

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS RESOURCE
COMMITTEE MEETING**

WEDNESDAY, JANUARY 13, 2021 AT 8:30 AM – 9:30 AM

THESE MEETINGS 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 Board and Committee 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:

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

You are invited to a Zoom webinar.
When: Jan 13, 2021 08:30 AM Pacific Time (US and Canada)
Topic: WDB EDBR Committee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82880573591?pwd=dkw4TDVXanh4R0FGN29zaVIJNTZPZz09>

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Or iPhone one-tap:

US: +16699009128,,82880573591#,,,,*930772#

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These agendas contains a brief description of each item of business to be considered at today's meetings. In accordance with the Brown Act, these meeting agendas are posted at least 72 hours prior to the regularly scheduled meetings 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 agendas, their 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 meetings.**

The agendas and their supporting documents can be viewed online at www.sbcounty.gov/workforce However, the online agendas 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 agendas, 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 Agendas 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
ECONOMIC DEVELOPMENT BUSINESS RESOURCE COMMITTEE**

AGENDA

WEDNESDAY, JANUARY 13, 2021 AT 8:30 AM – 9:30 AM

OPENING

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

CONSENT AGENDA (Roll Call Vote)

- 4) Approve Minutes from November 18, 2020 Economic Development Business Resource Committee Meeting

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

DISCUSSION

- 6) Approve 2021 Goals for the EDBR Committee

WORKSHOP

- 7) Pilot Project to Provide Guidance on Scope of Work for Business Services' Efforts

REPORTS AND INFORMATION

- 8) Business Services Survey Update
- 9) Business Services Dashboard

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) 387-9862 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
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: January 13, 2021

ITEM: (4)

SUBJECT: Approve Minutes from November 18, 2020 Economic Development and Business Resource (EDBR) Committee Meeting

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

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from November 18, 2020 EDBR Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS SERVICES COMMITTEE**

“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 – 1:00 PM – 2:30 PM

MINUTES

Attendance:

Members	Present
Anita Tuckerman (Chair)	X
Phil Cothran	X
Mike Gallo	X
*Peggi Hazlett	X
*Audrey Mathews	
B.J. Patterson	
William Sterling	X

**Public Members*

Staff to WDB	Present
Devra Bell	X
Marlena Sessions	X

OPENING

- 1) **Chair called meeting to order** at 1:03 PM
- 2) **Pledge of Allegiance** – Peggi Hazlett led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.
- 4) **Adoption of Agenda** – The Chair requested a motion to adopt the agenda. Peggi Hazlett motioned: Mike Gallo seconded the motion.

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

Anita Tuckerman, Chair: Aye
Phil Cothran: Aye
Mike Gallo: Aye
Peggi Hazlett: Aye
Audrey Mathews: Absent
B.J. Patterson: Absent
Will Sterling: Aye

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

REVIEW AND APPROVAL OF MEETING MINUTES

- 5) **Approval of Minutes from the September 23, 2020 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes from the September 23, 2020 meeting. Will Sterling motioned; Peggi Hazlett seconded the motion.

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

Anita Tuckerman, Chair: Aye
Phil Cothran: Aye
Mike Gallo: Aye
Peggi Hazlett: Aye
Audrey Mathews: Absent
B.J. Patterson: Absent
Will Sterling: Aye

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

PUBLIC COMMENT

6) Comments from the General Public in Attendance - No public comment cards were presented.

PRESENTATION

7) Recent Merger of High Desert Chambers

The Chair, Anita Tuckerman, introduced Mark Creffield of the Greater High Desert Chamber of Commerce. He provided an overview of chamber history in the region and those that currently participate; the benefits of combining these chambers to create the Greater High Desert Chamber, which they hope to have them all combined by the end of the year; and how these chambers will function post-merger. A discussion ensued about how this merger will assist businesses in the area. Also discussed were staff at the existing chambers, but due to the pandemic, many of the staff had already been laid off.

8) Supporting Job Growth in the High Desert Region

The Chair introduced Curtis Compton, who discussed the services that are currently offered to businesses, so the chamber members present would have this additional information. This information included: customized recruitment services; customized training programs; labor market information; on the job training; layoff aversion; workshops and rapid response services.

WORKSHOP

9) Working Together: Collaboration to Strengthen our Region

.The Chair led the workshop and asked the chamber members present how the EDBR committee could assist them. Peggi Hazlett noted her chamber currently utilizes the services we offer and it would be beneficial to continue deepening the relationship. A discussion ensued about showcasing success stories and having Business Services do a presentation to the various chambers, to teach them about the services we offer. Also discussed the customized sharing of costs to train employees for firms that move into the region and don't have a pool of individuals to hire, due to the specific nature of their business.

10) EDBR Committee Goals

One of the potential goals discussed was the collaboration with the Chambers and how to join forces with the Business Services unit. Meeting attendees were asked to submit their ideas to the Chair or Board Secretary to discuss at a future meeting.

ADJOURNMENT

The Chair requested a motion to adjourn. Mike Gallo motioned. Peggi Hazlett seconded. None opposed; motion carried.

Meeting adjourned at 2:26 PM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, January 13, 2020 at 8:30 AM and will be held via Zoom Conference.

Devra Bell, WDB Secretary

**San Bernardino County
Workforce Development Board
Economic Development and Business Resources Committee
Agenda Item**

MEETING DATE: January 13, 2021

ITEM: (6)

SUBJECT: APPROVAL OF 2021 GOALS

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

CONSENT _____ **DISCUSSION_X**_____ **INFORMATION**_____

RECOMMENDATION: Approve the 2021 goals for the Economic Development and Business Resources (EDBR) Committee.

BACKGROUND: In the fall of 2020, each of the Workforce Development Board (WDB) committees had discussions around goals for 2021. The Economic Development and Business Resource Committee invited Chamber of Commerce leaders to one of the meetings to discuss how to better partner to include those suggestions as goals. The group also met with leaders from the High Desert Training Center to talk about the potential to fund a pilot as a way to figure out how to best move forward linking potential employees to employers.

As a result of these conversations, three goals were developed:

- Collaborate with Chambers of Commerce by improving and encouraging ongoing dialogue and open channels of communication by regularly connecting with Chamber Executives.
- Identify Business Organizations in target industry sectors: Logistics, Healthcare, Construction and Manufacturing. Reorganize Committee participants to include a minimum of one (1) key person from each target industry.
- Collaborate with industry associations and chambers of commerce to identify emerging industries and practices to ensure local training is preparing workers for the future of work and provide EDBR with appropriate updates on growth projections/challenges/training opportunities.

With EDBR committee approval of the recommendation, agendas for future 2021 meetings will be developed to support the completion of the goals.