

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD

Strategic Planning Retreat
Lake Arrowhead Resort and Spa
27984 Highway 189
Lake Arrowhead, CA 92352

GENERAL BOARD

AGENDA
THURSDAY, SEPTEMBER 15, 2022
Lakeview Terrace Room
9:00AM TO 5:00PM

OPENING

- 1) Call Meeting to Order
- 2) Welcome and Introductions - Phil Cothran, Chair

PUBLIC COMMENT

- 3) Comments from the General Public in Attendance

CONSENT AGENDA

- 4) Approve Minutes from the August 10, 2022 General Board Meeting
- 5) Approve Resolution to Make Certain Findings as Required by California Government Code Section 54953(e) to Participate in Public Meetings via Teleconference

DISCUSSION

- 6) Approve Contract Award and Funding with Road Trip Nation for Youth Career Pathway Development in the amount of \$650,000 for a two-year term.
- 7) Approve Contract Extensions and Funding with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, and Redlands Chamber of Commerce, and a new contract award to the Black Chamber of Commerce - Inland Empire, for Business Services Outreach Support for a total aggregate amount not to exceed \$500,000; each award will not exceed \$100,000 for the period of October 1, 2022 through September 30, 2023.
- 8) San Bernardino County Labor Market Presentation by EMSI

LUNCH BREAK

DISCUSSION (continued)

- 9) Regional/Local Plan Modification Discussion
- 10) Priority Sectors
- 11) Good Job Definition
- 12) WIOA Re-Authorization

CLOSE OF MEETING

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.

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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
Agenda Item**

MEETING DATE: September 15, 2022

ITEM: (4)

SUBJECT: Minutes from August 10, 2022 Workforce Development Board
General Meeting

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

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

RECOMMENDATION: Approve Minutes from August 10, 2022 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

WORKFORCE DEVELOPMENT BOARD MEETING

WDD Administration Office
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, AUGUST 10, 2022, 8:30 AM

MEETING MINUTES

ATTENDANCE:

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

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

OPENING

- 1) **Chair Call Meeting to Order** at 8:33 AM
- 2) **Pledge of Allegiance** was led by Cinnamon Alvarez
- 3) **Introductions** - The Chair led introductions around the room
- 4) **Success Stories**
 - **Business Services:** Curtis Compton introduced David Flatten, Owner of Inland Powder Coating in Ontario, CA. Mr. Flatten discussed the struggles his company encountered during COVID and they lost many employees. In 2021, a consultant came in and provided a management program to help identify ways to get employees interested in company to work, such as why their company would be an attractive place to work, as a leader in the industry. Mr. Flatten also noted they changed their technology and automated some processes, to assist in their production.
 - **AJCC Client:** Robyn Caliver from the East Valley America's Job Center of California, introduced Larry Aragon, who required assistance in furthering his career, after COVID disrupted his business as a drug/alcohol counselor and life coach. With his previous experience, Ms. Caliver was able to transfer those skills into a new position working with her as a mentee and helping other customers that come into the center for assistance.

- Youth: LaVita Golden introduced Stephanie Cortez. Ms. Cortez had dropped out of college and reached out to start the CNA program. She is expecting to take the exam soon and would like to eventually work her way through school to obtain a Masters degree and become a Nurse Practitioner.

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 May 11, 2022 Workforce Development Board General Meeting

The Chair requested a motion to approve the minutes from the May 11, 2022 General Board meeting. Will Sterling motioned; Cinnamon Alvarez seconded the motion. All in favor; none opposed. Motion carried.

DISCUSSION

7) Approve amended and restated Workforce Development Board By-Laws for submission to the Board of Supervisors

Bradley Gates provided an overview of the item noted an Ad Hoc Committee had reviewed and recommended changes to the By-Laws, along with County Counsel. Mr. Gates reviewed each change and asked for any comments/questions from the Board members. The Chair requested a motion to approve. Ken Boshart made a motion; Louie Lopez seconded the motion. All in favor, none opposed. Motion carried.

8) Approve program support of State of the County event in the amount of \$15,000

Bradley Gates provided an overview of the item, which would provide program support of \$15,000 for the State of the County event. The Chair requested a motion to approve. Louie Lopez made a motion; Lina Montes seconded the motion. All in favor, none opposed. Motion carried.

REPORTS AND INFORMATION

9) Committee Reports

- Exec: Bradley Gates reviewed the Fiscal reports, including a new WIOA report that contains quarterly information, on a rolling basis and is broken down by grant. In addition, Mr. Gates reported that each committee had a legislative discussion, which will be shared with our Legislative team.
- EDBR: Cinnamon Alvarez reported on the Business Process Improvement and Workshop Contractor Presentations at the last EDBR meeting; she also reviewed the committee goals and provided information about upcoming job fairs; provided an update on the Economic Recovery Business Services Outreach Support Project, County Legislative Platform and lastly, the Business Services Dashboard.
- Special Populations: Mariann Johnson provided the update, on behalf of the Chair, who was absent. She noted there was a great conversation about the sub minimum wage and its' impact on job seekers with disabilities. The members brainstormed some ideas for gig employment that focused on the strengths a person brings to the employer. Staff is

researching ways we might be able to help with this in our county. During the conversation on the county legislative platform, they were asked to include housing for local workers, childcare needs to be available and affordable, and how can we encourage community benefits agreements in a way that would benefit job seekers from special populations. Lastly, she reported on the upcoming Special Pops Business Services convening on 9/19

- Youth: Shannon Shannon reported on a great presentation at the Youth Committee meeting from Road Trip Nation. The committee is excited about bringing this tool to our county. In the conversation about the legislative platform, the group talked about ensuring a focus on disconnected youth and ensuring there are adequate good youth employment opportunities and also how to upskill recent High School graduates so they can get them into the workforce. Ms. Shannon also reported on the new youth contracts that are now in place. Training was held at the end of June and into July about the new policy manual.

10) Logistics Industry Sector Videos

Mariann Johnson led the discussion. Since 2019, there has been a focus on how to get individuals into the Logistics industry. She showed 3 videos that have been developed and a 4th video is currently in production. These videos will be put on the website, once finalized.

11) County Report

Bradley Gates reported on a grant that was jointly received by San Bernardino County and Riverside County for \$1.8 million to help fund apprenticeships. He also reported we received another grant for \$1.2 million with Riverside County for training special populations. Mr. Gates shared that we have submitted the Prison to Employment (P2E) application for \$4 million. Lastly, the State notified us that our 4 year local plan would need modification and it would be discussed further at the September General Board meeting.

12) Chair Report

Phil Cothran reported that an Ad Hoc Nomination Committee would soon be created. He also promoted strong attendance at the annual retreat in September. Lastly, he revised the meeting date for the last General Board meeting in 2022, which will now occur on December 7, 2022.

ADJOURNMENT

The Chair called for a motion to adjourn. Louie Lopez motioned; Scott Kuethen seconded the motion. None opposed. Motion carried. The meeting adjourned at 10:48 AM.

The next Workforce Development Board General Meeting is scheduled for Thursday, September 15, 2022 at the Lake Arrowhead Resort and Spa, 27984 CA-189, Lake Arrowhead, CA 92352.

Devra Bell, WDB Secretary

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

MEETING DATE: September 15, 2022

ITEM: (5)

SUBJECT: **Adopt Resolution to Make Certain Findings as Required by California Government Code Section 54953(e) to Participate in Public Meetings via Teleconference**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Adopt a Resolution finding that meeting in person presents an imminent risk to the health or safety of attendees as a result of the COVID-19 State of Emergency as required by Assembly Bill 361 in order to continue meeting via teleconference.

BACKGROUND: On March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. On March 17, 2020, the Governor issued Executive Order N-29-20, which, in part, suspended certain provisions of the Ralph M. Brown Act (Brown Act) related to participation in meetings via teleconference in order to provide legislative bodies with more flexibility to hold public meetings while maintaining social distancing due to COVID-19.

On June 11, 2021, the Governor issued Executive Order N-08-21 which, in part, provides that the teleconferencing provisions set forth in Executive Order N-29-20 expire on September 30, 2021. On September 16, 2021, the Governor signed Assembly Bill 361 into law, amending the Brown Act in order to continue some of the teleconferencing flexibility during a State of Emergency.

In order for the Workforce Development Board (WDB) to utilize the teleconferencing provisions of Assembly Bill 361, there must be a proclaimed State of Emergency and either: (1) social distancing measures recommended by State or local officials, or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

As a result of the March 4, 2020, State of Emergency, and the highly contagious variant of COVID-19, meeting in person at the meeting facilities of the WDB presents an imminent risk to the health or safety of attendees due to the unique characteristics of the size and capacity of its meeting facilities, the anticipated number of attendees, and the likely inability to socially distance.

Attachment:
Resolution No. 2022-04

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD

RESOLUTION NO. 2022-04

A RESOLUTION OF THE SAN BERNARDINO COUNTY
WORKFORCE DEVELOPMENT BOARD
FINDING THAT MEETING IN PERSON PRESENTS AN IMMINENT RISK TO
THE HEALTH OR SAFETY OF ATTENDEES
AS A RESULT OF THE COVID-19 STATE OF EMERGENCY

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20, under the provisions of Government Code section 8571, finding that strict compliance with various statutes and regulations specified in that order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, Executive Order N-29-20, in part, suspended certain provisions of the Ralph M. Brown Act (Brown Act) related to participation in meetings via teleconference in order to provide legislative bodies with more flexibility to hold public meetings while maintaining social distancing due to COVID-19; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21 which, in part, provides that the teleconferencing provisions set forth in Executive Order N-29-20 expire on September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law, amending the Brown Act in order to continue some of the teleconferencing flexibility during a State of Emergency following the expiration of Executive Order N-29-20 on September 30, 2021; and

WHEREAS, in order to utilize the teleconferencing provisions of Assembly Bill 361, there must be a proclaimed State of Emergency and either: (1) social distancing measures recommended by State or local officials, or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, there is currently a State of Emergency in California pursuant to the Governor's March 4, 2020, proclamation; and

WHEREAS, California Department of Public Health (CDPH) and the federal Centers for Disease Control and Prevention (CDC) caution that the Omicron variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, and that even fully vaccinated individuals can spread the virus to others resulting in rapid increases of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019Tncov/variants/OmicronTvariant.html>); and

WHEREAS, due to the ongoing State of Emergency and the public health threat posed by COVID-19, the San Bernardino County Workforce Development Board seeks to make findings, as required

by Assembly Bill 361, that as a result of the COVID-19 State of Emergency, the highly contagious Omicron variant of COVID-19, the anticipated number of attendees, the likely inability to socially distance, and due to the unique characteristics of the size and capacity of its meeting location, meeting in person would present an imminent risk to the health or safety of meeting attendees; and

WHEREAS, the circumstances of the State of Emergency continue to directly impact the ability of the members of the legislative body and members of the public to meet safely in person at the meeting facilities of the San Bernardino County Workforce Development Board; and

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the San Bernardino County Workforce Development Board thus intends to invoke the provisions of Assembly Bill 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

NOW, THEREFORE, BE IT RESOLVED, by the San Bernardino County Workforce Development Board, as follows:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Governor's State of Emergency Declaration, issued on March 4, 2020, remains active.

Section 3. As a result of the March 4, 2020, State of Emergency, and the highly contagious Omicron variant of COVID-19, meeting in person at the meeting facilities of the San Bernardino County Workforce Development Board presents an imminent risk to the health or safety of attendees due to the unique characteristics of the size and capacity of its meeting facilities, the anticipated number of attendees, and the likely inability to socially distance.

Section 4. This Resolution and the findings contained herein shall apply to all the committees of the San Bernardino County Workforce Development Board that are subject to the Brown Act.

Section 5. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) thirty (30) days after the adoption of this Resolution, or (ii) such time the San Bernardino County Workforce Development Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the San Bernardino County Workforce Development Board and its committees subject to the Brown Act may continue to teleconference in compliance with subdivision (e) of Section 54953 of the Government Code.

The foregoing Resolution was passed and adopted this 15th day of September, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Phillip Cothran, Chairperson

ATTEST:

Devra Bell, Board Secretary

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

MEETING DATE: September 15, 2022

ITEM: (6)

SUBJECT: **Contract with Road Trip Nation as Creator of Workforce Development Related Media Content**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve contract award and funding with Road Trip Nation in the amount of \$650,000 for a two year term to develop and compile media assets, relevant resources, and a consistent digital presence to help aspiring workers in San Bernardino County navigate the uncertainty of our current and future workforce.

BACKGROUND: Road Trip Nation (RTN) is an Emmy Award winning media and career guidance non-profit organization, focused on leveraging human-centered storytelling to assist those at pivot points in life with their career journeys. Past projects related specifically to efforts involving Workforce Development Boards include: City of Philadelphia, Cook County, and South Central Kansas.

RTN is seeking to collaborate with the San Bernardino County Workforce Development Board to bring a project to San Bernardino County. RTN will build a Future of the San Bernardino County Workforce Digital Community Hub designed to leverage engaging stories from those who have found unique ways to overcome hurdles and find career success throughout various industries in the Inland Empire.

Each year, RTN selects socially relevant topics upon which to focus its narrative-based storytelling projects. Content from these “roadtrips” is then disseminated across a wide range of education and media channels to inspire the next generation with a more inclusive view of the future of work. Core to RTN’s education model is its Interview Archive, a database of 9,000+ video assets showcasing the career stories of a diverse set of individuals from all walks of life, which is accessible to 14 million students nationwide through our education partnerships. Each RTN production project fuels new stories for this database, in addition to creating documentary content for PBS (100 million households annually) and other digital distribution channels.

The project cost for \$650,000 includes:

- Virtual Video Production and Digital Community Hub: \$325,000
- Future of the San Bernardino County Workforce Roadtrip: \$275,000
- Public Radio Promotion: \$50,000

Part of the strategy for the project is to have students create content through a series of video interviews with community leaders to learn about their career journey and help individuals discover the career pathway that fits their personal goals and interest. In addition to the interviews with community leaders, students will interview workers in these sectors to learn about their career journeys, with an intentional focus on Diversity, Equity, and Inclusion. RTN will prioritize a process that selects roadtrippers and leaders who represent a collection of backgrounds that match the communities we seek to serve.

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

MEETING DATE: September 15, 2022

ITEM: (7)

SUBJECT: **Approve one-year contract extensions for the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, and Redlands Chamber of Commerce and approve contract award to the Black Chamber of Commerce - Inland Empire for Business Services Outreach Support**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve Contract Extensions and Funding with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, and Redlands Chamber of Commerce, and a new contract award to the Black Chamber of Commerce - Inland Empire, for Business Services Outreach Support for a total aggregate amount not to exceed \$500,000; each award will not exceed \$100,000 for the period of October 1, 2022 through September 30, 2023.

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 were 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.

On September 22, 2021, the WDB approved six (6) vendor contracts with:

- Chino Valley Chamber of Commerce
- Fontana Chamber of Commerce
- Greater High Desert Chamber of Commerce
- Redlands Chamber of Commerce
- Greater Ontario Chamber of Commerce
- Inland Empire Cooperative Economic Empowerment Movement (IE CEEM)

Each vendor received a one-year contract award not to exceed \$100,000 to provide Business Services Outreach Support, for the period of October 1, 2021, through September 30, 2022, with the option of up to four additional one-year term extensions. Approved vendors collaborated with WDD's existing Business Services team. Emphasis included direct employer placement services for the County's America's Job Center of California (AJCC) customers. The scope of service included coordination with AJCC staff, employer partnerships, and placing specific customers in specific jobs identified through employer consultations.

Following award of the six agreements, it was determined an additional vendor was needed to serve the County's Fifth Supervisorial District. On December 21, 2022, staff solicited an additional RFP among qualified organizations to provide the same scope of services for an abbreviated term. Based on evaluation of the responses, staff selected the Inland Empire Black Chamber of Commerce for award. Due to funding limitations, approval of the award was continued indefinitely.

Following WDD's review of contract performance, the first optional one-year contract extension is recommended for the agreements with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, and Redlands Chamber of Commerce. Additionally, the Inland Empire Black Chamber of Commerce is recommended for award of a new one-year contract, consistent with the terms of the extended contracts.

Approval of award will allow WDD staff to execute contract extensions and a new contract award with the five recommended vendors for a term of 12 months, each agreement shall not to exceed \$100,000 per vendor, beginning October 1, 2022 and ending September 30, 2023.

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD

Strategic Planning Retreat
Lake Arrowhead Resort and Spa
27984 Highway 189
Lake Arrowhead, CA 92352

AGENDA
FRIDAY, SEPTEMBER 16, 2022
Lakeview Terrace Room
8:30 AM - 2:00 PM

OPENING

- 1) Reconvene Meeting

PUBLIC COMMENT

- 2) Comments from the General Public in Attendance

DISCUSSION

- 3) Business Engagement Strategy
- 4) WDB Committee Breakout Sessions
 - EDBR Committee
 - Special Populations Committee
 - Youth Committee

LUNCH

CLOSING REMARKS

ADJOURNMENT

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