

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

July 13, 2021

FROM

MARLENA SESSIONS, Director, Workforce Development Department

SUBJECT

Travel Request for Workforce Development Board Executive Committee Members to Attend Meeting of the Minds Conference in Monterey, California in September 2021

RECOMMENDATION(S)

Approve travel for three Workforce Development Board Executive Committee Members to attend the California Workforce Association Meeting of the Minds Conference in Monterey, California from September 6, 2021 through September 9, 2021, at an estimated cost of \$8,162. (Presenter: Marlena Sessions, Director, 387-9862)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

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 any Discretionary General Funding (Net County Cost) as travel expenses of Workforce Development Board (WDB) members are 100% funded through the Workforce Innovation and Opportunity Act (WIOA). The total estimated cost of travel and attendance at the California Workforce Association (CWA) Meeting of the Minds is \$8,162, as outlined in the following chart, at a total cost per traveler of \$2,720.67.

Expense	Amount
Airfare (3 individuals x \$550)	\$1,650
Lodging – 3 nights (3 individuals x \$1,079)	\$3,237
Registration (3 individuals x \$550)	\$1,650
Meals (3 individuals – 3 Breakfast, 4 Lunch, 3 Dinner)	\$ 495
Rental Car	\$ 530
Misc. Costs (parking, personal mileage, taxes, fees, tips, etc.)	\$ 600
Total	\$8,162

Adequate appropriation and revenue have been included in the Workforce Development Department's (WDD) 2021-22 budget (571-22620).

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Committee Members to Attend Meeting of the Minds Conference in
Monterey, California in September 2021
July 13, 2021**

BACKGROUND INFORMATION

WDD is requesting approval for three WDB Executive Committee members to attend the CWA Meeting of the Minds Conference (Conference) in Monterey, California from September 6, 2021 through September 9, 2021.

The annual Conference focuses on high level discussions about the state and direction of the workforce development system. Workforce leaders, professional staff and board members from across the state attend this Conference in order to learn best practices, share innovative ideas and collaborate on strategic workforce solutions.

Attendance at these Conference sessions and workshops allow WDB members to gain greater knowledge and learn best practices helping them lead the WDB and its committees in meeting and exceeding the performance measures and desired outcomes of WIOA. In addition, conference attendees take this information back to the members of the various committees and discuss ways to increase services to benefit those in the community. This, in turn, will result in the WDB achieving the County's goals and objectives of creating, maintaining, and growing jobs and economic value in the County. In addition, the networking and collaboration opportunities with other local and state workforce partners at the Conference will allow WDB leaders to pursue ideas and programs that enhance the workforce development system in San Bernardino County.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Akins, Deputy County Counsel, 387-5455) on June 16, 2021; (Kathleen Gonzalez, Administrative Analyst, 387-5412) on June 18, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 22, 2021.

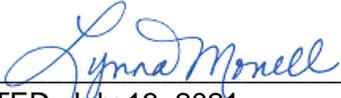
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 13, 2021



cc: File- Workforce Development Department
LA 07/15/2021