

WORKFORCE DEVELOPMENT BOARD YOUTH COMMITTEE MEETING

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

WEDNESDAY, SEPTEMBER 13, 2017 at 10:00 a.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 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 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

10:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT YOUTH COMMITTEE

OPENING

- 1) Chair Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of Agenda
- 4) Member Introductions

CONSENT

- 5) Approve Minutes from July 12, 2017 Youth Committee Meeting

PRESENTATION

- 6) Success Story
- 7) Youth Build

DISCUSSION

- 8) Charter School Process Policy
- 9) Next Steps on Youth Committee Strategic Action Goals

INFORMATION

- 10) Y4 Update
- 11) County Report

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, 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 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
Youth Committee
Agenda Item**

MEETING DATE: September 13, 2017

ITEM: (5)

SUBJECT: Approve Minutes from July 12, 2017 Youth Committee Meeting

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department (WDD)

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

RECOMMENDATION: Approve Minutes from July 12, 2017 Youth Committee Meeting

BACKGROUND: See attached minutes

WDB Committee Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

**Workforce Development Board
YOUTH COMMITTEE MEETING**
Workforce Development Board Conference Room
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, JULY 12, 2017, 10:00 a.m.

MINUTES

Attendance:

Members	Present
B.J. Patterson (Chair)	X
John Andrews	X
Ken Boshart	X
*Andre Bossieux	
Phil Cothran	X
*Lowell King	X
Dale Marsden	
*Audrey Mathews	X
Tony Myrell	X
Jon Novack	
*Fernando Olivarez	X
William Sterling	X
*Hassan Webb	X
Jonathan Weldy	X

**Public Members*

Staff to WDB	Present
Gina Beltran	X
Sandy Harmsen	
Reg Javier	
WDD Staff	Present
Coley Bowman	X
Fred Burks	X
James Johnson	X
Miguel McQueen	
Stephanie Murillo	X
Mariann Ruffolo	X
Janeth Tran	X

OPENING

Chair called the meeting to order at 10:05 a.m. and Pledge of Allegiance was led by Fernando Olivarez

A motion was made and seconded and carried by the majority of the committee to adopt the agenda

Member introductions were done.

CONSENT

ITEM 4- Motion to approve Minutes of February 22, 2017 Youth Committee Meeting

Chair called for a motion to approve the minutes from the February 22, 2017 Youth Committee Meeting. William Sterling motioned and Lowell King seconded. Tony Myrell abstained. None opposed; motion carried.

PRESENTATION

ITEM 5 – Y4 Youth Advisory Committee

Members of the Y4 planning/advisory committee were recognized by the Chair and presented with certificates for their hard work and dedication on creating an amazing event.

DISCUSSION

ITEM 6 – Youth Branding Contest

Mariann Ruffolo presented, asking committee for approval on moving forward with using a youth branding name, Generation: Go!

Chair called for a motion to approve. John Andrews motioned and Audrey Mathews seconded. None opposed; motion carried.

ITEM 7 - Next Steps on Youth Committee Strategic Action Goals

Mariann Ruffolo presented, reviewing the goals spreadsheet with the committee. There was discussion on removing and merging of a couple goals. Also discussed was adding the goal of the Career Pathway Project which was an outcome of the Board retreat.

INFORMATION

ITEM 8 - County Report

Mariann Ruffolo presented, first reporting on a Workforce Accelerator grant funded project with Fresno County that offers on-line counseling services. WDD Staff and youth providers are partnering with the initiative for youth participants. Workforce staff are also working with different charter schools and more are starting to reach out

Gina Beltran reported there have been some Outlook issues and in an attempt to resolve some of the confusion on calendar invites, she reminded the group that any official calendar invite or cancellation for a meeting will come from her. If anyone receives an Outlook invite or cancellation that is not from her, disregard and let her know. She will continue to send reminder emails as a way to track and monitor for quorum.

PUBLIC COMMENT

There were no public comments

ADJOURNMENT

Chair called for a motion to adjourn. William Sterling motioned and Tony Myrell seconded. None opposed; motion carried.

Meeting ended at 10:36 a.m.

The next WDB Youth Committee meeting is scheduled for Wednesday, August 9, 2017 at 10:00 am to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

**San Bernardino County
Workforce Development Board
Youth Committee
Agenda Item**

MEETING DATE: September 13, 2017
ITEM: (8)
SUBJECT: Charter School Process Policy
PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve the charter school eligibility criteria.

BACKGROUND: This action will allow Workforce Development Department (WDD) to develop a written charter school eligibility process that will help assess charter schools that wish to collaborate with WDD to assist the youth residing in San Bernardino County with his/her high school needs.

WDD has recently had charter schools outside of San Bernardino County request letters of support. These requests highlighted the need for the development of written eligibility criteria to be applied to all charter schools making such requests. The intention of this policy is to ensure appropriate steps are followed when providing charter schools letters of support.

Attached – Charter School Eligibility Criteria

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____



Our Mission...

San Bernardino County Workforce Development Board develops and promotes economic development opportunities for businesses, employees and job seekers by understanding emerging economic trends, listening to employers, creating partnerships and providing services in a caring manner.

In order for a charter school to receive a letter of support from the San Bernardino County Workforce Development Department (WDD), they must provide the following documents:

1. Proof the charter school location is in San Bernardino County if the charter school has physical locations. Acceptable documentation includes, but is not limited to:
 - a. Business license with a site location listed in San Bernardino County.
2. Proof the services can be accessed in San Bernardino County if the charter school is an online school only.
3. Charter School Number assigned by the California Department of Education.
4. Proof of compliance with Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act.
5. Detailed description of the charter school's plan for appropriately serving individuals with disabilities, including resources, services, and other supports provided.
6. General Liability Insurance Certificate.
7. Valid business license if required by the city in which the charter school is physically located.
8. Program performance (enrollment, graduation rate, and college acceptance rate for previous 18 months).
9. Proof of accreditation. Acceptable documentation includes, but is not limited to:
 - a. Bureau for Private and Postsecondary Education (Approval to Operate or Qualifying Exemption)
 - b. Western Association of Schools and Colleges
 - c. Chancellor's Office of the California Community Colleges
 - d. California Department of Education
 - e. Qualify under the Title IV of the Higher Education Act

**San Bernardino County
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MEETING DATE: September 13, 2017
ITEM: (9)
SUBJECT: Next Steps on Youth Committee Strategic Action Goals
PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department (WDD)
CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Discuss the Youth Committee Strategic Action Goals

BACKGROUND: The 2017-18 strategic action goals are set annually by the Workforce Development Board's Youth Committee in support of the goals of the Workforce Development Board.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____