

**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, NOVEMBER 14, 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	X

<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Michael Ector	X
Mariann Johnson	X
Miguel McQueen	X
Stephanie Murillo	

**OPENING**

- 1) **Chair called meeting to order** at 8:31 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.

Tony Myrell and Reg Javier gave a brief overview of the post tour meeting that occurred at the October 12, 2018 General Board meeting, noting that this meeting was to engage the individuals in attendance and provide a more in depth overview of the Career Pathways program.

**REVIEW AND APPROVAL OF MEETING MINUTES**

**4) Approval of Minutes from September 12, 2018 Executive Board Meeting**

The Chair called for a motion to approve the Minutes from the September 12, 2018 Executive Board (Exec) meeting. B.J. Patterson motioned; Anita Tuckerman seconded the motion. None opposed. Motion carried.

**PUBLIC COMMENT**

**5) Comments from the General Public in Attendance**

There was one public comment presented by Audrey Mathews. Dr. Mathews provided a copy of the Precinct Reporter newspaper to the Executive members, which included an article discussing Real Journey Academy, who develops curriculums that encourage entrepreneurship.

**REPORTS AND INFORMATION**

**6) Legislative Report**

Josh Candelaria was scheduled to present the Legislative Report, but was unable to attend due to an unforeseen delay. This report will be presented during the next Executive Board Meeting.

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

501c3 - Reg Javier provided an updated on the 501c3 and noted that the paperwork has been filed. Once it is up and running, the Board will be appointed, which would include members of the Workforce Development Board Executive Committee. Tony Myrell reported that the funding requirements will need to be discussed and a determination made of how much money will be required. At that time, they will look to the Board members for any assistance they could provide. Mr. Myrell is meeting with an accounting firm to get the State and Federal identification numbers for the non-profit. A discussion ensued about the goals, objectives and guidelines for the non-profit. A recommendation was made by Jon Novack to create a workshop at a future meeting to determine the goals and objectives for the non-profit. This workshop will be added to the January 17, 2019 Executive Board meeting.

Business Engagement – Michael Ector provided an update on the business visits between the Board members and the Business Service Representatives (BSR) and noted that more visits need to occur. Mr. Myrell noted the importance of the BSR showing up to previously scheduled visits, as there has been some prior issues. Mr. Novack asked for clarification for the role of local Chambers, as there is a great opportunity to get businesses engaged by reaching out and working through them. B.J. Patterson suggested reaching out to the top ten employers in the region and schedule a summit and make a presentation about GenerationGo! During this meeting, we can also discuss apprenticeships, how many students we need, our vision and commitment. The remaining time can be spent discussing how these businesses can help us, so we find jobs for all of these individuals.

Career Pathway – Mariann Johnson reported that Chaffey College has submitted a curriculum for their readiness program. Additional school districts participating will include Fontana and Rialto. Victor Valley College may work with an existing curriculum. Victor Valley Union High School District and Hesperia School District have expressed an interest, as well. Ms. Johnson also reported that a Strong Workforce K-12 grant is forthcoming for Career Pathways, although we are not eligible to apply at this time. She also noted that the new video for GenerationGo! has been completed.

High Desert Training Center – Fred Burks provided an update on the High Desert Training Center. He noted that Stirling Development is working with Victor Valley College to get the lease signed, which they hope to achieve prior to the departure of the current President, Dr. Wagner. Dr. Wagner will be replaced by Dr. Daniel Walden. A discussed ensued about developing a roadmap of this project, so all parties involved are aware of their roles and responsibilities. In addition, the members discussed the need for the Workforce Development Board to take an active leadership role in this process, so we can support the growth of employment in the High Desert cities. Lastly, Mr. Burks reported that exterior tenant improvements have begun on the building.

## **8) Hallmarks of Excellence - Quarterly Report**

Mariann Johnson provided an overview of the Hallmarks of Excellence report, which showed the status of several action plans for the AJCC offices, as part of their Continuous Improvement Plan. Additional upcoming goals include staff training on the use of assistive technology equipment, development of an outreach strategy for the non-colocated partners and continued cross-training of staff. Ms. Johnson reported that the Desk Reference Guide is getting ready to launch and they are currently working on a 5-10 minute orientation video.

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

Angela Gardner provided updates via a PowerPoint presentation. She reviewed the Workplan Status report, introduced the new Workforce System Partner Badge called “Shared Success, One System, One Vision”. Ms. Gardner also discussed the AJCC Customer Focus groups that occurred on October 11-12<sup>th</sup>, as well as the AJCC Quality Improvement Plans. Lastly, she noted that the Workforce Summit is tentatively scheduled to take place on June 6, 2019.

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

Steve Lambert presented updates. He noted that there is strong growth in social media, with GenerationGo! providing us with good traction. The communication team is in the process of developing a strategy for the Countywide Vision and Workforce Development Board. Jessica Spaulding discussed the Op-Ed pieces that have been circulated recently, as the number has been increasing.

## **11) County Report**

Miguel McQueen provided updates on the County report. He discussed the TETNDWG grant, which is a Dislocated Worker Grant and we are receiving \$1 million over a 2 year period. The grant runs through 2020. Mr. McQueen also discussed the Vision2Work initiative, which will promote everything in the county that affects employment. The official name of this initiative will be decided this week by the County Executive Officers. A Board item will be presented at the 12/18 Board of Supervisors meeting and the initiative should begin in January, 2019. Mr. McQueen then reported on the UCR Workforce Roadmap Focus Groups that occurred on 11/7 at the University of Redlands and 11/8 in the High Desert. Finally, he reported on the partnership that was formed between J.P. Morgan Chase, the City of San Bernardino, Making Hope Happen Foundation, Housing Authority and the Workforce Development Department. An application for a grant (to which we would be the recipient) of \$3 million over 3 years is being completed and due by 11/30/19.

## **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 10:13 a.m.

The next WDB Executive Board Committee meeting is scheduled for December 5, 2018 at 8:30 a.m. to be held at WDD Admin, 290 North D Street, 6th Floor, San Bernardino, CA 92415.



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Devra Bell – WDB Secretary