

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

January 11, 2022

**FROM**

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

**SUBJECT**

Travel Request for Four Workforce Development Board Members to Attend the 2022 National Association of Workforce Boards Forum Conference and Participate in Legislative Meetings in Washington D.C.

**RECOMMENDATION(S)**

Approve travel for four Workforce Development Board members to attend the 2022 National Association of Workforce Boards Forum conference and participate in legislative meetings in Washington D.C. from April 11, 2022 through April 15, 2022, at an estimated cost of \$14,424. (Presenter: Bradley Gates, Interim 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). Travel expenses of Workforce Development Board (WDB) members are funded through the Workforce Innovation and Opportunity Act (WIOA). The total estimated cost of travel and attendance at the 2022 National Association of Workforce Boards Forum conference is \$14,424, as outlined in the following chart, at a total cost per traveler of \$3,606.

<b>Expense</b>	<b>Amount</b>
Airfare: (4 individuals x \$1,020)	\$4,080
Lodging: (4 individuals x \$315 x 4 nights)	\$5,040
Registration: (4 individuals x \$800)	\$3,200
Meals: Breakfast 5 x \$11, Lunch 5 x \$15, Dinner 4 x \$24 (4 individuals x \$226)	\$904
Other Costs (taxi, tips, luggage, hotel taxes): (4 individuals x \$300)	\$1,200
Total	\$14,424

Adequate appropriation and revenue have been included in the Workforce Development Department's (WDD) 2021-22 budget (571-2260).

**BACKGROUND INFORMATION**

WDD is requesting approval for four WDB members to attend the 2022 National Association of Workforce Boards Forum conference (Forum) and participate in legislative meetings in Washington D.C. from April 11, 2022 through April 15, 2022. During the conference, San

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Bernardino County 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 our nations' workforce system. By attending the Forum, WDB members will participate in interactive workshops and presentations with national workforce development experts and become better equipped to build competitive capacity for the local economy by addressing the needs of businesses and career seekers and refining the workforce system within our region.

Additionally, attending WDB members will learn best practices that will strengthen their ability to shape the strategic direction of the County workforce system. On April 14, 2022, WDB members and WDD staff will participate in visits with key Congressional members and their staff in order to cultivate relationships with legislative decision-makers and help shape workforce policy direction at the federal level. During these meetings, WDB members will seek to inform and educate legislators about key issues surrounding the implementation of WIOA and its impact at the local level. WDB members will also have an opportunity to share information about the successful workforce programs 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 November 30, 2021; (Kathleen Gonzalez, Administrative Analyst, 387-5412) on December 7, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on December 16, 2021.

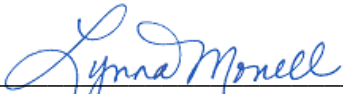
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 11, 2022



cc:    File - Travel Requests - Out of County w/attach  
CCM    01/18/2022