

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

**WEDNESDAY, JUNE 14, 2023, 8:30 AM – 9:30 AM**

**MEETING MINUTES**

**ATTENDANCE:**

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

**OPENING**

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:32 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 March 1, 2023 Executive Board Meeting**

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

**DISCUSSION**

**5) Approval of Program Support for State of the County Event in the amount of \$15,000**

Brad Gates provided an overview of the item and discussed the commercial we will be creating, which will be shown at the event. The Chair requested a motion to approve. Cinnamon Alvarez motioned; Phil Cothran seconded the motion. All in favor; none opposed. Motion carried.

**6) Roles of the WDB**

Will Sterling led the discussion and requested feedback from the mini-retreat in May. The committee members appreciated the training segments and suggested using this material for all new Board members. The members also discussed the roles of the committees vs. the General Board and the need for innovative ideas to be discussed at the committee level, before bringing to the General Board.

## **7) Program Support**

Will Sterling led the discussion and discussed the former support provided to the California Workforce Association (CWA) and the National Association of Workforce Boards (NAWB). The members discussed the need to meet with our legislators, so our Board can have the most impact on legislation being considered.

## **8) Upcoming Conferences/Events**

Will Sterling discussed the upcoming CWA Meeting of the Minds conference in Monterey the week of September 5<sup>th</sup>. He also reported on the appointment of William Blankenship to the General Board.

## **ADJOURNMENT**

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

Meeting adjourned at 9:51 AM

The next WDB Executive Board Committee meeting is currently scheduled for September 13, 2023 at 8:30 AM at the WDD Administration, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.



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Devra Bell – WDB Secretary