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**Conflict of Interest Advisement**

***WIB members please be advised:*** If an item on the meeting 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 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect 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 WIB's consideration of the agenda item."

**Public Participation Advisement**

For members of the public, if you wish to address the WIB concerning any matter on the agenda, please fill out a speaker card located near the entrance to the room indicating your name and the item on which you would like to speak, and provide the card to the clerk. When the agenda item is presented to the Board, you will be provided an opportunity to speak. If you wish to address the WIB on a matter that is not on the agenda but is within the WIB's jurisdiction, please fill out a card with your name and the nature of the matter, and an opportunity will be provided toward the end of the meeting for your comments. Due to time constraints, the chairperson may impose time limits on all speakers addressing the WIB.

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**AGENDA**

1. Opening
  - a. Chair call meeting to order
2. Consent Items
  - a. Approve Minutes from October 29, 2014
3. Discussion Items
  - a. Review and Discuss Status on Strategic Action Items
    - (1) Review Business Workshop Attendance Report
    - (2) Review Final Draft of Business Services Brochure
  - b. Discuss WIB Members Signing Up for Business Service Visits with WDD Business Service Team Members
4. Information Items
  - a. County Report given by Sandy Harmsen
5. Public Comments
6. 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 this agenda, and that will be distributed to all or a majority of Workforce Investment Board committee members less than seventy-two (72) hours prior to the meeting for which this agenda relates, 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, 215 N. D Street, Suite 301, San Bernardino, California 92415-0041, or during the meeting in Suite 201 at the same address.

**Accessibility Notice**

The Workforce Investment 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 Staff Aide at least three (3) business days prior to the Board meeting. The Staff Aide's telephone number is (909) 387-9886 and the office is located at 215 N. D Street, Suite 301, San Bernardino, CA. California Relay Service 711

**This WIA Title-I financially assisted program or activity is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.**