

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD MEETING**

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

WEDNESDAY, DECEMBER 6, 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 June 14, 2023 Executive Board Meeting

DISCUSSION

- 5) WIOA Reauthorization/Legislative Advocacy
- 6) Fiscal Reports
- 7) Return on Investment Study
- 8) Meeting Schedules
- 9) Board Member Roles
- 10) Committee Chairs Roundtable

REPORTS/INFORMATION

- 11) 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 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: December 6, 2023

ITEM: (4)

SUBJECT: Approve Minutes from June 14, 2023 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from June 14, 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, JUNE 14, 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	X
WDB Staff	Present
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 5th. 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, 6th Floor, San Bernardino, CA 92415.

Devra Bell – WDB Secretary