

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS RESOURCE
COMMITTEE MEETING**

WEDNESDAY, MARCH 10, 2021 AT 8:30 AM – 9:30 AM

THESE MEETINGS 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 and Committee 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 EDBR Committee Meeting
Time: Mar 10, 2021 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83623507011?pwd=M1hUXIyK3QrYlFNUHhiMy9oUjJ5Zz09>

Meeting ID: 836 2350 7011

Passcode: 220657

One tap mobile

+16699006833,,83623507011#,,, *220657# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/u/kbqD35sMXr>

These agendas contains a brief description of each item of business to be considered at today's meetings. In accordance with the Brown Act, these meeting agendas are posted at least 72 hours prior to the regularly scheduled meetings 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 agendas, their 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 meetings.**

The agendas and their supporting documents can be viewed online at www.sbcounty.gov/workforce. However, the online agendas 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 agendas, 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 Agendas 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
ECONOMIC DEVELOPMENT BUSINESS RESOURCE COMMITTEE**

AGENDA

WEDNESDAY, MARCH 10, 2021 AT 8:30 AM – 9:30 AM

OPENING

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

CONSENT AGENDA (Roll Call Vote)

- 4) Approve Minutes from January 13, 2021 Economic Development Business Resource Committee Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

DISCUSSION (Roll Call Vote)

- 6) Approve Additional EDBR Goal for 2021

PRESENTATION

- 7) Business Services Overview
- 8) UAS Center at SBD – *Presented by: Kimberly Benson, Administrator*

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
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: March 10, 2021

ITEM: (4)

SUBJECT: Approve Minutes from January 13, 2021 Economic Development and Business Resource (EDBR) Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from January 13, 2021 EDBR Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS SERVICES COMMITTEE**

“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, JANUARY 13, 2021 – 8:30 AM – 9:30 AM

MINUTES

Attendance:

Members	Present
Cinnamon Alvarez (Chair)	X
Phil Cothran	X
Mike Gallo	
*Peggi Hazlett	X
B.J. Patterson	X

**Public Members*

Staff to WDB	Present
Devra Bell	X
Marlena Sessions	X

OPENING

- 1) **Chair called meeting to order** at 8:32 AM
- 2) **Pledge of Allegiance** – B.J. Patterson led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

CONSENT AGENDA:

- 4) **Approval of Minutes from the November 18, 2020 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes from the November 18, 2020 meeting. Peggi Hazlett motioned; Phil Cothran seconded the motion.

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

Cinnamon Alvarez, Chair: Aye
Phil Cothran: Aye
Mike Gallo: Absent
Peggi Hazlett: Aye
B.J. Patterson: Aye

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

PUBLIC COMMENT

- 5) **Comments from the General Public in Attendance** - No public comment cards were presented.

DISCUSSION

5) Approve 2021 Goals for the EDBR Committee

The Chair, Cinnamon Alvarez, reviewed the three goals discussed at a previous EDBR meeting and the committee members participated in the discussion. The Chair requested a motion to approve the 2021 Goals for the EDBR Committee. Peggi Hazlett motioned; Phil Cothran seconded the motion.

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

Cinnamon Alvarez, Chair: Aye
Phil Cothran: Aye
Mike Gallo: Absent
Peggi Hazlett: Aye
B.J. Patterson: Aye

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

WORKSHOP

7) Pilot Project to Provide Guidance on Scope of Work for Business Services' Efforts

Due to any potential conflicts of interest, Phil Cothran and Peggi Hazlett recused themselves from the workshop. Brad Gates led the workshop and noted that a scope of work for a Request for Proposal (RFP) is being prepared and the RFP is expected to be released in the next couple of months. The purpose of this RFP is to enhance services already provided by the Business Services unit and would assist chambers and business organizations with their connection to the business community. The goal is to award one contract to each of the five supervisory districts. The contracts are proposed to last three years with the possibility of additional extensions, but since this is a pilot program, the contracts may initially cover one year and be renewed based on performance. The funding per contract could range from \$75,000 to \$125,000 each, which may be used to hire a single point of contact to work with the Business Services unit. A discussion ensued about chambers working together to help bring awareness of our services to the business community.

REPORTS AND INFORMATION

8) Business Services Survey Update

Marlena Sessions introduced Curtis Compton, who discussed the current status of the Business Services survey. Previously, they were collecting a great deal of data, but it was not as focused as they had intended. The goal is to focus the surveys to obtain an immediate knowledge base of the businesses that are visited and report this information back to the committee members. There will continue to be a collaborative effort between Business Services, chambers and the business community, to ensure the survey information is focused and useful to improve our services.

9) Business Services Dashboard

Curtis Compton reviewed a report from Tableau from the 4th quarter of 2019, which reflected the most recent data compiled by Chmura Analytics. The information included current employment map; industry employment; employment establishments; county Business establishments; job postings and countywide employment levels.

ADJOURNMENT

The Chair requested a motion to adjourn. B.J. Patterson motioned. Peggi Hazlett seconded. None opposed; motion carried.

Meeting adjourned at 9:30 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, March 10, 2021 at 8:30 AM and will be held via Zoom Conference.

Devra Bell, WDB Secretary

**San Bernardino County
Workforce Development Board
Economic Development and Business Resources Committee
Agenda Item**

MEETING DATE: March 10, 2021

ITEM: (6)

SUBJECT: APPROVAL OF 2021 GOALS

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

CONSENT _____ **DISCUSSION_X** _____ **INFORMATION** _____

RECOMMENDATION: Approve the 2021 goals for the Economic Development and Business Resources (EDBR) Committee.

BACKGROUND: In the fall of 2020, each of the Workforce Development Board (WDB) committees had discussions around goals for 2021. The Economic Development and Business Resource Committee invited Chamber of Commerce leaders to one of the meetings to discuss how to better partner to include those suggestions as goals. The group also met with leaders from the High Desert Training Center to talk about the potential to fund a pilot as a way to figure out how to best move forward linking potential employees to employers.

As a result of these conversations, at the EDBR Committee meeting held on January 13, 2021, three goals were developed and approved:

- Collaborate with Chambers of Commerce by improving and encouraging ongoing dialogue and open channels of communication by regularly connecting with Chamber Executives.
- Identify Business Organizations in target industry sectors: Logistics, Healthcare, Construction and Manufacturing. Reorganize Committee participants to include a minimum of one (1) key person from each target industry.
- Collaborate with industry associations and chambers of commerce to identify emerging industries and practices to ensure local training is preparing workers for the future of work and provide EDBR with appropriate updates on growth projections/challenges/training opportunities.

The EDBR Committee would like to add an additional goal:

- Assess the services provided to the business community and evaluate whether enhancements, expansions or improvements should be made.

With EDBR Committee approval of the additional recommendation, agendas for future 2021 meetings will be developed to support the completion of the goals.