

**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. An 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