

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

WEDNESDAY, AUGUST 11, 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.

Topic: WDB EDBR Committee Meeting  
Time: Aug 11, 2021 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/85722139234?pwd=bGNyM0duY0xTTE5ldzRnc0V0T3NBUT09>

Meeting ID: 857 2213 9234  
Passcode: 894624  
One tap mobile  
+16699006833,,85722139234#,,,,\*894624# US (San Jose)

Dial by your location  
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Find your local number: <https://us02web.zoom.us/j/85722139234?pwd=bGNyM0duY0xTTE5ldzRnc0V0T3NBUT09>

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  
ECONOMIC DEVELOPMENT BUSINESS RESOURCE COMMITTEE**

**AGENDA**

WEDNESDAY, AUGUST 11, 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 May 12, 2021 Economic Development Business Resource Committee Meeting

**PUBLIC COMMENT**

- 5) Comments from the General Public in Attendance

**DISCUSSION**

- 6) Recommend Funding for Business Services Outreach Support to the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Greater Ontario Chamber of Commerce, IE CEEM, and Redlands Chamber of Commerce

**PRESENTATION**

- 7) San Bernardino Community College District - Ynez Delgado Canela, Administrator, Local Business Outreach Measure CC

**REPORTS AND INFORMATION**

- 8) Update on Victor Valley College Cohort Project
- 9) Update on Regional Manufacturing Sector Work
- 10) EDBR Goals Work Plan Review
- 11) EDBR Dashboard

**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  
Economic Development & Business Resource Committee  
Agenda Item**

**MEETING DATE:** August 11, 2021

**ITEM:** (4)

**SUBJECT:** Approve Minutes from May 12, 2021 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 May 12, 2021 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, MAY 12, 2021 – 8:30 AM – 9:30 AM**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>
Cinnamon Alvarez (Chair)	X
Orlando Acevedo	X
Phil Cothran	X
Jimmy Elrod	X
Mike Gallo	
*Peggi Hazlett	X
Lina Montes	
B.J. Patterson	
Shannon Shannon	X

*\*Public Members*

<b>STAFF TO WDB</b>	<b>Present</b>
Devra Bell	X
Marlena Sessions	X
Brad Gates	X

**OPENING:**

- 1) **Chair called meeting to order** at 8:31 AM
- 2) **Pledge of Allegiance** – Peggi Hazlett led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

**CONSENT AGENDA:**

- 4) **Approval of Minutes from the March 10, 2021 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes from the March 10, 2021 meeting. Peggi Hazlett motioned; Shannon Shannon seconded the motion.

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

Cinnamon Alvarez, Chair: Aye  
Orlando Acevedo: Abstain  
Phil Cothran: Absent  
Jimmy Elrod: Aye  
Mike Gallo: Absent  
Peggi Hazlett: Aye  
Lina Montes: Absent  
B.J. Patterson: Absent  
Shannon Shannon: 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 provided.

## **PRESENTATIONS**

### **6) Uniquely Abled Computer Numerical Control (CNC) Program**

Mariann Johnson provided an overview of the program. Miquel Ortiz, who is one of the teachers, discussed the program of study to become a Computer Numerical Control (CNC) Machine Operator. He showed a video that provided an inside look at the individuals, their successes and the training area and machinery. A discussion ensued about the specific program and costs, expanding the program to other schools and the starting wages these individuals could anticipate at the completion of the program.

### **7) EDBR Goals Work Plan Review**

Brad Gates the business retention work plan that included the following goals: 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; and lastly, 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.

The primary focus at this meeting was access services provided to business community. A list of services will be created and provided to businesses, with the types of customers and who is using those services. The goal is to have some additional information available at the next meeting. Mr. Gates provided an update regarding collaboration with industry associations and chambers and noted that a Request for Proposal was released to contract with industry/chambers for business outreach in the county.

## **ADJOURNMENT**

The Chair requested a motion to adjourn. Orlando Acevedo motioned. Jimmy Elrod seconded. None opposed; motion carried.

Meeting adjourned at 9:30 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, August 11, 2021 at 8:30 AM and will be held via Zoom Conference.

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Devra Bell, WDB Secretary

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

**MEETING DATE:** August 11, 2021

**ITEM:** (6)

**SUBJECT:** **Recommend Funding for Business Services Outreach Support to the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Greater Ontario Chamber of Commerce, IE CEEM, and Redlands Chamber of Commerce**

**PRESENTED BY:** Marlena Sessions, Director  
Workforce Development Department

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

**RECOMMENDATION:** Recommend funding for the six vendors listed below for a total aggregate amount not to exceed \$600,000; each vendor award will not exceed \$100,000 per year. Approval will allow vendors to provide Business Services Outreach Support of economic recovery efforts throughout the County for a contract period of October 1, 2021, through September 30, 2022.

- Chino Valley Chamber of Commerce
- Fontana Chamber of Commerce
- Greater High Desert Chamber of Commerce
- Greater Ontario Chamber of Commerce
- IE CEEM
- Redlands Chamber of Commerce

**BACKGROUND:** On March 2, 2021, staff issued a Request for Proposal (RFP) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Services Outreach Support to the San Bernardino County Workforce Development Department (WDD); subject to Title I of the Workforce Innovation and Opportunity Act (WIOA). These services are intended to supplement WDD's Business Services team within each of the County's Supervisorial Districts and assist in economic recovery from the COVID-19 pandemic by creating a more accessible, employer-driven, and advanced countywide workforce development system.

These services will function as a pilot program. The intent of the scope of services is to determine how local chambers of commerce can collaborate with Workforce Development Boards to advance job development. Based on the initial performance of this proof of concept, these services may be extended if successful.

Approved vendors will collaborate with WDD's existing Business Services team. Particular emphasis will be placed on direct placement services for our America's Job Center of California (AJCC) customers. The scope of service includes coordination with AJCC staff, employer partnerships, and placing specific customers in specific jobs identified through employer consultations.

On March 30, 2021, six proposals were received and all determined responsive to the RFP's minimum criteria. On April 28, 2021, an Evaluation Committee comprised of qualified neutral parties representing the WDB, WDD, and external partners met to evaluate the submissions in accordance with the evaluation process outlined in the RFP.

In addition, the Evaluation Committee reviewed the scores of the responsive proposals, each vendor's capacity to perform the required services, the vendor's experience, and the cost reasonableness of each proposal. Based on the evaluation, the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater Ontario Chamber of Commerce, and IE CEEM were each selected for an award not to exceed \$100,000 per year to provide Business Services Outreach Support, for the period of October 1, 2021, through September 30, 2022.

Based on the unequal distribution of employers throughout the County's five supervisorial districts, it was determined to award one additional vendor for Districts 2 and 4 given the higher concentration of employers compared to elsewhere within the County. Furthermore, due to the lack of proposals for Districts 1 and 3, it was determined appropriate and permissible to award two additional sole source agreements to the Greater High Desert Chamber of Commerce and Redlands Chamber of Commerce to serve the First and Third Supervisorial Districts respectively.

A recommendation for funding will allow this item to be submitted to the WDB for funding approval. Once approved, WDD will execute contractual agreements with the six recommended vendors for a term of 12 months, each agreement shall not to exceed \$100,000 per vendor, beginning October 1, 2021.