

**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, SEPTEMBER 1, 2021, 8:30 A.M. – 10:00 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
Scott Kuethen	
Jonathan Weldy	X
<b>WDB Staff</b>	<b>Present</b>
Devra Bell	X
Marlena Sessions	X
Brad Gates	X

**OPENING**

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

**CONSENT AGENDA (Roll Call Vote)**

- 4) **Approval of Minutes from April 14, 2020 Executive Board Meeting**
- 5) **Approval of Minutes from July 14-15, 2021 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, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye  
Cinnamon Alvarez: Aye  
Scott Kuethen: Absent  
Jonathan Weldy: Aye

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

**PUBLIC COMMENT**

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

## **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**

The Chair, Phil Cothran, recused himself from this item, due to a conflict of interest. The Vice Chair, Will Sterling, took over the meeting. He introduced Brad Gates, who provided an overview of the item and noted with approval, this item will go before the WDB General Board at their 9/22/21 meeting, where this will be ratified. The Vice Chair requested a motion to approve funding. B.J. Patterson motioned; Cinnamon Alvarez seconded the motion.

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

Phil Cothran, Chair: Recused  
Will Sterling, 1<sup>st</sup> Vice Chair: Aye  
B.J. Patterson, 2<sup>nd</sup> Vice Chair: Aye  
Cinnamon Alvarez: Aye  
Scott Kuethen: Absent  
Jonathan Weldy: Aye

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

### **8) Approve 2021 State of the County Support**

Brad Gates provided an overview of the event, which allows us the opportunity to report out on our performance and successes. The Chair requested a motion to approve. 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:

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  
Scott Kuethen: Absent  
Jonathan Weldy: Aye

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

### **9) WDB Facilities Discussion**

Marlena Sessions led the discussion and reported on our opportunity to review our leases when they are coming up for renewal. The Vanir lease that houses the Administrative (Admin) staff will be expiring in October, 2022 and much of this space is currently not being utilized, due to the County's shift to hybrid working models, as a result of the pandemic. The AJCC offices are not working this hybrid model, as they are client facing. The new East Valley AJCC office and the existing West Valley AJCC office, both have empty space that could house some of the Admin staff. Ms. Sessions opened up the dialogue to the Board members for their input about potentially reassigning Admin staff to work from the AJCC offices. A discussion ensued and the Board members were in a consensus that consolidating staff at other locations would make the most sense, both economically and for better staff integration. Next steps would be a discussion with the County's Real Estate Services team to discuss the lease further.

## **REPORTS AND INFORMATION**

### **10) One-Stop Operator Selection**

Brad Gates provided updates. He reported on our two failed procurements and the subsequent approval we obtain from the State to do a sole source process. There were discussions with several vendors, who knows the local community and selected Goodwill Industries to fill the role of our new One-Stop Operator. This will be a one year contract beginning 10/1/21-9/30/21 at a cost of \$65k per year.

### **11) AJCC Certification Update**

Brad Gates reported on the work of our current One-Stop Operator, Angela Gardner, who is in the process of completing the documentation to certify our AJCC's. Phil Cothran, Scott Kuethen and Shannon Shannon had the opportunity to work with Angela on the certification process. These reports will be brought before the General Board at the 9/22/21 meeting for approval.

## **ADJOURNMENT**

The Chair called for a motion to adjourn. B.J. Patterson motioned; Will Sterling seconded the motion.

Meeting adjourned 9:11 AM

The next WDB Executive Board Committee meeting is scheduled for November 10, 2021 at 8:00 AM via Zoom Conference.



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Devra Bell – WDB Secretary