

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

WEDNESDAY, MAY 12, 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: May 12, 2021 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82001767410?pwd=enArU3VtS1MwTVVKYkZlEIRMTdVZz09>

Meeting ID: 820 0176 7410
Passcode: 053157
One tap mobile
+16699006833,,82001767410#,,, *053157# US (San Jose)

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 820 0176 7410
Passcode: 053157
Find your local number: <https://us02web.zoom.us/j/82001767410?pwd=enArU3VtS1MwTVVKYkZlEIRMTdVZz09>

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:**

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

AGENDA

WEDNESDAY, MAY 12, 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 March 10, 2021 Economic Development Business Resource Committee Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

PRESENTATION

- 6) Uniquely Abled Computer Numerical Control (CNC) Program
- 7) EDBR Goals Work Plan Review

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: May 12, 2021

ITEM: (4)

SUBJECT: Approve Minutes from March 10, 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 March 10, 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, MARCH 10, 2021 – 8:30 AM – 9:30 AM

MINUTES

Attendance:

Members	Present
Cinnamon Alvarez (Chair)	X
Orlando Acevedo	
Phil Cothran	X
Jimmy Elrod	
Mike Gallo	X
*Peggi Hazlett	X
Lina Montes	X
B.J. Patterson	X
Shannon Shannon	X

**Public Members*

STAFF TO WDB	Present
Devra Bell	X
Marlena Sessions	X

OPENING:

- 1) **Chair called meeting to order** at 8:31 AM
- 2) **Pledge of Allegiance** – Phil Cothran led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

The Chair introduced the new members of the EDBR Committee: Orlando Acevedo, Jimmy Elrod, Lina Montes and Shannon Shannon. All members provided their background information.

CONSENT AGENDA:

- 4) **Approval of Minutes from the January 13, 2021 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes from the January 13, 2021 meeting. Peggi Hazlett motioned; B.J. Patterson seconded the motion.

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

Cinnamon Alvarez, Chair: Aye
Orlando Acevedo: Absent
Phil Cothran: Aye
Jimmy Elrod: Absent
Mike Gallo: Absent
Peggi Hazlett: Aye
Lina Montes: Aye
B.J. Patterson: Aye
Shannon Shannon: Aye

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

PUBLIC COMMENT

5) Comments from the General Public in Attendance - Channing Hawkins, from Supervisor Baca Jr's office, introduced himself to the Committee members.

DISCUSSION

6) Approve Additional 2021 Goal for the EDBR Committee

Brad Gates, provided an overview of the item. At the prior meeting, three goals had been approved and this item would include the addition of one new goal. The Chair requested a motion to approve. Lina Montes motioned; Shannon Shannon seconded the motion.

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

Cinnamon Alvarez, Chair: Aye
Orlando Acevedo: Absent
Phil Cothran: Aye
Jimmy Elrod: Absent
Mike Gallo: Absent
Peggi Hazlett: Aye
Lina Montes: Aye
B.J. Patterson: Aye
Shannon Shannon: Aye

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

PRESENTATIONS

7) Business Services Overview

Marlena Sessions provided an overview of the Business Services function. She then introduced Curtis Compton, who discussed federally funded business programs; our current service areas; the responsibilities and services offered by the Business Services unit and shared testimonials of individuals that were served.

8) UAS Center at SBD

Marlena introduced Mike Burrows from the San Bernardino Airport, who then introduced Kimberly Benson, Administrator at the UAS Center at SBD. Ms. Benson discussed drone technology and how it can change the way businesses operate. The Center was established in July of 2020 and operates as an enterprise, advancing drone technology to support U.S. companies. They also provide a test site at the airport, so businesses can test their drones. They are interested in partnering with the Workforce Development Department (WDD) to provide training to emergency medical and fire personnel, who is interested in obtaining a certification as a drone pilot.

Ms. Benson proposed having the WDD assist in identifying potential clients that could obtain drone licensing. Her company would provide a \$250 preparation course, free of charge, to prepare those individuals for taking the final course, which takes place over 12 hours and is available online. They are requesting that WDD cover the cost of the exam, which is currently \$160.

ADJOURNMENT

The Chair requested a motion to adjourn. Lina Montes motioned. Peggi Hazlett seconded. None opposed; motion carried.

Meeting adjourned at 9:31 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, May 12, 2021 at 8:30 AM and will be held via Zoom Conference.

Devra Bell, WDB Secretary