

## WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, NOVEMBER 10, 2021 AT 8:00 AM – 9:00 AM

At this time, the Workforce Development Board (Board) is continuing to hold Board and Committee meetings to conduct essential business pursuant to California Government Code section 54953(e). Members of the public are encouraged to watch and participate electronically.

Topic: WDB Executive Board Meeting  
Time: Nov 10, 2021 08:00 AM Pacific Time (US and Canada)

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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 agendas, please "Raise Hand" in the Zoom meeting as follows:**

- **To raise your hand in Zoom's desktop app, click the "Reactions" button and then select "Raise Hand" button.**
- **In the mobile app, you can raise your hand by tapping your phone screen; click on the "More" button and then select the "Raise Hand" button**
- **If you later change your mind about raising your hand, you can lower it by clicking "Lower Hand."**

**After raising your hand, the Executive Secretary to the Board will unmute your account and you will have up to three minutes to address 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  
EXECUTIVE BOARD MEETING**

**AGENDA**

WEDNESDAY, NOVEMBER 10, 2021 AT 8:00 AM – 9:00 AM

**OPENING**

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

**CONSENT AGENDA (Roll Call Vote)**

- 4) Approval of Minutes from October 13, 2021 Executive Board Meeting (Roll Call Vote)

**PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

**DISCUSSION**

- 6) WDB Committees
- 7) WDB Meeting Calendar 2022
- 8) Director Updates
- 9) Chair 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, 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.

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

**MEETING DATE:** November 10, 2021

**ITEM:** (4)

**SUBJECT:** Approve Minutes from October 13, 2021 Executive Board Meeting

**PRESENTED BY:** Bradley Gates, Interim Director  
Workforce Development Department (WDD)

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

**RECOMMENDATION:** Approve Minutes from October 13, 2021 Executive Board Meeting

**BACKGROUND:** See attached minutes

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD SPECIAL 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, OCTOBER 13, 2021, 8:00 A.M. – 8:30 A.M.**

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
Phil Cothran (Chair)	X
William Sterling (1 <sup>st</sup> Vice Chair)	X
B.J. Patterson (2 <sup>nd</sup> Vice Chair)	X
Cinnamon Alvarez	X
Scott Kuethen	X
Jonathan Weldy	X
<b>WDB Staff</b>	<b>Present</b>
Devra Bell	X
Marlena Sessions	X
Bradley Gates	X

**OPENING**

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:01 AM.
- 2) **Introductions** – The Board Secretary took roll call attendance.

**PUBLIC COMMENT**

- 3) **Comments from the General Public** - There were no public comment cards presented.

**DISCUSSION**

**4) Adopt Resolution to Make Certain Findings as Required by California Government Code section 54953(e) to Participate in Public Meetings via Teleconference**

Bradley Gates provided an overview of the item. The Chair requested a motion to approve. 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, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye  
Cinnamon Alvarez: Aye  
Scott Kuethen: Aye  
Jonathan Weldy: Aye

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

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

### **Approval of Minutes from September 1, 2021 Executive Board Special Meeting**

The Chair called for a motion to approve the consent agenda. B.J. Patterson motioned; Jonathan 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, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye  
Cinnamon Alvarez: Aye  
Scott Kuethen: Aye  
Jonathan Weldy: Aye

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

## **ADJOURNMENT**

The Chair called for a motion to adjourn. B.J. Patterson motioned; Scott Kuethen seconded the motion.

Meeting adjourned 8:15 AM

The next WDB Executive Board Committee meeting is currently scheduled for November 10, 2021 via Zoom Conference.

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Devra Bell – WDB Secretary