

**WORKFORCE DEVELOPMENT BOARD  
SPECIAL POPULATIONS COMMITTEE MEETING**  
Workforce Development Department Administration Office  
Workforce Development Board Conference Room  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, NOVEMBER 6, 2019 at 9:00 AM – 10:30 AM**

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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor, San Bernardino, CA, 92415. The agenda and its supporting documents can be viewed online at [www.sbcounty.gov/workforce](http://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**

9:00 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT SPECIAL POPULATIONS COMMITTEE

**OPENING**

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

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) Approve Minutes from July 10, 2019 Special Populations Committee Meeting

**PUBLIC COMMENT**

- 6) Comments from the General Public in Attendance

**WORKSHOP**

- 7) Committee Strategic Plans

**INFORMATION**

- 8) Member Announcements

**ADJOURNMENT**

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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, 6<sup>th</sup> 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, 6<sup>th</sup> 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  
Special Populations Committee  
Agenda Item**

**MEETING DATE:** November 6, 2019

**ITEM:** (5)

**SUBJECT:** Approve Minutes from July 10, 2019 Special Populations  
Committee Meeting

**PRESENTED BY:** Molly Wiltshire, Assistant Director  
Workforce Development Department (WDD)

**CONSENT**  **DISCUSSION**  **INFORMATION**

**RECOMMENDATION:** Approve Minutes from July 10, 2019 Special Populations Committee Meeting

**BACKGROUND:** See attached minutes

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290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, JULY 10, 2019 9:00 a.m.**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>
Anita Tuckerman (Chair)	X
*Stephani Congdon	X
Phil Cothran	X
*Tamica Fouts- Rachal	X
Cherilyn Greenlee	X
*Yukiko Long	X
*Audrey Mathews	X
Tony Myrell	
B.J. Patterson	X
*Pauline Pina	X
*Jessica Rodriguez	X
William Sterling	X
Jonathan Weldy	X

*\*Public Members*

<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Reg Javier	
Molly Wiltshire	X
Sandy Harmsen	X
<b>WDD Staff</b>	<b>Present</b>
Fred Burks	X
Mariann Johnson	X
Stephanie Murillo	X

**OPENING**

- 1) **Chair called meeting to order** at 9:07 a.m.
- 2) **Pledge of Allegiance** - Pledge was led by Jonathan Weldy
- 3) **Adoption of Agenda** - Chair called for a motion to adopt the agenda. Cheri Greenlee motioned; B.J. Patterson seconded. None opposed. Motion carried.
- 4) **Introductions** – Anita led the introductions.

**REVIEW AND APPROVAL OF MEETING MINUTES**

- 5) **Approval of Minutes from May 22, 2019 Special Populations Committee Meeting**  
The Chair called for a motion to approve the minutes. Jessica Rodriguez motioned; Will Sterling seconded. Tamica Fouts-Rachal and Phil Cothran abstained. None opposed. Motion carried.

**PUBLIC COMMENT**

- 6) **Comments from the General Public in Attendance**  
No public comments were submitted.

## **WORKSHOP**

### **7) Community Members with Disabilities Focus Group**

Jessica Rodriguez from Goodwill of Southern California provided an overview of the disabilities community, which included a discussion about the different individual disabilities. These included individuals with major disabilities, such as intellectual disabilities; autism; epilepsy; cerebral palsy and developmental disabilities. In addition, Ms. Rodriguez discussed the proper etiquette for working with those individuals that face these types of disabilities.

### **8) Focus Group Discussion**

A discussion ensued about how the etiquette list is utilized. Ms. Rodriguez noted that staff is normally trained on these practices and it could be beneficial if employers also received training. A key highlight of the discussion was working with individuals to determine where their interests lay and how an employer could match these talents to tasks that need to be completed at the jobsite. Also discussed were the challenges of an employer identifying and understanding each persons' capabilities, so they can be matched appropriately to a particular set of duties. The group discussed the possible need for more job developers or agencies out in the field that could visit businesses and help match employees to employers with appropriate job responsibilities.

Lastly, the need for individuals to become their own advocate was discussed. It is important that each individual carry confidence into their interviews and show the employer that they are capable of doing the job at hand.

## **ADJOURNMENT**

Chair called for a motion to adjourn. Stephani Congdon motioned. B.J. Patterson seconded the motion. None opposed; Motion carried.

Meeting ended at 10:28 a.m.

The next meeting of the Special Populations Committee is scheduled for Wednesday, September 18, 2019 at 9:00 a.m. and will be held at WDD Admin, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92401.

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Devra Bell, WDB Secretary