



Workforce Investment Board

Agenda Packet Full Board Meeting

May 20, 2015

**SAN BERNARDINO COUNTY
WORKFORCE INVESTMENT BOARD MEETING**

Meeting Location:
215 N. D Street, *Suite 201*
San Bernardino CA 92415-0041

Wednesday, May 20, 2015 at 12:00 p.m.

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 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 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.

AGENDA

1. Opening
 - a. Welcome, Pledge of Allegiance, Introductions
 - b. Success Stories- Business, Client, Youth
 - c. Special Presentations
2. Consent Items
 - a. Approve Minutes of March 25, 2015 Meeting
 - b. Funding for Business Workshops
 - (1) Approve an increase in funding from \$102,600 to an amount not to exceed \$154,600 for Program Year 2015-16 for business workshops for Title I Rapid Response services and programs under the Workforce Investment Act and Workforce Innovation and Opportunity Act.
 - c. Amendment to Business Process Improvement Service Contracts
 - (1) Approve Amendment No. 2 to three County contracts for the purpose of providing business process improvement services to eligible County businesses under the Workforce Investment Act and the Workforce Innovation and Opportunity Act by extending the term for an additional year, for a total contract period of September 10, 2013, through June 30, 2016, and awarding additional funds as follows:
 1. Deisell Consultants, LLC: an increase of \$100,000 from \$170,000 to an amount not to exceed \$270,000 (Agreement No. 13-744).
 2. California Marketing Technology Consulting: an increase of \$70,000 from \$130,000 to an amount not to exceed \$200,000 (Agreement No. 130746).
 3. Voice Marketing/Voice of Inland Empire: an increase of \$30,000 from \$50,000 to an amount not to exceed \$80,000 (Agreement No. 13-746).
 - d. Funding Recommendations for Workforce Innovation and Opportunity Act Youth Programs for Program Year 2015-16
3. Discussion Items
4. Information Items
 - a. Special Presentation- Youth Speaker
 - b. Committee Update Reports
 - (1) Fiscal/Contracts given by William Sterling
 - (2) Legislative given by Audrey Mathews
 - (3) Business Resource given by Phil Cothran
 - (4) Economic Development given by Mike Gallo
 - (5) Youth Council given by Lowell King

c. County Report given by Sandy Harmsen

5. Public Comments

6. Adjournment

#####

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.**

San Bernardino County
Workforce Investment Board
Special Meeting

MINUTES

Wednesday, March 25, 2015

1) Opening

- a) Chair Tony Myrell called the meeting to order at 12:09 p.m. Tony Myrell gave a greeting and Phil Cothran led members in the pledge of allegiance. Members introduced themselves and Kristi Sandberg noted attendance.

Members Present

Tony Myrell
Lowell King
Kristine Scott
B.J. Patterson
Terry Klenske
Ray Gonzalez
Eric Cooper
Lance Bauer
John Gauthier
Peggy Long
Gabe Villarreal
Gary Watson
Ken Boshart
Dan Nackerman
Steve Lantsberger
Jonathan Weldy
William Sterling
Audrey Mathews
Phil Cothran
Jennifer Silvestri
Henry Shannon

Members Excused

Bob Lemley
Suzanne Schaeffer
Patricia Nickols
Mike Gallo
Dale Marsden
Rod Hoover
Susan Senior
Joseph Williams

Other Absences

Larry Flood
Lionel Chadwick
Aaron Baker
Wilfred Marshall
Carl Mendenhall
Frank Benson
Richard Sierra

Members Unexcused

Jose de la Cerra
Richard Edwards

Staff Present

Sandy Harmsen
Brad Gates
Kristi Sandberg

Sophie Akins
Larry Vaupel

Miguel McQueen
Fred Burks
Brad Gates
Fred Moll
Wendy Ponce
Curtis Compton
DaVena Green

Jeff Critchley

b) Success Stories:

- i) Business- DaVena Green introduced Mitchica McNear from Total Commitment Consulting Services. TCC Services utilizes OJT to train AB109 and foster care population and trains them and helps them become employable. Mitchica shared how the WIB services have helped their business as well as the community. TCC goes into group homes and works with the individuals in their living environment.
- ii) Client- Wendy Ponce introduced Katina Frias. Katina shared how WDD has helped her with tools and support in obtaining new employment at Lake Arrowhead Resort even as a felony probationer. Katina is now up for an OJT position which would include a raise and more permanent status.
- iii) Cathy Toole from Chino Unified introduced Autumn Downs. Autumn shared her experiences that led to using the WIA Youth Services provided at Chino Unified.
- iv) Youth-

- 2) Consent Items- Motion to approve Items 2a- Minutes of February 4, 2015 Meeting and Item 2b- Approve Amendment No. 1 to Agreement No. 12-429 with J. McLeish Public Relations, Inc. for Professional Communication and Media Coordination Services for the period from July 1, 2015 through June 30, 2016 by Lowell King. Terry Klenske abstained from 2a. Steve

Meeting Location:

215 N D Street, Suite 201
San Bernardino, CA 92401

Lantsberger asked about \$180 in Item 2b and it was answered that the total amount is “not to exceed”. Motion approved.

3) Discussion Items

Phil Cothran led nomination discussion and presented that Nomination Ad Hoc committee recommends keeping current slate of officers of Tony Myrell as Chair, Audrey Mathews as Vice-Chair and William Sterling as Treasurer throughout the transition period from WIA to WIOA. Steve Lantsberger asked about the reappointment process for the new board under WIOA which is slotted to begin on July 1, 2015. Sandy Harmsen explained how DOL has delayed their information about WIOA regulations and it is anticipated that the state will put out their regulations around July/August. During this transition as long as the current board meets WIOA regulations then the current board can continue acting. Sandy explained that we are looking at potentially establishing a new WIOA board during the first Quarter of the Federal Fiscal Year which would be Fall 2015. Terry Klenske moved to accept slate of nominees as presented. Motion approved.

4) Information Items

- a) Special Presentation by Jessica McLeish of McLeish PR (powerpoint). Mediasourcelink.com contains press releases and new stories.
- b) Committee Reports
 - i) Fiscal/Contracts by William Sterling: WIB Budget meeting on April 8 from 2-4pm
 - ii) Legislative by Audrey Mathews: No new updates
 - iii) Business Resource by Phil Cothran: No new updates
 - iv) Youth Council by Lowell King: Updated about Youth Council Ad Hoc meeting as they are in the middle of the RFP process. On February 26 all the Youth Providers gave brief presentations about their individual organizations. In April the Ad Hoc will meet to review the RFPs and make funding recommendations.
- c) County Report by Sandy Harmsen
 - i) Thanked staff and board members for their hard work and dedication.
 - ii) Updated about the CWA board meeting from last week- “85% of WIOA is WIA and we mean it this time”.
 - iii) Our WIB has met criteria and our application for recertification has been submitted to the state for redesignation and should receive a response mid-May.
 - iv) Update on Slingshot and progress of initiative. There was a stakeholder meeting on March 16 and it was productive.
 - v) Update on CWA Day at the Capitol. During that event visited nine legislators in Sacramento in order to educate about WIOA. Members shared their experiences of meeting with the new legislators.
 - vi) NAWB coming up at end of March in Washington DC and will also be conducting meetings with legislators.
 - vii) CWA Youth Conference in January. Some staff gave presentations during the conference.
 - viii) WIOA – the most important thing to talk about is “to maintain local control”
 - ix) Ken Boshart asked about a budget question about staffing and Sandy replied that “we are expecting level funding” and are staffing to the functional needs based upon work flow.

5) Public Comments-none

Meeting Location:

215 N D Street, Suite 201

San Bernardino, CA 92401

6) Adjournment

- a) Motion to adjourn meeting at 1:17 p.m. by William Sterling. Motion carried. The next WIB General Membership meeting will be held on Wednesday, May 27, 2015 at 12:00 p.m. in the WDD Administration building located at 215 N D Street in San Bernardino.

Meeting Location:
215 N D Street, Suite 201
San Bernardino, CA 92401

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

MEETING DATE: May 20, 2015

ITEM: (2b)

SUBJECT: Amendment to Business Workshop Contracts

PRESENTED BY: Sandra Harmsen, Director
Workforce Development Department (WDD)

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

RECOMMENDATION: Approve an increase in funding from \$102,600 to an amount not to exceed \$154,600 for Program Year 2015/16 for business workshops for Title I Rapid Response services and programs under the Workforce Investment Act and Workforce Innovation and Opportunity Act.

BACKGROUND: On July 18, 2012 the WIB Executive Committee approved the release of a Request for Qualification (RFQ) by the Workforce Development Department (WDD) to seek proposals from interested and qualified vendors/individuals to provide business workshops and webinars. On August 27, 2012, the WIB released the Business Workshop RFQ. On December 3, 2012 the WIB ratified the action of the Executive Committee. This RFQ allowed the WIB to follow a competitive process to select from a pool of qualified vendors to provide these services through blanket Purchase Orders for three (3) years with the option to extend two (2) additional one (1) year terms.

Nine (9) submissions were received, reviewed and scored by qualified staff from Business Services and Economic Development. An Ad Hoc committee met on January 9, 2013, reviewed staff recommendations and recommended funding five (5) vendors based on their varying specialties, including social media marketing, traditional marketing, human resources, a human resources hotline, process improvement, and international trade. The WIB met on January 23, 2013, and approved the recommendations from the Ad Hoc committee. On June 26, 2013, the WIB Executive Committee met and approved an increase in funding for each of the five (5) vendors.

On February 19, 2014, the Business Resource Committee (BRC) met and approved a \$30,000 increase in funding from \$72,600 to an amount not to exceed \$102,600 for Program Year 2014/15 for business workshops. The WIB met on March 12, 2014, and approved the recommendation from the BRC.

On April 15, 2015, the BRC met and approved a \$52,000 increase in funding from \$102,600 to an amount not to exceed \$154,600, for the time period of July 1, 2015 through June 30, 2016 for Program Year 2015/16 for business workshops.

Approval of this item would allow WDD to continue to provide business workshops and webinars through June 30, 2016.

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

MEETING DATE: May 20, 2015

ITEM: (2c)

SUBJECT: Amendment to Business Process Improvement Services Contracts

PRESENTED BY: Sandra Harmsen, Director
Department of Workforce Development (WDD)

CONSENT **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Amendment No. 2 to three County contracts for the purpose of providing business process improvement services to eligible County businesses under the Workforce Investment Act and the Workforce Innovation and Opportunity Act by extending the term for an additional year, for a total contract period of September 10, 2013, through June 30, 2016, and awarding additional funds as follows:

1. Deisell Consultants, LLC: an increase of \$100,000 from \$170,000 to an amount not to exceed \$270,000 (Agreement No. 13-744).
2. California Manufacturing Technology Consulting: an increase of \$70,000 from \$130,000 to an amount not to exceed \$200,000 (Agreement No. 13-745).
3. Voice Marketing/Voice of the Inland Empire: an increase of \$30,000 from \$50,000 to an amount not to exceed \$80,000 (Agreement No. 13-746).

BACKGROUND: On October 4, 2012, a Request for Qualifications (RFQ) was issued soliciting qualified vendors to provide WIA Title I Rapid Response business process improvement services to businesses in San Bernardino County from 2013 through 2015. On January 23, 2013, the Workforce Investment Board approved the Ad Hoc Committee's recommendations to fund five (5) business consultants to provide business process improvement services for 2013.

Purchase Orders were approved by the Purchasing Department on March 18, 2013, for California Manufacturing Technology Consultants (CMTC) in the amount of \$90,000, CGR Consultants in the amount of \$30,000, LLC, Deisell Consultants in the amount of \$90,000, LLC, Voice Marketing/Voice of the Inland Empire in the amount of \$30,000, and Spruce Consultants, LLC in the amount of \$30,000, totaling \$270,000.

On June 26, 2013, the WIB Executive Committee met and approved continuing to fund business process improvement services in the amount of \$150,000 for WIA Title I Rapid Response funding allocation of 2013-2014. Three (3) of the five (5) original vendors, Deisell, CMTC and Voice Marketing, were selected for additional funding because they were meeting and exceeding performance. On July 10, 2013, the WIB approved the Executive Committee's recommendation.

On February 19, 2014, the WIB Business Resource Committee (BRC) met and approved additional funding for Deisell, CMTC and Voice Marketing, in the amount of \$200,000, for business process improvement services. On March 12, 2014, the WIB approved the BRC's recommendations, utilizing Fiscal Year 2014-15 funding. On June 24, 2014 (Item No. 96) the Board approved the three vendors recommended by the WIB, for the period of July 1, 2014 through June 30, 2015. On April 15, 2015, the BRC met and approved the additional funding for Deisell, CMTC and Voice Marketing.

To date, these layoff aversion/business process improvement strategies have assisted a total of 47 businesses. Within these businesses, over 499 jobs, which were in danger of being lost, were saved. WDD would like to extend the contracts until June 30, 2016, at a maximum dollar amount of \$200,000 for the fiscal year.

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

MEETING DATE: May 20, 2015

ITEM: (2d)

SUBJECT: Funding Recommendations For Workforce Innovation And Opportunity Act Youth Programs For Program Years 2015 through 2017

PRESENTED BY: Sandra Harmsen, Director
Workforce Development Department (WDD)

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

RECOMMENDATION: Approve recommendation for allocation of funding in the amount of \$3,470,208 to 12 County Youth Providers for the purpose of providing academic enhancement, employment skills, and occupational training services to 529 eligible youth, under the Workforce Innovation and Opportunity Act, for the period of July 1, 2015, through June 30, 2017.

BACKGROUND: This action will allow the Workforce Investment Board (WIB) to serve 529 at-risk youth under the Workforce Innovation and Opportunity Act (WIOA) Youth Program for the 2015-17 program cycle. In the first year of the program cycle, the contractors provide youth with occupational training, work experience, counseling, tutoring, and supportive services in order to place youth in employment or higher education, earn credentials, and improve basic skills. In the second year of the program cycle, the contractors provide youth with follow-up services to ensure success utilizing the skills obtained during the prior year.

On December 26, 2012, a Request for Proposal (RFP) was issued soliciting qualified agencies to provide Workforce Investment Act (WIA)-eligible youth with ten program elements and services for the Program Years 2013 through 2015 with the option to renew up to three additional, program cycles. The RFP was posted on the WIB's website and the County Purchasing website. The RFP included a special information notice regarding the reauthorization of WIA and required successful proposers to modify their program design to comply with any new regulations that may be adopted by Congress and/or changes to available funds.

On February 13, 2013, 18 proposals were received and all were determined to be responsive to the RFP's minimum criteria. The proposals were evaluated by a committee of WDD program staff and were scored in accordance with the Proposal Review and Evaluation Process outlined in the RFP. The WIB Youth Council recommended 13 providers for funding. On April 30, 2013, the Executive Committee of the WIB approved the recommendation of the Youth Council to fund the 13 providers. On June 18, 2013, (Item No. 93) the Board of Supervisors approved 13 contracts as a result of the RFP, totaling \$3,464,089 for the period of July 1, 2013, through June 30, 2015.

On May 14, 2014 the WIB recommended that the Board of Supervisors amend these contracts from \$3,464,089 to an amount not to exceed \$6,926,678 to provide youth services, under WIA, for the period of July 1, 2014 through June 30, 2016. On May 20, 2014, (Item No. 77) the Board of Supervisors approved amendments to the 13 contracts in amounts not to exceed \$6,926,678 for the period of July 1, 2014, through June 30, 2016.

On July 22, 2014, Congress signed into law the WIOA, which reauthorized, amended, and re-named, the WIA. Pursuant to the terms and conditions of the RFP, all successful proposers shall comply with WIOA.

On October 9, 2014, Family Service Association (FSA) requested contract termination due to difficulties in carrying out contract requirements. FSA has not provided any services for the Program Years 2014 through 2016 nor expended any of the additional funds it was authorized to receive on May 20, 2014. FSA's contract will terminate on June 30, 2015.

On November 6, 2014, WDD contacted all current youth providers by e-mail to inform them of the opportunity to serve the 15 Morongo Basin youths that FSA had been contracted to serve using the \$101,205 in funds that FSA released. The providers were instructed to submit a two-page proposal by November 15, 2014, if interested. On November 15, 2014, WDD received two proposals, one from Career Institute and one from First Institute Training and Management, Inc. (FITM).

On January 6, 2015, a Youth Council Ad-Hoc Committee reviewed the two proposals and recommended FITM be selected to serve the 15 youths in the Morongo Basin, for an additional amount not to exceed \$150,000, on the basis that FITM originally proposed to serve the Morongo Area, they had existing contacts in the area, they had identified a proposed facility, they showed that they still had linkages to other Community Based organizations, and demonstrated to the Committee that they could positively serve the area. Their recommended amount was higher than the amount of funds FSA released due to FITM's need to establish, equip, and staff a Morongo Basin facility. On January 21, 2015, the full Youth Council approved the recommendation to engage FITM to continue the provision of WIA Youth Program services to at least 15 eligible youth in the Morongo Basin area through June 30, 2016. On February 4, 2015, the WIB approved the recommended additional funding. On April 21, 2015 (Item No. 68), the Board of Supervisors approved FITM's contract in the recommended, modified contract amount.

All current providers are meeting contract terms and federally mandated performance measures for placing youth in employment and helping youth increase in educational attainment. On April 22, 2015, an Ad Hoc Committee of the Youth Council reviewed the remaining providers' proposals and recommends to the Youth Council to issue WIOA contracts to 12 contracted providers in an amount not to exceed \$3,470,208, exercising its renewal option under the provisions of the contract, Section II Term of Contract. On May 7, 2015 the Youth Council approved the Ad Hoc Committees recommendation.

It is recommended that the WIB approve making a recommendation to the Board of Supervisors to approve the following contracts:

Contractor	Contract Amount	Youth to Serve	Cost Per Participant
Apple Valley Unified School District	\$319,500	50	\$6,390
Career Institute	\$855,000	120	\$7,125
Chino Valley Unified School District	\$167,375	25	\$6,695
Colton Redlands Yucaipa ROP	\$321,100	52	\$6,175
First Institute	\$285,000	40	\$7,125
Gang Reduction Intervention Team	\$142,500	20	\$7,125
Goodwill Industries So Cal	\$95,500	20	\$4,775
Hesperia Unified School District	\$276,108	42	\$6,574
Mental Health Systems	\$142,500	20	\$7,125
Mojave River Academy	\$85,500	15	\$5,700
Operation New Hope	\$285,000	40	\$7,125
Provisional Educational Center	\$495,125	85	\$5,825
Total	\$3,470,208	529	\$6,479.92

Under the terms of the WIOA Youth Program contracts, these agencies will provide WIOA Youth Program services to 529 eligible youth for the 2015-2017 program cycle.