

ECONOMIC DEVELOPMENT & BUSINESS RESOURCE COMMITTEE MEETING

Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North "D" Street, 6th Floor, San Bernardino, California

WEDNESDAY, JANUARY 11, 2017 at 1:30 p.m.

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 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, 6th Floor, San Bernardino, CA 92415. 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 <http://cms.sbcounty.gov/wib/Home.aspx>. 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

1:30 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT ECONOMIC DEVELOPMENT AND BUSINESS RESOURCE COMMITTEE

OPENING

- 1) Chair Call Meeting to Order and Pledge of Allegiance
- 2) Member Introductions

CONSENT

- 3) Approve Minutes of November 9, 2016 Economic Development and Business Resource Committee Meeting

DISCUSSION

- 4) New website overview
- 5) Discuss Next Steps on Economic Development and Business Resource Committee Strategic Action Items

INFORMATION

- 6) County Report given by Miguel McQueen

PUBLIC COMMENT

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 92415-0041, or during this meeting.

The Workforce Development Board meeting facility 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) 387-9886 and the office is located at 290 North "D" Street, 6th Floor, San Bernardino, California 92415. California Relay Service 711

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Workforce Development Board
BUSINESS AND ECONOMIC DEVELOPMENT COMMITTEE MEETING

Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North "D" Street, 6th Floor, San Bernardino, California

WEDNESDAY, NOVEMBER 09, 2016, 1:30 p.m.

MINUTES

1) Chair Called Meeting to Order at 1:32 am. In attendance:

Committee Members Present

Jon Novack
Peggi Hazlett
Laurie Stalnaker
Audrey Mathews
Phil Cothran
William Sterling
BJ Patterson
Robert Loewn
John Andrews
Mike Gallo

Committee Members Absent

Anita Tuckerman
Tony Myrell
Terry Klenske

Staff

Reg Javier, Deputy Executive Officer
Mariann Ruffolo, Deputy Director
Miguel McQueen, Deputy Director
Gina Beltran- Executive Secretary
Fred Burks- Administrative Supervisor II
Sandy Harmsen, Project Executive
James Johnson, Business Services Manager

Public Members

Kristi Sandberg – VVC Foundation
Jessica Rodriguez – Goodwill
Teresa Taylor – Career Institute
Dora Edney – Baldy View ROP
Shellie Dansby – Learn4Life

CONSENT

ITEM 3- Motion to approve Minutes of September 14, 2016 Meeting

Motion by Will Sterling. Second by Audrey Mathews. Motion carried.

DISCUSSION

ITEM 4- Local Plan Report by MaryAnn Pranke

MaryAnn was hired as a consultant to write our Local and Regional Plan. She is conducting various workshops with community partners, providers, board members and customers. She was at this meeting to get feedback and input from the board members about strengths, weaknesses, analysis and threats on their thoughts about how they can ensure the board will continue to function as a high performing board. Once Maryann is done gathering information from all sources, she will write up the plan and get it ready for public viewing by the end of December.

ITEM 5- Discuss Business Surveys

Miguel McQueen discussed the business survey handout and what the purpose of the form is. The Business Services Representatives go out and survey businesses on a monthly and annual basis. Once the information is gathered, the Business Services team will perform a follow up evaluation. There was a question of how often does the Board would like to see the data from these surveys and it was decided on a quarterly basis.

ITEM 6- Discuss Next Steps on Economic Development and Business Committee Strategic Action Items

Mariann Ruffolo discussed the handout on goals and activities for Economic Development and Business Resources Committee 2016-17. Mariann Ruffolo updated the committee on the Regional and Local planning meetings. The last meeting had good feedback with about 150 attendees which were from business and chamber members. The MOU Phase II is moving forward. There was a kickoff training and the partners seemed to understand their roles and made good suggestions.

ITEM 7- Chamber Engagement

Jon Novack and Peggy Hazlett have been working on a project with businesses through the Ontario Chamber of Commerce trying to spread the word of all the services EDA and WDD can provide.

INFORMATION

County Report given by Miguel McQueen

There is a Regional Plan meeting scheduled for November 16, 2016 at the Bourns Technology Center in Riverside from 2:00-4:00 p.m. and all community partners are welcome.

PUBLIC COMMENT

There was one public comment.

Kristi Sandberg – Victor Valley Foundation

ADJOURNMENT

Phil Cothran motioned to adjourn. Second by Peggy Hazlett. Motion carried. Meeting adjourned at 2:30 p.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, January 11, 2017 at 1:30 p.m. to be held at WDD Admin, 290 N. "D" Street, 6th Floor, San Bernardino, Ca 92401.

Gina Beltran, Executive Secretary II