phil Cothran introduced Clarissa Jimenez, who gave a demonstration of the new AJCC Dashboard. A discussion ensued regarding pipelines, long term tracking and number of people are served. As this dashboard is a draft, additional information can be compiled and provided to the Board.

REPORTS AND INFORMATION

9) Committee Updates

- Jonathan Weldy, Chair of the Special Populations Committee, noted that Michelle Martinez from the VA, will be making a presentation regarding Suicide Awareness and services available to Veterans. He also reported on the progress with the One Stops offices and how the committee is working with care providers to provide services.

- B.J. Patterson, Chair of the Special Populations Committee, noted that the presentations from the Youth Providers would be completed at the next meeting and how the sharing of information between all of these providers has been helpful during COVID. He will also reported on the next steps for the committee, which includes ways to engage the youth and foster youth and connect them to our services. Lastly, Mr. Patterson reported that he attended the mobile welding training, along with Phil Cothran and spoke to the students about the program.
- Anita Tuckerman, Chair of the Special Populations Committee, discussed the completion of the High Desert Training Center the current training underway. A presentation by Victor Valley College will be conducted at the meeting. She also reported on the need to diversify the committee to include members of additional sectors.
- Scott Kuethen, Chair of the AJCC Ad Hoc Committee, discussed his progress on developing a mission statement for the committee and his work to recruit members to assist him in these efforts. He will be working with the AJCC offices to help gather information to help define goals for the committee.

10) County Report

Marlena Sessions thanked Monique Amis for her support as the Interim Assistant Director of the Workforce Development Department. She also introduced Andi Cannon, Administrative Supervisor II and Trent Wiebe, Administrative Supervisor I, to the Board. Additional topics reported were board orientations, the receipt of our monitoring report and thanked everyone for their hard work.

11) Chairman's Report

The Chair noted his appreciation for the weekly updates that are provided by the Director, Marlena Sessions every Friday. Cinnamon Alvarez reported on the meeting that took place with Anita Tuckerman to discuss the manufacturing industry and how these efforts may be rolled in the EDBR committee at some point in the future.

ADJOURNMENT

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

Meeting adjourned 9:24 AM

The next WDB Executive Board Committee meeting is currently scheduled for November 18, 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: November 18, 2020

ITEM: (7)

SUBJECT: **SELECTION OF REGIONAL AND LOCAL PLAN WRITER**

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

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

RECOMMENDATION: Approve the selection of MAP Advising to write Workforce Innovation and Opportunity Act (WIOA) Program Year 2021-24 San Bernardino and Riverside County Local Plans, and the Inland Empire Regional Plan.

BACKGROUND: In 2016, the California Workforce Development Board (CWDB) designated Regional Planning Units comprised 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 (SBCWDB) and the Riverside County Workforce Development Board (RCWDB). The first IERPU regional plan was completed in 2016. A modification was done in 2018.

On 9/12/2020, the Employment Development Department (EDD) released the Draft Directive WSDD 216 Regional and Local Planning Guidance PY 2021-24. The final directive will provide the guidance and establish the procedures regarding the preparation of Regional and Local Plans as required by the Workforce Innovation and Opportunity Act (WIOA). All three plans are due April 30, 2021 according to the draft.

As part of the regional plan, the IERPU will need to develop regional leadership, and organize regional industry leaders and workforce, education, and economic development partners to promote systems change, and worker empowerment by building a "high road" economy based on equity, skills, innovation, and shared prosperity that:

- Supports and achieves equity by assuring quality jobs for all and targets services and training to workers hardest hit by discrimination, economic exclusion, and exploitation
- Builds economically resilient communities by addressing environmental concerns
- Supports and invests collaborating with employers to assure quality jobs are generated that provide the pay, benefits, physical safety, stable schedule, and career pathways that result in economic mobility

The Local Plans will demonstrate operational alignment with the strategic objectives of the IERPU Regional Plan, drives coordination with local partners, and highlights key service-delivery strategies. Typically at the local level where service delivery will be integrated, resources will be braided, and supports will be provided to participants through workforce system partners.

The County relied upon the competitive process conducted by the California Workforce Association (CWA), pursuant to its California Training Initiative (CTI). On October 7, 2020 an e-mail with the summary scope of work and request for summary proposals was sent to seven (7) consultants from the CTI list and three (3) recommended agencies with previous experience. An optional Zoom Q&A Session was held on October 16, 2020 to discuss the scope of work and answer questions.

On October 19, 2020, 3 proposals were received and determined to be responsive to the proposal request's minimum criteria. The proposals were evaluated by IERPU staff members, including two from

San Bernardino County and three from Riverside County Workforce Development. Interviews were scheduled for the three proposers on November 3, 2020.

Through close evaluation of the Statements of Qualifications submitted and interviews with the top candidates, the review committee selected MAP Advising to subcontract with San Bernardino County because of substantial experience facilitating stakeholder meetings, developing plans and expertise with WIOA Regional Planning.

As the WIOA Regional & Local Plan writer, MAP Advising will:

- Facilitate and lead virtual partner discussions (small and large groups) as needed for the purpose of creating a system change and workforce programs that will drive the future of work in the Inland Empire.
- Interview leadership, San Bernardino County Workforce Development Board members, Riverside County Workforce Development Board members, and staff for the purpose of conducting analyses for strategic thinking in addition to the regional and local plans as needed.
- Develop and complete the WIOA Riverside County Local Plan, San Bernardino County Local Plan, and the IERPU Regional Plan in compliance with the guidelines and based on feedback and discussions from convenings, meetings, interviews, etc. The Plan will include multiple drafts as deemed necessary by the County.
- Ensure compliance with the state and federal guidelines and directives for the Regional and Local Planning once final.
- Incorporate Labor Market Information provided by the IERPU.
- Develop a tool for both counties in the IERPU to track plan outcomes.

With WDB Executive Committee approval of the recommendation, WDD staff will complete the development of the contract as described for an amount not to exceed \$39,450, funded through the Regional Program Implementation funds. Due to the condensed timeframe, the item will be presented to the full WDB for ratification on December 16, 2020.