

WORKFORCE DEVELOPMENT BOARD FINANCE COMMITTEE MEETING

WEDNESDAY, AUGUST 11, 2021 AT 8:00 AM – 8:30 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 Finance Committee Meeting
Time: Aug 11, 2021 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/87459977542?pwd=ZzNtNitpQU5qTzRYek1PN2k3NGp1dz09>

Meeting ID: 874 5997 7542
Passcode: 754576
One tap mobile
+16699006833,,87459977542#,,, *754576# US (San Jose)

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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
FINANCE COMMITTEE MEETING**

AGENDA

WEDNESDAY, AUGUST 11, 2021 AT 8:00 AM – 8:30 AM

OPENING

- 1) Call Meeting to Order
- 2) Introductions (Roll Call Attendance)

CONSENT AGENDA

- 3) Approval of Minutes from the January 13, 2021 Finance Committee Meeting
- 4) Approval of Minutes from the March 17, 2021 Finance Committee Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

REPORTS/INFORMATION

- 6) Expenditure Report
- 7) Return on Investment Report Update

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
Finance Committee
Agenda Item**

MEETING DATE: August 11, 2021

ITEM: (3)

SUBJECT: Approve Minutes from January 13, 2021 Finance Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

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

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
FINANCE 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 – 8:00 AM – 8:30 AM

MINUTES

Attendance:

Members	Present
Will Sterling (Chair)	X
B.J. Patterson	X
Jonathan Weldy	X

**Public Members*

Staff to WDB	Present
Devra Bell	X
Marlena Sessions	X

OPENING

- 1) **Chair called meeting to order** at 8:04 AM.
- 2) **Introductions** – The Board Secretary took roll call attendance.

CONSENT AGENDA

3) Approval of Minutes from September 23, 2020 Finance Committee Meeting

The Chair requested a motion to approve the minutes from the September 23, 2020 Finance Committee Meeting. B.J. Patterson motioned: Jonathan Weldy seconded the motion.

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

Will Sterling: Aye
B.J. Patterson: Aye
Jonathan Weldy: Aye

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

PUBLIC COMMENT

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

WORKSHOP

5) Return on Investment

Marlena Sessions provided an overview of the workshop. She introduced Brad Gates, who discussed the purpose of the return on investment report and requested an open dialog surrounding the costs vs. benefits of having this investment analysis. He noted how a cost benefit analysis would be a valuable tool for the board to determine the effectiveness of our programs and how to be more efficient. A procurement would be initiated for a professional consultant to do a financial analysis on our behalf, focusing on our regional economy. A discussion ensued about the benefits of having this data show legislators how effectively we are spending/utilizing these taxpayer funds.

REPORTS AND INFORMATION

6) Expenditure Report

The Chair introduced Marlena Sessions, who provided updates. She noted that the main focus is expend funding for dislocated workers over the next 5-6 months. Brad Gates reviewed the top three lines of the expenditure report, which was through the period 11/30/2020. He also discussed the impacts that COVID-19 has contributed to low spending during the first part of the fiscal year. Ms. Sessions reported on current communications with the State to determine if waivers will be granted for unspent funds, due to the pandemic.

ADJOURNMENT

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

Meeting adjourned at 8:29 AM

The next WDB Finance Committee meeting is scheduled for Wednesday, March 17, 2021 at 9:00 AM and will be held via Zoom Conference.

Devra Bell, WDB Secretary

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

MEETING DATE: August 11, 2021

ITEM: (4)

SUBJECT: Approve Minutes from March 17, 2021 Finance Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from March 17, 2021 Finance Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
FINANCE 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 17, 2021 – 9:00 AM – 10:00 AM

MINUTES

Attendance:

Members	Present
Will Sterling (Chair)	X
B.J. Patterson	X
Shannon Shannon	X
Jonathan Weldy	X

**Public Members*

Staff to WDB	Present
Devra Bell	X
Marlena Sessions	X

OPENING

- 1) **Chair called meeting to order** at 9:01 AM.
- 2) **Introductions** – The Board Secretary took roll call attendance.

PUBLIC COMMENT

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

WORKSHOP

4) Budget Workshop

The Chair provided an overview regarding the purpose of the annual budget workshop and noted there would be presentations from staff regarding the makeup of the proposed budget. Brad Gates reviewed a PowerPoint presentation that covered the following topics: Guiding Principles, which discussed priorities and budget timelines; Budget Highlights; Expenditures, which included current expenditures and forecasted budget information; and lastly, Training and Direct Services.

One discussion was related to expenditures and how those are utilized and allocated. In addition, Marlena Session noted that we have reviewed staffing costs and decided to delete 16 positions to help save money in the overall budget. Those additional funds could be put out in the community to better serve those in need of training, etc. Also discussed was the possibility of receiving additional funding from the State and when that information may come down from Sacramento. Once we have that additional data, the figures in the budget will be updated.

The Committee members were grateful for the hard work of the WDD staff and Chair of the Fiscal committee for their dedication to this process.

ADJOURNMENT

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

Meeting adjourned at 9:59 AM

The next WDB Finance Committee meeting is scheduled for Wednesday, May 12, 2021 at 8:00 AM and will be held via Zoom Conference.

Devra Bell, WDB Secretary