

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**May 20, 2025**

**FROM**

**BRADLEY GATES, Director, Workforce Development Department**

**SUBJECT**

Memorandum of Understanding with the City of Ontario to Provide Workforce Development Career Services

**RECOMMENDATION(S)**

1. Approve **Memorandum of Understanding No. 25-316** with the City of Ontario, to provide career services to county residents in a satellite Workforce Development Department Office at the Ovitt Family Community Library, at no cost to the City of Ontario, from July 1, 2025 through June 30, 2028.
2. Authorize the Director or Assistant Director of the Workforce Development Department to amend the Memorandum of Understanding to add no cost services or to terminate the Memorandum of Understanding, in accordance with the termination provisions, subject to review by County Counsel.
3. Direct the Director or Assistant Director of the Workforce Development Department to transmit any amendments to the Memorandum of Understanding or notice of termination, authorized under Recommendation No. 2 to Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Bradley Gates, Director, 387-9856)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**Improve County Government Operations.**

**Operate in a Fiscally Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The City of Ontario (City) is providing office space at no charge. The costs associated with providing career services are fully funded through the Workforce Development Department's (WDD) Workforce Innovation and Opportunity Act (WIOA) grant allocation. Execution of the Memorandum of Understanding (MOU) will not have an additional impact to the overall budget approved by the Board of Supervisors (Board), as adequate appropriation and revenue has been included in the WDD's 2025-26 recommended budget and will be included in future budgets.

**BACKGROUND INFORMATION**

**Memorandum of Understanding with the City of Ontario to Provide  
Workforce Development Career Services  
May 20, 2025**

The purpose of this item is to approve a non-financial MOU with the City to maintain a satellite WDD office in the Ovitt Family Community Library. Under the terms of the MOU, the City will continue to provide office space at no cost to WDD. In exchange, WDD will continue to station a Workforce Development Specialist at that office. The location of this satellite office is beneficial to County residents and provides greater accessibility to services for those located in the west-end of the county.

This satellite WDD office was originally created through a Transformative Climate Communities (TCC) grant the City received in 2019 from the California Strategic Growth Council. As part of the grant, the City implemented projects that would help reduce greenhouse gas emissions, including the creation of a WDD office that would help County residents obtain jobs that are closer to home.

On June 25, 2019, (Item No. 60) the Board approved an agreement with the City under which WDD would provide one dedicated Workforce Development Specialist (WDS) to assist County residents with employment services in the city-provided workspace. Under the TCC grant, the WDS was able to provide employment services to 1,116 County residents including career coaching, training and supportive services, and job placement.

With services provided by WDD pursuant to the TCC grant ending on June 30, 2022, the City and WDD agreed to continue their partnership through an MOU enabling WDD to continue stationing a WDS in the satellite WDD office at the Ovitt Family Community Library through June 30, 2025, which was approved by the Board on June 14, 2022, (Item No. 83). During the term of this current MOU, 3,795 County residents have benefited from career, training, and placement services through WDD's satellite office.

With the subsequent MOU ending on June 30, 2025, the City and WDD would like to enter into a new non-financial MOU. This will enable WDD to continue stationing a WDS at the Ovitt Family Community Library as a satellite WDD office to assist County residents with employment services through June 30, 2028.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Sophie A. Curtis, Deputy County Counsel, 387-5455) on March 25, 2025; Risk Management (Gregory Ustaszewski, Staff Analyst II, 386-9008) on April 8, 2025; Finance (Carl Lofton, Finance Analyst, 387-4919) on May 2, 2025; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 5, 2025.

**Memorandum of Understanding with the City of Ontario to Provide  
Workforce Development Career Services  
May 20, 2025**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 20, 2025



cc: WDD - Gates w/agree  
Contractor - c/o WDD w/agree  
File - w/agree  
MBA 05/21/2025