

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

WEDNESDAY, FEBRUARY 14, 2018 at 8:30 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

8:30 A.M. CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) Approval of Minutes from January 17, 2018 Executive Board Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

DISCUSSION

- 6) Approval of Amendment to Contracts for Business Process Improvement Consulting Services
- 7) Approval of Funding for the LaunchPath Platform
- 8) Approval of Funding for Incumbent Worker Training with the National Tooling and Machining Association Training Center
- 9) Approval to Release Request for Qualifications for the High Desert Training Center Consultant

REPORTS AND INFORMATION

- 10) Workforce Development Board Program Year 2017-18 Strategic Action Goals Report
- 11) Attendance Report
- 12) Legislative Report
- 13) Public Relations/Media Report
- 14) County Report

WORKSHOP

- 15) Labor Market Report - Chmura

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
Executive Board
Agenda Item**

MEETING DATE: February 14, 2018
ITEM: (4)
SUBJECT: Approve Minutes from January 17, 2018 Executive Board Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from January 17, 2018 Executive Board Meeting

BACKGROUND: See attached minutes

WDB Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: _____

DATE: _____

**Workforce Development Board
EXECUTIVE BOARD MEETING**

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

WEDNESDAY, JANUARY 17, 2018, 8:30 A.M.

ATTENDANCE:

Members	Present
Tony Myrell (Chair)	X
Phil Cothran (Vice Chair)	X
William Sterling (Second Vice Chair)	X
B.J. Patterson	X
Jon Novack	X
Anita Tuckerman	X
Staff to WDB	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	X

WDD Staff	Present
Fred Burks	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Mariann Ruffolo	X

OPENING

- 1) **Chair called meeting to order** at 8:39 A.M. Tony Myrell reminded the attendees that during months where we hold General Board meetings, the Executive Board will meet the prior Wednesday.
- 2) **Adoption of Agenda** - The Chair informed the Board that Item #7 on the Agenda, Approval of Charter School Eligibility Criteria, would be pulled from the agenda. This was due to the Employment Development Department putting out new criteria on January 16, 2018 and it was determined that our County Counsel would need to review these changes prior to the Executive Board considering the item for approval. The Chair called for a motion to adopt the agenda with this change. B.J. Patterson motioned; Jon Novack seconded. None opposed, motion carried.
- 3) **Introductions** were made.

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) **Approval of Minutes from November 15, 2017 Executive Board Meeting**
The Chair called for a motion to approve the Minutes from the November 15, 2017 Executive Board (Exec) meeting. Jon Novack motioned; Anita Tuckerman seconded. None opposed. Motion carried.

PUBLIC COMMENT

- 5) **Comments from the General Public in Attendance**
There were no public comments submitted.

WORKSHOP

6) Workforce Roadmap

Jessica Spaulding from Spaulding Thompson led the workshop. She discussed the purpose of the Workforce Roadmap, which includes positioning the San Bernardino County Workforce Development Board (WDB) as a thought leader on workforce development for our region; utilize labor market data as a foundation for further dialogue to determine what the WDB can do to ensure a skilled and sustainable workforce; make the data actionable as a driver for future investment decisions and use this information to engage investment and commitment in the region by other shareholders.

A discussion ensued regarding different educational requirements and the need to identify and define goals and requirements to best serve the County's labor force and enable us to claim success. The educational requirements could range from certificated programs, technical school, regular college and obtaining advanced degrees.

Steve Lambert from 20/20 continued the workshop discussing ways to position ourselves to be the voice, as we do not currently have a strong media platform. He suggested developing a roadmap and utilizing newspapers, such as the San Bernardino Sun and the Daily Press, to share our story. He also noted the importance of making sure our messaging is clear and concise.

DISCUSSION

7) Approval of Charter School Eligibility Criteria

Mariann Ruffolo reminded the Board members that this item was pulled from the agenda.

8) Approval to Release Request of Qualifications for Labor Market Information and Intelligence Services

Miguel McQueen presented item. This request will look to broaden the scope of work that is currently handled by Chmura, which is expected to provide a true assessment of what we need in the future. The anticipated date of receiving a report is between December 2018 and into 2019. The Chair called for a motion to approve the release of this request. Jon Novack motioned. B.J. Patterson seconded the motion. None opposed. Motion carried.

9) Approval to Create and Execute California Employers Association Contract for Professional Edge Series

Mariann Ruffolo presented item. She noted that additional workshops are needed to be more employer informed and driven and perhaps these workshops could be part of the AJCC certification process and provide a professional 32 hour curriculum, plus a job fair at the end. The Chair called for a motion to approve the release of the contract. Will Sterling motioned. Anita Tuckerman seconded the motion. None opposed. Motion carried.

10) Approval to Develop Memorandum of Understanding for the Inland Empire Regional Planning Unit

Miguel McQueen presented item. This item is needed to allow for money to be moved between Riverside County and San Bernardino County as needed for special projects. The Chair called for a motion to approve the development of the MOU. B.J. Patterson motioned. Will Sterling seconded the motion. None opposed. Motion carried.

REPORTS AND INFORMATION

11) Workforce Development Board Program Year 2017-2018 Strategic Action Goals Report

Tony Myrell updated the Board on the 501(3)(c) and noted that both he and Reg Javier had met with County Counsel for review. Reg also noted that the by-laws had been finalized and once any additional items are completed, the item will be brought back to the Board for review of the costs and funding, which should occur by the end of the first quarter of 2018. Fred provided an update on the High Desert Training Center, indicating there was an initial meeting with Stirling Development regarding the lease. There is also a need to define the roles of all parties involved in this project.

Mariann Ruffolo provided an update on Career Pathways and discussed the Career Catalyst program, which included 15 students, who will be graduating in June with their medical assistant certificates. Arrowhead Regional Medical Center will be working with these students to provide placement after graduation. Curtis Compton updated the Board on the initiative to pair up members of the Executive Board with a Business Services Representative, so they can reach out to local businesses together and strengthen those relationships.

12) One-Stop Operator Report

Angela Gardner provided an updated report to the Executive Board members and indicated that they have now crossed the six month mark. She also shared two compliments that she received regarding the WDB and their efforts.

13) Training Report

Clarissa Jimenez provided an update on the training report and noted that a column had been added to list each industry. There was discussion regarding some of the categories and the jobs represented within those categories and Ms. Jimenez noted that she would make modifications to those items in question.

14) Public Relations/Media Report

A report from November, 2017 and December, 2017 were provided to the Board members.

15) County Report

Miguel McQueen provided updates regarding the Asset Mapping project and noted that it was released to 16 interested parties at the end of December, 2017. Tony Myrell thanked the Board members for their assistance with the initiatives that were currently underway.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned and BJ Patterson seconded. None opposed; motion carried.

Meeting adjourned at 10:24 a.m.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, February 14, 2018 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.

Devra Bell – WDB Secretary

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

MEETING DATE: February 14, 2018

ITEM: (6)

SUBJECT: **AMENDMENT TO CONTRACTS FOR BUSINESS PROCESS
IMPROVEMENT COUNSULTING SERVICES**

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve Amendment No. 2 to the following contracts effective April 3, 2018, extending the contract term for an additional year, for a total contract period of July 1, 2016, through June 30, 2019, and increasing the contract amounts by an aggregate total of \$340,000, from \$390,000 to \$730,000, for the provision of Business Process Improvement Consulting Services:

- a. DI Solutions/Deisell Consultants, LLC: an increase of \$50,000 for an aggregate total not to exceed \$170,000 (Agreement No. 16-288)
- b. California Manufacturing Technology Consulting: an increase of \$90,000 for an aggregate total not to exceed \$210,000 (Agreement No. 16-289)
- c. Instructional Access, Inc./Rapid 3D Manufacturing Consulting Group: an increase of \$100,000 for an aggregate total not to exceed \$170,000 (Agreement No. 16-290)
- d. Voice Marketing/Voice of the Inland Empire: an increase of \$100,000 for an aggregate total not to exceed \$180,000 (agreement No. 16-291)

BACKGROUND: The approval of the recommended contracts amendments will allow the continued provision of Business Process Improvement Consulting Services to businesses in San Bernardino County. The services help prevent layoffs, maintain and create jobs, and strengthen a skilled workforce, providing opportunities for growth and improved economic conditions throughout the County.

Under the contract terms, the consultants provide companies at risk of closure or reductions in employment with layoff aversion strategies. The services provided are specifically tailored to each individual business, and may include:

- Innovation and Growth
- Process Improvement
- Quality Improvement
- Supply Chain Development
- Technology
- Workforce Development

Approval of this amendment will allow for the extension of the term of the contracts for an additional one year period, for a total contract period of July 1, 2016 through June 30, 2019, and increase the contracts by additional \$120,000 for PY2017-18 and an additional \$220,000 for PY2018-19. With approval, this item will be presented to the Workforce Development Board on February 21, 2018, with a subsequent item presented to the County Board of Supervisors in April, 2018.

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

MEETING DATE: February 14, 2018

ITEM: (7)

SUBJECT: Funding of the LaunchPath Platform

PRESENTED BY: Mariann Ruffolo, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve the development of a contract with the Foundation for California Community Colleges for the LaunchPath Platform and submittal of the funding amount not to exceed \$69,125 for the period of March 1, 2018 through June 30, 2019 to the Workforce Development Board.

BACKGROUND: The LaunchPath Platform is a web-based tool used to facilitate work-based learning matches between youth, teachers, and employers for quality work experiences. LaunchPath Platform will initially be used to match youth with employers for work experience as part of a pilot project in partnership with San Bernardino City Unified School District, Colton Joint Unified School District, and Yucaipa-Calimesa Joint Unified School District. The LaunchPath Platform will be scaled up to include more school districts in San Bernardino County as the Career Pathway Initiative expands.

With the use of the LaunchPath Platform, the Workforce Development Department (WDD) will be able to enhance work-based learning programs for the youth in San Bernardino County. WDD will be able to connect employers and educators to schedule the following events:

1. Internships (unpaid or paid)
2. Guest Speakers
3. Job Shadows
4. Work Site Tours
5. Informational Interviews
6. Networking Events

The LaunchPath Platform will be rolled out in three (3) phases. In phase 1, WDD and the Foundation will complete the following:

- Determine existing capacity and resources
- Ensure readiness of districts, teachers, employers, partners, and staff
- Identify actions and support the completion of system readiness
- Identify work-flow

In phase 2, the Foundation will implement the LaunchPath Platform. In phase 3, running concurrently with phase 1 and 2, the Foundation will provide technical support. After implementation, the Foundation will continue to provide on-going technical assistance.

WDD began working with the Foundation to implement the Career Catalyst system, approved by the Workforce Development Board on December 20, 2017, which allows the Foundation to be the employer of record for the youth in a work-based learning site.

The Foundation was chosen for the LaunchPath program from a list of vendors selected through competitive procurement by the California Workforce Association (CWA).

The contract will be in an amount not to exceed \$69,125 total for March 1, 2018 through June 30, 2019, covering the three-phase project plan and licensing, set-up costs, and hosting. Ongoing funding for the platform will be shared with County Schools and potentially school districts through the development of an MOU that will be presented to the Workforce Development Board later this year.

With approval, this item will be submitted to the Workforce Development Board for review and approval on February 21, 2018.

WDB Committee Action:

Motion:

Second:

Affirmative:

Negative:

Abstention:

DATE:

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

MEETING DATE: February 14, 2018

ITEM: (8)

SUBJECT: Funding of Incumbent Worker Training with National Tooling and Machining Association Training Center

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve the development of a contract with National Tooling and Machining Association (NTMA) Training Center for Incumbent Worker Training and submittal of the funding amount not to exceed \$79,500 to the Workforce Development Board.

BACKGROUND: The Workforce Innovation and Opportunity Act allows for local areas to develop programs that increase the competitiveness of employees and employers. Incumbent Worker training is designed to meet special requirements of an employer, or group of employers, to retain a skilled workforce and requires a commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained.

NTMA Training Center has developed a Computer Numerical Control (CNC) and Mastercam course customized to meet the need of local manufacturing companies. The course is designed for experienced machinist and machine operators and will include skills in CNC programming, operations, and setups, and instruction of MasterCam CAD/CAM Software.

The employers participating in the training offered by NTMA will provide information on how the training will support the company's viability, increase employee or employer competitiveness, expand productivity, or prevent lay-off(s). Employers will agree to retain participants in employment during and after training, and when possible, commit to providing higher wages for the participants based on the new skill-level upon completion.

The contract for an amount not to exceed \$79,500 will include up to ten participants for the training period of March 6, 2018 to August 21, 2018 and will include a scope of work that describes the coursework meeting the needs of the employers and employees participating.

With approval, this request to develop the contract with NTMA will be submitted to the Workforce Development Board on February 21, 2018.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: none

DATE: February 14, 2018

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

MEETING DATE: February 14, 2018
ITEM: (9)
SUBJECT: Request for Qualifications for High Desert Training Center Consultant
PRESENTED BY: Fred Burks, Administrative Supervisor II
Workforce Development Department

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

RECOMMENDATION: Review the Scope of Work and authorize staff to seek permission from the Workforce Development Board, a Request for Qualifications for the procurement of a High Desert Training Center Consultant.

BACKGROUND: The San Bernardino County Workforce Development Board (WDB) held its Annual Strategic Planning Retreat in May of 2017 with one of the main strategies being the development of a High Desert Training Center in conjunction with the High Desert Manufacturing Council (HDMC).

The WDB and HDMC's goal is to effectively engage the High Desert manufacturers and the business community and direct training resources based on employer feedback and regional demand. In collaboration with employers, the WDB and HDMC will develop vocational and on the job training opportunities that meet the specific need of these industries. It is the WDB and HDMC's belief that business engagement in each step of the training process will result in more successful employment outcomes for training participants. Aligning business needs with workforce training ensures employers have qualified pools of candidates and sustainability.

The Request for Qualifications (RFQ) will seek a consultant with substantial experience in the manufacturing and vocational training industry, knowledge of planning, coordination, and execution of business functions, good oral and written communication, a high level of interpersonal skills, and the ability to work in a self-directed environment.

The Scope of Work (SOW) will consist of the following (but will not be limited to):

- Convening Focus Groups
- Updating and/or Developing Curriculum
- Developing Boilerplate Incumbent and Customized Worker Training Contracts
- Securing Employment Training Panel and Additional Grant Funds
- Career Technical Education Training – Developing Career Pathways, Career Ladders

On January 17, 2018 the Economic Development Business Resource Committee (EDBR), reviewed and discussed the SOW and authorized the SOW to be forwarded to the Executive Board during their February 14, 2018 meeting. The release of the RFQ will be agendaized for the full WDB's consideration at its February 21, 2018 meeting.

WDB Committee Action:

Motion: _____ *Second:* _____

Affirmative: _____ *Negative:* _____

Abstention: none

DATE: February 14, 2018