

WORKFORCE DEVELOPMENT BOARD MEETING
 East Valley America's Job Center Office
 500 Inland Center Mall, Space 508, San Bernardino, California

WEDNESDAY, MAY 11, 2022, 8:30 AM

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Phil Cothran <i>(Chair)</i>	X	Lowell King	X
Will Sterling <i>(Vice-Chair)</i>	X	Scott Kuethen	
Orlando Acevedo		Louie Lopez	X
Cinnamon Alvarez	X	Robert Loeun	X
Ken Boshart	X	Dale Marsden	X
Ricardo Cisneros		Lina Montes	
Jimmy Elrod	X	Henry Shannon	X
Mike Gallo		Shannon Shannon	X
Cheri Greenlee	X	Jonathan Weldy	X

Staff to WDB	
	Present
Sophie Akins	X
Devra Bell	X
Brad Gates	X
WDD Staff	
Fred Burks	X
Curtis Compton	X
Mariann Johnson	X

OPENING

- 1) **Chair Call Meeting to Order** at 8:34 AM
- 2) **Pledge of Allegiance** was led by Jonathan Weldy
- 3) **Introductions** - The Chair led introductions around the room
- 4) **Success Stories**
 - **AJCC Client:** Tamika Tonge provided an overview of her client Brenda Aguilar. She then introduced Brenda, who discussed her background, including becoming a Mother at age 17, raising her alone for some time and then having another child with the same Father. She came into the AJCC office and worked with Ms. Tonge to get a job and started off working as a WEX worker, while going to college to work on her degree. She was able to get into a 2-bedroom apartment and spends time speaking with individuals at the Ontario Library about the services Ms. Tonge can offer on behalf of the County and Workforce Development.
 - **Business Services:** Sal Monica from the Business Services unit, discussed the outreach that occurred to businesses during the pandemic and subsequent shut downs experienced throughout the County. One of those businesses he worked with was Off the Grid Brewing, owned by Mike Schneider and his family in Apple Valley. Mr. Schneider discussed how the family worked the business themselves, until about 6 months ago, when they grew and started adding other staff. With the connections at Workforce Development, Mr. Schneider was able to hire strong staff for their business.

- Youth: Ariel Nievas from First Institute, introduced Raelynn Rios, who was the first person to come into the new office that First Institute opened in Needles, CA. Ms. Rios discussed her upbringing, including living with her grandparents for 6 years and struggles that her parents encountered with law enforcement. She moved to Detroit at one point, but the crime was too high, so she moved to Needles and connected with First Institute, where she was able to obtain a paid internship with Behavioral Health. She is working to complete her degree.

PUBLIC COMMENT

5) Comments from the General Public in Attendance

There were no public comment cards presented.

CONSENT AGENDA

6) Approval of Minutes from the March 23, 2022 Workforce Development Board General Meeting

The Chair requested a motion to approve the minutes from the March 23, 2022 General Board meeting. Dale Marsden motioned; Jimmy Elrod seconded the motion. None opposed. Motion carried.

DISCUSSION

7) Approve contract for HR Hotline Services with California Employers Association for a term of three years with two optional one-year extensions and not to exceed \$150,000 total, \$50,000 per year

Curtis Compton provided an overview of the HR Hotlines Services, which businesses can call when they need to field questions regarding hiring matters or other questions from employees that they need assistance to respond to their staff. A Request for Qualifications was issued and California Employers Association (CEA) was selected to continue their contract with approval from the Board. A discussion ensued about the company and CEA's ability to increase their services under the new contract. The Chair requested a motion to approve. Will Sterling made a motion; Shannon Shannon seconded the motion. All in favor, none opposed. Item passed.

8) Approve contracts for Business Workshops with Build ED, Asociacion de Emprendedoras, Welborn Media, and California Employers Association, each for a term of three years with two optional one-year extensions and each not to exceed \$150,000 total, \$50,000 per year.

Curtis Compton provided an overview of the workshops that are offered each month (currently 2 per month). There has also been an increase in providers, with the new addition of Asociacion de Emprendedoras, who can provide services in Spanish. The Chair requested a motion to approve. Cinnamon Alvarez made a motion; Cherilyn Greenlee seconded the motion. All in favor, none opposed. Item passed.

9) Approve contract for Business Improvement Services with Welborn Media, Instructional Access, and California Manufacturing Technology Consulting, each for a term of three years with two optional one-year extensions and each not to exceed \$599,997 total, \$199,999 per year.

Curtis Compton discussed the purpose of the Business Improvement Services, which allows the Business Services unit the ability to provide coaching and website assistance to businesses that

may be struggling. A discussion ensued about how businesses can get access to the training, which is through the relationships that are built between the Board and the Business Services team and employers. If a business has at least 10 jobs that are risk, the WDD team can come in and provide resources to that business. The Chair requested a motion to approve the contract. Will Sterling made a motion; Shannon Shannon seconded the motion. All in favor, none opposed. Item passed

10) Approve contract for the Smile Crew Dental Assistant Program with the Riverside County Office of Education, for a term of one year and not to exceed \$40,000.

Bradley Gates provided an overview of the item and noted the Employment Development Department had partnered with the California Dental Association, to develop a 4 week training program to help with the shortage of dental staff. This is an employer driven program, who will have input on the curriculum. The funding will cover training 15 individuals at 40 hours per week for 4 weeks. The members discussed the certification process and job placement assistance. The Chair requested a motion to approve. Shannon Shannon motioned; Cherilyn Greenlee seconded the motion. All in favor, none opposed. Item passed.

11) Approve Workforce Development Board Policy #8 – Recovery of WIOA Tuition and Training Funds

Bradley Gates discussed this item, which is a Workforce Development policy that would allow for the recovery of WIOA Tuition and Training dollars that went unused, due to training not being completed. The Chair requested a motion to approve. Will Sterling motioned; Shannon Shannon seconded the motion. All in favor, none opposed. Item passed.

12) Approve the recommendation of the Youth Ad Hoc Committee for Workforce Innovation and Opportunity Act Youth Program to award contracts to the following service providers, in the aggregate amount not to exceed \$15,028,497, for the period of June 15, 2022 through June 30, 2025, with the option to renew up to two (2) additional one (1) year terms:

- (1) California Association Health & Education Linked Professions**
- (2) Chino Valley Unified School District**
- (3) El Proyecto del Barrio, Inc.**
- (4) Arbor E&T, LLC dba Equus Workforce Solutions**
- (5) First Institute Training and Management, Inc.**
- (6) Hawkeye Properties and Workforce Innovation, Inc.**
- (7) Operation New Hope**
- (8) Youth Action Project, Inc.**

Mariann Johnson provided an overview, which included the process involved for the procurement of Youth provider and their new contracts. She noted that 10 providers responded, 2 did not qualify, and the remaining 8 providers were selected. She also discussed the process of determining where the Youth were located throughout the county and the areas were created to best serve the Youth in those areas. The members discussed the grading process and measurements, the added requirement that Youth providers share best practices with other providers and how the contracts will be aggregated, which will allow for funds to be moved between providers, if the need arose. The Chair requested a motion to approve. Louie Lopez made a motion; Dale Marsden seconded the motion. All in favor, none opposed. Item passed.

REPORTS AND INFORMATION

13) Committee Reports

- Exec: Phil Cothran led the updates from the Executive Board meeting and introduced Bradley Gates, who reviewed the Fiscal reports. In addition, Mr. Gates provided a legislative update, that included a discussion regarding WIOA Reauthorization and the challenges encountered on a political level. Also discussed were the need to provide state and local officials with suggestions on how to best support our local businesses. Lastly, the members discussed the importance of having the various chamber partners work together to help develop priorities that could help our local businesses.
- EDBR: Cinnamon Alvarez reported discussed items 7-11 on today's agenda went through the EDBR Committee at the last meeting. The committee is also trying to be proactive to get ahead of inflationary impact. She also reported on Layoff Aversion Contracts; Smile Crew Dental Assistant Program; College & Career Day held on April 18th at the East Valley America's Job Center of California office; the new Business Services Dashboard is now accessible on the website; Business Services Outreach Support Project designed to deepen the WDB's Business Services reach into the small business community; and lastly, she discussed the workplan that was reviewed to support the goals of the EDBR Committee.
- Special Populations: Jonathan Weldy discussed the attendance of the Human Resources Director, Diane Rundles, who attended the last meeting to provide information about the County hiring process. The members asked how individuals with disabilities can get a County job. Ms. Rundles noted that there is nothing to prevent individuals with disabilities from applying for these jobs, as long as they meet the position requirements. Mr. Weldy also discussed the quarterly Special Populations Business Services convening, which was held on April 25, with approximately 40 people in attendance. He also discussed on the committee's work on the Uniquely Abled Machining program and their planning for a Fall cohort.
- Youth: Shannon Shannon thanked Mariann Johnson and Brad Gates for their assistance during her transition to the position of Chair of the Youth Committee. She reported on her trip to the National Association of Workforce Board Forum 22 conference in Washington D.C. She also provided update on the Youth contracts, as well as a new Memorandum of Understanding (MOU) with Child and Family Services, to assist in serving more Foster Youth.

14) Memorandum of Understanding with the City of Ontario to Provide Workforce Development Career Services

Brad Gates provided an overview of this item. Over the past 3 years, a pilot program has been utilized to co-locate individuals at other locations throughout the county, so a larger population could receive services from the Workforce Development staff, without the need to drive to one of the America's Job Centers of California locations. With a special grant, staff has been co-located at the Ontario Library and a non-financial MOU was established to provide space for this individual to work out of that location. Due to liability issues, the Board of Supervisors is required to approve this MOU.

15) County Report

Brad Gates congratulated the team, as the Workforce Development Department were awarded two National Association of Counties (NACo) Awards: One for the Prison to Employment program and one for the new Employer Toolkit. He also reported that we received a \$250,000 earmark due to the support from the offices of Senator Feinstein and Senator Padilla. These funds will be dedicated to help individuals with disabilities find employment. Lastly, Mr. Gates advised the members that a \$1.8 million apprenticeship grant was awarded in conjunction with Riverside County, to develop apprenticeships regionally.

16) Chair Report

Phil Cothran reported on the Ad Hoc Committee that was created to review the current WDB By-Laws, to determine if any updates were needed. He also noted that a Nomination Committee would be established soon. Lastly, he said if any members wanted to take a tour of the East Valley office, staff would be available to conduct that tour, at the conclusion of the meeting.

ADJOURNMENT

The Chair called for a motion to adjourn. Dale Marsden motioned; Robert Loeun seconded the motion. None opposed. Motion carried. The meeting adjourned at 10:47 AM.

The next Workforce Development Board General Meeting is scheduled for Wednesday, August 10, 2022, located at the WDD Administrative Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415.



Devra Bell, WDB Secretary