

**WORKFORCE DEVELOPMENT BOARD
GENERAL BOARD MEETING**

Workforce Development Department Administration Office
Large Conference Room
290 North D Street, Suite 600, San Bernardino, CA 92415

WEDNESDAY, DECEMBER 7, 2022 12:00 PM - 2:00 PM

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 are 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 meetings.**

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 Committee'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 Committee's consideration of the Agenda item."*

AGENDA

12:00 PM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT GENERAL BOARD

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions
- 4) Success Stories
 - a) AJCC Client
 - b) Business Services
 - c) Youth

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

CONSENT AGENDA

- 6) Approval of Minutes from September 15-16, 2022 General Board Meeting
- 7) Approval of Minutes from September 28, 2022 Special Board Meeting

DISCUSSION

- 8) Approve Contract Award with Future Fit AI for its Workforce Compass product to assist in AJCC Enhancement Services for a total aggregate amount not to exceed \$150,000, for a two-year period of January 1, 2023, through December 31, 2024
- 9) Election of Workforce Development Board Officers: Chair, Vice Chair and Treasurer

REPORTS AND INFORMATION

- 10) Committee Updates:
 - Executive Board
 - Fiscal Reports
 - Legislative Updates
 - EDBR Committee
 - Special Populations Committee
 - Youth Committee
- 11) County Report
- 12) Chair Report

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
Agenda Item**

MEETING DATE: December 7, 2022

ITEM: (6)

SUBJECT: Minutes from September 15-16, 2022 Workforce Development Board
General Meeting

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

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

RECOMMENDATION: Approve Minutes from September 15-16, 2022 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

The Chair requested a motion to approve the minutes from the consent agenda. Will Sterling motioned; Lowell King seconded the motion. All in favor; none opposed. Motion carried.

DISCUSSION

6) Approve Contract Award and Funding with Future Fit/AI Workforce Compass for AJCC Enhancement Services for a total aggregate amount not to exceed \$150,000, for a two-year period of October 1, 2022, through September 30, 2024.

This item was postponed to a future meeting.

7) 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.

Mariann Johnson provided an overview of the program. A discussion ensued regarding the accessibility to the information available, number of videos we would receive, ongoing costs and if they could be negotiated. It was suggested that the firm come to a special meeting of the General Board and make a presentation, so all members can see their product. This item was postponed and will be taken up at a special meeting that will be held on September 28, 2022.

8) 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.

A motion was made to defer this item to Friday, September 16, 2022, following Public Comment. The Chair requested a motion to approve deferral of this item. Scott Kuethen made a motion; Jimmy Elrod seconded the motion. All in favor. Motion passed.

9) San Bernardino County Labor Market Presentation by EMSI

The Chair introduced Joel Simon and Jade Rohloff from Lightcast, who made a presentation via Zoom Conference. Topics discussed included demographic baselines; unemployment overview; workforce disabilities breakdown; occupation overview; industry overview; employer roundtable & hiring climate survey; and program pipeline assessment.

10) Regional/Local Plan Modification Discussion

11) Priority Sectors

12) Good Job Definition

13) WIOA Re-Authorization

The Chair introduced Matt Poland from MAP Advising, who made a presentation to the committee members covering several topics on the agenda including a review of the modification process; digesting the regional data; selecting sectors; defining job quality; equity; operationalizing the plan and next steps. The members provided input to define a “good job” and what that looks like going forward.

MEETING CLOSE

The Chair called for a motion to close the meeting until Friday, September 16, 2022 at 8:30 am.. Lina Montes made a motion; Louie Lopez seconded the motion. None opposed. Motion carried. The meeting closed at 5:01 pm.

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD

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

FRIDAY, SEPTEMBER 16, 2022

MEETING MINUTES

ATTENDANCE:

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

| Staff to WDB | |
|---------------------|----------------|
| | Present |
| 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 8:30 AM

PUBLIC COMMENT

- 2) **Comments from the General Public in Attendance**
 - Peggi Hazlett from the Greater Ontario Business Council

DISCUSSION

Discussion Item #8 from the September 15, 2022 agenda was moved to this time slot for further discussion.

8) 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.

Due to a conflict of interest, Phil Cothran, Chair handed over the meeting to Vice Chair, William Sterling and recused himself from the discussion, along with Board Member Shannon Shannon.

Bradley Gates provided an overview of the item. He noted this was a pilot program and reviewed the progress achieved over several categories for each of the chambers that participated. A discussion ensued about scope of work and the responsibilities that each group was required to fulfill. A suggestion was made to go back to the EDBR Ad Hoc Committee, who made the original recommendations to extend contracts to the chambers noted in the item and allow the Greater Ontario Business Council ('GOBC') an opportunity to discuss why their contract should also be extended. The Acting Chair requested a motion to approve the item, as written. Dale Marsden made a motion; Scott Kuethen seconded the motion. A meeting will be scheduled with the EDBR Ad Hoc Committee to reconsider GOBC's contract.

The Acting Chair handed the meeting back to the Chair. The meeting resumed where it left off on the agenda for September 16, 2022.

3) Business Engagement Strategy

Bradley Gates and Curtis Compton thanked the Board for supporting this pilot project with the various chambers. Mr. Compton introduced the individuals from some of the chambers that participated, including Chino Valley, Fontana, Greater High Desert and Redlands. They each discussed what worked well during this pilot and the areas that could be improved.

4) WDB Committee Breakout Sessions

The members discussed their committee goals and challenges over the past year.

Youth Committee: Shannon Shannon led the discussion and noted challenges that youth encounter with transportation issues getting from their home to work/school and back. Also discussed were connecting our youth to opportunities with the union jobs.

Special Populations: Jonathan Weldy led the discussion and Mariann Johnson reported on the same transportation issue. There was recent collaboration with local mechanics and the fleet department to find ways to help individuals get into a vehicle. More to follow. Updates were also provided for the Uniquely Abled program; employee toolkit and You Science. Lastly, the committee members discussed the need for businesses to hire individuals with disabilities and how to best connect individuals to those employers and vice versa.

Economic Development and Business Resource (EDBR) Committee: Cinnamon Alvarez led the discussion and noted the committee needs to add more members, as staff is doing a lot of work. The members discussed the various hiring events that took place, as well as the job fairs, including some expungement job fairs.

The Chair thanked the Board members for their engagement and feedback.

ADJOURNMENT

The Chair requested a motion to adjourn the meeting. Jonathan Weldy motioned; Scott Kuethen seconded the motion.

The next Workforce Development Board General Meeting is scheduled for Wednesday, December 7, 2022, located at the WDD Administrative Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary

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

MEETING DATE: December 7, 2022

ITEM: (7)

SUBJECT: Minutes from September 28, 2022 Workforce Development Board
General Meeting

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

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

RECOMMENDATION: Approve Minutes from September 28, 2022 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
GENERAL BOARD MEETING**

**THIS MEETING WAS 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.**

WEDNESDAY, SEPTEMBER 28, 8:30 AM - 9:30 AM

MEETING MINUTES

ATTENDANCE:

| Members | | | | Staff to WDB | |
|--|----------------|-----------------|----------------|---------------------|----------------|
| | Present | | Present | | Present |
| Phil Cothran (<i>Chair</i>) | X | Lowell King | X | Devra Bell | X |
| Will Sterling (<i>Vice-Chair</i>) | X | Scott Kuethen | X | Suzanne Bryant | X |
| B.J. Patterson (<i>Second Vice-Chair</i>) | X | Louie Lopez | X | Brad Gates | X |
| Orlando Acevedo | X | Robert Loeun | | | |
| Cinnamon Alvarez | X | Dale Marsden | X | | |
| Ken Boshart | X | Lina Montes | | | |
| Ricardo Cisneros | X | Henry Shannon | X | | |
| Jimmy Elrod | X | Shannon Shannon | X | | |
| Mike Gallo | | Jonathan Weldy | X | | |
| Cherilyn Greenlee | X | | | | |

OPENING

- 1) **Chair Call Meeting to Order** at 8:31 AM
- 2) **Pledge of Allegiance** – Jimmy Elrod led the pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

PUBLIC COMMENT

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

PRESENTATION

5) Roadtrip Nation

Mariann Johnson introduced Mike Mariner and Tim Hogan from Roadtrip Nation, who provided an overview of their focus and the importance of identifying the future needs of Youth. They discussed their ride around the region in their green bus and conducting interviews to help define what their future pathway may look like. These interviews are filmed and produced into videos. Once the videos are completed, they become a documentary and are shown on PBS. Mr. Mariner discussed the outcomes from the roadtrips, which included career engagement, confidence education relevance, skill development solid, capital and well-being. Most of these Youth do not have mentors, so these videos have a huge impact on them.

A discussion ensued about the Youth's access and introduction to labor jobs; whether there is a set of best practices that goes beyond workforce and into the schools; frequency of reports that are produced with outcomes; development of a baseline dashboard to track a list of the programs and participants in each program; and the ongoing costs for the program, once the initial funding is exhausted.

DISCUSSION

6) Approve Contract Award and Funding with Roadtrip Nation for Youth Career Pathway Development in the amount of \$650,000 for a two-year term.

Bradley Gates reviewed the item with the members. The Chair requested a motion to approve the consent agenda. Ricardo Cisneros motioned; Scott Kuethen seconded the motion.

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

Phil Cothran, Chair: Aye
Orlando Acevedo: Aye
Cinnamon Alvarez: Aye
Kenneth Boshart: Aye
Ricardo Cisneros: Aye
Jimmy Elrod: Aye
Mike Gallo: Absent
Cherilyn Greenlee: Aye
Lowell King: Aye
Scott Kuethen: Aye
Louie Lopez: Aye
Robert Loeun: Absent
Dale Marsden: Aye
Lina Montes: Absent
Henry Shannon: Aye
Shannon Shannon: Aye
Will Sterling: Aye
Jonathan Weldy: Aye

Without further comment or objection, motion carried.

ADJOURNMENT

The Chair called for a motion to adjourn. Scott Kuethen motioned; Ken Boshart seconded the motion. None opposed. Motion carried.

The meeting adjourned at 9:36 AM

The next meeting of the General Board is scheduled for December 7, 2022, at 12:00 PM 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
Agenda Item**

MEETING DATE: December 7, 2022

ITEM: (8)

SUBJECT: **Recommend Contract Award to Future Fit AI**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve contract award with Future Fit AI for its Workforce Compass product to assist in AJCC Enhancement Services for a total aggregate amount not to exceed \$150,000, for a two-year period of January 1, 2023, through December 31, 2024.

BACKGROUND: The Workforce Development Department (WDD) completed a process of evaluating our services in our America's Job Centers of California (AJCCs), branded the "AJCC Refresh." As part of the AJCC Refresh, WDD staff reviewed the existing tools used by staff in the AJCCs. Future Fit AI (FFA), through its Workforce Compass product, identifies customers' skills, interests, and abilities, resulting in a better alignment with training needs. WDD anticipates more customers will choose high demand occupations they may not have previously considered.

WDD staff compared the services of three vendors and FFA was determined to be superior in all the following categories:

1. Advanced Labor Market Data and Artificial Intelligence
2. Robust career Recommendations based off Skills, Interests, and Local Demand
3. Comprehensive Career Pathways Catalog
4. Custom Integrations to Organize and Recommend Preferred Content
5. Custom Profiling of Job Seekers to Streamline Intake Process and Improve Reporting
6. Diverse Learning Pathways Catalog
7. Provider – Agnostic Learning Catalog
8. Comprehensive, Custom, and Provider – Agnostic Resource Catalog
9. Live Labor Market Information to Connect Job Seekers to Work Opportunities

On June 8, 2022, the Executive Committee approved the recommendation to submit the proposed contract with FFA to the Workforce Development Board (WDB) for contract approval. Once approved by the WDB, the contract with FFA will be submitted to the Purchasing Department for execution.