Workforce Development Board
ECONOMIC DEVELOPMENT AND 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 17, 2018, 11:30 a.m.

MINUTES

Attendance:

Members	Present		Staff to WDB	Present
Jonathan Novack (Chair)	X		Devra Bell	X
John Andrews			Sandy Harmsen	X
Phil Cothran	X		Reg Javier	X
Mike Gallo	X		**WDD Staff**	**Present**
*Peggi Hazlett	X		Fred Burks	X
Terry Klenske	X		Curtis Compton	X
*Audrey Mathews	X		Miguel McQueen	X
Tony Myrell			Stephanie Murillo	X
B.J. Patterson	X		Mariann Ruffolo	X
William Sterling	X			
Anita Tuckerman	X			

Public Members

OPENING

1) **Chair called meeting to order** at 11:30 a.m.
2) **Pledge of Allegiance** – Led by Peggi Hazlett.
3) **Adoption of Agenda** – Chair called for a motion to adopt the agenda. Anita Tuckerman motioned; Peggi Hazlett seconded. None opposed, motion carried.
4) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

5) **Approval of Minutes from the November 15, 2017 Economic Development and Business Resources (EDBR) Committee Meeting**
Chair called for a motion to approve the Minutes for November 15, 2017. Audrey Mathews motioned; Will Sterling seconded. None opposed, motion carried.

PUBLIC COMMENT

6) No comment cards were presented

DISCUSSION

7) **Request for Qualifications for High Desert Training Center Consultant**
Fred Burks led the discussion and provide an overview of the purpose of a Consultant for the High Desert Training Center. Anita Tuckerman requested further information about the responsibilities of the Consultant and requested that we expand the scope of work, so the project does not extend too far out in the future. It was suggested that two scopes of work may be needed. Some other discussion topics included funding streams required to keep the operation running, who would act as the Facilitator of the dialogue to ensure everything is running smoothly and reviewing a current model which is already available (Intech), to assist with creating a business plan. This RFQ will be taken to the General Board for review/approval at the February 14, 2018 meeting.

8) EDBR Committee Program Year 2017-2018 Strategic Action Goals Report

Curtis Compton reported that the coordination for the Business Services/Board Member business visits will begin soon. A notice will go out to all Committee members to determine preferences for the area in the County to visit, as well as what industry is preferred. Devra Bell will reach out to all parties and coordinate those visits.

9) Member Announcements

Jon Novack expressed his appreciation to the Committee members for their hard work and participation. Peggi Hazlett announced the Ontario Chamber of Commerce will hold Vision 2018. There will various panels, including "Affordable Housing", "Transportation", and "Alliance for Education" (Reg Javier and Jon Novack will be on the panel).

10) County Report

Curtis Compton informed the Committee members that a flyer was available for the Manufacturing job fair, called Made in the High Desert, which was by "invitation" only. Individuals come into the America's Job Center of California and are prescreened and matched to the businesses that will be attending the job fair. The Manufacturer's Council of the Inland Empire will be bringing Youth to the event on 2/15/18. Mr. Compton also reported that the Workforce Development Board will be participating in the Workforce Resource workshop.

ADJOURNMENT

Chair called for a motion to adjourn. William Sterling motioned. Anita Tuckerman seconded. None opposed; motion carried.

Meeting ended at 12:37 p.m.

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, March 21, 2018 at 11:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary