

# WORKFORCE DEVELOPMENT BOARD GENERAL BOARD MEETING

WEDNESDAY, FEBRUARY 17, 2020 AT 9:00 AM – 11:00 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 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:

Workforce Development San Bernardino County is inviting you to a scheduled Zoom meeting.

Topic: WDB General Board Meeting  
Time: Feb 17, 2021 09:00 AM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/85811494127?pwd=Wi9NRnB6a1BKVUo2VnBsZjluT3dmZz09>

Meeting ID: 858 1149 4127  
Passcode: 489679  
One tap mobile  
+16699006833,,85811494127#,,,,\*489679# US (San Jose)

Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 858 1149 4127  
Passcode: 489679

Find your local number: <https://us02web.zoom.us/j/85811494127>

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."*

**WORKFORCE DEVELOPMENT BOARD  
GENERAL BOARD MEETING**

**AGENDA**

WEDNESDAY, FEBRUARY 17, 2021 AT 9:00 AM – 11:00 AM

**OPENING**

- 1) Chair Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions (Roll Call)

**PUBLIC COMMENT**

- 4) Comments from the General Public in Attendance

**CONSENT AGENDA (Roll Call Vote)**

- 5) Approval of Minutes from December 16, 2020 General Board Meeting

**DISCUSSION (Roll Call Vote)**

- 6) Approval of Contract with California Steel for Incumbent Worker Training Welder Program
- 7) Approval of Local Workforce Area Designation and Local Board Recertification Under the Workforce Innovation and Opportunity Act

**PRESENTATION**

- 8) Regional & Local Plan Summary
- 9) Workforce Board Development
  - *Presented by: Sophie Akins, County Counsel*

**REPORTS AND INFORMATION**

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

**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 92415-0041, 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, 6<sup>th</sup> 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:** February 17, 2021

**ITEM:** (5)

**SUBJECT:** Minutes from December 16, 2020 Workforce Development Board  
General Meeting

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

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

**RECOMMENDATION:** Approve Minutes from December 16, 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, DECEMBER 16, 2020, 11:00 AM – 1:00 PM**

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>				<b>Staff to WDB</b>	
	<b>Present</b>		<b>Present</b>		<b>Present</b>
Phil Cothran ( <i>Chair</i> )	X	Lowell King	X	Devra Bell	X
Will Sterling ( <i>Vice-Chair</i> )	X	Scott Kuethen		Sophie Akins	X
B.J. Patterson ( <i>Second Vice-Chair</i> )	X	Robert Loeun	X	Marlena Sessions	X
Cinnamon Alvarez	X	Dale Marsden	X	Brad Gates	X
Ken Boshart	X	Henry Shannon	X		
Ricardo Cisneros		Anita Tuckerman	X		
Mike Gallo	X	Jonathan Weldy	X		
Cherilyn Greenlee	X	Joseph Williams	X		

**OPENING**

- 1) **Chair Call Meeting to Order** at 11:03 AM
- 2) **Pledge of Allegiance** – Will Sterling led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

The Chair, Phil Cothran, introduced representatives from Riverside County WIB, who joined the meeting. He also introduced Diana Alexander, Assistant Executive Officer of San Bernardino County. Ms. Alexander provided her background prior to her new position. Next, Mr. Cothran introduced Leonard Hernandez, Chief Executive Officer of San Bernardino County.

**KEYNOTE SPEAKER**

**4) Leonard Hernandez, Chief Executive Officer**

Mr. Hernandez thanked the Workforce Board members for allowing him time to speak and for being patient with the County during 2020, due to the pandemic. He noted that Workforce is a key component of what the county does and the need for gifted people to contribute to its success. He provided updates on vaccinations that are forthcoming, his desire to be a leader for the County and have the County be the leader for the nation.

## **PUBLIC COMMENT**

### **5) Comments from the General Public in Attendance**

There were no public comment cards presented.

## **CONSENT AGENDA (Roll Call Vote)**

### **6) Approval of Minutes from October 14, 2020 General Board Special Meeting**

### **7) Approval of Minutes from October 14, 2020 General Board Meeting**

### **8) Ratify Selection of Regional and Local Plan Writer**

The Chair provided asked for any discussion regarding the consent agenda. With no discussion, he requested a motion to approve the consent agenda. 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  
Kenneth Boshart: Aye  
Ricardo Cisneros: Absent  
Mike Gallo: Aye  
Cherilyn Greenlee: Aye  
Lowell King: Aye  
Scott Kuethen: Absent  
Robert Loeun: Aye  
Dale Marsden: Aye  
B.J. Patterson: Aye  
Henry Shannon: Aye  
Will Sterling: Aye  
Anita Tuckerman: Aye  
Jonathan Weldy: Aye  
Joseph Williams: Aye

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

## **DISCUSSION ITEMS**

### **9) Approve Selection of Manufacturing Industry Consultant**

Brad Gates provided an overview of the item. A discussion ensued about the responsibilities of the industry consultant. The Chair requested a motion to approve the item. Cinnamon Alvarez 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  
Kenneth Boshart: Aye

Ricardo Cisneros: Absent  
Mike Gallo: Aye  
Cherilyn Greenlee: Aye  
Lowell King: Aye  
Scott Kuethen: Absent  
Robert Loeun: Aye  
Dale Marsden: Aye  
B.J. Patterson: Aye  
Henry Shannon: Aye  
Will Sterling: Aye  
Anita Tuckerman: Aye  
Jonathan Weldy: Aye  
Joseph Williams: Aye

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

**10) Approve Application to Serve as American’s Job Center of California Adult and Dislocated Worker Career Services Provider under Workforce Innovation and Opportunity Act**

Fred Burks provided an overview of the item. A discussion ensued about other Boards that may run their own AJCC offices. The Chair requested a motion to approve the item. Joseph Williams motioned; Mike Gallo 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  
Kenneth Boshart: Aye  
Ricardo Cisneros: Absent  
Mike Gallo: Aye  
Cherilyn Greenlee: Aye  
Lowell King: Aye  
Scott Kuethen: Absent  
Robert Loeun: Aye  
Dale Marsden: Aye  
B.J. Patterson: Aye  
Henry Shannon: Aye  
Will Sterling: Aye  
Anita Tuckerman: Aye  
Jonathan Weldy: Aye  
Joseph Williams: Aye

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

**11) Election - Workforce Development Board Officers: Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair**

The Chair introduced Mike Gallo, who served as the Chair of the Nomination Committee. Mr. Gallo provided an overview of the Nomination Committee meeting that occurred on October 8, 2020, which included Cinnamon Alvarez and Scott Kuethen, as well as Marlena Sessions and Devra Bell. After discussing all options available, the consensus of Mr. Gallo, Ms. Alvarez and Mr. Kuethen was to maintain our current momentum, as well as begin the preparation for future successions into these positions in the future.

The Nomination Committee recommended Phil Cothran for Chair, Will Sterling for 1<sup>st</sup> Vice Chair and B.J. Patterson for 2<sup>nd</sup> Vice Chair. Mr. Gallo then introduced the Board Secretary, who confirmed that each of those three individuals accepted the nomination. She also asked for any additional nominations from the floor. With no further nominations, the slate was put forward for a roll call vote.

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

**Consent**

Phil Cothran, Chair: Aye  
Cinnamon Alvarez: Aye  
Kenneth Boshart: Aye  
Ricardo Cisneros: Absent  
Mike Gallo: Aye  
Cherilyn Greenlee: Aye  
Lowell King: Aye  
Scott Kuethen: Absent  
Robert Loeun: Aye  
Dale Marsden: Aye  
B.J. Patterson: Aye  
Henry Shannon: Aye  
Will Sterling: Aye  
Anita Tuckerman: Aye  
Jonathan Weldy: Aye  
Joseph Williams: Aye

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

## **WORKSHOP**

### **12) Local Plan Input**

Mariann Johnson provided an overview of the first local meeting & breakout groups to discuss the Local Plan. Matthew Poland from MAP Advisors, provided his background to the members. They discussed the planning process goals, breakout groups and topics for the breakout groups. The Board members provided their input on the process and they will have an opportunity to provide feedback at a future meeting.

## **REPORTS AND INFORMATION**

### **13) Committee Updates**

- Special Populations: Jonathan Weldy reported on the CEEM presentation earlier in the day, as well as their discussion regarding goals for the committee.
- Youth Committee: B.J. Patterson noted that there had not been a meeting the previous month, so they would be working on goals at the meeting in January.
- EDBR Committee: Anita Tuckerman had to leave the meeting and was unable to provide an update.
- Finance Committee: Will Sterling noted that his committee had not met since September, but there are plans to implement Return on Investment reports going forward. The committee will next meet in January.

- AJCC Ad Hoc Committee: Scott Kuethen was unable to attend the meeting and provide an update, although it was reported that the next Ad Hoc meeting will be in January.
- Manufacturing: Cinnamon Alvarez reported on a job fair in January and the industry consultant had been hired.

#### **14) County Report**

Marlena Sessions reported that WIOA allocations appear to be stable for the coming budget year. She also reported on the work to complete the Local Area Designation/Recertification; Partnerships with County Fire to train individuals as firefighters and the status of the recent monitoring.

#### **15) Chairman's Update**

The Chair did not have any additional updates to provide.

### **ADJOURNMENT**

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

The meeting adjourned at 1:00 PM

The next meeting of the General Board is scheduled for Wednesday, February 17, 2021 at 9:00 AM via Zoom Conference.

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Devra Bell, WDB Secretary



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

**MEETING DATE:** February 17, 2021

**ITEM:** (6)

**SUBJECT:** **Agreement with California Steel Industries, Inc. for Incumbent Worker Training**

**PRESENTED BY:** Curtis Compton, Workforce Development Supervisor  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Authorize the development of an agreement with California Steel Industries, Inc. for a total amount not to exceed \$155,038 for incumbent worker training from February 2021 through May 2021.

**BACKGROUND:** WIOA tasks the San Bernardino County Workforce Development Board (WDB) with building linkages with employers in the region to support employer utilization of the local workforce development system and to support workforce development activities. The WDB ensures that these activities meet the needs of employers and support economic growth in the region. The WDB is assigned the role of leading efforts in the local area to develop and implement career pathways by aligning employment, training, and education. Incumbent worker training is designed to benefit business and industry by assisting in existing employees' skill development and by increasing employee productivity and company growth. This program is made available to businesses throughout the County and is expected to result in the creation of high demand new jobs, the retention of such jobs that otherwise may be eliminated, and net increases to the wages of the trained workers.

California Steel Industries, Inc. (CSI) of Fontana, California has a critical need for training in advanced structural and pipeline welding. The training of incumbent workers will help CSI maintain a competitive edge in their industry by having skilled workers to install, maintain, and repair systems internally and prevent expensive outside costs otherwise required. Due to how CSI structures its positions, this training will not conclude with trainees receiving an immediate promotion, nor immediate pay raise. However, the two welding certificates obtained, the welding skills learned, learning of material types and characteristics, and the hands-on experience from laboratory training will greatly increase the competitiveness of these employees in obtaining future promotions and pay raises at CSI.

Upskilling these employees will help CSI avert layoffs from unfilled positions causing the company to not meet deliverable projects. These hard to fill positions will now be filled with trained, certified employees that will be compensated above the median range for their position and give them bargaining power when upper-level positions become available.

Approval of this item authorizes WDD staff to negotiate an agreement with CSI for the period of February 17, 2021 through May 31, 2021, in an amount not to exceed \$155,038.

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

**MEETING DATE:** February 17, 2021

**ITEM:** (7)

**SUBJECT:** Local Workforce Development Area Designation and Local Board Recertification under the Workforce Innovation and Opportunity Act

**PRESENTED BY:** Marlena Sessions, Executive Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_      **DISCUSSION**   X   \_\_\_\_\_      **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve the submission of an application to the California Workforce Development Board for the Designation of the San Bernardino County Local Workforce Development Area and Recertification of the Local Board under the Workforce Innovation and Opportunity Act, for a two-year period effective Program Years (PY) July 1, 2021 through June 30, 2023.

**BACKGROUND:** Workforce Innovation and Opportunity Act (WIOA) requires the Governor to designate Local Workforce Development Areas (LWDAs) for the state and to certify one Local Workforce Development Board (WDB) for each Local Area in the state once every two years.

In 2015, the California Workforce Development Board (CWDB) designated San Bernardino County as a LWDA and an initially certified WDB. The following year, after establishing the WIOA compliant membership, the WDB was recertified through 2018. On April 17, 2019, the WDB approved the application to the California Workforce Development Board for the Designation of the San Bernardino County Local Workforce Development Area and Recertification of the Local Board for the period of July 1, 2019 through June 30, 2021. The State subsequently approved on both fronts.

On December 7, 2020, the Employment Development Department (EDD) released a draft directive (WSDD-219) regarding recertification of Local Boards and the designation of LWDAs. CWDB and EDD will recommend either the approval or denial of a request for recertification and designation of the LWDA to the Governor, effective July 1, 2021 through June 30, 2023. The Governor shall approve the request if the Local Board has:

- Met WDB membership provisions of WIOA,
- Sustained fiscal integrity,
- Performed successfully, and
- Engaged in the Regional Planning process.

The WDB has met the membership provisions of WIOA with a compliant board and application process and has maintained fiscal integrity by submitting timely reporting of expenditures and the completion of an annual county single audit as required by the State.

The LWDA has performed successfully as defined by the State of California and has successfully negotiated performance goals within the designated Regional Planning Unit. The Inland Empire Regional Planning Unit (IERPU), comprised of Riverside and San Bernardino Counties' WDBs, has discussed performance and entered into negotiations together the last two PYs.

The WDB is engaged in the regional planning process, participating and contributing to regional planning and implementation efforts, and collaborated on the review and approval of the WIOA Regional Plan Modification. The IERPU's two-year Plan Modification was submitted to the CWDB on March 15, 2019.

With approval, the LWDA Designation and Local Board Recertification will be submitted to the Board of Supervisors on March 09, 2021 and subsequently, to the CWDB by the due date of March 31, 2021.

*Attachment: Local Area Subsequent Designation and Local Board Recertification Application Program Year 2021-23*

**State of California**

**Local Area Subsequent Designation and  
Local Board Recertification Application  
Program Year 2021-23**

**Local Workforce Development Area**

**San Bernardino County**

**Application for Local Area Subsequent Designation and Local Board Recertification**

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2021-23 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

San Bernardino County

Name of Local Area

290 North D Street, Suite 600

Mailing Address

San Bernardino, CA 92415

City, State, ZIP

3/9/2021

Date of Submission

Marlena Sessions

Contact Person

909-387-9862

Contact Person's Phone Number

## Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages, and attach a roster of the current Local Board which identifies each member's respective membership category.

*Business* – A majority of the members must be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after their name.

Name	Title	Entity	Appointment Date	Term End Date
Phillip Cothran, CHAIR	Owner	State Farm Insurance	04/07/2020	12/31/2021
William Sterling	President	Sterling Synergy Systems, Inc.	04/07/2020	12/31/2021
Billy Patterson	CEO	Pacific Mountain Logistics, LLC	11/17/2020	12/31/2022
Kenneth Boshart	President	Boshart Automotive Testing Services, Inc.	01/05/2021	12/31/2022
Mike Gallo	President/CEO	Kelly Space & Technology, Inc.	09/10/2019	12/31/2020
Jonathan Weldy	President	Meridian Land Development Co.	01/05/2021	12/31/2022
Cinnamon Alvarez	President	A-19 Artisan Lighting	03/24/2020	12/31/2021
Scott Kuethen	CEO	Amtec Human Capital	03/24/2020	12/31/2021
Shannon Shannon	Owner	Saddlerock Reverse Mortgage	1/26/2021	12/31/2022
Lina Montes	President	G.O. Pallets, Inc.	1/26/2021	12/31/2022

*Labor* – Not less than 20 percent of the members must be representatives of workforce within the Local Area who must include: (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and may include: (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

*California Unemployment Insurance Code* (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a local area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any local board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the Local Area.

<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
1. Ricardo Cisneros	Labor Org/ Executive Sec/Treasurer	Inland Empire Labor Council	10/27/2020	12/31/2022
2. Jimmy Elrod	Labor Org/ Representative	SW Carpenters	1/26/2021	12/31/2022
3. Louie Lopez	Labor Org/ Apprenticeship Representative	Iron Workers 433	1/26/2021	12/31/2022
4. Lowell King	Community Based Organization/ Regional Operations Officer	Goodwill of Southern California	06/02/2020	12/31/2021

*Education* – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who must include (i) a representative of eligible providers administering WIOA Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Dale Marsden	Adult Education & Literacy Lead Agent, Systems of Support	San Bernardino County Superintendent of Schools	10/27/2020	12/31/2022
2. Henry Shannon	President	Chaffey College	03/24/2020	12/31/2021

*Economic and Community Development* – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who must include (i) a representative of economic and community development entities; (ii) a representative from the state employment service office under the Wagner-Peyser Act; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the local CEO in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Orlando Acevedo	Economic Dev	City of Apple Valley	1/26/2021	12/31/2021
2. Cherilyn Greenlee	Employment Service/ Division Chief, Southern Division, Workforce Services Branch	California Employment Development Dept.	10/27/2020	12/31/2022
3. Robert Loeun	Rehab Act of 1978/ District Administrator	California Department of Rehabilitation	3/24/2020	12/31/2021

**Performed Successfully**

The Local Area hereby certifies that it has performed successfully, defined as having met 80 percent of their negotiated performance goals in PY 2018-19 or PY 2019-20 for the following indicators: **Yes**



- Employment Rate 2<sup>nd</sup> Quarter After Exit
- Median Earnings

PY 2018-19 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	67.25%	65.49%	77.99%	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,481.00	\$7,734.22	BASELINE	Median Earnings

PY 2019-20 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	64.54%	66.96%	74.37%	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,975.27	\$8,093.85	BASELINE	Median Earnings

### Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 2018-19 or PY 2019-20:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.

- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation

### **Engaged in Regional Planning**

*Engaged in regional planning* is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

- Development of Inland Empire Regional Planning Unit (IERPU) Memorandum of Understanding, effective April 2018 to allow for streamlined sharing of Regional funding tied to the IERPU Regional Plan:
  - Administrative solution to process and programmatic inefficiencies, resulting in internal and cross county operational cost-savings, efficient processes with reasonable checks and balances.
  - Includes a template service agreement to be used for each regional CWDB grant tied to a WIOA sub-grant agreement during the term of the Regional Plan.
- Development of policy and process for Incumbent Worker Training, including an employer application, a participant application, and a Workforce Board Policy that is mirrored in both counties and has been piloted with success.
- Convened regional partners from across various public entities to form a small working group and established an agreed upon, shared definition and elements for “Career Pathways.”
- Continued use of industry sector consultants that focus on engaging business leaders and creating action teams with Business Champions
- IERPU is part of the LAUNCH Network in support of the California Apprenticeship Initiative and exploring ways to expand opportunities in apprenticeship in the Inland Empire. The Network, Local Apprenticeship Uniting a Network of Colleges & High Schools, has created an agreement with the community colleges and can serve as a regionally accessible program sponsor.
- IERPU is holding joint planning session meetings for the WIOA Inland Empire Regional Plan for PY 2021 – 24.
- WDD in partnership with other local area (Riverside) collected data and jointly reviewed to interpret & provide analysis to collectively determine negotiated rate.

### **Local Area Assurances**

Through PY 2021-23, the Local Area assures that:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include:

- Reporting will be done in compliance with Workforce Services Directive WSD19-05, *Monthly and Quarterly Financial Reporting Requirements*, (December 4, 2019).
- All close out reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirements* (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of the *California Unemployment Insurance Code Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Board will select the America's Job Center of California<sup>SM</sup> operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to regional planning and regional plan implementation (e.g., Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

## Application Signature Page

**Instructions** – The local CEO and Local Board chair must sign and date this form. Electronic signatures will be permitted for the PY 2021-23 application.

By signing the application, the local CEO and Local Board chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

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Signature

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Signature

Phil Cothran

Curt Hagman

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Name

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Name

Chair

Chairman

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Title

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Title

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Date

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Date