

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

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

WEDNESDAY, JANUARY 24, 2024 AT 10:00 AM – 11:00 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.**

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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 October 11, 2023 Economic Development Business Resource (EDBR) Committee Meeting

PRESENTATION

- 6) Goals/Work Plan for EDBR Committee
- 7) Business Services Outreach Support Updates

REPORTS AND INFORMATION

- 8) Directors Report
- 9) Chair 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.

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

MEETING DATE: January 24, 2024

ITEM: (5)

SUBJECT: Approve Minutes from October 11, 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 October 11, 2023 EDBR Committee Meeting

BACKGROUND: See attached minutes

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

WEDNESDAY, OCTOBER 11, 2023 – 8:30 AM – 9:30 AM

MINUTES

Attendance:

Members	Present	STAFF TO WDB	Present
Cinnamon Alvarez (Chair)	X		
Orlando Acevedo	X	Devra Bell	X
*Pamela Deans	X	Brad Gates	X
*Willie Ellison			
*Peggi Hazlett	X		
Scott Kuethen			
*Ryan Rainbolt			
*JD Wang	X		
*Reginald Webb			
*Public Members			

OPENING

- 1) **The Chair called meeting to order** at 8:31 AM
- 2) **Pledge of Allegiance:** Peggi Hazlett led the Pledge of Allegiance
- 3) **Introductions:** The Chair introduced new committee member JD Wang, who then provided his background to the members. Introductions continued 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**
- 6) **Approval of Minutes from the July 12, 2023 Economic Development Business Resource (EDBR) Committee Meeting**

The Chair requested a motion to approve. Peggi Hazlett made a motion; Pamela Deans seconded the motion. All in favor, none opposed. Motion carried.

NOTE: Item #10 was moved up the agenda while quorum was maintained.

DISCUSSION:

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

Brad Gates provided an overview of the item. He discussed the differences between “On the Job Training” vs. “Transitional Jobs” training. This new policy defines a transitional job and the requirements of the customer to participate. A discussion ensued regarding how businesses will be involved; timing to ramp up the training; and funding during the initial start-up. The Chair requested a motion to approve. Orlando Acevedo made a motion; Peggi Hazlett seconded the motion. None opposed. Motion carried.

Peggi Hazlett left the meeting at 9:15 am, where a quorum was lost.

PRESENTATION

7) Asociacion de Emprendedor@s – Presented by Monica Robles

The Chair introduced Monica Robles, who provided an overview her background. The company was developed in 2016, while working with the Mexican Consulate, to help Spanish speaking individuals. Their program is located in Apple Valley and they encourage the participants to learn in English, while they receive training in business, financial statements and other topics. She reviewed the firms' mission; event scheduled, the Entrepreneurship Business Series Program; resources available; and the invitations to their events/graduations. They conducted their first graduation in 2022, which included 11 graduates and recently had their 2023 graduation.

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

Curtis Compton led the presentation. He reviewed each goal and the work plan for each of those goals. He discussed the objective of the Chambers to partner and reach the small businesses that spread over our large county. He noted the Business Services team is attending chamber events and participating with chambers to encourage collaboration between them. The committee members also discussed the role of the AJCC offices to support the customers by providing training, workshops, resume building and assisting with interviewing skills. We now have two dedicated staff members that specialize in working with individuals that have disabilities.

REPORTS/INFORMATION

9) Business Services Dashboard

Brad Gates noted the dashboard is located on our website, which shows various data, such as the sectors represented, size of our businesses, average wages by sector, HR Hotline statistics and average pay.

10) Directors Report

Bradley Gates reported on the NACo Award ceremony. He thanked the members for their hard work and dedication to get work done at the committee level.

ADJOURNMENT

The Chair requested a motion to adjourn. Orlando Acevedo motioned; Pamela Deans seconded the motion.

Meeting adjourned at 9:40 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, January 24, 2024 at 10:00 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