

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

Workforce Development Department Administration Office
Large Conference Room
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, MARCH 9, 2022 8:30 AM – 10:30 AM

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 24 hours prior to the special 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 during regular business hours at the WDD Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA, 92415. 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, complete and submit the purple form entitled "Public Comment". These requests must be submitted to the Executive Secretary to the Board prior to the time the item is called for consideration or prior to the public comments section on the agenda. The Chair will call speakers forward to present their comments at the appropriate time.

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."

AGENDA

8:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

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

CONSENT AGENDA

- 4) Approval of Minutes from November 10, 2021 Executive Board Meeting
- 5) Approval of Minutes from January 12, 2022 Executive Board Meeting

PUBLIC COMMENT

- 6) Comments from the General Public in Attendance

DISCUSSION

- 7) Legislative Updates
- 8) WIOA Fiscal Reports
- 9) WDB 501(c)3
- 10) Vanir Administration Lease Extension
- 11) WDB By-Laws
- 12) WDD Director Vacancy

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: March 9, 2022

ITEM: (4)

SUBJECT: Approve Minutes from November 10, 2021 Executive Board Meeting

PRESENTED BY: Bradley Gates, Interim Director
Workforce Development Department (WDD)

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

RECOMMENDATION: Approve Minutes from November 10, 2021 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD SPECIAL 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, NOVEMBER 10, 2021, 8:00 A.M. – 8:30 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
Scott Kuethen	X
Jonathan Weldy	X
WDB Staff	Present
Devra Bell	X
Bradley Gates	X

OPENING

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

CONSENT AGENDA

4) Approval of Minutes from October 13, 2021 Executive Board Meeting

The Chair requested a motion to approve the minutes from the October 13, 2021 Executive Board meeting. B.J. Patterson made a motion; 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
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 comments.

DISCUSSION

6) WDB Committees

Bradley Gates provided an overview of the various committees and how to make meetings more efficient. He discussed rolling the Fiscal Committee, the America's Job Center of California (AJCC) Ad Hoc Committee and all legislative discussions into the Executive Committee. A discussion ensued about streamlining the meetings to quarterly and extending the length of each meeting to 90 minutes each. Also discussed were those committees that would roll up to the Executive Committee and since the Chairs of those committees also sit on the Executive Committee, the appropriate updates would be made.

7) WDB Meeting Calendar 2022

The Chair reviewed the proposed meeting calendar with the members. Brad Gates discussed the recommendation of going to quarterly meetings and extending the length of the meetings to 90 minutes. With the meetings held quarterly, there was discussion about how to best ensure the momentum continues with each committee. Mr. Gates noted that since we have developed goals and workplans for each committee, this will help keep the committees focused on achieving those goals. Also discussed was the intent to move to in person meetings, beginning in January, 2022.

8) Director Updates

Brad Gates provided updates including progress on the annual report; the Open House that will take place at the East Valley AJCC on Friday, December 17, 2021; updates on the welding training program that was completed; the ESP Grant that was submitted to EDD for \$2 million to serve four special populations (Foster, Disabled, Homeless and Justice Involved populations); and the completion of Career Coach training for our Workforce Development Specialists at the AJCC offices.

9) Chair Updates

The Chair stated that we have had a couple of interesting years and we have a phenomenal Board. He shared his appreciation for everyone that assists with moving the needle forward in the work we do.

ADJOURNMENT

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

Meeting adjourned 8:55 AM

The next WDB Executive Board Committee meeting is currently scheduled for January 12, 2022 at the WDD Administration Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary

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

MEETING DATE: March 9, 2022

ITEM: (5)

SUBJECT: Approve Minutes from January 12, 2022 Executive Board Meeting

PRESENTED BY: Bradley Gates, Interim Director
Workforce Development Department (WDD)

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

RECOMMENDATION: Approve Minutes from January 12, 2022 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD SPECIAL 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, JANUARY 12, 2022, 8:00 A.M. – 8:30 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
Scott Kuethen	X
Jonathan Weldy	X
WDB Staff	Present
Devra Bell	X
Bradley Gates	X

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:01 AM.
- 2) **Introductions** – The Board Secretary took roll call attendance.

DISCUSSION

3) Re-Adopt Resolution to Participate in Public Meetings via Teleconference

Brad Gates provided an overview of the item to re-adopt the resolution to participate in public meetings via teleconference. If approved, this item will be presented for ratification at the General Board meeting on February 9, 2022. The Chair requested a motion to approve. Will Sterling motioned; Jonathan Weldy seconded the motion. The Board Secretary took a roll call vote. All in favor, non opposed. Item passed.

PUBLIC COMMENT

- 4) **Comments from the General Public** - There were no public comments.

ADJOURNMENT

The Chair called for a motion to adjourn. Jonathan Weldy motioned; Will Sterling seconded the motion.

Meeting adjourned 8:09 AM

The next WDB Executive Board Committee meeting is currently scheduled for March 9, 2022 at the WDD Administration Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary

**COUNTY OF SAN BERNARDINO WORKFORCE DEVELOPMENT BOARD
YEAR-TO-DATE EXPENDITURE REPORT**

As of JANUARY 31, 2022

<i>Program</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>	<i>I</i>	<i>J</i>	<i>K</i>
Adult Grant (End 6/30/22)	<i>Carryover from 20/21</i>	<i>21/22 Allocation</i>	<i>Training & Supportive Services Actuals</i>	<i>Other Program Costs Actuals</i>	<i>Admin Expenses</i>	<i>Total Expenses (C + D + E)</i>	<i>Current Balance (A + B - F)</i>	<i>Accruals & Obligations</i>	<i>Remaining Balance (G - H)</i>	<i>% Expended and Obligated (F + H) / (A+B)</i>	<i>% Admin of Total Expenses (E / F)</i>
TL Fund: \$ 6,284,561	1,394,408	4,890,153	1,192,604	2,180,513	49,086	3,422,204	2,862,358	951,523	\$ 1,910,835	70%	1%
Dislocated Worker (End 6/30/22)	<i>Carryover from 20/21</i>	<i>21/22 Allocation</i>	<i>Training & Supportive Services Actuals</i>	<i>Other Program Costs Actuals</i>	<i>Admin Expenses</i>	<i>Total Expenses (C + D + E)</i>	<i>Current Balance (A + B - F)</i>	<i>Accruals & Obligations</i>	<i>Remaining Balance (G - H)</i>	<i>% Expended and Obligated (F + H) / (A+B)</i>	<i>% Admin of Total Expenses (E / F)</i>
TL Fund: 7,652,024	3,323,878	4,328,146	865,863	2,485,899	92,981	3,444,743	4,207,281	1,675,697	2,531,584	67%	3%
Youth Grant (End 6/30/22)	<i>Carryover from 20/21</i>	<i>21/22 Allocation</i>	<i>Training & Supportive Services Actuals</i>	<i>Other Program Costs Actuals</i>	<i>Admin Expenses</i>	<i>Total Expenses (C + D + E)</i>	<i>Current Balance (A + B - F)</i>	<i>Accruals & Obligations</i>	<i>Remaining Balance (G - H)</i>	<i>% Expended and Obligated (F + H) / (A+B)</i>	<i>% Admin of Total Expenses (E / F)</i>
TL Fund: 8,863,777	3,718,691	5,145,086	1,998,185	339,163	172,895	2,510,243	6,353,535	3,201,426	3,152,109	64%	7%
Rapid Response (End 6/30/22)	<i>Carryover from 20/21</i>	<i>21/22 Allocation</i>	<i>Training & Supportive Services Actuals</i>	<i>Other Program Costs Actuals</i>	<i>Admin Expenses</i>	<i>Total Expenses (C + D + E)</i>	<i>Current Balance (A + B - F)</i>	<i>Accruals & Obligations</i>	<i>Remaining Balance (G - H)</i>	<i>% Expended and Obligated (F + H) / (A+B)</i>	<i>% Admin of Total Expenses (E / F)</i>
TL Fund: 473,296	-	473,296	-	278,506	2,466	280,972	192,324	192,324	-	100%	1%
RPI 3.0, 4.0 (End 09/30/22)	<i>Carryover from 20/21</i>	<i>21/22 Allocation</i>	<i>Training & Supportive Services Actuals</i>	<i>Other Program Costs Actuals</i>	<i>Admin Expenses</i>	<i>Total Expenses (C + D + E)</i>	<i>Current Balance (A + B - F)</i>	<i>Accruals & Obligations</i>	<i>Remaining Balance (G - H)</i>	<i>% Expended and Obligated (F + H) / (A+B)</i>	<i>% Admin of Total Expenses (E / F)</i>
TL Fund: 693,724	693,724	-	-	100,929	944	101,873	591,851	209,983	381,868	45%	1%
Total	\$ 9,130,701	14,836,681	4,056,652	5,385,010	318,372	9,760,034	14,207,348	6,230,953	\$ 7,976,395	67%	3%

FY21-22 TOTAL AVAILABLE FUNDS	\$ 23,967,382
TOTAL EXPENSE & OBLIGATION	15,990,987
FUNDING REMAINING	\$ 7,976,395

LEGEND

Column Title	Definition
A Previous Balance	<i>Carryover funding from previous Fiscal Year.</i>
B 20/21 Allocation	<i>State allocations distributed in July and October.</i>
C Training & Supportive Services	<i>Program expenditures for vocational training and supportive services.</i>
D Other Program Expenses	<i>Expenses for utilities, rents, phones, salaries etc. to support the delivery of program services at the AJCC.</i>
E Admin Expenditures	<i>Administrative expenditures for implementation of the WIOA program.</i>
F Total Expenditures	<i>Total expenditures incurred for the WIOA program.</i>
G Current Balance	<i>Total of previous fiscal year balance plus current year allocation less total expenses</i>
H Accruals & Obligations	<i>Future WIOA program expenditures such as encumbered contracts and/or unpaid invoices.</i>
I Remaining Balance	<i>Balance of funds available after expenditures and obligations have been deducted.</i>
J % Expended	<i>Percent of funding expended and obligated against the funding available.</i>
K % Admin	<i>Percent of administrative expenditures compared to total expenditures.</i>

OTHER WIOA AND NON-WIOA PROGRAMS

**COUNTY OF SAN BERNARDINO WORKFORCE DEVELOPMENT
FY21/22 EXPENSE REPORT
AS OF JANUARY 31, 2022**

PROGRAM	TERM	DESCRIPTION	FY22 TOTAL FUND	TOTAL EXPENSE	REMAINING FUNDS
CSEP - TAD	JUN22	Subsidized Job Readiness and WEX	\$ 5,000,000.00	702,457.37	\$ 4,297,542.63
CYEP - TAD	JUN22	Youth Job Readiness and WEX	1,000,000.00	239,004.90	760,995.10
CFET - TAD	SEP22	Job Search Assistance	564,641.00	297,594.23	267,046.77
P2E - RivCo	MAR22	Re-Entry Employment Services	1,625,535.00	1,073,834.05	551,700.95
EDA/CDH/DAAS	JUN22	Staffing Support and Referrals with Other Departments	37,370.00	15,696.52	21,673.48
SHERIFF	JUN22	Workforce Services for Inmates	202,850.00	39,286.18	163,563.82
AB109	JUN22	Workforce Services for Probationers	279,839.00	155,190.37	124,648.63
ONTARIO	JUN22	Workforce Services for Patrons of Ovitt Library in Ontario	78,865.00	39,848.80	39,016.20
REIMBURSEMENTS					
EDD RENT	JUN22	State Rents for AJCC Space	538,000.00	313,291.16	224,708.84
PHASE II MOU	JUN22	AJCC Co-Located Partnerships	130,823.00	-	130,823.00
TOTALS			\$ 9,457,923.00	\$ 2,876,203.58	\$ 6,581,719.42

WDD Administration Lease Cost Analysis

	Existing Vanir Lease	Inland Center Expansion	Inland Center Expansion (Alt)
Square feet	14,433 SF	5,000 SF	5,000 SF
Base rate per SF	\$2.04*	\$2.16	\$2.16
TI Cost	\$0	\$1,500,000 over 72 months	\$1,000,000 over 72 months
Total rate FSG (base + TI)	\$2.04	\$6.33	\$4.94
Monthly cost			
Monthly cost	\$29,443	\$31,650	\$24,700
Annual cost			
Annual cost	\$353,320	\$379,800	\$296,400
EDA offset			
EDA offset	\$69,988	\$0	\$0
Total Annual Cost	\$283,332	\$379,800	\$296,400

Notes:

*If Vanir lease is extended, lease rate will be renegotiated; rate will likely decrease since TI's are paid off and market rate is low.

If Admin relocation to Inland Center were to occur, annual cost does not include one-time expenses for moving, furniture, etc.