

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD MEETING**  
Workforce Development Department Administration Office  
Executive Conference Room  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, California

**WEDNESDAY, FEBRUARY 14, 2024 10:30 AM – 12:00 PM**

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, 6<sup>th</sup> 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, 6<sup>th</sup> Floor, San Bernardino, CA, 92415. 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 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**

**10:30 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 December 6, 2023 Executive Board Meeting

**DISCUSSION**

- 5) Legislative Update
- 6) WIOA Reauthorization/Legislative Advocacy
- 7) Return on Investment

**REPORTS/INFORMATION**

- 8) Workforce Compass Update
- 9) Directors Report
- 10) Chair Report

**ADJOURNMENT**

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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, 6<sup>th</sup> 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:** February 14, 2024

**ITEM:** (4)

**SUBJECT:** Approve Minutes from December 6, 2023 Executive Board Meeting

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

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

**RECOMMENDATION:** Approve Minutes from December 6, 2023 Executive Board Meeting

**BACKGROUND:** See attached minutes

**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE BOARD MEETING**  
Workforce Development Department Administration Office  
290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415

**WEDNESDAY, DECEMBER 6, 2023, 8:30 AM – 9:30 AM**

**MEETING MINUTES**

**ATTENDANCE:**

<b>Members</b>	<b>Present</b>
William Sterling (Chair)	X
Cinnamon Alvarez	X
Phil Cothran	X
Scott Kuethen	X
Shannon Shannon	X
Jonathan Weldy	
<b>WDB Staff</b>	<b>Present</b>
Devra Bell	X
Bradley Gates	X

**OPENING**

- 1) **Call Meeting to Order** - The Chair called meeting to order at 8:30 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 June 14, 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) WIOA Reauthorization**

Bradley Gates noted the WIOA Reauthorization has been delayed until after the Thanksgiving holiday. We are anticipating a bipartisan submission but are unsure of the details or changes that may be in the documentation. Once the WIOA documentation is received, a special meeting of the Executive Board will be called to review the information prior to the travel to Sacramento and Washington D.C.

**6) Fiscal Reports**

Bradley Gates provided updates on the various funding sources. He reported on the second funding receipt, which averaged an overall increase of approximately 5%.

## **7) Return on Investment Study**

Bradley Gates provided an update on the Return-on-Investment reports, which are in the final stages of revision. The report will now include data from 2018-2022. The importance of receiving current data was discussed at length. It was noted that performance data is different than ROI data, with performance always reported six months in arrears. The goal is to ensure the data received supports decisions for future funding.

Item #8 & #10 were combined in the discussion

## **8) Meeting Schedules**

### **10) Committee Chair Roundtable**

William Sterling led the discussion and asked the members if they were getting adequate support from WDD. Some members felt more meetings may be needed in the future, but with certain committees experiencing quorum issues, the idea of adding Ad Hoc meetings was discussed as an alternative. A survey will be made of member of the EDBR and Youth Committee members to determine if their meeting times could be swapped.

## **9) Board Member Roles**

The Chair reiterated the roles of the Board members are to make policy decisions and WDD staff will take responsibility for implementing policy and procedures to support to those policy decisions.

## **REPORTS AND INFORMATION**

### **11) Directors Report**

Bradley Gates reported on the departure of Mariann Johnson from the department. Support for the Youth and EDBR Committee will be handled by Brad, Fred Burks and Curtis Compton. He also provided an update on the recruitment for an Assistant Director and additional vacant positions will undergo an organization review. The Chair requested an update at the next Executive Board meeting.

## **ADJOURNMENT**

The Chair called for a motion to adjourn. Cinnamon Alvarez motioned; Shannon Shannon seconded the motion. All in favor. Motion carried.

Meeting adjourned at 10:15 AM

The next WDB Executive Board Committee meeting is currently scheduled for February 14, 2024 at 10:30 AM at the WDD Administration, 290 North D Street, 6<sup>th</sup> Floor, San Bernardino, CA 92415.

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Devra Bell – WDB Secretary