

**Workforce Development Board  
EXECUTIVE BOARD MEETING**

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

**WEDNESDAY, MARCH 21, 2018, 8:30 A.M.**

**MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
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
<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Sandy Harmsen	X
Reg Javier	

<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Curtis Compton	X
Miguel McQueen	X
Stephanie Murillo	X
Mariann Ruffolo	

**OPENING**

- 1) **Chair called meeting to order** at 8:33 A.M.
- 2) **Adoption of Agenda** - The Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Jon Novack seconded the motion. None opposed, motion carried.
- 3) **Introductions** were made.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 4) **Approval of Minutes from February 14, 2018 Executive Board Meeting**  
The Chair called for a motion to approve the Minutes from the February 14, 2018 Executive Board (Exec) meeting. Will Sterling motioned; Anita Tuckerman seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENT**

- 5) **Comments from the General Public in Attendance**  
There were no public comment cards provided

**REPORTS AND INFORMATION**

- 6) **Workforce Development Board Program Year 2017-2018 Strategic Action Goals Report**  
Tony Myrell updated the members on the status of the 501(3)c and noted that they are waiting for the by-laws to be returned by County Counsel. Once those are approved and returned, they will be brought before the Executive Board. The estimated timeframe for completion is April, 2018. Fred Burks provided an update on the High Desert Training Center initiative. A Request for Qualification is expected to be mailed to 250 vendors on 3/22/18, with a return date of 4/12/18. An interview panel will need to be appointed and Mr. Burks will be discussing this further with the Board Chair.

Miguel McQueen informed the members that the Board of Supervisors (BOS) approved a request on 3/20/18 for Career Catalyst (Employer of Record), whereby worksite agreements will be needed. The approved item will allow Reg Javier to enter into those agreements at each of the worksites. These agreements will outline the schedules and hours of the workers, with Arrowhead Regional Medical Center being the first group to go through this process. They are in the final stages of having their agreement finalized. Curtis Compton reported that the Business Services visits with the Workforce Development Board members continue and the feedback received by the Board members have been positive. Mr. McQueen also reported that the Asset Mapping item will be going before the BOS on 5/24/18. A Business Field Team meeting will be scheduled for early April and additional business visits will also continue to be scheduled.

#### **7) One-Stop-Operator Report**

Angela Gardner provided an updated report to the Board members. She discussed the recent America's Job Centers of California (AJCC) certification of the West Valley AJCC, which they passed. Tony Myrell and Phil Cothran discussed their experience going through the process. They stated that the evaluation was open and fair and they interviewed businesses, staff and customers. A continuous improvement plan will be created and implemented within the 2018/2019 work plan. It was suggested that all of the Executive Board members take time to visit each of the AJCC offices to obtain exposure to their staff and processes.

#### **8) Expenditure Report**

Madeline Tsang provided an updated expenditure report and went over each line item. Will Sterling requested a report to show how many people we serve, as well as "who" we are serving.

#### **9) Public Relations/Media Report**

Steve Lambert provided an updated report. The communications team is looking to rebrand the Chmura report. B.J. Patterson suggested having the annual report circulated to the various Chamber of Commerce offices and local businesses, which could help improve our brand and educate them on the purpose of the Workforce Development Board.

#### **10) County Report**

Miguel McQueen presented this item. He discussed the Y4 Event on 3/16/18 and noted that approximately 500 youth attended the event. In addition, Mr. McQueen provided an update for the NAWB Forum 18 event being held in Washington D.C. from 3/24-3/29. Hill visits will be conducted, but the staff is unable to get into the White House this visit.

### **WORKSHOP**

#### **11) Budget Review – 2018/2019**

Madeline Tsang reviewed the draft budget with the Executive Board members for fiscal years 2018/2019. A discussion ensued about various items on the spreadsheet and Ms. Tsang provided additional clarification to the members. Suggestions were made regarding the formatting of the reports (perhaps adding additional columns/line items); timing of the budget workshops going forward and possibly having regularly scheduled meetings throughout the year to stay on top of the budget. Also discussed was potentially adding an Ad Hoc committee, who would then provide updates to the Executive Board members. Will Sterling made a request to receive expenditure reports and Business Services' reports on a go forward basis.

**ADJOURNMENT**

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

Meeting adjourned at 11:29 A.M.

The next WDB Executive Board Committee meeting is scheduled for Wednesday, April 11, 2018 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92401.



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Devra Bell – WDB Secretary