

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

January 28, 2025

FROM

BRADLEY GATES, Director, Workforce Development Department

SUBJECT

Travel Request for Workforce Development Board Members to Attend the California Workforce Association Day at the Capitol in Sacramento, California

RECOMMENDATION(S)

Approve travel for five Workforce Development Board members to attend the California Workforce Association Day at the Capitol and participate in legislative meetings in Sacramento, California from March 4, 2025, through March 6, 2025, at an estimated cost of \$5,675.
(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 (CWA) Day at the Capitol is \$5,675, as outlined in the table below, with a cost of \$1,135 per traveler. Travel expenses of Workforce Development Board (WDB) members are funded through the Workforce Innovation and Opportunity Act (WIOA).

Expense	Amount
Airfare: \$239 x five members	\$1,195
Lodging: \$273 x two nights x five members	\$2,730
Registration: \$150 x five members	\$750
Meals: (two Breakfasts @ \$11/ two Lunches @ \$15/ two Dinners @ \$24) x five members	\$500
Other Costs (Taxi, tips, luggage, taxes): \$100 x five members	\$500
Total	\$5,675

Sufficient appropriation and revenue have been included in the Workforce Development Department's 2024-25 budget (571-22620).

BACKGROUND INFORMATION

The WIOA is the federal law that provides funding for local workforce development and job training programs. Under the law, local workforce development areas are overseen by local WDBs. The County is a local workforce development area and has a 19-member WDB,

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appointed by the Board of Supervisors, who are responsible for the oversight of how WIOA funds and programs are implemented in the County.

At the CWA Day at the Capitol, WDB members will participate in visits with state legislative members and their staff, in order to advocate for state workforce programs and cultivate relationships at the state level. WDB members will learn best practices and network with workforce professionals and leaders in government, labor and education. This will better equip the WDB to build competitive capacity for the local economy, by addressing business needs and refining the workforce system in the region, which will assist career seekers. Information learned from this conference will be shared with the 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

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Curtis, Deputy County Counsel, 387-5455) on December 9, 2024; Finance (Carl Lofton, Administrative Analyst, 387-5404) on December 20, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on January 9, 2025.

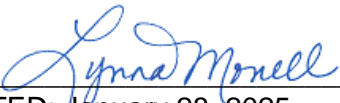
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Record of Action of the Board of Supervisors
San Bernardino County

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: January 28, 2025



cc: File - Travel Requests/Out-of-County
CCM 01/30/2025