

## WORKFORCE DEVELOPMENT BOARD FINANCE COMMITTEE MEETING

WEDNESDAY, JANUARY 13, 2021 AT 8:00 AM – 8:30 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 08:00 AM Pacific Time (US and Canada)

Topic: WDB Finance Committee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84304093075?pwd=Ny9KdlpGaDNIWS9BSWthOE9paXpYQT09>

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Or iPhone one-tap:

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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, 6<sup>th</sup> 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](mailto: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](http://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](mailto: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  
FINANCE COMMITTEE MEETING**

**AGENDA**

WEDNESDAY, JANUARY 13, 2021 AT 8:00 AM – 8:30 AM

**OPENING**

- 1) Call Meeting to Order
- 2) Introductions (Roll Call Attendance)

**CONSENT AGENDA (Roll Call Vote)**

- 3) Approval of Minutes from September 23, 2020 Finance Committee Meeting (Roll Call Vote)

**PUBLIC COMMENT**

- 4) Comments from the General Public in Attendance

**WORKSHOP**

- 5) Return on Investment Reports

**REPORTS AND INFORMATION**

- 6) Expenditure Report

**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  
Finance Committee  
Agenda Item**

**MEETING DATE:** January 13, 2021

**ITEM:** (3)

**SUBJECT:** Approve Minutes from September 23, 2020 Finance Committee Meeting

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

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

**RECOMMENDATION:** Approve Minutes from September 23, 2020 Finance Committee Meeting

**BACKGROUND:** See attached minutes

**WORKFORCE DEVELOPMENT BOARD  
FINANCE 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, SEPTEMBER 23, 2020 – 2:30 PM – 3:00 PM**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>
Will Sterling (Chair)	X
B.J. Patterson	X
Jonathan Weldy	X

<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Marlena Sessions	X

*\*Public Members*

**OPENING**

- 1) **Chair called meeting to order** at 2:32 PM.
- 2) **Pledge of Allegiance** – B.J. Patterson 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. B.J. Patterson motioned: Jonathan seconded the motion.

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

Will Sterling: Aye  
B.J. Patterson: Aye  
Jonathan Weldy: Aye

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

**PUBLIC COMMENT**

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

**DISCUSSION**

**6) Return on Investment**

The Chair, Will Sterling, discussed the goal of this new committee is to review costs and spending to ensure it remains efficient and effective. The committee will also look at the costs of the AJCC centers to determine efficiencies with those expenditures. The future goal is to help provide each committee with data regarding additional funds that may be available to them for their committee success. A discussion ensued about reviewing our current reports and determining the best method to report this information to the committee, so it comes in a functional and informational reporting format.

## **REPORTS AND INFORMATION**

### **7) Expenditure Report**

The Chair introduced Trent Wiebe, who reviewed the current expenditure report. The current report available, from 6/30/2020, does not reflect the Prison to Employment expenditures, as we are just now receiving invoicing for those expenditures from the providers. More current information should be available at the next meeting.

## **ADJOURNMENT**

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

Meeting adjourned at 3:08 PM

The next WDB Finance Committee meeting is scheduled for Wednesday, January 13, 2021 at 8:00 AM and will be held via Zoom Conference.

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Devra Bell, WDB Secretary