

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, DECEMBER 16, 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: Dec 16, 2020 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82178371816?pwd=SkRzbXZLWURjaVJMczhLdGpnb3FIdz09>

Meeting ID: 821 7837 1816
Passcode: 382948
One tap mobile
+16699006833,,82178371816#

Dial by your location
+1 669 900 6833 US (San Jose)

Find your local number: <https://us02web.zoom.us/j/82178371816?pwd=SkRzbXZLWURjaVJMczhLdGpnb3FIdz09>

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."

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

AGENDA

WEDNESDAY, DECEMBER 16, 2020 AT 8:00 AM – 9:30 AM

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions (Roll Call)

PUBLIC COMMENT

- 4) Comments from the General Public in Attendance

CONSENT AGENDA (Roll Call Vote)

- 5) Approval of Minutes from November 18, 2020 Executive Board Meeting

WORKSHOP

- 6) Youth System

REPORTS AND INFORMATION

- 7) Virtual MOU Hiring Event
- 8) Asset Map Updates
- 9) Legislative Updates
 - Maral Hernandez, San Bernardino County and Dan Feliz, Partner at Potomac Partners
- 10) 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.

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

MEETING DATE: December 16, 2020

ITEM: (5)

SUBJECT: Approve Minutes from November 18, 2020 Executive Board Meeting

PRESENTED BY: Marlena Sessions, Executive Director
Workforce Development Department (WDD)

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

RECOMMENDATION: Approve Minutes from November 18, 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, NOVEMBER 18, 2020, 8:00 A.M. – 9:30 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)	
Cinnamon Alvarez	X
Mike Gallo	
Anita Tuckerman	X
Jonathan Weldy	X
Joseph Williams	X
WDB Staff	Present
Devra Bell	X
Marlena Sessions	X

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:01 AM.
- 2) **Pledge of Allegiance** – Phil Cothran 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, 1st Vice Chair: Aye
B.J. Patterson, 2nd Vice Chair: Absent
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 September 23, 2020 Executive Board Meeting (Roll Call Vote)

The Chair called for a motion to approve the Minutes from the September 23, 2020 Executive Board meeting. Anita Tuckerman motioned; Jonathan Weldy 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: Absent
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) Approve Selection of Regional and Local Plan Writer

Marlena Sessions and Mariann Johnson provided an overview of the item. The directive was provided by the Economic Development Department (EDD) and we were only provided five months to complete this process, as the plan is due by April 30, 2021. The same scope of work was provided and sent out and three submitted plans to us. Interviews were conducted and Riverside also conducted interviews. A recommendation was made to choose MAP Advising, as they are local in California and have experience with local and regional plan information. A discussion ensued about setting up an infrastructure establishing goals, so an assessment can be made of the progress made over the next four years. The Board members expressed the desire to drive this process and they were encouraged to attend the stakeholders meetings, as well. Due to the timing of this item coming to the Board, the Executive Board is being asked to approve this item, which will be ratified at the General Board meeting on December 16, 2020.

The Chair requested a motion to approve the selection of the Regional and Local Plan Writer. Joseph Williams made a motion; Cinnamon Alvarez 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: Absent
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.

WORKSHOP

8) Asset Map – Data Point Discussion

Mariann Johnson led the discussion and reviewed information in a PowerPoint presentation. This included data sources; data feasibility; low barriers to obtain; moderate barriers to obtain; high barriers to obtain and data not available.

A discussion ensued about the specific data sources that are currently being paid for by our current funding, which included Chmura and Dun & Bradstreet data. Also discussed was determining who will be the target audience for this information and who will manage the data. At the next meeting, there will be a discussion about the user acceptance testing results and who will use the system.

REPORTS AND INFORMATION

9) Committee Updates

- Jonathan Weldy, Chair of the Special Populations Committee, noted that his next meeting would follow the Executive Board meeting.
- B.J. Patterson, Chair of the Youth Committee, was not in attendance and did not provide an update.
- Anita Tuckerman, Chair of the EDBR Committee, has a meeting later in the day.

10) County Report

Marlena Sessions reported on the upcoming re-procurement of the One Stop Operator contract that will cover the next four years. She also reported on her work with the various county departments and partnerships she has developed to work on the various grants that are available. The grant information will be added to her Friday reports. Ms. Sessions also met with the fire chief that handles the fire camp program, who works with formerly justice involved individuals to train them for potential permanent positions. Lastly, she reported on the efforts of staff to reach out to businesses that had previously received \$2,500 grants, so an additional \$2,500 could be offered, for a total of \$5,000. A discussion ensued about who has the purview of the dollars/grants received outside of WIOA.

11) Chairman's Report

The Chair had nothing additional to report at this time.

ADJOURNMENT

The Chair called for a motion to adjourn. Cinnamon Alvarez motioned; Will Sterling seconded the motion. None opposed; motion carried.

Meeting adjourned 9:29 AM

The next WDB Executive Board Committee meeting is currently scheduled for December 16, 2020 at 8:00 AM to be held via Zoom Conference.

Devra Bell – WDB Secretary