

**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE BOARD SPECIAL MEETING**

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

WEDNESDAY, MARCH 13, 2024 9:30 AM – 10:00 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 is posted at least 24 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

9:30 AM CONVENE MEETING OF THE WORKFORCE DEVELOPMENT EXECUTIVE BOARD

OPENING

1) Call Meeting to Order

PUBLIC COMMENT

2) Comments from the General Public in Attendance

CONSENT AGENDA

3) Approval of Minutes from February 14, 2024 Executive Board Meeting

DISCUSSION

4) Approval of Fiscal Year 2024-25 Budget

REPORTS/INFORMATION

5) 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 24-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: March 13, 2024

ITEM: (3)

SUBJECT: Approve Minutes from February 14, 2024 Executive Board Meeting

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

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

RECOMMENDATION: Approve Minutes from February 14, 2024 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, FEBRUARY 14, 2024, 10:30 AM – 12:00 PM

MEETING MINUTES

ATTENDANCE:

Members	Present
William Sterling (Chair)	X
Cinnamon Alvarez	X
Phil Cothran	
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 10:50 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 December 6, 2023 Executive Board Meeting

The Chair requested a motion to approve the consent calendar. Cinnamon Alvarez made a motion; Scott Kuethen seconded the motion. All approved, motion passed.

DISCUSSION

5) Legislative Update

Megan Kidwell, CAO Legislative Analyst, led the discussion. She reported ON working with lobbyists to set up meetings with legislators for visits in March to Sacramento and Washington D.C. She also noted that January 31st was the last day for two-year bills to pass and anything left from last year's session is no longer viable and must be reintroduced. February 16 is the last day for bills to be introduced and Legislative Affairs is monitoring new bills. Lastly, she provided updates on state budget cuts on healthcare workforce and Federal legislation HR 6655, a Stronger Workforce for America Act.

6) WIOA Reauthorization

Fred Burks provided an update on the outreach that is being conducted. He reported that the WIOA Reauthorization is expected to pass the house and will then go to the Senate. Some areas of concern are related to proposed increases to training requirements; the State retaining an additional 10% of our funding; and the Governor potentially breaking up local areas. Strategies going forward would include having conversations with the Senate/House and collaborate with Riverside for messaging.

7) Return on Investment Study

Bradley Gates provided an update on the Return-on-Investment reports, which are in the final stages of revision. Performance measures are being added to the dashboard and if any of the Board members have information they would like to see on the report, they are to advise Mr. Gates.

REPORTS AND INFORMATION

8) Workforce Compass Update

Lucas Levine led the update and reported on their portal for employers, who can post jobs and individuals can look for jobs. He reported on their vision for San Bernardino County. Their focus would be to expand our reach; drive engagement and tap into talent pipeline; deepen connectivity to partners/programs. Their next step is to maximize success in Phase 2 by building and strengthening employer relationships and outreach to prospective candidates.

9) Directors Report

The Director had nothing to report.

10) Chair Report

The Chair reported on the upcoming retirement of the Board Secretary in June, 2024.

ADJOURNMENT

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

Meeting adjourned at 11:58 AM

The next WDB Executive Board Committee meeting is currently scheduled for May 9, 2024 at 3:00 PM at the Lake Arrowhead Resort and Spa, 27984 Hwy 189, Lake Arrowhead, CA 92352

Devra Bell – WDB Secretary

**San Bernardino County
Workforce Development Executive Board
Agenda Item**

MEETING DATE: March 13, 2024
ITEM: (4)
SUBJECT: Approval of Fiscal Year 2024-25 Budget
PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve Fiscal Year 2024-25 Budget

BACKGROUND:

Revenues for the proposed FY 2024-25 budget are projected to be \$26,044,328. It is estimated that the level of new WIOA funding will be consistent with the amounts received for the current fiscal year.

The proposed budget is designed to maximize expenditures in Direct Program and Training costs. Highlights of the budget include the following:

- \$500,000 for contracts with local business-serving organizations for the purpose of strengthening business connections and developing jobs for AJCC customers.
- Over \$350,000 for contracting with organizations that provide business consulting and workshops for the purpose of layoff aversion and retaining businesses.
- \$1 million for On-the-Job training contracts, supporting businesses and training opportunities for residents.
- Over \$3.7 million for Occupational Training services for residents.
- Nearly \$600,000 for Supportive Services to assist residents seeking employment or training opportunities.
- Nearly \$6 million budgeted for serving at-risk youth with employment and higher education services.
- \$4.25 million for paid work experience opportunities for customers who are enrolled in CalWorks or CalFresh programs.
- \$300,000 for workforce services in the Day Reporting Centers in partnership with the Probation Department.
- Over \$220,000 for workforce services in the County Jails, in partnership with the Sheriff's Department Inmate Services Unit.
- No changes to the staffing mix of 100 Full-Time Equivalent budgeted positions.
- Reserves of \$1.2 million includes carryover funds for multi-year state grants, and also serves to account for any unanticipated revenue variations from the federal government and prior year encumbrances.

For further detail, a budget summary of revenues and expenditures are attached to this item. Upon approval of this item, the budget will be ratified by the Workforce Development Board at their General Board meeting on May 8, 2024. Upon approval by the Workforce Development Board, the item will be submitted to the County Administrative Office for inclusion in the Countywide budget which will be adopted by the Board of Supervisors on June 11, 2024.

THE DEPARTMENT OF WORKFORCE DEVELOPMENT FY22 AND FY23 REVENUE REPORT

REVENUE REPORT

ROW	GRANT NAME	FY 2021 - 2022		FY 2022 - 2023		NOTES
		FY 21/22 Total Available Funds	FY 21/22 Actual Expenditures	FY 22/23 Total Available Funds	FY 22/23 Actual Expenditures	
2	ADULT	7,519,260	5,681,249	6,153,191	5,954,563	
3	DISLOCATED WORKER (DW)	7,828,846	6,409,407	6,074,896	5,779,220	
4	YOUTH	9,840,499	4,943,328	9,705,590	5,172,897	
5	RAPID RESPONSE	442,852	417,960	473,296	500,380	
6	OTHER (WIOA)	812,344	424,166	318,312	278,911	RPI 3.0, RPI 4.0, and 5.0
7	OTHER (NON-WIOA)	2,334,481	2,056,478	1,269,713	1,250,122	Interest, reimbursements from EDD for Rent, Phase II MOU, staff time for Day Reporting Center, AB109, Ontario Library - FY22 includes \$1.1M P2E actuals
8	TOTALS	28,778,282	19,932,587	23,994,998	\$ 18,936,092	

PROPOSED REVENUES

ROW	COLUMN	FY 2023 - 2024		FY 2024 - 2025				G
		A	B	(A-B)	D	E	F	
		FY 23/24 Total Funds	FY 23/24 Estimated Expenditures	FY 23/24 Carryover Funds	FY 24/25 Estimated Allocation	FY 24/25 Total Funds	(E-A) CHANGE	NOTES
1	GRANT							
2	ADULT	5,547,819	4,897,819	650,000	6,231,760	6,881,760	1,333,941	
3	DISLOCATED WORKER (DW)	4,952,779	4,552,779	400,000	4,668,917	5,068,917	116,138	Assuming level WIOA funding from prior year. Carryover of \$5.3M is slightly less than from FY22-23.
4	YOUTH	11,950,765	7,700,765	4,250,000	5,857,395	10,107,395	(1,843,370)	
5	RAPID RESPONSE	721,084	661,084	60,000	548,540	608,540	(112,544)	
6	OTHER (WIOA)	125,000	125,000	-	-	-	(125,000)	No carryover for Regional Planning 5.0.
7	OTHER (NON-WIOA)	3,681,158	1,880,600	1,800,558	1,577,158	3,377,716	(303,442)	Interest, EDD rent reimbursements, Phase II MOU, AB109, Disability Navigator, P2E, RERP.
8	TOTALS	26,978,605	19,818,047	7,160,558	18,883,770	26,044,328	\$ (934,277)	



**THE DEPARTMENT OF WORKFORCE DEVELOPMENT
FY22 AND FY23 BUDGET OVERVIEW**

RECOMMENDED BUDGET

ROW		FY21/22	FY21/22	FY22/23	FY22/23	
	Description	Budget	Actual Expenditures	Budget	Actual Expenditures	Notes
1	Salaries & Benefits	\$ 9,972,285	7,548,299	9,037,382	8,187,597	Staffing
2	Services & Supplies	2,392,730	727,226	1,036,404	742,673	Office Supplies, Furniture & Equipment, Professional Services, Utilities, Program Support
3	County Expenses	207,026	741,302	807,534	531,130	County Administrative, Legal, HR and IT costs
4	Travel	280,000	113,402	153,590	135,150	WDB/Staff training and travel costs
5	Program/Training	20,064,054	10,769,150	16,090,259	10,058,964	Customer Program and Training expenses - details on additional sheet
6	Equipment	50,000	-	50,000	-	Equipment budgeted on a contingency basis
7	Transfers	2,055,171	1,869,751	1,612,439	1,838,875	Facility rent, other transfers
8	Reimbursements	(7,063,611)	(2,408,372)	(7,070,411)	(3,078,425)	Admin and program related costs from TAD MOU (CSEP, CYEP, CalFresh), Sheriff Inroads, etc.
9	Reserves	820,627	-	2,277,801	950,015	Reserves
10		\$ 28,778,282	\$ 19,360,758	\$ 23,994,998	\$ 19,365,980	
	Number of Positions:	106	83	100	87	

PROPOSED EXPENDITURES

ROW	COLUMN	A	B	C	D	E	F
		FY23/24	FY23/24	FY24/25	(C-A)	FY24/25	
	Description	Budget	Estimated Expenditures	Recommended Budget	CHANGE	% OF BUDGET	Notes
1	Salaries & Benefits	10,432,852	8,800,000	11,163,152	730,300	33.16%	S&B annual increases No staffing adjustments
2	Services & Supplies	1,602,224	720,000	1,259,227	(342,997)	3.74%	Office Supplies, Furniture & Equipment, Professional Services, Utilities, Program Support
3	County Expenses	1,170,422	850,000	1,102,508	(67,914)	3.27%	County Administrative, Legal, HR and IT costs
4	Travel	191,047	120,000	200,000	8,953	0.59%	WDB/Staff training and travel costs
5	Program/Training	17,050,143	12,628,047	16,416,321	(633,822)	48.76%	Customer Program and Training expenses - details on additional sheet
6	Equipment	75,000	-	75,000	-	0.22%	Equipment budgeted on a contingency basis
7	Transfers	2,203,261	1,500,000	2,203,261	-	6.54%	Facility rent, other transfers
8	Reimbursements	(7,605,815)	(4,800,000)	(7,605,815)	-	-	Admin and program related costs from TAD MOU (CSEP, CYEP, CFET), Sheriff Inroads, AB109, etc.
9	Reserves	1,859,471	-	1,230,674	(628,797)	3.66%	Reserves
10		\$ 26,978,605	\$ 19,818,047	\$ 26,044,328	\$ (934,277)	100%	
	Number of Positions:	100	88	100	-		



**THE DEPARTMENT OF WORKFORCE DEVELOPMENT
FY22 AND FY23 PROGRAM BUDGET**

PROGRAM BUDGET

ROW		FY21/22	FY21/22	FY22/23	FY22/23	
	Program Description	Budget	Actual Expenditures	Budget	Actual Expenditures	Notes
1	Job Fairs/Promo Items	133,200	11,160	83,200	12,395	Layoff aversion program, HR hotline, Business workshops, Consulting services, Economic Recovery Business Services Enhancement program
2	Business Consulting Services	800,000	469,748	800,000	735,742	
3	Business Workshops	50,000	22,320	50,000	31,450	
4	LMI for Rapid Response	10,000	9,300	-	-	
5	Individual Training - ITA/Assessment of Skills	4,047,739	2,141,236	3,012,000	1,497,188	State requires 30% of Adult and DW funds to be spent on training
6	On the Job Training - OJT	2,676,494	884,660	2,000,000	1,052,326	
7	Customized/Incumbent Training	250,000	358,056	250,000	266,931	
8	Supportive Services	482,000	205,263	485,000	202,007	Transportation, Tools, Uniforms, etc.
9	Out of School Youth Programs	4,190,000	3,899,795	4,510,000	3,368,667	Youth Contracts
10	In School Youth Programs	50,000	20,334	-	7,504	In-School Youth Program
11	Youth Special Projects	150,100	-	650,000	225,000	Contracted services for Y4 - event cancelled / Road Trip Nation
12	Prison to Employment	1,300,000	727,882	-	-	Prison to Employment
13		-	-	-	-	
14		-	-	-	-	
15	TAD CalFresh (CFET)	458,194	189,313	350,000	217,666	CFET
16	TAD Adult WEX Program (CSEP)	4,033,688	1,107,126	2,957,420	1,703,208	CSEP
17	TAD Youth Program (CYEP)	797,639	412,184	547,639	522,512	CYEP
18	Regional Plan/Other	635,000	310,774	395,000	216,367	Regional Plan/Other
	TOTALS	\$ 20,064,054	\$ 10,769,151	\$ 16,090,259	\$ 10,058,964	

PROPOSED TRAINING AND DIRECT SERVICES

ROW	COLUMN	A	B	C	D	E
		FY23/24	FY23/24	FY24/25	(C-A)	
	Program Description	Adopted Budget	Estimated Expenditures	Recommended Budget	\$ CHANGE	Notes
1	Job Fairs/Promo Items	83,200	60,870	85,000	1,800	
2	Business Consulting Services	840,000	590,000	840,000	-	Layoff aversion program, HR hotline, Business workshops, Consulting services, Economic Recovery Business Services Enhancement program
3	Business Workshops	52,500	52,500	52,500	-	
4	LMI for Rapid Response	74,760	70,000	74,760	-	
5	Individual Training - ITA/Assessment of Skills	2,162,600	2,000,000	2,162,600	-	
6	On the Job Training - OJT	1,000,000	950,000	1,000,000	-	State requires 30% of FY24/25 Adult and DW funds, to be spent on training
7	Customized/Incumbent Training	750,322	230,000	304,750	(445,572)	
8	Supportive Services	624,550	430,000	568,000	(56,550)	
9	Out of School Youth Programs	5,418,000	4,500,000	5,418,000	-	Transportation, Tools, Uniforms, etc.
10	In School Youth Programs	-	-	-	-	Youth Contracts
11	Youth Special Projects	650,000	225,000	425,000	(225,000)	In-School Youth Program
12	Prison to Employment	229,000	120,000	186,500	(42,500)	Road Trip Nation
13	Regional Equity and Recovery Partnership (RERP)	840,000	124,466	799,000	(41,000)	Prison to Employment
14	Subsidized Employment Training	-	-	250,000	250,000	RERP
15	TAD CalFresh (CFET)	250,211	250,211	250,211	-	SEP
16	TAD Adult WEX Program (CSEP)	3,000,000	2,250,000	3,000,000	-	CFET
17	TAD Youth Program (CYEP)	1,000,000	700,000	1,000,000	-	CSEP
18	Regional Plan/Other	75,000	75,000	-	(75,000)	CYEP
	TOTALS	\$ 17,050,143	\$ 12,628,047	\$ 16,416,321	\$ (633,822)	Regional Plan/Other

