

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

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

WEDNESDAY, OCTOBER 11, 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 April 12, 2023 Economic Development Business Resource (EDBR) Committee Meeting
- 6) Approval of Minutes from July 12, 2023 Economic Development Business Resource (EDBR) Committee Meeting

PRESENTATION

- 7) Asociacion de Emprendedor@s – *Presented by Monica Robles*
- 8) Business Services Outreach Support Updates

DISCUSSION

- 9) Workplan for the Economic Development Business Resource Committee for the Period July 1, 2023 through June 30, 2024
- 10) Approval of Workforce Development Board (WDB) Policy #9 Transitional Jobs

REPORTS AND INFORMATION

- 11) Business Services Dashboard
- 12) 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, 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: October 11, 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:

Members	Present	STAFF TO WDB	Present
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, 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: October 11, 2023

ITEM: (6)

SUBJECT: Approve Minutes from July 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 July 12, 2023 EDBR Committee Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY, JULY 12, 2023 – 8:30 AM – 9:30 AM

MINUTES

Attendance:

Members	Present
Cinnamon Alvarez (Chair)	X
Orlando Acevedo	
Pamela Deans	X
*Willie Ellison	
*Peggi Hazlett	X
Scott Kuethen	
Lina Montes	
*Reginald Webb	
*Public Members	

STAFF TO WDB	Present
Devra Bell	X
Brad Gates	X

OPENING

- 1) **The Chair called meeting to order** at 8:35 AM
- 2) **Pledge of Allegiance:** Peggi Hazlett 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 April 12, 2023 Economic Development Business Resource (EDBR) Committee Meeting**

Due to a lack of quorum, the minutes from the April 12, 2023 meeting will be postponed until the October 11, 2023 meeting.

PRESENTATION

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

Curtis Compton led the presentation by introducing the members appearing from each Chamber, which include: Redlands Chamber, Greater High Desert Chamber, Fontana Chamber, Chino Valley Chamber, and Black Chamber.

Mr. Compton provided stats for each chamber in the areas of Employments; Jobs posted; Employers Entered, which reflect businesses from our communities that have been made aware of our services and entered into the database; and lastly, Business Participations, which reflect services that are offered to the businesses.

A discussion ensued regarding the discrepancies in numbers between the various chambers and what contributed to some of the higher numbers, which included hiring staff to help with the operational paperwork for the chamber.

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.

Bradley Gates provided an overview of the chamber contracts, which included the request to extend the current contracts for an additional 9 months, to complete this 2-year pilot project. The Chair, Cinnamon Alvarez, provided additional history of this pilot project for the benefit of a newer member of the committee that was not part of the committee when the project was established. Peggi Hazlett asked if a new Request for Proposal would be going out in October of 2023 and the Chair noted that at the conclusion of the full 2-year pilot program, an analysis would be made to determine if this project is successful.

Due to a lack of quorum, this item will be brought before the General Board for approval at their August 9, 2023 meeting.

WORKSHOP

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

Curtis Compton reviewed the prior goals and noted the successes in obtaining those goals. Cinnamon Alvarez reviewed the proposed goals and requested input to establish how to measure and track our successes in the coming year. Committee members discussed increasing our success stories, the development of high road jobs, increasing collaboration and bringing awareness of meaningful employments.

Due to a lack of quorum, the committee did not approve goals at this meeting.

REPORTS/INFORMATION

9) Business Services Dashboard

Cinnamon Alvarez reminded everyone to review the Business Services' dashboard on our website.

10) Directors Report

Bradley Gates reported on the County receiving 160 NACo Awards, 8 of which were from Workforce Development.

ADJOURNMENT

The Chair requested a motion to adjourn. Pamela Deans motioned; Peggi Hazlett seconded the motion.

Meeting adjourned at 9:45 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, October 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: October 11, 2023

ITEM: (10)

SUBJECT: Approval of Workforce Development Board (WDB) Policy #9 Transitional Jobs

PRESENTED BY: Brad Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve Workforce Development Board (WDB) Policy #9 Transitional Jobs to be in compliance with Workforce Innovation and Opportunity Act (WIOA) regulations.

BACKGROUND: Under WIOA, the WDB has jurisdiction over any function or activity carried out using Federal Department of Labor (DOL) funds. The WDB has policy oversight for programs within its jurisdictional area for San Bernardino County. WIOA requires local workforce areas to establish policies to determine which participants are eligible for transitional jobs services. California State guidance establishes that the local boards shall institute a policy framework that describes the criteria to be used in determining wage-paid work experiences for transitional jobs services.

With approval, this item will be submitted to the WDB on November 8, 2023 and subsequently, the policy will be published to the WDB website.



COUNTY OF SAN BERNARDINO
Workforce Development Board
POLICY MANUAL

No. **WDB 9**

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EFFECTIVE DATE

POLICY: TRANSITIONAL JOBS

APPROVED

WILLIAM STERLING
Chair, Workforce Development Board

INTRODUCTION (POLICY STATEMENT AND PURPOSE)

The Workforce Innovation & Opportunity Act (WIOA) requires local workforce areas to establish policies to determine which participants are eligible for transitional jobs services. California State guidance establishes that the local boards shall institute a policy framework that describes the criteria to be used in determining wage-paid work experiences for transitional jobs services.

BACKGROUND

Transitional jobs are a type of work-experience Local Workforce Development Boards (WDBs) may provide under WIOA and are considered an individualized career service. Transitional jobs are in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs provide an individual with work experience that takes place within the context of an employee-employer relationship, in which the program provider generally acts as the employer, that results in an opportunity to develop important workplace skills.

This service must be combined with individualized career and supportive services. Transitional jobs must be designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. There is no requirement that the employer retains the individual upon completion of the transitional job; however, retention, where appropriate, is preferred for the benefit of the worker and employer.

DEFINITIONS

The state defines Chronically Unemployed or Inconsistent Work History: individuals as those who meet one or more of the following criteria:

- Has never held a full-time job (30+ hours per week) for more than 13 consecutive weeks
- Has held more than three jobs in the 52 weeks prior to application
- Has been unemployed for the 13 consecutive weeks or longer prior to application
- Has been unemployed 27 weeks or more prior to application

REFERENCES

- Title 20 Code of Federal Regulations Part 680.190 and 680.195
- WIOA Sections 134(d)(5)
- Fair Labor Standards Act, 29 U.S.C. § 203 *et seq.*

POLICY

Local criteria to participate in the work-experience transitional job services for San Bernardino County adult and dislocated worker programs, are:

- Needs to meet the eligibility criteria for an Adult or Dislocated Worker, depending on funding source
- Must meet the definition for Chronically Unemployed or have Inconsistent Work History as defined above
- The transitional job must be in one of the WDB Identified Priority Sectors
- Up to 10% of adult or dislocated worker funds may be used, as determined annually during the budget process
- Participants will be paid minimum wage
- Allowable work experience is up to 320 hours, either full or part time
- The employer of record will be WDD or a procured designee
- Any exceptions to the wages or hours must be approved by the WDD Director