

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING
AGENDA**

WEDNESDAY, JULY 15, 2020 AT 8:00 AM – 9:30 AM

OPENING

- 1) Call Meeting to Order
- 2) Introductions
- 3) Adoption of Agenda (Roll Call Vote)

REVIEW AND APPROVAL OF MEETING MINUTES (Roll Call Vote)

- 4) Approval of Minutes from June 17, 2020 Executive Board Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

REPORTS AND INFORMATION

- 6) Committee Updates
- 7) Finance Ad Hoc Update
- 8) AJCC Office Update
- 9) Manufacturing Ad Hoc Update
- 10) County Report
- 11) Chairman's 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 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. 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

WEDNESDAY, JULY 15, 2020 AT 8:00 AM – 9:30 AM

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

At this time, the Workforce Development Board (Board) is continuing to hold Executive Board meetings to conduct essential business. Members of the public are encouraged to watch and participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Bernardino County Public Health Officer:

(1) You are strongly encouraged to observe the online video conferenced Board Meeting at:

Workforce Development San Bernardino County is inviting you to a scheduled Zoom meeting.

Topic: WDB Executive Board Meeting
Time: Jul 15, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/84733683297?pwd=VGpDbTQxTUhaUHozSFNQbk9JYWN1Zz09>

Meeting ID: 847 3368 3297
Password: 903894
One tap mobile
+16699006833,,84733683297#,,,,0#,,903894# US (San Jose)
+13462487799,,84733683297#,,,,0#,,903894# US (Houston)

Dial by your location
+1 669 900 6833 US (San Jose)
+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
Meeting ID: 847 3368 3297
Password: 903894

Find your local number: <https://us02web.zoom.us/j/84733683297?pwd=VGpDbTQxTUhaUHozSFNQbk9JYWN1Zz09>

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 on the website or by emailing the Executive Secretary to the Board at Devra.Bell@wdd.sbcounty.gov prior to, or after, the meeting.

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, please email the Executive Secretary to the Board prior to the meeting at Devra.Bell@wdd.sbcounty.gov. Up to three minutes of the comments will be read into the record by the Executive Secretary to the Board.

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."

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

MEETING DATE: July 15, 2020

ITEM: (4)

SUBJECT: Approve Minutes from June 17, 2020 Executive Board Meeting

PRESENTED BY: Sandra Harmsen, Interim Director
Workforce Development Department (WDD)

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from June 17, 2020 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

“Pursuant to the Governor’s Executive Order N-29-20, the Committee meeting was held via teleconference and a publicly noticed location was provided for public observation and comment.”

WEDNESDAY, JUNE 17, 2020, 8:00 A.M. – 9:00 A.M.

MEETING MINUTES

ATTENDANCE:

Members	Present
Phil Cothran (Chair)	X
William Sterling (1 st Vice Chair)	X
B.J. Patterson (2 nd Vice Chair)	X
Cinnamon Alvarez	X
Mike Gallo	X
Anita Tuckerman	X
Jonathan Weldy	X
Joseph Williams	X
WDB Staff	Present
Devra Bell	X
Sandy Harmsen	X

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:04 a.m.
- 2) **Introductions** – The Board Secretary took roll call attendance.
- 3) **Adoption of Agenda (Roll Call Vote)** –The Chair called for a motion to adopt the agenda. Joseph Williams motioned; Mike Gallo seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent Phil Cothran, Chair: Aye
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye
Cinnamon Alvarez: Aye
Mike Gallo: Aye
Anita Tuckerman: Aye
Jonathan Weldy: Aye
Joseph Williams: Aye

Without further comment or objection, motion carried by unanimous vote.

REVIEW AND APPROVAL OF MEETING MINUTES

4) Approval of Minutes from April 29, 2020 Executive Board Meeting (Roll Call Vote)

The Chair called for a motion to approve the Minutes from the April 29, 2020 Executive Board meeting. Will Sterling motioned; B.J. Patterson seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Consent Phil Cothran, Chair: Aye
Will Sterling, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Aye

Cinnamon Alvarez: Aye
Anita Tuckerman: Aye
Mike Gallo: Aye
Jonathan Weldy: Aye
Joseph Williams: Aye

Without further comment or objection, motion carried by unanimous vote.

PUBLIC COMMENT

5) Comments from the General Public - There were no public comment cards presented.

WORKSHOP

6) Asset Mapping Update

Sandy Harmsen led the discussion. She reminded the Board that we had paid an upfront cost to establish the system and prior to the COVID pandemic, we had been working to establish partnerships with others. Our share of the cost to keep this system going is \$60,000, but we have been granted an extension at no charge, through September 30, 2020. A request was made to circulate a one page summation of the Asset Map testing to the Board members at the appropriate time.

7) Labor Market Intelligence Update

The Chair introduced Henry Nickel, who led the workshop. Mr. Nickel discussed the employment impact of COVID-19, including the current rate of layoffs; the impacts on the Inland Empire region, including San Bernardino; and also discussed various index models, including by industry sector and occupations. A discussion ensued about the status of the beta testing of the data and costs associated with maintaining this data.

8) WDB Meeting Calendar

This item was postponed, due to time constraints and will be discussed during the WDB General Board meeting on June 17, 2020.

REPORTS AND INFORMATION

9) Committee Updates

This item was postponed, due to time constraints and will be discussed during the WDB General Board meeting on June 17, 2020.

10) County Update

Sandy Harmsen updated the Executive Board on the progress of staff returning to the offices, which will occur over the next couple of weeks. Currently, customers are being seen at the AJCC offices on an appointment basis only. Ms. Harmsen also provided an update on the status of hiring a new Director for Workforce Development. Joseph Williams provided legislative updates from the State and Angela Gardner provided her One Stop Operator updates.

11) Chairman's Update

No additional information to report from the Chair.

ADJOURNMENT

The Chair called for a motion to adjourn. B.J. Patterson motioned; Jonathan Weldy seconded the motion. None opposed; motion carried.

Meeting adjourned 9:02 a.m.

The next WDB Executive Board Committee meeting is currently scheduled for July 15, 2020 at 8:00 a.m. to be held via Zoom Conference.

Devra Bell – WDB Secretary