

SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT BOARD
Strategic Planning Retreat
Lake Arrowhead Resort and Spa
27984 Highway 189
Lake Arrowhead, CA 92352

WEDNESDAY, MAY 8, 2024 – FRIDAY, MAY 10, 2024

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 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. It will also be posted at the site of this meeting located at the Lake Arrowhead Resort and Spa at 27984 Hwy 189, Lake Arrowhead, CA 92352. 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 <http://.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."*

GENERAL BOARD

AGENDA

WEDNESDAY, MAY 8, 2024 AT 10:00 AM – 5:00 PM
Lakeview Terrace Room

OPENING

- 1) Call Meeting to Order
- 2) Introductions

PUBLIC COMMENT

- 3) Comments from the General Public in Attendance

PRESENTATION

- 4) Labor Market Update: *Presented by: Emerson Figueroa, Employment Development Department*

STRATEGIC PLANNING

5) Committee Breakout: Session 1

PRESENTATION (continued)

6) County Updates: *Presented by: Luther Snoke, Chief Executive Officer*

STRATEGIC PLANNING (continued)

7) Committee Breakout: Session 2

8) Committee Report Outs

REPORTS/INFORMATION

9) Chair/Director Report

CLOSE OF MEETING

GENERAL BOARD

AGENDA

THURSDAY, MAY 9, 2024 AT 8:30 AM – 2:00 PM

Lakeview Terrace Room

OPENING

1) Reconvene Meeting

PUBLIC COMMENT

2) Comments from the General Public in Attendance

CONSENT AGENDA

3) Approve Minutes from March 13, 2024 General Board meeting

DISCUSSION

4) Approve funding for the vendors listed below for a total annual aggregate amount not to exceed \$500,000; each vendor award will not exceed \$100,000 per year. Approval will allow vendors to provide Business Services Outreach Support of economic recovery efforts throughout the County for a contract period of a maximum of five (5) years beginning on July 1, 2024, through June 30, 2029.

- Fontana Chamber of Commerce (not to exceed \$100,000 annually)
- Redlands Chamber of Commerce (not to exceed \$100,000 annually)
- Chino Valley Chamber of Commerce (not to exceed \$100,000 annually)
- Greater Ontario Business Council (not to exceed \$100,000 annually)
- Black Chamber of Commerce Inland Empire (not to exceed \$100,000 annually)
- Tomorrow's Talent (not to exceed \$100,000 annually)

5) Approve funding for LevelUp HR for a total aggregate amount not to exceed \$1,026,000. Approval will allow the vendor to provide Employer of Record Services for a contract period of three 3 years with the anticipated contract of July 1, 2024, through June 30, 2027, with the option of two (2) one-year extensions.

6) Return on Investment

WORKSHOP

7) Workforce Compass – *Presented by: Lucas Levine of FutureFit AI*

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 facility 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 Executive Secretary II at least three (3) business days prior to the Board meeting. The Executive Secretary's telephone number is (909) 387-9886 and the office is located at 290 North D Street, 6th Floor, San Bernardino, California 92415. 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: May 9, 2024

ITEM: (3)

SUBJECT: Minutes from March 13, 2024 Workforce Development Board
General Meeting

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

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

RECOMMENDATION: Approve Minutes from March 13, 2024 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, MARCH 13, 2024

MEETING MINUTES

ATTENDANCE:

Members			
	Present		Present
Will Sterling <i>(Chair)</i>	X	Robert Loeun	
Orlando Acevedo	X	Louie Lopez	X
Cinnamon Alvarez	X	Dale Marsden	X
Mauricio Arellano	X	Lina Montes	
Bill Blankenship		Tawnya Rhoades-Hensley	
Ricardo Cisneros		Thomas Ruiz	
Phil Cothran	X	Henry Shannon	X
Cheri Greenlee		Shannon Shannon	X
Lowell King		Jonathan Weldy	
Scott Kuethen	X		

Staff to WDB	
	Present
Devra Bell	X
Brad Gates	X
Sophie Curtis	X
WDD Staff	
Fred Burks	X
Curtis Compton	X

OPENING

- 1) **Call Meeting to Order:** The Chair called the meeting to order at 8:41 AM
- 2) **Pledge of Allegiance:** Orlando Acevedo led the Pledge of Allegiance.
- 3) **Introductions:** The Chair started introductions around the room.

PUBLIC COMMENT

- 4) **Comments from the General Public in Attendance**
 There were no public comment cards presented at the meeting.

CONSENT AGENDA

5) Approval of Minutes from the February 14, 2024 Workforce Development Board General Meeting

The Chair requested a motion to approve the consent agenda. Louie Lopez motioned; Scott Kuethen seconded the motion. All in favor, none opposed. Motion passed.

WORKSHOP

6) Budget Workshop – FY 2024-2025

Bradley Gates led the workshop and discussed the following:

- Guiding Principles: WIOA requirements/priorities; increase efficiency and productivity; maximize customer resources; support economic growth; budget timeline.
- Budget Highlights: Projecting budget of \$26 million. Discussed the various categories and their percentage of the total budget. The report included an data from the 2 prior year budgets, so the information covered 4 years.
- Proposed Revenues: Reviewed the various columns of expenses and their meanings. A discussed ensued about the process for the carryover of funds, if they are not expended. Mr. Gates explained these are 2 year funds and there is an expectation that some funding could be carried over to the next year.
- Proposed Expenditures: The expenditure categories were reviewed, including salaries/benefits; services/supplies; county expenses; travel; transfers; reimbursements; and reserves.
- Program Training: Mr. Gates reported on level funding anticipated for this budget cycle, therefore, the budgeted items will remain consistent with the prior year. He also reviewed the various training programs, including: Incumbent training; Youth programs; and Prison to Employment.

DISCUSSION

7) Approval of Fiscal Year 2024-25 Budget

With no changes to the proposed budget outlined during the workshop, the Chair requested a motion to approve the Fiscal Year 2024-2025 Budget. Louie Lopez made a motion to approve; Henry Shannon seconded the motion. All in favor. None opposed. Motion carried.

REPORTS/INFORMATION

8) Directors Report

Bradley Gates reported on the CWA Day at the Capitol visit on 3/6/24 in Sacramento, California. They visited 14 legislative offices, including the Governor's office, and shared the relationships we are building and the bills we are supporting in San Bernardino County. He also reported on the upcoming trip to Washington D.C. March 23-37, 2024, where they will be focusing on visits with the Senate staff. Next Mr. Gates advised the members of his appointment to the CWA Executive Committee and his attendance at his first meeting the prior week. Lastly, he met with Stewart Knox and the new Director for the California Workforce Board, Kaina Pereira. Orlando Acevedo reported on his resignation from the Workforce Development Board.

ADJOURNMENT

The Chair requested a motion to adjourn the meeting. Cinnamon Alvarez motioned; Louie Lopez seconded the motion.

The meeting adjourned at 9:58 AM

The next Workforce Development Board General Meeting is scheduled for Wednesday, May 8, 2024, at 10:00 am, located at the Lake Arrowhead Resort and Spa, 27984 Hwy 189, Lake Arrowhead, CA 92352.

Devra Bell, WDB Secretary

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

MEETING DATE: May 9, 2024

ITEM: (4)

SUBJECT: **Approve Funding for Business Services Outreach Support to the Fontana Chamber of Commerce, Redlands Chamber of Commerce, Chino Valley Chamber of Commerce, Greater Ontario Business Council, Black Chamber of Commerce Inland Empire, and Tomorrow's Talent**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve funding for the vendors listed below for a total annual aggregate amount not to exceed \$500,000; each vendor award will not exceed \$100,000 per year. Approval will allow vendors to provide Business Services Outreach Support of economic recovery efforts throughout the County for a contract period of a maximum of five (5) years beginning on July 1, 2024, through June 30, 2029.

- Fontana Chamber of Commerce (not to exceed \$100,000 annually)
- Redlands Chamber of Commerce (not to exceed \$100,000 annually)
- Chino Valley Chamber of Commerce (not to exceed \$100,000 annually)
- Greater Ontario Business Council (not to exceed \$100,000 annually)
- Black Chamber of Commerce Inland Empire (not to exceed \$100,000 annually)
- Tomorrow's Talent (not to exceed \$100,000 annually)

BACKGROUND: On February 27, 2024, staff issued a Request for Proposal (RFP) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Business Services Outreach Support to the San Bernardino County Workforce Development Department (WDD); subject to Title I of the Workforce Innovation and Opportunity Act (WIOA). These services are intended to supplement WDD's Business Services team within each of the County's Supervisorial Districts by creating a more accessible, employer-driven, and advanced countywide workforce development system.

The intent of the scope of services was intended to determine how local chambers of commerce could collaborate with Workforce Development Boards to advance job development. Based on the initial performance of this proof of concept, these services have been determined successful.

Approved vendors will collaborate with WDD's existing Business Services team. Particular emphasis will be placed on direct placement services for our America's Job Center of California (AJCC) customers. The scope of service includes coordination with AJCC staff, employer partnerships, and placing specific customers in jobs identified through employer consultations.

On March 26, 2024, nine proposals were received and all determined responsive to the RFP's minimum criteria. On April 2, 2024, an Evaluation Committee comprised of qualified neutral parties representing the WDB, WDD, and external partners met to evaluate the submissions in accordance with the evaluation process outlined in the RFP.

In addition, the Evaluation Committee reviewed the scores of the responsive proposals, each vendor's capacity to perform the required services, the vendor's experience, and the cost reasonableness of each proposal. Based on the evaluation, the Fontana Chamber of Commerce, Redlands Chamber of Commerce, Chino Valley Chamber of Commerce, Greater Ontario Business Council, Black Chamber of

Commerce Inland Empire, and Tomorrow's Talent were each selected for an award not to exceed \$100,000 per year to provide Business Services Outreach Support, for the period of July 1, 2024, through June 30, 2029.

Based on the Evaluation Committee's recommendations and subsequent contract negotiations, District 1 did not receive an acceptable proposal, staff will conduct a subsequent procurement to identify qualified vendors. Districts 2 and 3 each received one acceptable proposal from the Fontana Chamber of Commerce and Redlands Chamber of Commerce, respectively. Each is recommended for a contract award not to exceed \$100,000 annually. District 4 received two acceptable proposals from the Chino Valley Chamber of Commerce and the Greater Ontario Business Council. Each is recommended for a contract award not to exceed \$100,000 annually. District 5 received two acceptable proposals from the Black Chamber of Commerce Inland Empire and Tomorrow's Talent. Each is recommended for a contract award not to exceed \$100,000 annually.

Approval of funding will allow WDD staff to execute contractual agreements with the six (6) recommended vendors for a term of no more than five (5) years, beginning July 1, 2024.

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

MEETING DATE: May 9, 2024

ITEM: (5)

SUBJECT: **Approve Funding for Employer of Record Services to LevelUp HR, Inc.**

PRESENTED BY: Bradley Gates, Director
Workforce Development Department

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

RECOMMENDATION: Approve funding for LevelUp HR for a total aggregate amount not to exceed \$1,026,000. Approval will allow the vendor to provide Employer of Record Services for a contract period of three 3 years with the anticipated contract of July 1, 2024, through June 30, 2027, with the option of two (2) one-year extensions.

BACKGROUND: On February 9, 2024, staff issued a Request for Proposal (RFP) on behalf of the Workforce Development Board (WDB) to solicit potential vendors to provide Employer of Record Services to work experience participants enrolled with the San Bernardino County Workforce Development Department (WDD); subject to Title I of the Workforce Innovation and Opportunity Act (WIOA). Furthermore, \$276,000 will specifically fund work experience opportunities in the field of construction. Work experience enables participants lacking a significant work history to be able to enter the labor market and gain exposure to the world of work and receive compensation for their efforts. The contracted services centralize all employer of record functions for work experience activities under one vendor with the following deliverables:

- On-Boarding Assistance
- Employee Relation Issues
- Payroll Services
- Leave Management
- Workers' Compensation Claims
- Unemployment
- Background Checks

On March 22, 2024, two proposals were received and both were determined responsive to the RFP's minimum criteria. On April 18, 2024, an Evaluation Committee comprised of qualified neutral parties representing the WDD met to evaluate the submissions in accordance with the evaluation process outlined in the RFP.

The Evaluation Committee provided scores of both responsive proposals as it related to each vendor's capacity to perform the required services by assessing their qualifications and experience, cost reasonableness, and references. Based on the points awarded to both proposals, LevelUp HR received the higher of the two scores from the proposals received and has been selected to perform the solicited services. LevelUp HR charges a markup rate of 26% in addition to worker's compensation costs per participant which will be assessed based on the risk of the work experience position.

Approval of funding from the WDB will allow this item to be submitted to the Board of Supervisors (BOS) for contract execution at a future date.