

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**
Workforce Development Department Administration Office
Executive Conference Room
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, JUNE 15, 2022 9:00 AM – 10:00 AM

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 regular meeting on the Workforce Development Board website, 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, and outside the meeting space. The agenda, its supporting documents and all writings received by the Board related to these items are public records and available for review during regular business hours at the WDD Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at 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, complete and submit the purple form entitled "Public Comment". These requests must be submitted to the Executive Secretary to the Board prior to the time the item is called for consideration or prior to the public comments section on the agenda. The Chair will call speakers forward to present their comments at the appropriate time.

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."

AGENDA

9:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

- 1) Call Meeting to Order
- 2) Introductions

PUBLIC COMMENT

- 3) Comments from the General Public in Attendance

CONSENT AGENDA

- 4) Approval of Minutes from March 9, 2022 Executive Board Meeting

PRESENTATION

- 5) Virtual Demonstration of Workforce Compass
 - *Presented by Taylor Stockton with Future Fit AI*

DISCUSSION

- 6) Recommend Contract with Future Fit AI/Workforce Compass for a total aggregate amount not to exceed \$150,000, for the two-year period of August 15, 2022 through August 14, 2024

REPORTS AND INFORMATION

- 7) Legislative Updates
- 8) WIOA Fiscal Reports

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 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: June 15, 2022

ITEM: (4)

SUBJECT: Approve Minutes from March 9, 2022 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from March 9, 2022 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, CA 92415

WEDNESDAY, MARCH 9, 2022, 8:30 AM – 10:30 AM

MEETING MINUTES

ATTENDANCE:

Members	Present
Phil Cothran (Chair)	X
William Sterling (1 st Vice Chair)	X
Cinnamon Alvarez	X
Scott Kuethen	X
Jonathan Weldy	X
WDB Staff	Present
Devra Bell	X
Bradley Gates	X
Sophie Akins	X
Diana Alexander	X
Leonard Hernandez	X

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:38 AM.
- 2) **Pledge of Allegiance:** Will Sterling led the Pledge of Allegiance
- 3) **Introductions** – The Chair started introductions around the room.

CONSENT AGENDA

- 4) **Approval of Minutes from November 10, 2021 Executive Board Meeting**
- 5) **Approval of Minutes from January 12, 2022 Executive Board Meeting**

The Chair requested a motion to approve the consent calendar. Cinnamon Alvarez made a motion; Jonathan Weldy seconded the motion. All approved, motion passed.

PUBLIC COMMENT

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

DISCUSSION

The Chair requested to move item #12 before item #7 and #9 would be moved to the end of the agenda.

12) WDD Director Vacancy

The Chair introduced Leonard Hernandez, Chief Executive Officer and Diana Alexander, Assistant Executive Officer and welcomed them to the meeting.

Mr. Hernandez thank the Board members for their leadership and support they bring to the community. He discussed the succession of Directors within the department and the need to create stability within the department, therefore it was decided that Brad Gates would maintain that continuity by being named the Director of the Workforce Development Department (WDD) on a permanent basis.

Ms. Alexander discussed the privilege she had working with Mr. Gates for many years. He is part of the Vision Leadership team and will be working with the other leaders in the County to help build on the equity process and bring that information back to our Board members, so we can help partner with other areas in the County.

A discussion ensued regarding the County restructuring and Mr. Hernandez confirmed that Mr. Gates will continue reporting directly to Ms. Alexander, so he has a direct link to upper management and does not need to go through several layers of management. Will Sterling started a discussion about the Board's ability in the past to have direct input on the hiring of a Director for the Board and additional Board members noted they did not have clarity regarding their role in those decisions. Jonathan Weldy suggested separating the role of the County Director vs. the Director of the Board. Mr. Hernandez discussed how the link between these roles began, back when a prior Director held both positions, covering the WDD and the Economic Development Agency (EDA) departments. He also noted that no recruitment was done this time, due to the Board's enthusiasm about Mr. Gates and the progress he made as the Interim Director for the prior 5 months. Some Board members requested additional communication regarding the process going forward and Mr. Hernandez assured them that he would make that happen.

7) Legislative Update

The Chair introduced Brad Jensen, Director of Governmental and Legislative Affairs. Mr. Jensen provided legislative updates from the State of California, which included the expectation that should most likely be a 9-12 month continuing resolution with WIOA. He also provided updates on the various bills that are pending at the State level. A discussion ensued about how the Board can help with some of these bills and perhaps visit the legislators directly. Due to remodeling occurring at the Capitol building, meetings are being held offsite and the Board members could consider scheduling one-on-one meetings, as those help build credibility.

8) WIOA Fiscal Reports

Mr. Gates led the discussion and reviewed the various fiscal reports and the status of the expenditures. He noted that during COVID, many of the goals were not reached, but we are now back on track and making progress.

10) Lease Extension

Mr. Gates discussed the breakdown of the facility costs at the Vanir building vs. the cost estimates if staff relocated to the East Valley America's Job Center of California office in San Bernardino. Due to those higher costs, Mr. Sterling noted that it no longer makes fiscal sense to try to relocate staff.

11) WDB By-Laws

The Chair asked Mr. Sterling to review the current WDB By-Laws and act as Chair for an Ad Hoc committee, to determine if any updates would be required.

9) 501(c)3 Discussion

Mr. Sterling reminded the Board members of the presentation made at the annual retreat in 2021, where several Workforce Development Boards discussed their different models, funding and grants. During that discussion, he reminded everyone that a suggestion was made to hire a consultant to do an independent analysis of those different models and provide the analysis to our Board for review. The Chair noted that Mr. Hernandez was willing to hear from our Board members about the reasons they want to establish this non-profit. A discussion ensued between several Board members about proceeding with a study by a consultant.

Additional topics covered were related to the existing 501(c)3 that was established by members of the WDB in 2018 and why that would not be used instead of creating a new one. Sophie Akins, County Counsel to the WDB, stated the Board of Supervisors (BOS) would need to approve this model and they have not agreed to do so at this time. Operating the non-profit would require staffing and the County does not allow their staff to do the work of a 501(c)3. Ms. Akins also stated that the Board does not have the delegated authority from the BOS to make decisions of this nature on their behalf. As a result of the above discussion, the decision was made to forego hiring a consultant to conduct a study or pursue a new non-profit.

Note: The Chair left the meeting at 10:42 am and handed the meeting over to the Vice Chair, William Sterling for final closure.

ADJOURNMENT

The Acting Chair called for a motion to adjourn. Jonathan Weldy motioned; Shannon Shannon seconded the motion.

Meeting adjourned 10:49 AM

The next WDB Executive Board Committee meeting is currently scheduled for June 15, 2022 at the WDD Administration Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary

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

MEETING DATE: June 15, 2022

ITEM: (6)

SUBJECT: **Recommend Contract Award to Future Fit AI/Workforce Compass**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Recommend contract award for a total aggregate amount not to exceed \$150,000, for a two-year period with Future Fit AI/Workforce Compass for the period of August 15, 2022, through August 14, 2024.

BACKGROUND: The Workforce Development Department (WDD) is in the process of evaluating our services in our America's Job Centers of California (AJCCs), branded the "AJCC Refresh." As part of the AJCC Refresh, WDD staff reviewed the existing tools used by staff in the AJCCs. The Future Fit AI/Workforce Compass (FFA/WC) identifies customers' skills, interests, and abilities, resulting in a better alignment with training needs. WDD anticipates more customers will choose high demand occupations they may not have previously considered.

WDD staff compared the services of three vendors and FFA/WC was determined to be superior in all the following categories:

1. Advanced Labor Market Data and Artificial Intelligence
2. Robust career Recommendations based off Skills, Interests, and Local Demand
3. Comprehensive Career Pathways Catalog
4. Custom Integrations to Organize and Recommend Preferred Content
5. Custom Profiling of Job Seekers to Streamline Intake Process and Improve Reporting
6. Diverse Learning Pathways Catalog
7. Provider – Agnostic Learning Catalog
8. Comprehensive, Custom, and Provider – Agnostic Resource Catalog
9. Live Labor Market Information to Connect Job Seekers to Work Opportunities

A recommendation for contract award will move this Item to the Workforce Development Board for contract approval. Once approved, the contract with FFA/WC will be submitted to the Purchasing Department for execution.