

WORKFORCE DEVELOPMENT BOARD GENERAL BOARD MEETING

Workforce Development Department Administration Office
Large Conference Room
290 North D Street, Suite 600, San Bernardino, CA 92415

WEDNESDAY, FEBRUARY 14, 2024 8:30 AM – 10:30 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 Board 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 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 Committee'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

8:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT GENERAL BOARD

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions
- 4) Success Stories

PUBLIC COMMENT

- 5) Comments from the General Public in Attendance

CONSENT AGENDA

- 6) Approval of Minutes from November 8, 2023 General Board Meeting

PRESENTATION:

- 7) Housing and Homeless Services: *Presented by Carrie Harmon*
- 8) Disability Navigator: *Presented by Michi Story and Vanessa Suberville*
- 9) Roadtrip Nation

REPORTS AND INFORMATION

10) Committee Updates

- *Finance: Shannon Shannon*
- *EDBR: Cinnamon Alvarez*
- *Youth: Shannon Shannon*
- *Special Populations: Jonathan Weldy*

11) County Report

12) 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 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
Agenda Item**

MEETING DATE: February 14, 2024

ITEM: (6)

SUBJECT: Minutes from November 8, 2023 Workforce Development Board
General Meeting

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

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

RECOMMENDATION: Approve Minutes from November 8, 2023 Workforce Development Board
General Meeting

BACKGROUND: See attached minutes

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD
General Board Meeting
WDD Administrative Office
290 North D Street, Suite 600, San Bernardino, CA 92415

WEDNESDAY, NOVEMBER 8, 2023

MEETING MINUTES

ATTENDANCE:

| Members | | | | Staff to WDB | |
|---------------------------------|----------------|------------------------|----------------|---------------------|----------------|
| | Present | | Present | | Present |
| Will Sterling <i>(Chair)</i> | X | Scott Kuethen | X | Devra Bell | X |
| Orlando Acevedo | X | Robert Loemun | | Brad Gates | X |
| Cinnamon Alvarez | X | Louie Lopez | X | Sophie Curtis | X |
| Mauricio Arellano | X | Dale Marsden | X | | |
| Bill Blankenship | X | Lina Montes | | | |
| Ricardo Cisneros | | Tawnya Rhoades-Hensley | X | WDD Staff | |
| Phil Cothran | X | Henry Shannon | | Fred Burks | X |
| Cheri Greenlee | X | Shannon Shannon | X | Curtis Compton | X |
| Lowell King | X | Jonathan Weldy | X | Mariann Johnson | X |

OPENING

- 1) **Call Meeting to Order:** The Chair called the meeting to order at 12:31 PM
- 2) **Pledge of Allegiance:** Jonathan Weldy led the Pledge of Allegiance.
- 3) **Introductions:** The Chair started introductions around the room.
- 4) **Success Stories:**
 - **Business Services:** Carmela Giliberto introduced Jerry Luttrull, vice President of Operations at Otto Instrument Services. They have been in business since 1946, manufacturing and working on instrumentation and radar components for private commercial aircraft. During an internal business discussion regarding updating cybersecurity demands to meet government requirements, Mr. Luttrull reached out to the Workforce Development Department (WDD) and was able to get into a cybersecurity program offered by California Manufacturing Technology Consulting (CMTCC). WDD also provided the business with services from our layoff aversion program, which saved 18 jobs and added an additional 3 jobs. Since that time, they have added an additional 30 jobs and are able to compete with Fortune 500 companies.

- **Youth:** Celeste de la Torre from First Institute Training and Management, introduced Alejandro Aguirre, who is 12 years old and has 8 siblings. He came into the Foster system at the age of 8 and lived in many different places. He met with First Institute in Needles to assist him getting employment and they taught him about hard work and being on time, which helped him in his job at Wolf Packing. He is currently attending school at Palo Verde College.

PUBLIC COMMENT

5) Comments from the General Public in Attendance

There were no public comment cards presented at the meeting.

CONSENT AGENDA

6) Approval of Minutes from the August 9, 2023 Workforce Development Board General Meeting

The Chair requested a motion to approve the consent agenda. Dale Marsden motioned; Bill Blankenship seconded the motion. All in favor, none opposed. Motion passed.

DISCUSSION

7) Approval of Workforce Development Board Policy #9, Transitional Jobs

Bradley Gates provided an overview of the item. The Workforce Innovation and 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. This policy was previously approved by the Economic Development Business Resource committee at their meeting on October 11, 2023. The Chair requested a motion to approve the item. Louie Lopez made a motion to approve; Cinnamon Alvarez seconded the motion. All in favor, none opposed. Motion carried.

8) Election of Workforce Development Board Officers: Chair, Vice Chair and Treasurer

The Chair introduced Phil Cothran, who presided over the Nomination Ad Hoc Committee meeting on October 10, 2023. Additional members of that committee included Henry Shannon and Louie Lopez. The slate was presented to the General Board members, as follows: William Sterling, Chair; Scott Kuethen, Vice Chair; Shannon Shannon, Treasurer. The Board Secretary asked for any additional nominations from the floor. With no additional nominations, Mr. Cothran requested a motion to approve the slate as presented. Tawnya Rhoades-Hensley made a motion to approve; Lowell King seconded the motion. All in favor, none opposed. Motion carried.

PRESENTATIONS

9) Legislative Updates

The Chair introduced Kyle Marinelli from the National Association of Workforce Boards (NAWB), who appeared via Zoom conference. He provided an update on the status of the WIOA reauthorization, a draft of which, should be released after Thanksgiving. He also discussed the priorities sought by both the Democratic and Republican parties; training requirements for Title 1 funding; appropriations; and the need to speak with the Department of Labor to determine when California might receive additional funding.

10) Economist Presentation

The Chair introduced Jade Rohloff, from Lightcast, who appeared via Zoom conference. His presentation included data regarding demographics covered, target sector overviews, methodology/ranking of top occupations by sector, cybersecurity analysis, and employer survey methodology. A discussion ensued about highlighting data for the high desert region separately, which they are unable to do at this time. The full labor market report was posted to the Workforce Development website.

REPORTS AND INFORMATION

11) Committee Updates

- **Finance:** Bradley Gates noted since we do not have our second round of funding, the expenditure reports were modified accordingly. He stated the money has been appropriated by Congress we are awaiting the funding to come down from the Department of Labor. Lastly, he reported on the status of the Return on Investment (ROI) report, which should be completed by the end of the year.
- **EDBR:** Cinnamon Alvarez reported on presentations made at the EDBR meeting; their review of annual goals and the workplan; approval of Policy #9, Transitional Jobs; hiring events and the Business Services Dashboard.
- **Youth:** Shannon Shannon reported on the new Youth program branding (Youth Forward); review of the goals and workplan; the distribution of the Transfr VR headsets to the Youth providers; and noted the Youth dashboard was updated and over 500 Youth were enrolled in the first quarter of this fiscal year.
- **Special Populations:** Jonathan Weldy reported on their presentation from Clint Miller regarding Veteran's Services; review of the goals and workplan; Prison 2 Employment has started up again and customers are being enrolled in the program; the new Disability Navigator staff is reaching out to organizations who serve people with disabilities; and lastly he reported on the Uniquely Abled team planning for the next CNC Machinist cohort.

12) County Report

Bradley Gates shared a letter from the California Workforce Development Board about our Board receiving their Local Area Designation through 2025.

13) Chair Report

Will Sterling reported on the retreat that will be scheduled for next year, in May. He thanked everyone for their service and engagement during 2023 and looks forward to 2024.

ADJOURNMENT

The Chair requested a motion to adjourn the meeting. Lowell King motioned; Scott Kuethen seconded the motion.

The meeting adjourned at 2:41 PM

The next Workforce Development Board General Meeting is scheduled for Wednesday, February 14, at 8:30 am, located at the WDD Administrative Office, 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary