

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

Workforce Development Department Administration Office  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

WEDNESDAY, JULY 13, 2022 AT 8:30 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 are 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 Committee 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 meetings.**

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 Committee 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 Committee on any item on the agenda and on any matter that is within the Committee's jurisdiction.

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 Committee's consideration of the Agenda item."*

**AGENDA**

**OPENING**

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

**PUBLIC COMMENT**

- 4) Comments from the General Public in Attendance

**CONSENT AGENDA**

- 5) Approval of Minutes from April 20, 2022 Economic Development Business Resource Committee Meeting

**WORKSHOP**

- 6) EDBR Business Process Improvement and Workshop Contractor Presentations
  - Build ED
  - Asociacion de Emprendedoras
  - Welborn Media
  - California Employers Association
  - Instructional Access
  - California Manufacturing Technology Consulting

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

**AGENDA**

WEDNESDAY, JULY 13, 2022 AT 8:30 AM – 10:00 AM

**DISCUSSION**

- 7) Update on Economic Recovery Business Services Outreach Support Project
- 8) County Legislative Platform

**REPORTS AND INFORMATION**

- 9) Workplan for Economic Development Business Resource Committee Goals
- 10) Business Services Dashboard

**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 Committee 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 Committee 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 Committee 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  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** July 13, 2022

**ITEM:** (5)

**SUBJECT:** Approve Minutes from April 20, 2022 Economic Development and Business Resource (EDBR) Committee Meeting

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

**CONSENT**  **DISCUSSION**  **INFORMATION**

**RECOMMENDATION:** Approve Minutes from April 20, 2022 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, APRIL 20, 2022 – 8:30 AM – 10:00 AM**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>
Cinnamon Alvarez (Chair)	X
Orlando Acevedo	
*Willie Ellison	X
Jimmy Elrod	
Mike Gallo	
*Peggi Hazlett	X
Scott Kuethen	
*Brian Lugo	X
Lina Montes	
Shannon Shannon	X
*Reginald Webb	X
*Public Members	

<b>STAFF TO WDB</b>	<b>Present</b>
Devra Bell	X
Brad Gates	X

**OPENING:**

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

**PUBLIC COMMENT**

- 4) **Comments from the General Public in Attendance** – No public comments made.

**CONSENT AGENDA:**

- 5) **Approval of Minutes from the January 12, 2022 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes from the January 12, 2022 meeting. Peggi Hazlett 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  
Willie Ellison: Aye  
Jimmy Elrod: Absent  
Mike Gallo: Absent  
Peggi Hazlett: Aye

Scott Kuethen: Absent  
Brian Lugo: Aye  
Lina Montes: Absent  
Shannon Shannon: Aye  
Reginald Webb: Aye

**DISCUSSION:**

**6) Recommend contract award to the Workforce Development Board for HR Hotline Services to California Employers Association for a term of three years with two optional one-year extensions and not to exceed \$150,000 total, \$50,000 per year.**

Curtis Compton provided an overview of the The HR Hotline is a non-governmental organization that assists employers obtain recommendations for employee situations. A discussion ensued regarding the do it yourself forms that are made available to the employer. The Chair requested a motion to approve. Peggi Hazlett 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  
Willie Ellison: Aye  
Jimmy Elrod: Absent  
Mike Gallo: Absent  
Peggi Hazlett: Aye  
Scott Kuethen: Absent  
Brian Lugo: Aye  
Lina Montes: Absent  
Shannon Shannon: Aye  
Reginald Webb: Aye

**7) Recommend contract award to the Workforce Development Board for Business Workshops to Build ED, Asociacion de Emprendedoras, Welborn Media, and California Employers Association, each for a term of three years with two optional one-year extensions and each not to exceed \$150,000 total, \$50,000 per year.**

Curtis Compton provided an overview of the item and discussed the training and workshops that are made available. A Request for Qualification was issued and they receive 4 proposals. The services have been expanded to include Spanish speaking individuals. The Chair requested a motion to approve. Peggi Hazlett 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  
Willie Ellison: Aye  
Jimmy Elrod: Absent  
Mike Gallo: Absent  
Peggi Hazlett: Aye  
Scott Kuethen: Absent  
Brian Lugo: Aye  
Lina Montes: Absent  
Shannon Shannon: Aye  
Reginald Webb: Aye

**8) Recommend contract award to the Workforce Development Board for Business Improvement Services to Welborn Media, Instructional Access, and California Manufacturing Technology Consulting, each for a term of three years with two optional one-year extensions and each not to exceed \$599,997 total, \$199,999 per year.**

Curtis Compton provided an overview of the item. He noted the process improvement is great for businesses with over 10 staff members and helps businesses, whether they are struggling or growing. During the prior contract period, 58 businesses had been served and 708 jobs saved. The Chair requested a motion to approve. Peggi Hazlett 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  
Willie Ellison: Aye  
Jimmy Elrod: Absent  
Mike Gallo: Absent  
Peggi Hazlett: Aye  
Scott Kuethen: Absent  
Brian Lugo: Aye  
Lina Montes: Absent  
Shannon Shannon: Aye  
Reginald Webb: Aye

**9) Recommend contract award to the Workforce Development Board for the Smile Crew Dental Assistant Program to the Riverside County Office of Education, for a term of one year and not to exceed \$40,000**

Bradley Gates provided an overview of the item, noting the California Dental Association had identified a shortage of dentists, hygienists etc. and hundreds of individuals are needed to fill current positions. This pilot project will utilize \$40,000 to fund a cohort of 15 individuals to go through a 4-week bootcamp. A Request for Qualification was released and the local training provider will be through the Riverside County Office of Education, as no bids were received from San Bernardino County. The Chair requested a motion to approve. Peggi Hazlett motioned; Brian Lugo 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  
Willie Ellison: Aye  
Jimmy Elrod: Absent  
Mike Gallo: Absent  
Peggi Hazlett: Aye  
Scott Kuethen: Absent  
Brian Lugo: Aye  
Lina Montes: Absent  
Shannon Shannon: Aye  
Reginald Webb: Aye

## **WORKSHOP**

### **10) Review Workplan for Economic Development Business Resource Committee Goals**

Curtis Compton reviewed the workplan for the EDBR goals that were previously approved by the committee members. Each of the 3 goals has several activities that will be monitored for outcome measurement. A discussion ensued regarding the potential to post apprenticeship positions within the CalJOBS system. It was noted that apprenticeship opportunities can be found online at the Department of Apprenticeship website.

### **11) Entrepreneurship Training**

Bradley Gates provided an overview and noted that Workforce Boards have not done enough around entrepreneurship trainings and asked the committee members for their consideration of supporting this type of training, before issuing a Request for Proposal. A discussion ensued about the need for this type of training and getting the youth involved. This training could also help with soft skill training, as well as economics of running your own business. Further discussions will occur to determine if an Ad Hoc committee should be established to discuss what the type of training this would encompass.

## **REPORTS/INFORMATION**

### **12) Business Services Dashboard**

Curtis Compton provided an overview of the current Business Services Dashboard, which focuses on the primary businesses. He reviewed the information. He showed the members how to obtain the link to the dashboard from the website.

### **13) Business Services Outreach Support/Chamber Update**

Bradley Gates provided an update on the Business Outreach pilot program, which is contracted with 6 organizations. These chambers provide a monthly report, showing the progress they have made, and they are now working together collectively vs. independently. Initially, the progress was slow, but the numbers have gone up significantly during the 2<sup>nd</sup> quarter.

## **ADJOURNMENT**

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

Meeting adjourned at 10:08 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, July 13, 2022 at 8:30 AM and will be held at the WDD Administration Office, located at 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.

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Devra Bell, WDB Secretary