

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**
Workforce Development Department Administration Office
Executive Conference Room
290 North D Street, 6th Floor, San Bernardino, California

WEDNESDAY, JUNE 14, 2023 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 is posted at least 72 hours prior to the regular meeting on the Workforce Development Board website, 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, and outside the meeting space. 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) Introductions

PUBLIC COMMENT

- 3) Comments from the General Public in Attendance

CONSENT AGENDA

- 4) Approval of Minutes from March 1, 2023 Executive Board Meeting

DISCUSSION

- 5) Approval of Program Support for State of the County Event in the amount of \$15,000
- 6) Roles of the WDB
- 7) Program Support
- 8) Upcoming Conferences/Events

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: June 14, 2023

ITEM: (4)

SUBJECT: Approve Minutes from March 1, 2023 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from March 1, 2023 Executive Board Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**
Workforce Development Department Administration Office
290 North D Street, 6th Floor, San Bernardino, CA 92415

WEDNESDAY, MARCH 1, 2023, 8:30 AM – 9:30 AM

MEETING MINUTES

ATTENDANCE:

Members	Present
William Sterling (Chair)	X
Cinnamon Alvarez	X
Phil Cothran	X
Scott Kuethen	X
Shannon Shannon	X
Jonathan Weldy	
WDB Staff	Present
Devra Bell	X
Bradley Gates	X

OPENING

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:35 AM.
- 2) **Introductions** – The Chair started introductions around the room.

PUBLIC COMMENT

- 3) **Comments from the General Public** - There were no public comment cards presented.

CONSENT AGENDA

4) Approval of Minutes from September 14, 2022 Executive Board Meeting

The Chair requested a motion to approve the consent calendar. Shannon Shannon made a motion; Cinnamon Alvarez seconded the motion. All approved, motion passed.

DISCUSSION

5) Strategies for Day at the Capitol and NAWB Forum 23 Conference

Bradley Gates led the discussion and introduced Brad Jensen, from the San Bernardino County Legislative office. They first discussed the meeting schedule for the CWA Day at the Capitol visits. Next, they discussed the topics they hoped to cover, which included: Budget appropriations; Assembly Bills currently under consideration; and support of updating the Brown Act to allow teleconferencing of meetings. Next, the members discussed the NAWB conference and their visits to legislators in Washington D.C. Mr. Gates noted their focus for these visits are different than those for the Sacramento trip, as they will want to discuss WIOA Reauthorization at these meetings.

6) Mini-Retreat

Bradley Gates discussed the history and timing of the annual retreat/strategic planning sessions for the General Board members. They had typically occurred in the Spring, but due to COVID, they were shifted to late summer. In an effort to go back to the annual Spring date, a one-day planning session will occur in May of 2023, which will reset these sessions going forward. He reviewed the topics that will be covered at the May meeting, which included WIOA training and establishing committee goals for the next fiscal year.

ADJOURNMENT

The Chair called for a motion to adjourn. Cinnamon Alvarez motioned; Shannon Shannon seconded the motion. All in favor. Motion passed.

Meeting adjourned at 10:03 AM

The next WDB Executive Board Committee meeting is currently scheduled for June 14, 2023 at 8:30 AM at the WDD Administration, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary

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

MEETING DATE: June 14, 2023

ITEM: (5)

SUBJECT: PROGRAM SUPPORT FOR STATE OF THE COUNTY EVENT

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve program support for the State of The County event in the amount of \$15,000.

BACKGROUND: Under the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board (WDB) has general program oversight of local employment and training activities and the one-stop delivery system and ensures the appropriate use and management of WIOA funds in San Bernardino County.

On August 21, 2019, the WDB approved the Policy Manual and six policies were posted on the WDB website and implemented department wide.

Partner agencies and organizations, including school districts, training organizations, community-based organizations, industry associations, and San Bernardino County departments often seek support from the Workforce Development Department and the WDB for events like conferences, business functions, and program activities. The support provided becomes a business relationship between the two organizations, creating community relations opportunities and recognition of WDB's involvement and programs and the opportunity to promote WDB programs and services to the community.

WDB Policy 7 was approved by the WDB on December 11, 2019, to provide structure for approving requests for Workforce Innovation & Opportunity Act financial program support from partners. WDB Policy 7 states that support requests of up to \$4,999 per year may be approved by Workforce Development Department staff. Program support requests in an amount of \$5,000 or above per year, per entity, must be presented to the WDB for consideration and approval, prior to expenditure.

Benefits of supporting the State of the County event include:

- Acknowledgement during formal presentation and opportunity to show a WDB video.
- Digital logo placed throughout the event.
- Digital signage of video loop during the reception.
- High-visibility inclusion of logo in all event materials.
- Full page advertorial about the WDB in event program.
- Dedicated e-blast following event to all attendees.
- Web information link with logo on the Economic Development's website www.selectsbcounty.com.
- Twelve main event registrations
- Eight VIP Delegate registrations
- Eight tickets to hosted private Sponsor dinner with the County Board of Supervisors