

WORKFORCE DEVELOPMENT BOARD FINANCE COMMITTEE MEETING

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

WEDNESDAY, JANUARY 24, 2024, AT 8:00 AM – 8:30 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

PUBLIC COMMENT

- 2) Comments from the General Public in Attendance

CONSENT AGENDA

- 3) Approval of Minutes from July 12, 2023 Finance Committee Meeting

PRESENTATION

- 4) Return on Investment Report

DISCUSSION

- 5) FY23-24 Expenditure Reports
- 6) Director's Report
- 7) 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.

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
Finance Committee
Agenda Item**

MEETING DATE: January 24, 2024

ITEM: (3)

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

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

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

RECOMMENDATION: Approve Minutes from the July 12, 2023 Finance Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE**

WEDNESDAY, JULY 12, 2023 – 8:00 AM – 8:30 AM

MINUTES

Attendance:

Members	Present
Shannon Shannon (Chair)	X
Scott Kuethen	X
Dale Marsden	

Staff to WDB	Present
Devra Bell	X
Brad Gates	X

OPENING

- 1) Chair called meeting to order at 8:01 AM.

PUBLIC COMMENT

- 2) **Comments from the General Public in Attendance**

There were no public comment cards presented.

CONSENT AGENDA

- 3) **Approval of Minutes from April 12, 2023 Finance Committee Meeting**

DISCUSSION

- 4) **FY23-24 Expenditure Reports**

Bradley Gates reviewed the Year-to-Date Expenditure reports with information reflecting 11 months of expenditures, through May, 2023. He reported on Youth enrollments, which hit 1250, and is 79% of goal so far in the reporting period. In addition, Mr. Gates discussed the expenditures and obligations. The members discussed how changes in additional Youth staff and reporting will better reflect the time spent on serving those Youth going forward. Also discussed were WARN notices and if we are seeing increases from prior years. Currently, there is an uptick in the number of WARN notices received by businesses. A suggestion was made to have a database available showing the number of employees that have been impacted by layoffs and report this information to the General Board, as well as place the data on the Business Services Dashboard.

- 5) **Director's 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. Scott Kuethen motioned; Shannon Shannon seconded the motion.

Meeting adjourned at 8:30 AM

The next WDB Finance Committee meeting is scheduled for Wednesday, October 11, 2023 at 8:00 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