

WORKFORCE DEVELOPMENT BOARD GENERAL MEETING

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

WEDNESDAY, DECEMBER 20, 2017, 11:30 AM

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

11:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

OPENING

- 1) Chair Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of the Agenda
- 4) Introductions
- 5) Success Stories
 - a) Business Services
 - b) AJCC Client
 - c) Youth

WORKSHOP

- 6) National Updates by Ron Painter, Executive Director with the National Association Workforce Board

REVIEW AND APPROVAL OF MEETING MINUTES

- 7) Approval of Minutes from the August 16, 2017 Workforce Development Board General Meeting

PUBLIC COMMENT

- 8) Comments from the General Public in Attendance

DISCUSSION

- 9) Ratification of Contract with Riverside County for Inland Empire Regional Plan Development
- 10) Approval to Release the Request for Proposals for Community Asset Mapping and Environmental Scan
- 11) Approval of Comprehensive America's Job Center of California Certification Process and Matrix Baseline Criteria
- 12) Approval of Employer of Record Program for January 24, 2018 through June 30, 2020
- 13) Approval of Monster Government Solutions Contract Amendment for Fiscal Year 2017-2018 and 2018-2019
- 14) Approval of School District Workforce Development Coordinator
- 15) Approval to Release the Request for Proposal for Workforce Innovation and Opportunity Act Youth Services

REPORTS AND INFORMATION

16) Committee Reports

- i) Executive Board
- ii) Youth Committee
- iii) Economic Development and Business Resource Committee
- iv) Special Populations Committee

17) One-Stop Operator Report

18) Economic Development Agency Report

19) County Report

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
Agenda Item**

MEETING DATE: December 20, 2017

ITEM: (7)

SUBJECT: Minutes from August 16, 2017 Workforce Development Board
General Meeting

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department (WDD)

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

RECOMMENDATION: Approve Minutes from August 16, 2017 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

WDB Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

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

WEDNESDAY AUGUST 16, 2017, 12:00 p.m.

MINUTES

ATTENDANCE:

Members			
	Present		Present
Tony Myrell <i>(Chair)</i>	X	Dale Marsden	X
Phil Cothran <i>(Vice-Chair)</i>		Paul Moreno	X
Will Sterling <i>(Second Vice-Chair)</i>	X	Jon Novack	X
Jon Andrews	X	B.J. Patterson	X
Ken Boshart	X	Henry Shannon	X
Rene Castellanos		Laurie Stalnaker	
Mike Gallo	X	Anita Tuckerman	X
Cherilyn Greenlee		Jonathan Weldy	X
Terry Klenske	X	Joseph Williams	X
Robert Loeun			

Staff to WDB	
	Present
Devra Bell	
Sandy Harmsen	X
Reg Javier	X
WDD Staff & Other	
Fred Burks	X
Curtis Compton	
Miguel McQueen	X
Rosina Motta	X
Stephanie Murillo	X
Marissa Rivera	X
Mariann Ruffolo	X

OPENING

- 1) **Chair called the meeting to order** at 12:10 pm.
- 2) **Pledge of Allegiance** led by Paul Moreno
- 3) **Adoption of the Agenda** – Mr. Myrell requested that item #13 move to above item #11. Chair called for a motion to adopt the agenda with the aforementioned change. Motion by Will Sterling. Second by Paul Moreno. None opposed, motion carried.
- 4) **Introductions** were made around the room
- 5) **Success Stories**
 - a) Youth – Colton-Redlands-Yucaipa Regional Occupational Centers (CRY-ROP) was set to introduce the youth participant. Mr. Myrell announced that CRY-ROP would have opportunity at a later date to present since their youth participant was unable to arrive at the scheduled time.
 - b) Business – Riccardo Canova, Business Service Representative from the East Valley AJCC introduced his client, Brad McDermith of California Computer Options, an IT Managerial Service Provider.
 - c) AJCC Client – Altricia Henry, Business Service Representative from the East Valley AJCC, introduced AJCC customer, Jamar Logan, currently working for Horizon Solar Power.

CONSENT

- 6) **Approval of Minutes from the May 17, 2017 Workforce Development General Board Meeting**
 Chair called for Motion to approve. Motion by Joseph Williams, Second by William Sterling. None opposed, motion carried.

7) Approval of Funding Request for Professional Communication and Media Coordination.

Chair called for Motion to approve. Motion by Joseph Williams, Second by William Sterling. Anita Tuckerman abstained. None opposed, motion carried.

Break at 12:27 to serve lunch. Reconvened at 12:38 pm.

DISCUSSION

8) Approval of One Stop Operator Annual Workplan

Chair briefed on One Stop Operator plan and introduced Angela Gardner of Workforce Development Solutions, Inc. Ms. Gardner presented the AJCC System Mission as agreed upon by all of the AJCC System Partners. PowerPoint presentation shared, handout provided to Board members and public. She plans to present the workplan to Partners in their September scheduled meeting. Mr. Williams commented on the partnerships and monies involved in the one-stops. Mr. Novack spoke on the SlingShot program and the need to secure potential employees; he encouraged dialogue on the "friendly environment for businesses." Personal relationships play a role in how the employees are secured. Ms. Gardner responded with the intent on capacity building and discussed the quality of the Business Services team and the intent to grow. Mr. Gallo asked if Ms. Gardner participated in regional and local planning meetings and shared the plans that will be approved by the State Board this month.

Chair provided clarification for the Board that Ms. Gardner is our oversight body to the One Stop Operator system Memorandum of Understanding. The contract sits with the Economic Development Agency, so there is a firewall between the provision of Career Services and the Operator position, to avoid any type of perceived conflict.

Chair called for Motion to approve the Annual Workplan. Motion by Jon Novack, second by BJ Patterson. None opposed, motion carried.

PRESENTATION

9) AJCC Certification

Gustavo Cisneros, Staff Analyst II, presented on the Certification Process. A PowerPoint presentation was shared and a handout was provided to Board and public. Mr. Cisneros discussed independent review and the two-step certification process. He shared key factors and the goal to achieve a statewide standard. He also discussed the two levels of certification; Baseline and Hallmarks of Excellence. In addition, Mr. Cisneros discussed the timeline through June, 2018. He informed the Board that the shared deadline to submit AJCC certification to the EDD Regional Advisor is September 30, 2017 and the Baseline Criteria Matrix by December 31, 2017. Mr. Gallo asked why the West Valley office is the Comprehensive Center. Miguel McQueen provided the information that Rancho Cucamonga is the first and official comprehensive office, but the plan is to roll out to all three AJCCs. The Chair requested a few members be involved and suggested they reach out to Mr. McQueen if interested.

10) Economic Development - Soua Vang, Elisa Laurel and Richard Vaughn from the Economic Development Department (EDD) presented their Retail Story Map. They are interested in evolving and paving the way for future growth and creating opportunities. Ms. Laurel highlighted the entrepreneurs in the County and shared the brother and sister team at Cheesewalla. She noted that Experiential retail is the new trend and shared that we are a county of many firsts and highlighted locations like Punch Bowl Social and Cracker Barrel. Richard Vaughn represents the young demographic and shared that Time Magazine stated the Inland Empire is number one in the nation

for millennials. Ms. Vang shared Ms. Carter's marketing and tourism video. After the video, Ms. Laurel illustrated and displayed the data for the millennial and baby boomer demographic.

Mr. Gallo was impressed by the data shared and asked if the data is part of the strategic plan to attract demographics and industry sectors and wants to use this data to inform and drive forward. Ms. Vang shared this is the beginning of implementation in line with Mr. Javier's vision. BJ Patterson requested information regarding plans to share this data with outside companies. Ms. Laurel noted it was the collaboration with ESRI and was shared at ICSC. It will also be incorporated on the EDD website. Ms. Vang stated they are also sharing the data with each city on visits. Anita Tuckerman asked if there was an interest in creating a story map in other industries, such as manufacturing, to which Ms. Vang positively confirmed. The Chair asked if they are also seeking out employers. Mr. Gallo shared the importance of integration. Joseph Williams discussed the states' goal of filling one million job vacancies and suggested we find the locations with the biggest potential, to have the greatest impact. Mr. Gallo asked for clarification on the intent of the city visits. Ms. Vang clarified the city visits are meant to garner interest and curate content. The Chair shared an article from the Orange County Register and the importance of the millennials migrating to San Bernardino County.

INFORMATION

11) Public Relations Newsletter

(Moved to #11 from 13 on agenda due to time constraints of the presenter). Steve Lambert of the 20/20 Network presented, covering the first newsletter for the WDB. Mr. Lambert shared a handout and confirmed it will be shared quarterly, including across social media platforms. In the future, the report may be shared monthly. The Chair thanked Mr. Lambert for the comprehensive handout.

12) Planning Retreat Update on Goals

Chair presented that the WDB decided on three major areas of strategic focus at the Strategic Planning Session/Retreat in May. A handout was provided that showed the initial timeline that was compiled at the session, as well as the names of the members that worked on the initial planning components.

- Update on Business Engagement – Ken Boshart presented this item and noted the intent of the Business Field Team from the WDB Retreat is to connect with businesses in the County for heightened awareness, initial engagement and expanding a sphere of influence. He discussed the role of the Business Services team and what we could and should do moving forward. The Mission & Vision statements were shared. Mr. Patterson asked if there was a schedule for Board members to go on visits with the Business Services Team and Mr. Boshart confirmed it would be included in the next steps moving forward. Curtis Compton shared his plan to schedule visits and the Chair requested to visit new businesses.
- Update on Career Pathways project – Mariann Ruffolo shared collaboration with Marissa Rivera from EDD on Launch Path. They are looking to work with the Colton School District and classrooms in Yucaipa, illustrating career paths for work based learning. The Alliance for Education will provide some funding. Suggested linking paths with Guided Pathways under Dr. Henry Shannon.
- Update on High Desert Training Center- Jon Novack briefed the Board on the High Desert Manufacturing Council, which includes manufacturing and mining companies, who is challenged with finding employees. He challenged the Board to create an "In-tech style" training center in the High Desert, which is meant to enhance the vitality of the region and career paths, with long term goals. Plans to develop a center have begun. Mr. Novack shared Stirling Development's offer to share a building for 10 years to help launch the center. The center would be driven by the employers. In the future, there may be additional opportunities with the Aviation industry, as

well. Tony Myrell, Phil Cothran, Will Sterling, Reg Javier and Jon Novack have each toured the potential location over the last few months. The Chair noted that some business partners are willing to financially support center.

13) Committee Reports

- a) Executive Board Report – Mr. Myrell gave the update. At last week’s Executive Board (Exec) meeting, we learned that Jon Novack and his company, Patton’s Sales Corp, received the “Best Small Business of the Year” award from State Assembly member, Freddie Rodriguez. One of the WDB’s goals has been to create a 501c3. Exec discussed this being the perfect opportunity to create a 501c3, to provide a source of funding outside of WIOA, in the hopes the new marketing strategy will be supported. Exec has tasked Mr. Javier with taking the lead on this project and he has provided a timeline of December, 2017 to complete the task. He will work closely with Exec to move it forward. Staff presented data to support the need for a training center in the High Desert.
- b) Youth Committee Report – BJ Patterson presented the new branding program, “Generation GO”, approved for the Youth program. The name was chosen as a result of a Youth contest. The Y4 event is tentatively scheduled for Spring, 2018. The Fiscal training for all Youth providers and the new contracts are in place.
- c) Economic Development and Business Resource Committee Report – Update given under item 13
- d) Special Populations Report – Mr. Myrell presented this item and noted the Workforce staff will tour facilities in the upcoming months that have adequate equipment under American’s with Disabilities Act. A demonstration is being set up for an upcoming committee meeting to demo the assistive technology equipment, in anticipation of possibly replacing and upgrading equipment in the America’s Job Centers of California.

14) County Report – Mr. McQueen presented an economic study with Chmura. Focus Groups are an additional component that will be added, with the goal of securing real data. He also shared staffing changes. James Johnson, who was the Business Services Manager, has moved to the San Bernardino City School District and Curtis Compton has been named as the Interim Business Services Manager. Darren Cook has been named the Interim Business Services Supervisor and Gina Beltran has moved to another County department. Interviews are being conducted for the Executive Secretary II position. The West Valley Job Fair will be held in Ontario from 9:00 -1:00 on September 20, 2017. The East Valley Job Fair very successful. The CWA Meeting of the Minds trip is coming up in two weeks. Reg Javier will present on two panels. Mariann Ruffolo and Dale Marsden will also present.

PUBLIC COMMENT

Cindy Corrales presented about GRID Alternatives, a nonprofit solar energy company based in Riverside County serving both Riverside and San Bernardino Counties. They train employees on tangible technology skills through their local partnerships.

ADJOURNMENT

Chair called for a motion to adjourn. William Sterling motioned, BJ Patterson seconded. None opposed. Motion carried. Meeting adjourned at 2:09 pm.

The next WDB full board meeting is scheduled for December 6, 2017 at the WDD Admin Office at: 290 North D Street, 6th Floor, San Bernardino, CA 92415

Stephanie Murillo, Acting Workforce Board Staff

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

MEETING DATE: December 20, 2017

ITEM: (9)

SUBJECT: Contract with Riverside County for Inland Empire Regional Plan Development

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Ratify the action of the Executive Board to approve the creation of a revenue contract with Riverside County for the Inland Empire Regional Plan Development grant funding in the amount of \$74,500 for the period of December 20, 2017 to March 31, 2018.

BACKGROUND: The California Workforce Development Board (CWDB) designated Regional Planning Units made up of Local Workforce Development Boards for the purpose of implementing regional activities under the Workforce Innovation and Opportunity Act (WIOA). The Inland Empire Regional Planning Unit (IERPU) includes the San Bernardino County Workforce Development Board (WDB) and the Riverside Workforce Development Board (RCWDB).

The CWDB released a non-competitive application for funding for WIOA Regional Plan Development and Training Coordination in April of 2016. RCWDB applied and was awarded \$208,154 on behalf of the Inland Empire Region. The project goal is to incentivize regional capacity building and infrastructure development in the IERPU in support of WIOA.

The Regional Plan Development and Training Coordination Grant funded the creation of the Inland Empire Regional Plan for Program Years 2017-2020, which was approved by the WDB on March 15, 2017. The remaining funds will support system-wide collaboration in both counties, providing \$74,500 under the contract for plan implementation activities in San Bernardino County, with Scope of Work Outcomes that include:

- Unified implementation of Inland Empire Regional Plan 2017-2020
- Identification of gaps in the WIOA Regional Plan
- Increased training for capacity, planning, and local board development
- Incorporation of strategies that create system alignment
- Unified regional business and partner outreach/engagement, and employers as leaders and champions
- Increased capacity of local board staff and partners through cross-training and cost sharing
- Increased efficiencies and reduced duplication through regional cooperation

On November 15, 2017, the Executive Board approved the creation of the contract and it was subsequently submitted to the Board of Supervisors for approval on December 19, 2017. Pursuant to Article IX of the WDB By-Laws, this item seeks the WDB's ratification of the Executive Board's approval.

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

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

MEETING DATE: December 20, 2017

ITEM: (10)

SUBJECT: Release the Request for Proposals for Community Asset Mapping and Environmental Scan

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Board

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

RECOMMENDATION: Approve the recommendation of the Executive Board for the development and release of a Request for Proposals (RFP) for regional community asset mapping and environmental scan creation.

BACKGROUND: The Workforce Development Board (WDB) supports the development of a needs assessment and opportunity scan of community assets, resources, and programs in the region. The asset map will elicit outside expertise to best identify regional opportunities that create new service delivery methods, including WDB Committee recommended components. It shall also emphasize braided funding opportunities and invite philanthropic investment through socially innovative models of demand-driven human capital development.

The RFP will require adherence to place based development and identification of duplicative services. The Scope of Work will include:

- An inventory (including comprehensive contact information) of service providers in the County.
- A special section denoting providers serving youth ages 14-24.
- Geospatial Information System (GIS) maps of service providers in the County.
- A comprehensive inventory of services provided by each provider.
- A profile of the clientele served by each provider.
- An analysis of the existing service mix in each of four sub-regions of the County (West Valley, East Valley, High Desert, and Morongo Basin).
- GIS layers for each area of the County showing the specific concentration of services (e.g. eligibility review/verification, case management, job development/placement, etc.)
- GIS layers for each area of the County identifying the locations of growth industries, transit and other vital considerations based upon input from each WDB committee.
- A written report summarizing all findings and recommendations based upon the findings of this research.

The Executive Board approved this item on November 15, 2017. WDB approval of this item will allow staff to release an RFP to select from a pool of qualified vendors to provide the described services through a contract not to exceed \$250,000. A recommendation for contract award to the selected vendor will be presented to the WDB and San Bernardino County Board of Supervisors for approval.

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

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

MEETING DATE: December 20, 2017

ITEM: (11)

SUBJECT: Comprehensive America's Job Center of California
Certification Process and Matrix Baseline Criteria

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

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

RECOMMENDATION: Ratify the action of the Executive Board to approve the America's Job Centers of California (AJCC) Certification Process, and approve the Baseline Certification for the West Valley Comprehensive AJCC.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) requires Local Boards to conduct an independent and objective evaluation of AJCCs once every three years and establishes a framework for maintaining a network of high-quality, effective AJCCs. To assist with these efforts, the California Workforce Development Board developed an objective criteria and procedures for Local Boards to use when certifying AJCCs within the local area. Thus, Local Boards must create an AJCC Certification Process that will include use of the State Board's criteria and matrix, and complete a Baseline Certification to ensure AJCCs comply with WIOA statutory requirements.

On September 13, 2017, the Executive Board approved the AJCC Certification Process, which outlined an independent review and evaluation of the Baseline Certification to be conducted by a Certification Taskforce. The AJCC Certification Process was submitted to the California Workforce Development Board and approved on October 24, 2017. Pursuant to Article IX of the Workforce Development Board (WDB) Bylaws, this item seeks the WDB's ratification of the Executive Boards' approval.

On October 16, 2017, the Certification Taskforce evaluated the West Valley Comprehensive AJCC, which resulted in successfully gaining certification under the Baseline Criteria set forth by WIOA in section 121(g). On November 15, 2017, the Executive Committee recommended the Baseline Certification be submitted to the Workforce Development Board for approval.

Approval of this item will allow the Workforce Development Department staff to submit the West Valley Comprehensive AJCC Baseline Certification Matrix to the Employment Development Department's Regional Advisor by December 31, 2017.

WDB Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____



San Bernardino County Workforce Development Board

AJCC Certification Process

- I. Conducting the independent review and evaluation(s):
 The San Bernardino County Workforce Development Board (WDB) has determined that the independent review and evaluations will be conducted by a Certification Taskforce.
 - a. The Certification Taskforce includes: One-Stop Operator, Two (2) WDB Members, Two (2) Title I Staff Members, and One (1) AJCC Program Partner.

- II. Firewalls are in place to avoid a conflict of interest:
 The WDB has established firewalls that are substantive enough to remove and avoid any potential conflicts or biases.
 - a. One-Stop Operator (OSO) reports directly to the Workforce Development Board.
 - b. Economic Development Agency holds the OSO's contract and is responsible for oversight.
 - c. The Workforce Development Department's organizational structure has clear and strong firewalls that separate staff that work at the AJCCs from staff who will conduct the on-site evaluations.

- III. Steps included in the process and the associated timeline:

<p>July 12, 2017 WDB Executive Committee is presented with overview of AJCC certification requirements.</p>
<p>August 10, 2017 Comprehensive Center - West Valley AJCC Pre-Assessment meeting for AJCC certification requirements.</p>
<p>August 16, 2017 WDB is presented with overview of AJCC certification requirements.</p>
<p>August 10, 2017 – September 29, 2017 West Valley AJCC conducts self-assessment for Baseline Certification.</p>
<p>September 14, 2017 WDB Executive Committee reviews and approves AJCC Certification Process.</p>
<p>September 30, 2017 WDB submits AJCC Certification Process to EDD Regional Advisor.</p>
<p>October 16, 2017 Certification Taskforce conducts review and evaluation of Comprehensive Center – West Valley AJCC using the Baseline Criteria Matrix.</p>
<p>November 1, 2017 Local Boards receive State Board's decision on their AJCC Certification Process.</p>

<p>November 6, 2017 Certification Taskforce conducts follow-up review and evaluation (if necessary).</p>
<p>November 15, 2017 WDB Executive Committee reviews and makes recommendation for Baseline Criteria Matrix.</p>
<p>December 6, 2017 WDB reviews and approves Baseline Criteria Matrix.</p>
<p>December 31, 2017 WDB submits Baseline Criteria Matrix to EDD Regional Advisor.</p>
<p>January 1, 2018 – February 28, 2018 West Valley AJCC conducts self-assessment for Hallmarks of Excellence Certification.</p>
<p>* March 1, 2018 – April 1, 2018 Certification Taskforce conducts review and evaluation of Comprehensive Center – West Valley AJCC using the Hallmarks of Excellence Criteria Matrix and creates a Continuous Improvement Plan.</p>
<p>* April 11, 2018 WDB Executive Committee reviews and makes recommendation for Hallmarks of Excellence Criteria Matrix and Continuous Improvement Plan.</p>
<p>* May 16, 2018 WDB reviews and approves Hallmarks of Excellence Criteria Matrix and Continuous Improvement Plan.</p>
<p>June 30, 2018 WDB submits Hallmarks of Excellence Criteria Matrix and Continuous Improvement Plan for Comprehensive Center – West Valley AJCC.</p>

* Workforce Development Board dates for 2018 may be subject to change.

Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America’s Job Center of CaliforniaSM (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements. If an AJCC does not meet one or more of the criteria, they will be considered “not yet able to certify.” In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board San Bernardino County Workforce Development Board

Name of AJCC West Valley AJCC

Baseline Criteria	Yes	No
Implements the signed Memorandums of Understanding (MOU)		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.	X	
The signed MOU identifies the AJCC as a comprehensive center.	X	
The AJCC is implementing the MOU specifications applicable to comprehensive centers.	X	
Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider		
AJCC Operator selected in compliance with WSD16-14.	X	
Roles and responsibilities of AJCC Operator are clearly identified.	X	
Career Services Provider selected in compliance with WSD16-14.	X	
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	X	
Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)		
AJCC has least one Title I staff person physically present.	X	

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	X	
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.	X	
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	X	
AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.	X	
AJCC provides workforce and labor market information.	X	
AJCC provides customers with access programs, services, and activities during regular business hours.	X	
Ensures Equal Opportunity for Individuals With Disabilities		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> • Fair Employment and Housing Act (California Government Code Section 12900-12996) • Unruh Civil Rights Act (California Civil Code Section 51-52) • Disabled Persons Act (California Civil Code Section 54-55) • California Building Code Title 24 Chapter 11B • California Government Code 7405 • California Government Code 11135 <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities • Administering programs in the most integrated setting appropriate 	X	

<ul style="list-style-type: none"> • Communicating with persons with disabilities as effectively as with others • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity • Providing for the physical accessibility of the AJCC to individuals with disabilities 		
The AJCC meets all Baseline Criteria for Baseline AJCC Certification	X	

The Local Board Chair must attest the Local Board’s certification decision by signing below.

Signature

Antonio Myrell

Name

Chairman of the San Bernardino County Workforce Development Board

Title

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

MEETING DATE: December 20, 2017
ITEM: (12)
SUBJECT: Employer of Record Program
PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve the development and submission of a contract with the Foundation for California Community Colleges (the Foundation) for the Employer of Record Program to the Board of Supervisors with a funding amount not to exceed \$795,320 for the period of January 24, 2018 through June 30, 2020.

BACKGROUND: This action will allow the Workforce Development Department (WDD) to develop and submit a contract with the Foundation to provide employer of record services for youth from January 24, 2018 through June 30, 2020.

As the employer of record the Foundation will:

- Identify and engage all payroll employees ensuring Federal, State compliance, benefits management, background screening, and proper classification.
- Time management, weekly, and bi-weekly electronic invoicing. Process all payroll taxes, insurance, and Affordable Care Act (ACA) tracking.
- Handle employee off-boarding, including Consolidated Omnibus Budget Reconciliation Act (COBRA) notifications, separation notices, and annual employee tax reporting.

With the Foundation as the Employer of Record, WDD will be able to provide work-based learning for youth in career pathways as well as provide work experience for youth enrolled in the WIOA Youth Program through America's Job Centers of California.

The Foundation was chosen from a list of vendors selected through competitive procurement by the California Workforce Association (CWA). This sole source is a continuation of the duties the Foundation was procured for by CWA. WDD is already working with them to implement the Launch Path system for career pathway Work Based Learning tracking.

The contract is not to exceed \$795,320 for January 24, 2018 through June 30, 2020.

With approval, this item will be submitted to the Board of Supervisors for approval on January 23, 2018.

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

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

MEETING DATE: December 20, 2017
ITEM: (13)
SUBJECT: Approval of Monster Government Solutions Contract Amendment
PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department
CONSENT _____ **DISCUSSION** X **INFORMATION** _____

RECOMMENDATION: Approve amendment to the contract with Monster Government Solutions for Fiscal Year July 1, 2017 to June 30, 2018 and July 1, 2018 to June 30, 2019. Authorize staff to submit amended contract to the Board of Supervisors for approval.

BACKGROUND: This action will allow the Workforce Development Department (WDD) to complete a contract amendment with Monster Government Solutions (MGS) for fiscal years 2017/2018 and 2018/2019.

MGS provides "Making Your Future Count" workshops to support and enhance the programming and services to Workforce Innovation and Opportunity Act (WIOA) youth program participants. MGS will be responsible for delivering enhancement services in the form of workshops to include coordination, delivery, transportation, and motivational speakers for an additional 118 workshops at various locations throughout San Bernardino County.

The current contract with MGS is for \$324,182 for fiscal years 2016/17, 2017/18, and 2018/19. The contract amendment will add an additional \$73,347.80 for fiscal year 2017/18 and \$73,347.79 for fiscal year 2018/19 for a total of \$146,695.59. The new contract total will be \$470,877.59. An amendment is necessary as the current contract was executed prior to the WIOA Youth San Bernardino City contracts, which added an additional four (4) contractors. The amended contract will also allow MGS to conduct workshops at the America's Job Centers of California to support the Youth enrolled.

The amended contract will be presented to the Board of Supervisors on January 23, 2018 for approval.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

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

MEETING DATE: December 20, 2017
ITEM: (14)
SUBJECT: School District Workforce Development Coordinator
PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Authorize Workforce Development Department (WDD) to seek Board of Supervisors (BOS) approval of the Memorandum of Understanding (MOU) between WDD and San Bernardino City Unified School District (SBCUSD) to help fund a School District Workforce Development Coordinator for an amount not to exceed \$100,000 per year for three years.

BACKGROUND: This action will allow WDD to seek BOS approval to enter into an MOU with SBCUSD to help fund a School District Workforce Development Coordinator. Under this MOU WDD will fund 50% of the School District Workforce Development Coordinator position up to a maximum of \$100,000 per year for three years. The SBCUSD will pay for the remaining 50% of the position and any costs in excess of WDD's maximum \$100,000 obligation.

The School District Workforce Development Coordinator will develop new and innovative structures to connect SBCUSD students with work-based learning opportunities. The coordinator will facilitate collaboration between San Bernardino County, San Bernardino Community College District, and SBCUSD, working with all stakeholders associated with post-secondary education, occupational training, workforce development, and certification programs for business and industry. The coordinator will work directly with teachers for professional development and training around industry trends, including the development of teacher externships. The School District Workforce Development Coordinator will facilitate and lead student internships, job shadowing, mentoring, enrichment programs, apprenticeships, and work-based learning opportunities. The School District Workforce Development Coordinator will help develop career pathways that strengthen San Bernardino City youth from cradle to career.

On September 14, 2017 the Executive Board of the Workforce Development Board authorized WDD to develop this MOU. With this approval, the MOU will be submitted to the BOS for approval on January 9, 2018.

WDB Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

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

MEETING DATE: December 20, 2017

ITEM: (15)

SUBJECT: Release the Request for Proposal for the Workforce Innovation and Opportunity Act Youth Services

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve the release of a Request for Proposals (RFP) for the Workforce Innovation and Opportunity Act (WIOA) Youth Services for Fiscal Years July 1, 2018 through June 30, 2023.

BACKGROUND: This action will allow the Workforce Development Department (WDD) to develop and release an RFP for WIOA Youth Services for San Bernardino County for fiscal years July 1, 2018 to June 30, 2023.

The new requirements of the RFP:

- Lengthen the new contracts from a 2-year cycle to a 3-year cycle with optional two 1-year extensions to align with new County procurement policies.
- Consolidate the City Youth WIOA contracts with the County youth WIOA contracts.
- Require proposers to demonstrate fiscal sustainability including minimum fiscal requirements.
- Require proposers to demonstrate the capacity for succession planning, transfer of knowledge, and a training plan.
- Emphasize to proposers the performance requirements and termination option if provider does not meet performance requirements.

Under the new contracts, providers will provide youth with occupational training, work experience, counseling, tutoring, supportive services, and follow-up services in order to place youth in employment or higher education as required under WIOA.

Upon receipt of RFP responses, an ad hoc committee will be convened by the Chair of the WDB to review and make recommendations for contract amounts. The recommendations will be brought to the WDB for approval.

WDB Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE: