

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

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

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
Phil Cothran (Chair)	X
William Sterling (1 <sup>st</sup> Vice Chair)	X
Cinnamon Alvarez	X
Scott Kuethen	X
Shannon Shannon	X
Jonathan Weldy	X
<b>WDB Staff</b>	
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, 6<sup>th</sup> Floor, San Bernardino, CA 92415.



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Devra Bell – WDB Secretary