

**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, AUGUST 19, 2020, 8:00 A.M. – 9:30 A.M.**

**MEETING MINUTES**

**ATTENDANCE:**

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

**OPENING**

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:03 a.m.
- 2) **Pledge of Allegiance** – Will Sterling led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.
- 4) **Adoption of Agenda (Roll Call Vote)** –The Chair called for a motion to adopt the agenda. Will Sterling motioned; Anita Tuckerman 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, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye  
Cinnamon Alvarez: Aye  
Mike Gallo: Absent  
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**

**5) Approval of Minutes from July 15, 2020 Executive Board Meeting (Roll Call Vote)**

The Chair called for a motion to approve the Minutes from the July 15, 2020 Executive Board meeting. Anita Tuckerman motioned; Will Sterling 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, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye

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

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

## **PUBLIC COMMENT**

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

## **DISCUSSION**

### **7) California Workforce Association Program Support**

The Chair led the discussion and called upon Sandy Harmsen to provide an overview of the California Workforce Association (CWA) organization and the support they provide to the local area workforce boards. A discussion ensued regarding the CWA membership and the information and conferences that are currently offered to their members.

## **REPORTS AND INFORMATION**

### **8) Committee Updates**

Jonathan Weldy, Chair of the Special Populations Committee, reported on the pursuit of social enterprising and connecting county resources. He also discussed the research that is being conducted by Scott Kuethen, to look at the AJCC offices to identify the effectiveness of our partners and how to best utilize the funding.

B.J. Patterson, Chair of the Youth Committee, reported on the committee's continued focus on Foster Youth. He also noted three individual youth providers will continue to provide their updates at each meeting, with the goal of creating synergy between each firm. Henry Nickel created a dashboard that will be revealed during the Youth meeting and will provide data that will assist with determining the areas of focus for the committee.

Anita Tuckerman, Chair of the EDBR Committee, reported on the completion of the High Desert Training Center and the first mechanical engineering classes that are finishing. There were 12 students in this first class and the second group of students will be starting soon. This model will be rolled out to additional industries, including Aerospace. The next committee meeting will be held in September.

### **9) Finance Report**

Will Sterling led the discussion and stated the Board would like to receive regular financial reports. The department had received additional funds through the grant process and with the challenges encountered due to the COVID-19 pandemic, we are currently underspent. Utilizing On the Job Training (OJT) will be a focus, once customers return to the AJCC offices, which will help expend some of the additional funds currently available. Mr. Sterling has recommended forming a Finance Committee to look at the expenditures on a regular basis.

### **10) AJCC Office Update**

The Chair led the discussion and noted that he assigned Scott Kuethen to work with our One Stop Operator to review the processes at our AJCC offices. Mr. Kuethen will review how we can best support our customers and our businesses through the offices. He will also look at ways to best measure our results and how well we are performing.

### **11) County Update**

Sandy Harmsen provided updates. She reported on the hiring of our new Executive Director, Marlina Sessions, who spent the first couple of weeks meeting with Board members and staff. In addition, they visited the three AJCC offices.

## **12) Chairman's Update**

The Chair provided updates regarding the work being done by Cinnamon Alvarez with the manufacturing industry. Ms. Alvarez spoke with Ron Hurst, the manufacturing consultant and his contract has expired. There will be a new scope of work created for an industry specialist and further information will be provided at a future meeting.

## **ADJOURNMENT**

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

Meeting adjourned 9:31 a.m.

The next WDB Executive Board Committee meeting is currently scheduled for September 2, 2020 at 8:00 a.m. to be held at WDD Administration, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.



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Devra Bell – WDB Secretary