

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

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

WEDNESDAY, JULY 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, 6<sup>th</sup> 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](mailto: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](http://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 April 12, 2023 Economic Development Business Resource (EDBR) Committee Meeting

**PRESENTATION**

- 6) Business Services Outreach Support Updates

**DISCUSSION**

- 7) Approve Nine Month Contract Extensions in the amount of \$75,000 each, for the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Redlands Chamber of Commerce, and Black Chamber of Commerce for the period of October 1, 2023 through June 30, 2024.

## **WORKSHOP**

- 8) Approve Goals for the Economic Development Business Resource Committee for the Period July 1, 2023 through June 30, 2024

## **REPORTS AND INFORMATION**

- 9) Business Services Dashboard
- 10) Directors 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 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, 6<sup>th</sup> 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:** July 12, 2023

**ITEM:** (5)

**SUBJECT:** Approve Minutes from April 12, 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 April 12, 2023 EDBR Committee Meeting

**BACKGROUND:** See attached minutes

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

**WEDNESDAY, APRIL 12, 2023 – 8:30 AM – 9:30 AM**

**MINUTES**

**Attendance:**

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

**OPENING:**

- 1) **The Chair called meeting to order** at 8:33 AM
- 2) **Pledge of Allegiance:** Jimmy Elrod 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**
- 6) **Approval of Minutes from the January 11, 2023 Economic Development Business Resource (EDBR) Committee Meeting**

The Chair requested a motion to approve the consent calendar. Jimmy Elrod made a motion; Paula Deans seconded the motion. All in favor. Motion passed.

**WORKSHOP**

**7) Business Services Outreach Support Updates**

The following chambers presented during the meeting:

- Redlands Chamber
- Greater High Desert Chamber
- Fontana Chamber
- Chino Valley Chamber
- Black Chamber

Each chamber reported on the following:

- Employments
- Jobs Posted during the reporting period
- Employers entered into the CalJOBS system
- Business participation
- Highlights for each respective chamber, which included job fairs, conferences and training information from this reporting period.

## **REPORTS/INFORMATION**

### **7) Economic Development Business Resource Committee Goals**

Curtis Compton reviewed the current goals including increased collaborations; organizing hiring events; and increasing business participation in registered apprenticeships.

### **8) Business Services Dashboard**

Curtis Compton noted the location of the Business Services' dashboard on our website. The members discussed WARN notice trends and partnerships with chambers and the trades.

## **ADJOURNMENT**

The Chair requested a motion to adjourn. Peggi Hazlett motioned; Lina Montes seconded the motion.

Meeting adjourned at 9:45 AM

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

---

Devra Bell, WDB Secretary

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

**MEETING DATE:** July 12, 2023

**ITEM:** (7)

**SUBJECT:** **Recommend nine-month contract extensions for the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Redlands Chamber of Commerce and Black Chamber of Commerce - Inland Empire to provide Business Services Outreach Support**

**PRESENTED BY:** Bradley Gates, Director  
Workforce Development Department

**CONSENT** \_\_\_\_\_ **DISCUSSION**  X  **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Recommend nine-month contract extensions for the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Redlands Chamber of Commerce, and Black Chamber of Commerce - Inland Empire for a total aggregate amount not to exceed \$375,000; each award will not exceed \$75,000 per year. Approval will allow vendors to provide Business Services Outreach Support of economic recovery efforts throughout the County for a contract term of October 1, 2023, through June 30, 2024.

**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.

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 WDD's review of contract performance, the first optional one-year contract extension was approved by the WDB on September 15, 2022. A contract extension is recommended with the Chino Valley Chamber of Commerce, Fontana Chamber of Commerce, Greater High Desert Chamber of Commerce, Redlands Chamber of Commerce, and Inland Empire Black Chamber of Commerce.

A recommendation for approval will allow this item to be submitted to the WDB for approval. Once approved, WDD will execute contractual agreement extensions with these five recommended vendors for a term of nine (9) months (\$75,000 per vendor) for a contract term of October 1, 2023, through June 30, 2024.

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

**MEETING DATE:** July 12, 2023

**ITEM:** (8)

**SUBJECT:** Approve Goals for the Economic Development Business Resource Committee for the Period July 1, 2023 through June 30, 2024

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

**CONSENT** \_\_\_\_\_ **DISCUSSION**   X   **INFORMATION** \_\_\_\_\_

**RECOMMENDATION:** Approve Goals for the Economic Development Business Resource Committee for the Period July 1, 2023 through June 30, 2024