

# WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, APRIL 14, 2021 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:

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

Topic: WDB Executive Board Meeting  
Time: Apr 14, 2021 08:00 AM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/85470436615?pwd=Z2xEMThTSmlCV09ITVRudU5pajlYUT09>

Meeting ID: 854 7043 6615  
Passcode: 688491  
One tap mobile  
+16699006833,,85470436615#,,,,\*688491# US (San Jose)

Dial by your location  
+1 669 900 6833 US (San Jose)  
Meeting ID: 854 7043 6615  
Passcode: 688491  
Find your local number: <https://us02web.zoom.us/u/kbC94kILYz>

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, 6<sup>th</sup> 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](mailto: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](http://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](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 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, APRIL 14, 2021 AT 8:00 AM – 9:00 AM

**OPENING**

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

**CONSENT AGENDA (Roll Call Vote)**

- 4) Approval of Minutes from December 16, 2020 Executive Board Meeting (Roll Call Vote)

**PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

**PRESENTATION**

- 6) Asset Map Data

**REPORTS AND INFORMATION**

- 7) Legislative Updates
- 8) East Valley AJCC Office Updates
- 9) County Goals
- 10) Chairman's 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 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:** April 14, 2021

**ITEM:** (4)

**SUBJECT:** Approve Minutes from December 16, 2020 Executive Board Meeting

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

**CONSENT**   X                      **DISCUSSION** \_\_\_\_\_                    **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve Minutes from December 16, 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, DECEMBER 16, 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	X
Anita Tuckerman	X
Jonathan Weldy	X
Joseph Williams	X
<b>WDB Staff</b>	<b>Present</b>
Devra Bell	X
Marlena Sessions	X

**OPENING**

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:02 AM.
- 2) **Pledge of Allegiance** – Jonathan Weldy led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

Marlena Sessions, Executive Director of the Workforce Development Board, introduced Diana Alexander, Assistant Executive Officer of San Bernardino County, to the Executive Board members. Ms. Alexander provided her background prior to her new position and noted that she is happy to be working with the Workforce Development Board and Committees.

**PUBLIC COMMENT**

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

**CONSENT AGENDA (Roll Call Vote)**

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

The Chair called for a motion to approve the consent 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

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

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

## **WORKSHOP**

### **6) Youth System**

The Chair, Phil Cothran, introduced Brad Gates, Assistant Director, who noted the WIOA Youth providers' current contract is valid from July 1, 2018 through June 30, 2021, with two optional one-year extensions available. He reviewed the services available from the youth provider, as well as an overview of their performance measures, enrollments and budget information. Based on an evaluation of the current 12 youth providers, a recommendation of extending the contracts for 10 providers was put before the Executive Board members for consideration at the end of June, 2021. In addition, recommendation was made to release a RFP for additional providers that could support the Needles and San Bernardino regions. Mr. Gates noted that this request would come through the Youth Committee and be brought forward to the General Board at a later date. A discussion ensued about the two youth providers that did not receive a recommendation for extension and whether those providers have been monitored and made aware of their status. These two providers had been offered assistance by the Workforce Development staff and they have not been responsive. Additional topics discussed during the workshop included the compilation of statistical information regarding the youth and employment they received, including wages. Mr. Gates advised the Board that the 10 providers would be informed of our intent to extend their contracts and a scope of work would be created to discuss with the Youth Committee members, prior to releasing the RFP.

## **REPORTS AND INFORMATION**

### **7) Virtual MOU Hiring Event**

The Chair introduced Curtis Compton, who provided updates on the Virtual MOU Hiring Event, which was a pilot recruitment that was completed virtually. A discussion ensued about the number of people that registered for the event vs. attended the event, as well as how the interviews were conducted virtually. Mr. Compton reported on the use of Zoom breakout rooms, so employers could interview applicants. There were 12 job offers extended during the event, but only 7 applicants accepted, mostly due to their concerns with COVID-19.

### **8) Asset Map Updates**

The Chair introduced Mariann Johnson, Deputy Director, who provided updates on the Asset Map User Acceptance Testing. She went through the background, user feedback, tester comments and next steps and noted that a data refresh will be provided in January. A discussion ensued about having a few key providers test and filter through the information. In addition, a few individuals from the Special Populations and Youth Committees may be able to test the data, as well.

### **9) Legislative Updates**

The Chair introduced Maral Hernandez, Legislative Analyst and Dan Feliz, Partner at Potomac Partners. Ms. Hernandez provide the state updates, which included individuals that were sworn in to their new positions the prior week. She also noted they will reconvene on January 4<sup>th</sup> and plans to release the budget should occur on January 10<sup>th</sup>. Mr. Feliz provided federal updates, including the status of the continuing resolution and stimulus updates. He provided updates on our new delegation, WIOA authorization status and complimented San Bernardino County as a "top notch" county.

### **10) 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 9:31 AM

The next WDB Executive Board Committee meeting is currently scheduled for February 17, 2021 at 8:00 AM to be held via Zoom Conference.

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Devra Bell – WDB Secretary