

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS RESOURCE
COMMITTEE MEETING**

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

WEDNESDAY, JANUARY 22, 2025 AT 11:30 AM – 12:45 PM

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 Committee 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 Committee 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 Committee on any item on the agenda and on any matter that is within the Committee's jurisdiction.

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 Committee's consideration of the Agenda item."

AGENDA

OPENING

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

PUBLIC COMMENT

- 4) Comments from the General Public in Attendance

CONSENT AGENDA

- 5) Approval of Minutes from July 10, 2024 Economic Development Business Resource (EDBR) Committee Meeting
- 6) Approval of Minutes from October 9, 2024 Economic Development Business Resource (EDBR) Committee Meeting

DISCUSSION

- 7) Recommend funding for \$199,999 a year for each vendor, extending the Business Improvement Services contracts with Welborn Media, Instructional Access, and California Manufacturing Technology Consulting, exercising the two, one-year options to extend, for a total aggregate amount not to exceed \$399,998 per vendor. Approval will allow the vendors to continue to provide Business Improvement Services for the entire contract term of July 1, 2022, through June 30, 2027.
- 8) Recommend funding for \$50,000 a year, extending the contract for HR Hotline Services with the California Employers Association for an additional term not to exceed two years, for a total aggregate amount not to exceed \$100,000. Approval will allow the vendor to continue to provide HR Hotline Services for the total contract term of July 1, 2022, through June 30, 2027.
- 9) Recommend funding for \$50,000 a year for each vendor, extending the Business Workshops contracts with, Asociacion de Emprendedoras, Welborn Media, and California Employers Association, exercising the two, one-year options to extend, for a total aggregate amount not to exceed \$100,000 per vendor. Approval will allow the vendors to continue to provide Business Workshops services for the entire contract term of July 1, 2022 through June 30, 2027.

PRESENTATION

10) LAUNCH Apprenticeship Network – *Presented by: Charles Henkles, Executive Director*

WORKSHOP

11) Apprenticeship Discussion

REPORTS AND INFORMATION

12) Business Services Outreach Support Updates

13) Goals/Workplan Updates

14) Directors Report

15) 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 Committee 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 Committee 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 Committee 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.