

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

WEDNESDAY, NOVEMBER 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 September 12, 2018 Executive Board Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

REPORTS AND INFORMATION

- 6) Legislative Report
- 7) Workforce Development Board Initiatives - Program Year 2018-2019
- 8) Hallmarks of Excellence – Quarterly Report
- 9) One-Stop Operator Report
- 10) Public Relations/Media Report
- 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.

**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, SEPTEMBER 12, 2018, 8:30 A.M.

MINUTES

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
Michael Ector	X
Mariann Johnson	X
Miguel McQueen	X
Stephanie Murillo	

OPENING

- 1) Chair called meeting to order at 8:35 A.M.
- 2) Adoption of Agenda – The Chair called for a motion to adopt the agenda. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed, motion carried.
- 3) Introductions were made.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from July 10, 2018 Executive Board Meeting

The Chair called for a motion to approve the Minutes from the July 10, 2018 Executive Board (Exec) meeting. Anita Tuckerman motioned; Jon Novack seconded the motion. None opposed. B.J. Patterson abstained. Motion carried.

PUBLIC COMMENT

5) Comments from the General Public in Attendance

There were no public comment cards provided.

WORKSHOP

6) Apprenticeships

Mariann Johnson led the workshop on Apprenticeships, which was a topic of discussion at the recent CWA Meeting of the Minds conference in Monterey, CA. She noted that funding will be made available and requested input and discussion from the Board members about how to bring apprenticeships to San Bernardino County.

A discussion ensued about the importance of branding, so employers do not look at Apprenticeships as a short term training and employment opportunity for the employee. The Apprenticeships should be designed as a long term opportunity for both parties. Reg Javier suggested looking into an On the Job Training (OJT) that takes someone that is a journeyman in their role, but gives them OJT to help train

an apprentice. This will provide another level of training to both and could incentivize both positions, so there is a path for both employees.

B.J. Patterson mentioned that we need to get out of the mindset of “blue collar workers” when discussing Apprenticeships, as there are large employers that could also participate. We need to approach those businesses and find out their needs. Mr. Patterson suggested approaching the various Chambers of Commerce to assist.

Additional topics discussed included determining the scope of the program vs. business engagement leading to a pipeline of strong talent. Mariann Johnson suggested a possible mini job fair in late winter/early spring, so the high school seniors have an opportunity to see what apprenticeships may be available upon graduation.

REPORTS AND INFORMATION

7) Workforce Development Board Initiatives – Program Year 2018-2019

Mariann Johnson provided the Career Pathways update, which included the successful completion of the first round students (12) this past summer, 4 of which, have been hired by the employer. A new Career Pathways video is being finalized, which includes one of the students that was hired by Garner Holt. Ms. Johnson noted that approximately 130 students will be placed in County departments and the matching of students to departments is currently underway. A tour of some Career Pathways will occur during the General Board meeting on October 17, 2018.

Jon Novack discussed the need for business engagement and the importance of communicating with the various businesses. We need to determine what the needs are of the businesses, so there are Career Pathways to support their future growth, as well as provide employment for those students coming out of the Pathway programs.

8) Expenditure Report

Madeline Tsang provided two reports to the Executive Board members; one dated June 30, 2018 and the second dated July 31, 2018. She reviewed the allocations with the members. A discussion ensued between the members about the allocations and budget amounts listed in the report. After the meeting, Ms. Tsang will be providing an abbreviated report to the members.

9) One-Stop-Operator Report

Angela Gardner discussed the updated report and noted that the first couple of months of this fiscal year has been spent on capacity building. She hopes to work towards the workforce summit and have everyone come together, which must be done by December 2020. Ms. Gardner thanked Phil Cothran for providing a large meeting space and wants to have the summits held at that same facility.

10) Public Relations/Media Report

Steve Lambert reviewed the latest report and reviewed the social media data. For the month of August, we had the most page likes in a single month than in any previous month. Mr. Lambert also followed up with the Executive Board members about communicating with the businesses and he has been sending out materials geared towards businesses. In addition, Mr. Lambert has started communicating with the school districts and colleges regarding GenerationGo!

11) County Report

Miguel McQueen provided updates on two upcoming Job Fairs: 9/26 at the Ontario Convention Center and on 10/11 at the Victorville County Fairgrounds. Mr. McQueen also discussed the First Steps program, which is a non-profit that purchases staffing agencies and fills them with members of the homeless community. First Steps is asking for County funding to assist with the cost of this program. Reg Javier and Mr. McQueen have participated in meetings with the CEO's office and the CAO's office to discuss this opportunity.

Mariann Johnson informed the Committee that GenerationGo! received the Merit Award for the 2018 CSAC (California State Association of Counties) Challenge Awards. Ms. Johnson also discussed the Inland Empire Health Plan (IEHP) and she has attended meetings with Supervisor Hagman to help obtain community health workers.

Tony Myrell reported on the recent CWA Meeting of the Minds Conference. He stated there was a record number of registrants and our staff did a great job of presenting some of the tracts and representing the County. Reg Javier reported on the extension of Sandy Harmen's contract for one more year.

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 10:18 a.m.

The next WDB Executive Board Committee meeting is scheduled for November 14, 2018 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary