

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS RESOURCE
COMMITTEE MEETING**

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

WEDNESDAY, APRIL 12, 2023 AT 8:30 AM – 9:30 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 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 Committee 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 Committee 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 Committee on any item on the agenda and on any matter that is within the Committee's jurisdiction.

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 Committee's consideration of the Agenda item."

AGENDA

OPENING

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

PUBLIC COMMENT

- 4) Comments from the General Public in Attendance

CONSENT AGENDA

- 5) Approval of Minutes from October 12, 2022 Economic Development Business Resource (EDBR) Committee Meeting
- 6) Approval of Minutes from January 11, 2023 Economic Development Business Resource (EDBR) Committee Meeting

WORKSHOP

- 7) Business Services Outreach Support Updates

REPORTS AND INFORMATION

- 8) Economic Development Business Resource Committee Goals
- 9) Business Services Dashboard

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 Committee 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 Committee 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 Committee 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
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: April 12, 2023

ITEM: (5)

SUBJECT: Approve Minutes from October 12, 2022 Economic Development and Business Resource (EDBR) Committee Meeting

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

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

RECOMMENDATION: Approve Minutes from the October 12, 2022 EDBR Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS SERVICES COMMITTEE**

WEDNESDAY, OCTOBER 12, 2022 – 8:30 AM – 10:00 AM

MINUTES

Attendance:

Members	Present	STAFF TO WDB	Present
Cinnamon Alvarez (Chair)	X		
Orlando Acevedo		Devra Bell	X
Pamela Deans	X	Brad Gates	X
*Willie Ellison	X		
Jimmy Elrod	X		
Mike Gallo			
*Peggi Hazlett	X		
Scott Kuethen			
Lina Montes			
*Reginald Webb	X		
*Public Members			

OPENING:

- 1) **The Chair called 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** – No public comments made.

CONSENT AGENDA:

- 5) **Approval of Minutes from April 20, 2022 Economic Development Business Resource (EDBR) Committee Meeting**
- 6) **Approval of Minutes from July 13, 2022 Economic Development Business Resource (EDBR) Committee Meeting**

The Chair requested a motion to approve the consent calendar. Peggi Hazlett motioned; Jimmy Elrod seconded the motion. The Board Secretary took roll call vote. Motion approved.

WORKSHOP

7) Business Services Outreach Support Updates

Curtis Compton led the workshop. He reviewed the overall numbers for each contract, showing performance measures, including total employments; job opportunities posted in the County database; employers entered into CalJOBS; Layoff Aversion projects; Business Process Improvement Consulting Services; and businesses that participated in WDD services, as well as the number of surveys conducted. A discussion ensued regarding how the work of the contractors impacted these numbers, which was an impressive increase.

Next, each Chamber reported out on their past quarter results.

Chino Valley Chamber:

Renay Sehgal-Mehta reported on their top three accomplishments, which included 3 job fairs, with 616 jobseekers. Their OJT training scheduled so far was \$67,142 and their job board on their website had 22,496 total views. The committee members asked about other successes and she noted that social media had been helpful. She shared a spreadsheet that showed the businesses they are currently working with. Most of the challenges reported were due to employee retention and registering job seekers in the CalJOBS system. The Chair asked if we had the ability to register job seekers ourselves. Mr. Compton noted there are two levels of participation: registration and job search/resume creation and the second level is once the customer begins working with a career advisor. He also noted that a Chamber cannot register these individuals without their knowledge.

Redlands Chamber:

Evan Sanford reported on their top three accomplishments, including placements, six OJT contracts had been signed and they completed two successful job fairs. Mr. Sanford was feeling confident that they will have strong numbers over the next year. Some of the challenges they faced was insufficient WIOA participants for job placements to meet goals; breakdown in communication between participants, county and chambers; technology issues with CalJOBS initially, which improved in February of 2022. He also reported on future events, which includes conducting three job fairs per year (Feb, June and Oct); conducting quarterly business surveys and improve methods of marketing to job seekers. The chambers' next steps would be to increase monthly placements, increase monthly OJT's and set up WIOA accounts at registration, where possible.

Greater High Desert Chamber:

Luis Urgiles provided the updates. They placed 28 individuals at work, four of those placements were OJT. One of the placements was a Spanish only speaker from the Barstow office. The challenges they faced were due to a lack of talent in the labor pool; getting businesses to incentivize new hires and employment retention of six months. Their future events included Hesperia State of the City, High Desert Education Summit and Valley Morning Insight. Their next steps included continued case management of Smartsheet clients; continue searching for untapped labor pools; and increase marketing activities to members and non-members. A discussed ensued regarding partnering with colleges and cities for job fairs. Also discussed were the needs in the high desert region.

Fontana Chamber:

Andrea DeLeon presented the top accomplishments, including participating in 7 job fairs, and 179 businesses they entered into the CalJOBS system. She also noted that each member is involved in this project. Some of the challenges encountered include connecting with job seekers; emails and phone calls are not always returned and the slowness of the CalJOBS system. Their next steps include checking daily with job seekers; regular contact with the City to connect businesses; work with marketing ideas to attract more jobseekers and provide business Human Resources departments with resumes they obtain. The committee members discussed the challenges of job seekers, creating surveys and onboarding.

DISCUSSION

8) Review Economic Development Business Resource Committee Goals

Curtis Compton discussed the current year goals for the EDBR committee. He noted Veterans are being included in our job fairs. Also discussed by the members were apprenticeships and how federal/state funding would be helpful.

REPORTS/INFORMATION

9) Business Services Dashboard

Curtis Compton noted the Business Services Dashboard is available through the website but has not been updated recently.

10) County Report

Mariann Johnson provided the updates.

- Notice from EDD about new requirements (Stevens amendment) for all materials, which requires a federal funding disclosure. Website page is updated and active. We will update the funding when we get new or additional funding and will share with our providers.
- Grants: State, received Regional Equity Recovery Partnership grant (RERP) with community colleges. We have many projects through that \$1.2 million and we will be the lead. Contracts are being put into place and will start on 12/1/22.
- There will be a regional plan stakeholder meeting on 10/18 and they will be reviewing goals and suggestions. About 100 people signed up for the morning session and 50 for the afternoon sessions. Regional plan is due on 3/31/23. Will post for 30 days (beginning of Jan to beginning of Feb).
- The website refresh is now live. The information was standardized and has good information to share with businesses.
- Brad Gates and Curtis Compton are attending the Youth College and Career Fair with Supervisor Baca today.

ADJOURNMENT

The Chair requested a motion to adjourn. Jimmy Elrod motioned; Peggi Hazlett seconded the motion.

Meeting adjourned at 10:00 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, January 11, 2023 at 8:30 AM and will be held at the WDD Administration Office, located at 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary

**San Bernardino County
Workforce Development Board
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: April 12, 2023

ITEM: (6)

SUBJECT: Approve Minutes from January 11, 2023 Economic Development and Business Resource (EDBR) Committee Meeting

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

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

RECOMMENDATION: Approve Minutes from the January 11, 2023 EDBR Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS SERVICES COMMITTEE**

WEDNESDAY, JANUARY 11, 2023 – 8:30 AM – 10:00 AM

MINUTES

Attendance:

Members	Present	STAFF TO WDB	Present
Cinnamon Alvarez (Chair)	X		
Orlando Acevedo	X	Devra Bell	X
Pamela Deans	X	Brad Gates	X
*Willie Ellison			
Jimmy Elrod			
Mike Gallo			
*Peggi Hazlett			
Scott Kuethen	X		
Lina Montes			
*Reginald Webb			
*Public Members			

OPENING:

- 1) **The Chair called meeting to order** at 8:39 AM
- 2) **Pledge of Allegiance:** Orlando Acevedo led the Pledge of Allegiance
- 3) **Introductions:** The Chair led introductions around the room.

PUBLIC COMMENT

- 4) **Comments from the General Public in Attendance** – No public comments made.

CONSENT AGENDA:

- 5) **Approval of Minutes from the October 12, 2022 Economic Development Business Resource (EDBR) Committee Meeting**

Due to not having a quorum of members present, the approval of this consent agenda will be postponed to the next meeting of the EDBR Committee on April 12, 2023.

WORKSHOP

- 6) **Business Services Outreach Support Updates**

Curtis Compton led the workshop and provided an overview of the metrics that each chamber will provide to the members. Each Chamber reported out on their past quarter results.

Redlands Chamber:

Evan Sanford reviewed employments, employers entered and business referrals/participation levels for the quarter. The top 3 events/accomplishments included: a successful job fair held in October; successful coaching sessions with WDD; and the establishment of new partnerships with Equus, CRY-OP, EDD, VA and Teamsters. Some of the challenges incurred included: insufficient “ready to work” WIOA participants available to meet the Chamber’s monthly goals; communication issues between county, chamber and participants; and getting businesses to utilize the CalJOBS system for employment recruitments. Future events include: 3 additional job fairs have been scheduled; obtaining business surveys; and changing methods of Marketing toward job seekers. Next steps included increasing OJT’s, increase WIOA placements and gather business surveys.

Fontana Chamber:

Wendy Gish presented on behalf of Andrea DeLeon. She reviewed the stats for employments, jobs posted, employers entered, layoff aversions and business referrals/participation. The top 3 accomplishments included: 187 employers hired at Northgate Market; Crown Technical hired 16 individuals from Hubbell Power System’s layoff; and Pacific Forge hired 9 individuals from the Hubbell Power Systems’ layoff. The top 3 challenges included: some companies do not want to give names of employees; CalJOBS slows down the process of reporting E numbers; and connecting with job seekers. Future events included: March job fair; resume workshops; and offering the chambers facility for services. Next steps included: look at marketing ideas to attract more job seekers; garner information and prepare to introduce Skills-Based Hiring to employees; and lastly, at job fairs, provide a new offering, Workshops with Empowering Success Now, who received a grant from Microsoft/Markle Foundation for Skill Up Badge Up. The purpose of this is help individuals who did not attend college, gain the skills necessary and produce a “badge of completion.

Greater High Desert Chamber:

Luis Urgiles reviewed the stats for employments, jobs posted, employers entered, layoff aversions and business referrals/participation. He discussed their top 3 accomplishments, which included: completing two OJT contracts; four job placements; and they entered 34 businesses into the CalJOBS system. Their top 3 challenges included: finding talent to fill open job listings; getting businesses to adjust to the current labor market; and getting Smartsheets clients to engage in the process. Future events included the Valley Morning Insight meeting on 2/1; In person coffee scheduled for 2/10 and 2/24; and on 3/25, the 24th Annual “An Evening Affaire” will be hosted. Next steps for the Chamber will be to continue outreach to chamber members and non-members; continue to attempt engagement with Smartsheet clients; and meeting with The Mall of Victor Valley for job fair planning. A discussion regarding exposing businesses to our services was discussed, as well as posting jobs on CalJOBS.

Chino Valley Chamber:

Jeb Welborn reviewed the stats for employments, jobs posted, employers entered, layoff aversions and business referrals/participation. The chambers top 3 events/accomplishments included: State of National Workforce Summit, which was attended by the chamber and Brad Gates, Director.; Assembly Member Young Kim’s Breakfast, that was attended by 46 businesses; and the successful signing of 3 OJT’s. Top challenges included: employment retention and businesses not providing EDD numbers. Future events include: Make 2023 you BEST Year Ever event on 1/19; Chino Valley Chamber Job Fair on 1/25 and Business workshop on 1/26. Next steps are the Workforce Summit; creating a data tracking system; and job fairs, business workshops, leadership collaboratives and roundtables. A discussed took place surrounding apprenticeships with the colleges.

Black Chamber of Commerce

Curtis Compton provided the updates. As the newest chamber participating in the pilot program, they are still learning and working to hire 2 individuals to assist in meeting their goals. The Chamber had several events during the reporting period, including a business conference on 10/17/22; 5 networking events; and 2 ribbon cutting/multi-cultural holiday mixers. Their top 3 challenges they encountered included hiring the appropriate individual; logging into CalJOBS; and getting through the learning curve versus balancing business chamber responsibilities and duties. The Chamber plans to have many additional job fairs and mixers over the next quarter and make further progress to reach the goal of placing 12 individuals each month.

REPORTS/INFORMATION

7) Economic Development Business Resource Committee Goals

Curtis Compton reviewed the current goals. There is ongoing engagement with the various Chambers to review their goals and discuss current items happening within Workforce Development. He reported on the East Valley AJCC job fair, which was attended by more than 200 individuals. Lastly, he reported on the training outcomes.

8) Business Services Dashboard

Curtis Compton reminded the members of the information that can be found on the Business Services' dashboard.

ADJOURNMENT

The Chair requested a motion to adjourn. Scott Kuethen motioned; Orlando Acevedo seconded the motion.

Meeting adjourned at 10:04 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, April 12, 2023 at 8:30 AM and will be held at the WDD Administration Office, located at 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary