

WORKFORCE DEVELOPMENT BOARD EXECUTIVE BOARD MEETING

WEDNESDAY, SEPTEMBER 1, 2021 AT 8:30AM – 10:00 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: Sep 1, 2021 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/81204263141?pwd=SjdCMFZwbHNPTStzUktrc2FPQWwzZz09>
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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, SEPTEMBER 1, 2021 AT 8:30AM – 10:00AM

OPENING

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

CONSENT AGENDA (Roll Call Vote)

- 4) Approval of Minutes from April 14, 2021 Executive Board Meeting (Roll Call Vote)
- 5) Approval of Minutes from July 14-15, 2021 Executive Board Meeting (Roll Call Vote)

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION

- 7) 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 Business Council, IE CEEM, and Redlands Chamber of Commerce
- 8) Approve 2021 State of the County Support
- 9) WDB Facilities Discussion

REPORTS AND INFORMATION

- 10) One-Stop Operator Selection
- 11) AJCC Certification Update

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: September 1, 2021

ITEM: (4)

SUBJECT: Approve Minutes from April 14, 2021 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from April 14, 2021 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, APRIL 14, 2021, 8:00 A.M. – 9:00 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)	X
Cinnamon Alvarez	X
Mike Gallo	
Scott Kuethen	X
Jonathan Weldy	X
WDB Staff	Present
Devra Bell	X
Marlena Sessions	X
Brad Gates	X

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:01 AM.
- 2) **Pledge of Allegiance** – Will Sterling led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

CONSENT AGENDA (Roll Call Vote)

4) Approval of Minutes from December 16, 2020 Executive Board Meeting

The Chair called for a motion to approve the consent agenda. B.J. Patterson motioned; Will Sterling 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: Aye
Cinnamon Alvarez: Aye
Mike Gallo: Absent
Scott Kuethen: Aye
Jonathan Weldy: Aye

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

PUBLIC COMMENT

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

PRESENTATION

6) Asset Map Data

The Chair introduced Brad Gates reported on the user testing that was completed in 2020; refresh of 211 data and other licenses will occur annually; and the ongoing maintenance of the system will be handled by internal staff. Staff will be trained to use these tools. A discussion ensued about any potential training classes that may be offered to the public to utilize the system. It was noted that the training will occur internally only and once that occurs, we can look at external training.

REPORTS AND INFORMATION

7) Legislative Updates

The Chair introduced Dan Feliz, Partner from Potomac Partners and Maral Hernandez, Legislative Analyst for San Bernardino County. They provided the following legislative updates: WIOA Reauthorization; President Biden's infrastructure plan and the return of direct spending, to which they expect to see \$10-\$15 billion earmarked; and the release of the Governor's budget appropriations for FY21/22, which should occur around May 10th.

8) East Valley AJCC Office Updates

The Chair introduced Fred Burks, who provided an update on the new East Valley America's Job Center of California office in San Bernardino. He reviewed the floor plan and gave updates on the move. A discussion ensued about the signage for the facility and how various partners may use some of the space.

9) County Goals

The Chair introduced Brad Gates, who reviewed the (5) performance measures with the County and the Youth and Business Services goals, which they have (2) each.

10) Chairman's Report - The Chair discussed the upcoming retreat in July and requested additional information. Marlena Sessions provided an overview of the schedule for Exec and General Board, with the Executive Board arriving the afternoon of July 14th for an afternoon meeting and the General Board members would arrive Thursday at Noon for the opening session.

ADJOURNMENT

The Chair called for a motion to adjourn. Scott Kuethen motioned; Cinnamon Alvarez seconded the motion.

Meeting adjourned 9:02 AM

The next WDB Executive Board Committee meeting is currently scheduled for July 14, 2021 at 3:00 PM at Lake Arrowhead Resort & Spa, 27984 CA-189, Lake Arrowhead, CA 92352.

Devra Bell – WDB Secretary

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

MEETING DATE: September 1, 2021

ITEM: (5)

SUBJECT: Approve Minutes from July 14-15, 2021 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from July 14-15, 2021 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT EXECUTIVE BOARD MEETING
STRATEGIC PLANNING SESSION**
Lake Arrowhead Resort and Spa
27984 Highway 189
Lake Arrowhead, CA 92352

WEDNESDAY, JULY 14, 2021

MEETING MINUTES

ATTENDANCE:

Members	Present
Phil Cothran (Chair)	X
William Sterling (1 st Vice Chair)	X
B.J. Patterson (2 nd Vice Chair)	X
Cinnamon Alvarez	X
Mike Gallo	
Scott Kuethen	X
Jonathan Weldy	X
WDB Staff	Present
Devra Bell	X
Marlena Sessions	X
Brad Gates	X

JULY 14, 2021

OPENING:

- 1) **Call Meeting to Order** - The Chair called meeting to order at 3:00 pm.
- 2) **Welcome and Introductions** – The Chair welcomed everyone to the meeting. The Board Secretary took roll call.

PUBLIC COMMENT

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

PRESENTATION

4) Best Practices from Across the Nation

Marlena Sessions facilitated the discussion and introduced the members of the panel:

- Jaime Cruz, Executive Director, Nevada Workforce Connections
- Cheryl Fambles, Chief Executive Officer, Pacific Mountain Workforce Development
- Michael Gritton, Executive Director, KentuckianaWorks
- Kevin Perkey, Chief Executive Officer, Workforce Southwest Washington

Each of the panelists provided a background of their different workforce organization, including a general overview of their structure, funding and staffing. The panel was also asked about their innovations since the pandemic began. They shared their ideas that included new areas of focus and progress, in such areas as remote services, equity, and childcare and transportation.

CLOSE MEETING

The Chair closed the meeting at 4:50 pm and will resume on July 15, 2021 at 9:00 am.

**WORKFORCE DEVELOPMENT EXECUTIVE BOARD MEETING
STRATEGIC PLANNING SESSION**

Lake Arrowhead Resort and Spa
27984 Highway 189
Lake Arrowhead, CA 92352

THURSDAY, JULY 15, 2021

MEETING MINUTES

ATTENDANCE:

Members	Present
Phil Cothran (Chair)	X
William Sterling (1 st Vice Chair)	X
B.J. Patterson (2 nd Vice Chair)	X
Cinnamon Alvarez	X
Mike Gallo	
Scott Kuethen	X
Jonathan Weldy	X
WDB Staff	Present
Devra Bell	X
Marlena Sessions	X
Brad Gates	X

OPENING:

1) **Reconvene Meeting** - The Chair reconvened the meeting at 9:01 am.

PUBLIC COMMENT

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

DISCUSSION

3) Quality Jobs Workshop – What are the Target Industries?

The Chair provided context for this discussion topic, which was to identify which jobs are considered “good” jobs and to best identify those positions. Brad Gates led the discussion and discussed local/regional labor market information; regional employment; quality jobs defined; and key market sectors. A discussion ensued regarding delays in individuals coming back into the workforce. Some of the challenges included childcare issues and transportation.

4) Return on Investment Report

Will Sterling provided an overview of the Return on Investment (ROI) Report, which will provide a cost-benefit analysis. Brad Gates presented information the report will contain, which will include benefit-cost ratios broken down by program and the operational impact. The report will be provided to the Executive Board for review/comment. A discussion ensued regarding the cost associated with generating the report and the frequency it will be provided. A request was made to have the information broken down by each of the providers.

ADJOURN

The Chair requested a motion to adjourn the meeting. B.J. Patterson motioned; Will Sterling seconded the motion. None opposed; motion carried.

The meeting adjourned at 11:46 am.

The next WDB Executive Board Committee meeting is currently scheduled for September 22, 2021 at 8:00 AM to be held via Zoom Conference.

Devra Bell – WDB Secretary

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

MEETING DATE: September 1, 2021

ITEM: (7)

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 Business Council, 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 Business Council
- 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 Business Council, 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.

On August 11, 2021, the Economic Development and Business Resource Committee discussed a recommendation for funding. 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 exceed \$100,000 per vendor and will begin on October 1, 2021.