

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

June 18, 2025

FROM

BRADLEY GATES, Director, Workforce Development Department

SUBJECT

Travel Request for Workforce Development Board Members to Attend the California Workforce Association Meeting of the Minds Conference in Monterey, California

RECOMMENDATION(S)

Approve travel for five Workforce Development Board members to attend the California Workforce Association Meeting of the Minds Conference in Monterey, California, from September 2, 2025 through September 4, 2025, with travel initiating on September 1, 2025, at a total estimated cost of \$12,370.

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

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 Discretionary General Funding (Net County Cost). The total estimated cost of travel and attendance at the California Workforce Association Meeting of the Minds Conference (Conference) is \$12,370, for a per traveler cost of \$2,474, which will be funded through the Workforce Innovation and Opportunity Act (WIOA). The three-day Conference includes breakfast for attendees. Estimated travel costs are outlined in the following chart:

Expense	Amount
Airfare: five members x \$458	\$2,290
Lodging: (\$260/night (including taxes) x three nights) = \$780 x five members	\$3,900
Registration: five members x \$848	\$4,240
Meals: (\$11 Breakfast x one; \$15 Lunch x three; \$24 Dinner x three) = \$128 x five members	\$640
Airport Parking: (\$15/day x four days) = \$60 x five members	\$300
Other Costs (taxes, tips, taxi): (\$50/day x four days) - \$200 x five members	\$1,000
Total	\$12,370

Airfare expenses include roundtrip travel from Ontario Airport to Monterey Airport. Flying into Monterey Airport rather than other destination airports was determined to be the most cost-effective option, as it eliminates the cost of rental vehicles, gas, and hotel parking, as these would not be required.

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Sufficient appropriation and revenue have been included in the Workforce Development Department's (WDD) 2025-26 budget (571-2260).

BACKGROUND INFORMATION

WIOA is the federal law that provides funding for local workforce development and job training programs. Local workforce development areas are overseen by a local Workforce Development Board (WDB). The County is a local workforce development area and has a 19-member WDB, appointed by the Board of Supervisors, who are responsible for the oversight of how WIOA funds and programs are implemented in the County. The WDB members attending this Conference are not County employees, but business owners that sit on the San Bernardino County WDB.

WDD is requesting approval for five members of the Workforce Development Board (WDB) to attend the Conference from September 2, 2025 through September 4, 2025, in Monterey, California, with members traveling and arriving on September 1, 2025. During the Conference, WDB members will be given the opportunity to meet with workforce development professionals and leaders from business, government, labor, and education, to gain insights about the current state of California's workforce system.

By attending the Conference, the WDB members will gain skills and become equipped to build competitive capacity for the local economy by addressing the needs of businesses and career seekers and refining the workforce system within the region. Additionally, they will learn best practices that will ensure their ability to shape the strategic direction of the County workforce system. Information obtained during this conference will be disseminated to the remaining WDB members at their next scheduled meeting.

Section 13.0618 of the County Code requires Board of Supervisor approval of travel and expense reimbursement for members of all County boards, commissions, and committees.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Curtis, Deputy County Counsel, 387-5455) on May 21, 2025; Finance (Carl Lofton, Administrative Analyst, 387-5404) on June 2, 2025; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on June 2, 2025.

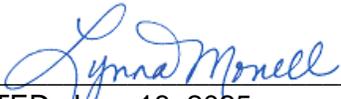
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Monterey, California
June 18, 2025**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 18, 2025



cc: File - Travel Requests/Out-Of-County w/attach
MBA 06/30/2025