

## WORKFORCE DEVELOPMENT BOARD MEETING

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

**WEDNESDAY, AUGUST 10, 2022, 8:30 AM**

### **MEETING MINUTES**

#### **ATTENDANCE:**

| <b>Members</b>             |                |                 |                |
|----------------------------|----------------|-----------------|----------------|
|                            | <b>Present</b> |                 | <b>Present</b> |
| Phil Cothran<br>(Chair)    | X              | Lowell King     | X              |
| Will Sterling (Vice-Chair) | X              | Scott Kuethen   | X              |
| Orlando Acevedo            |                | Louie Lopez     | X              |
| Cinnamon Alvarez           | X              | Robert Loeun    | X              |
| Ken Boshart                | X              | Dale Marsden    |                |
| Ricardo Cisneros           |                | Lina Montes     | X              |
| Jimmy Elrod                |                | Henry Shannon   |                |
| Mike Gallo                 |                | Shannon Shannon | X              |
| Cheri Greenlee             | X              | Jonathan Weldy  |                |

| <b>Staff to WDB</b> |                |
|---------------------|----------------|
|                     | <b>Present</b> |
| Sophie Akins        |                |
| Devra Bell          | X              |
| Brad Gates          | X              |
| Suzanne Bryant      | X              |
| <b>WDD Staff</b>    |                |
| Fred Burks          | X              |
| Andi Cannon         | X              |
| Curtis Compton      | X              |
| Mariann Johnson     | X              |

#### **OPENING**

- 1) **Chair Call Meeting to Order** at 8:33 AM
- 2) **Pledge of Allegiance** was led by Cinnamon Alvarez
- 3) **Introductions** - The Chair led introductions around the room
- 4) **Success Stories**
  - Business Services: Curtis Compton introduced David Flatten, Owner of Inland Powder Coating in Ontario, CA. Mr. Flatten discussed the struggles his company encountered during COVID and they lost many employees. In 2021, a consultant came in and provided a management program to help identify ways to get employees interested in company to work, such as why their company would be an attractive place to work, as a leader in the industry. Mr. Flatten also noted they changed their technology and automated some processes, to assist in their production.
  - AJCC Client: Robyn Caliver from the East Valley America's Job Center of California, introduced Larry Aragon, who required assistance in furthering his career, after COVID disrupted his business as a drug/alcohol counselor and life coach. With his previous experience, Ms. Caliver was able to transfer those skills into a new position working with her as a mentee and helping other customers that come into the center for assistance.

- Youth: LaVita Golden introduced Stephanie Cortez. Ms. Cortez had dropped out of college and reached out to start the CNA program. She is expecting to take the exam soon and would like to eventually work her way through school to obtain a Masters degree and become a Nurse Practitioner.

## **PUBLIC COMMENT**

### **5) Comments from the General Public in Attendance**

There were no public comment cards presented.

## **CONSENT AGENDA**

### **6) Approval of Minutes from the May 11, 2022 Workforce Development Board General Meeting**

The Chair requested a motion to approve the minutes from the May 11, 2022 General Board meeting. Will Sterling motioned; Cinnamon Alvarez seconded the motion. All in favor; none opposed. Motion carried.

## **DISCUSSION**

### **7) Approve amended and restated Workforce Development Board By-Laws for submission to the Board of Supervisors**

Bradley Gates provided an overview of the item noted an Ad Hoc Committee had reviewed and recommended changes to the By-Laws, along with County Counsel. Mr. Gates reviewed each change and asked for any comments/questions from the Board members. The Chair requested a motion to approve. Ken Boshart made a motion; Louie Lopez seconded the motion. All in favor, none opposed. Motion carried.

### **8) Approve program support of State of the County event in the amount of \$15,000**

Bradley Gates provided an overview of the item, which would provide program support of \$15,000 for the State of the County event. The Chair requested a motion to approve. Louie Lopez made a motion; Lina Montes seconded the motion. All in favor, none opposed. Motion carried.

## **REPORTS AND INFORMATION**

### **9) Committee Reports**

- Exec: Bradley Gates reviewed the Fiscal reports, including a new WIOA report that contains quarterly information, on a rolling basis and is broken down by grant. In addition, Mr. Gates reported that each committee had a legislative discussion, which will be shared with our Legislative team.
- EDBR: Cinnamon Alvarez reported on the Business Process Improvement and Workshop Contractor Presentations at the last EDBR meeting; she also reviewed the committee goals and provided information about upcoming job fairs; provided an update on the Economic Recovery Business Services Outreach Support Project, County Legislative Platform and lastly, the Business Services Dashboard.
- Special Populations: Mariann Johnson provided the update, on behalf of the Chair, who was absent. She noted there was a great conversation about the sub minimum wage and its' impact on job seekers with disabilities. The members brainstormed some ideas for gig employment that focused on the strengths a person brings to the employer. Staff is

researching ways we might be able to help with this in our county. During the conversation on the county legislative platform, they were asked to include housing for local workers, childcare needs to be available and affordable, and how can we encourage community benefits agreements in a way that would benefit job seekers from special populations. Lastly, she reported on the upcoming Special Pops Business Services convening on 9/19

- Youth: Shannon Shannon reported on a great presentation at the Youth Committee meeting from Road Trip Nation. The committee is excited about bringing this tool to our county. In the conversation about the legislative platform, the group talked about ensuring a focus on disconnected youth and ensuring there are adequate good youth employment opportunities and also how to upskill recent High School graduates so they can get them into the workforce. Ms. Shannon also reported on the new youth contracts that are now in place. Training was held at the end of June and into July about the new policy manual.

## **10) Logistics Industry Sector Videos**

Mariann Johnson led the discussion. Since 2019, there has been a focus on how to get individuals into the Logistics industry. She showed 3 videos that have been developed and a 4<sup>th</sup> video is currently in production. These videos will be put on the website, once finalized.

## **11) County Report**

Bradley Gates reported on a grant that was jointly received by San Bernardino County and Riverside County for \$1.8 million to help fund apprenticeships. He also reported we received another grant for \$1.2 million with Riverside County for training special populations. Mr. Gates shared that we have submitted the Prison to Employment (P2E) application for \$4 million. Lastly, the State notified us that our 4 year local plan would need modification and it would be discussed further at the September General Board meeting.

## **12) Chair Report**

Phil Cothran reported that an Ad Hoc Nomination Committee would soon be created. He also promoted strong attendance at the annual retreat in September. Lastly, he revised the meeting date for the last General Board meeting in 2022, which will now occur on December 7, 2022.

## **ADJOURNMENT**

The Chair called for a motion to adjourn. Louie Lopez motioned; Scott Kuethen seconded the motion. None opposed. Motion carried. The meeting adjourned at 10:48 AM.

The next Workforce Development Board General Meeting is scheduled for Thursday, September 15, 2022 at the Lake Arrowhead Resort and Spa, 27984 CA-189, Lake Arrowhead, CA 92352.



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Devra Bell, WDB Secretary