

WORKFORCE DEVELOPMENT BOARD GENERAL MEETING

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

WEDNESDAY, DECEMBER 12, 2018, 12:00 PM

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

12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT BOARD

OPENING

- 1) Chair Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Adoption of the Agenda
- 4) Introductions
- 5) Success Stories
 - a) Business Services
 - b) AJCC Client
 - c) Youth

WORKSHOP

- 6) National Updates by Ron Painter, Executive Director with the National Association Workforce Board

REVIEW AND APPROVAL OF MEETING MINUTES

- 7) Approval of Minutes from the October 17, 2018 Workforce Development Board General Meeting

PUBLIC COMMENT

- 8) Comments from the General Public in Attendance

DISCUSSION

- 9) Approval to Release the Request for Qualifications for Human Resource Hotline Services
- 10) Approval to Release the Request for Qualifications for Business Workshops
- 11) Approval to Release the Request for Qualifications for Business Process Improvement Consulting Services

REPORTS AND INFORMATION

12) Committee Reports

- i) Executive Board
- ii) Youth Committee
- iii) Economic Development and Business Resource Committee
- iv) Special Populations Committee

13) One-Stop Operator Report

14) Economic Development Agency Report

15) 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) 387-9886 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
Agenda Item**

MEETING DATE: December 12, 2018

ITEM: (7)

SUBJECT: Minutes from October 17, 2018 Workforce Development Board
General Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from October 17, 2018 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY, OCTOBER 17, 2018, 11:00 a.m.

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Tony Myrell (Chair)	X	Dale Marsden	X
Phil Cothran (Vice-Chair)	X	Paul Moreno	X
Will Sterling (Second Vice-Chair)	X	Jon Novack	
John Andrews		B.J. Patterson	X
Ken Boshart	X	Henry Shannon	
Rene Castellanos	X	Laurie Stalnaker	
Mike Gallo		Anita Tuckerman	X
Cherilyn Greenlee		Jonathan Weldy	X
Terry Klenske		Joseph Williams	
Robert Loewn	X		

Staff to WDB	
	Present
Devra Bell	X
Sandy Harmsen	X
Reg Javier	X
WDD Staff & Other	
Fred Burks	X
Michael Ector	X
Mariann Johnson	X
Miguel McQueen	X
Stephanie Murillo	X
Chen Wu	X

OPENING

- 1) **Chair called the meeting to order** at 11:07 a.m.
- 2) **Pledge of Allegiance** was led by Jonathan Weldy
 Introductions were made around the room.
- 3) **Adoption of the Agenda** – Item was moved to the end of the agenda due to quorum not being met.

REVIEW AND APPROVAL OF MEETING MINUTES

- 4) **Approval of Minutes from the August 8, 2018 Workforce Development Board General Meeting**

Item was moved to the end of the agenda due to quorum not being met.

PUBLIC COMMENT

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

There were no Public Comment cards presented

PRESENTATIONS

6) Success Story – Business Engagement

Michael Ector, Business Services Manager, introduced Ryan Rainbolt, Director of Educational Programs for Garner Holt Productions, Inc., who provided an overview of the company, including the background of the owner, Garner Holt.

Mr. Rainbolt discussed the students and the different jobs that are available. He noted that Mr. Garner had asked the students to come up with ideas for teaching younger students, which included the creation of a lesson plan. The interns were brought to the Lincoln Memorial Shrine to see some of the work and animatronics that Garner Holt has produced. Mr. Rainbolt noted that these students were amazed at these projects and how well the team worked together. Mr. Holt tells these students to find their passion and talents, then start creating something that fits those goals.

ITEMS REVISITED:

3) Adoption of the Agenda

With quorum now met, the Chair asked for a motion to adopt the agenda. Will Sterling motioned. B.J. Patterson seconded the motion. None opposed, motion carried.

4) Approval of Minutes from the August 8, 2018 Workforce Development Board General Meeting

With quorum now met, the Chair asked for a motion to approve the minutes from the August 8, 2018 General Board meeting. Will Sterling motioned, Anita Tuckerman seconded the motion. None opposed, motion carried.

ADJOURNMENT

Chair called for a motion to adjourn. Will Sterling motioned; Robert Loeun seconded the motion. None opposed; motion carried. Meeting adjourned at 1:35 p.m.

The next Workforce Development Board General Meeting is scheduled for Wednesday, December 12, 2018 to be held at WDD Administration, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary

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

MEETING DATE: December 12, 2018

ITEM: (9)

SUBJECT: **REQUEST FOR QUALIFICATIONS FOR HUMAN RESOURCE
HOTLINE SERVICES**

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve the release of a Request for Qualifications (RFQ) to solicit vendors to provide Human Resource Hotline Services for the period of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 18, 2016, staff issued a Request for Proposals (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Human Resource Hotline Services. The service provides a toll free dedicated telephone number for local employers to call and receive live human resource information specifically related to employment and labor law questions.

As a result of the competitive process, on April 19, 2016, an Ad Hoc Committee of the WDB recommended the California Employers Association receive funding in an amount not to exceed \$96,000 for a term of July 1, 2016 through June 30, 2019. Given the pending expiration of the existing agreement, staff recommends the release of a new RFQ.

The Scope of Work on the RFQ will include but not be limited to:

- Maintaining a dedicated Toll Free Human Resource hotline
- Ensuring the hotline is available at all times to employers within the County
- Providing live advice pertaining to Human Resource related topics and issues
- Tracking all calls and provide the County with monthly usage reports
- Providing callers with all relevant resource solutions where appropriate

The Executive Board approved this item on December 5, 2018. The RFQ will allow the WDB to follow a competitive process to select from a pool of qualified vendors able to provide Human Resource Hotline Services. Services will be provided for a term of three (3) years and total contract amount not to exceed \$120,000. With approval, the RFQ will be released in late December. A recommendation for contract award to the selected vendors will be presented to the WDB for final approval.

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

MEETING DATE: December 12, 2018

ITEM: (10)

SUBJECT: REQUEST FOR QUALIFICATIONS FOR BUSINESS WORKSHOPS

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve the release of a Request for Qualifications (RFQ) to solicit vendors to provide Business Workshops for Title I Rapid Response services under the Workforce Innovation and Opportunity Act (WIOA) for the period of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 18, 2016, staff issued an RFQ on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Workshops designed to assist local employers to stay in business and increase employment in the County's workforce.

As a result of the competitive process, on April 19, 2016, an Ad Hoc Committee recommended four firms for a term of July 1, 2016 through June 30, 2019. Given the pending expiration of the existing agreement, staff recommends the release of a new RFQ.

The Scope of Work of the RFQ will include but not be limited to workshops that cover:

- Social Media
- Branding and Marketing
- Traditional Marketing
- Labor Law updates
- Business Basics
- Business Process Improvement
- International Trade
- Human Resources

The Executive Board approved this item on December 5, 2018. The RFQ will allow the WDB to follow a competitive process to select a bench of qualified vendors able to provide Business Workshops for Title I Rapid Response services. Services will be provided for a term of three (3) years and total contract not to exceed \$150,000. With approval, the RFQ will be released in late December. A recommendation for contract award to the selected vendors will be presented to the WDB for final approval.

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

MEETING DATE: December 12, 2018

ITEM: (11)

SUBJECT: **REQUEST FOR QUALIFICATIONS FOR BUSINESS PROCESS IMPROVEMENT CONSULTING SERVICES**

PRESENTED BY: Miguel McQueen, Deputy Director
Workforce Development Department

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

RECOMMENDATION: Approve the release of a Request for Qualifications (RFQ) to solicit vendors for Business Process Improvement Consulting Services for the period of July 1, 2019 through June 30, 2022.

BACKGROUND: On January 18, 2016, staff issued a Request for Proposals (RFQ) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Process Improvement Consulting Services. These services help prevent layoffs, maintain and create jobs, and strengthen a skilled workforce, providing opportunities for growth and improved economic conditions throughout the County. The services provided are specifically tailored to each individual business and the consultants provide companies at risk of closure or reductions in employment with layoff aversion strategies.

On April 19, 2016, an Ad Hoc Committee of the WDB recommended four firms for a term of July 1, 2016 through June 30, 2017, with two one-year options to extend the term of the contracts. On March 1, 2017, the WDB Executive Committee exercised the first option to extend the term of the contracts for a one-year period. On February 14, 2018, the WDB Executive Committee exercised the second option to extend the term of the contracts for a one-year period, through June 30, 2019. These agreements will conclude this fiscal year, requiring the issuance of a new procurement.

The Scope of Work in the RFQ will include but not be limited to:

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

The Executive Board approved this item on December 5, 2018. The RFQ will allow the WDB to follow a competitive process to select a bench of qualified vendors able to provide Business Process Improvement Consulting Services for a term of three (3) years and total contract amount not to exceed \$750,000. With approval, the RFQ will be released in late December. A recommendation for contract award to the selected vendors will be presented to the WDB and San Bernardino County Board of Supervisors for approval.