

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

WEDNESDAY, JANUARY 17, 2018 at 12:45 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 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

12:45 P.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

OPENING

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) Approve Minutes from November 15, 2017 Special Populations Committee Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

PRESENTATION

- 7) Senior Community Service Employment Program

WORKSHOP

- 8) Committee Membership

REPORTS AND INFORMATION

- 9) Special Populations Committee Program Year 2017-18 Strategic Action Goals Report
- 10) Member Announcements
- 11) 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) 387-9862 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
Special Populations Committee
Agenda Item**

MEETING DATE: January 17, 2018

ITEM: (5)

SUBJECT: Approve Minutes from November 15, 2017 Special Populations Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from November 15, 2017 Special Populations Committee Meeting

BACKGROUND: See attached minutes

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

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

WEDNESDAY, NOVEMBER 15, 2017 12:00 p.m.

MINUTES

Attendance:

Members	Present
Anita Tuckerman (Chair)	X
*Beth Burt	X
*Stephanie Congdon	X
Phil Cothran	
*Douglas Fazekas	
*Tamica Foots- Rachal	
Cherilyn Greenlee	X
*Yukiko Long	
*Enrique Martinez	
*Audrey Mathews	X
Tony Myrell	X
*Pauline Pina	
*Jessica Rodriguez	X
Laurie Stalnaker	
William Sterling	X

**Public Members*

Members	Present
* Vince Toms	X
Jonathan Weldy	X
Joseph Williams	X
Staff to WDB	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	
WDD Staff	Present
Fred Burks	X
Curtis Compton	X
Stephanie Murillo	X
Mariann Ruffolo	X
Miguel McQueen	X

OPENING

- 1) **Chair called meeting to order** at 12:06 pm
- 2) **Pledge of Allegiance** - Led by Member of the Committee.
- 3) **Adoption of Agenda** - Chair called for a motion to adopt the agenda. Cherilyn Greenlee motioned; Beth Burt seconded. None opposed. Motion carried.
- 4) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the October 18, 2017 Special Populations Committee Meeting**
Jonathan Weldy motioned; Cherilyn Greenlee seconded. None opposed. Beth Burt abstained because she was not present on October 18, 2017. Motion carried.

PUBLIC COMMENT

- 6) **Comments from the General Public in Attendance**
No public comments were submitted.

PRESENTATION

7) Workforce Innovation and Opportunity Act and the Specialized Populations

Stephanie Murillo, Administrative Supervisor for the Workforce Development Department, presented on WIOA and how the law focuses on specific populations, requiring WDBs to emphasize programs and initiatives that support individuals with disabilities, veterans, homeless individuals, those coming out of the judicial system (re-entry population), disconnected youth, migrant-seasonal farmworkers and other in-need individuals. She spoke about the inception of the three standing committees as response to the law.

Anita Tuckerman discussed the need for all populations to be represented on the Special Populations Committee. Committee members noted that there are many categories that could fall under Special Populations, including the homeless, veterans and individuals on the different disability spectrums. There was a suggestion that categories be created and discussed in a future meeting. Ms. Tuckerman noted that for the homeless population, there is a need for transportation, in addition to job placement.

Some goals of the Special Populations committee include strategic goals to determine the needs for the various populations; real time reporting, sharing information via guest speakers and identifying equipment needs at the various AJCC offices. Further discussion ensued regarding statistics of these populations and possibly working with the EDD to show the number of individuals within those populations. In addition, the need to identify organizations that can represent each population would be helpful. Training was another topic and determining if individuals should come into positions with knowledge of a particular job or be trained on the job.

REPORTS AND INFORMATION

8) Special Populations Committee Program Year 2018-18 Strategic Action Goals Report

Mr. McQueen presented this item and the committee reviewed the Strategic Action Goals for Program Year 2017-18. He also announced that Kay Graham will be retiring on 11/22/17 and has been with the department for 9 years and with County for 15 years.

9) Member Announcements

No member announcements were provided.

10) County Report

Mr. McQueen informed the Committee that Kay Graham was retiring on 11/22/17. She had been with the department for 9 years and with the County for 15 years.

ADJOURNMENT

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

Meeting ended at 1:04 p.m.

The next meeting of the Special Populations Committee is scheduled for Wednesday, January 17, 2018 at 12:45 p.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Devra Bell, WDB Secretary