

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

**December 17, 2024**

**FROM**

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

**SUBJECT**

Travel Request for Workforce Development Board Members to Attend the 2025 National Association of Workforce Boards Conference in Washington, District of Columbia

**RECOMMENDATION(S)**

Approve travel for five Workforce Development Board members to attend the 2025 National Association of Workforce Boards conference and participate in legislative meetings in Washington District of Columbia, from March 29, 2025 through April 3, 2025, at an estimated cost of \$22,925.

(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 2025 National Association of Workforce Boards conference is \$22,925, as outlined in the table below, with a cost of \$4,585 per traveler. It is anticipated that two lunches will be provided at the conference. Travel expenses of Workforce Development Board (WDB) members are funded through the Workforce Innovation and Opportunity Act (WIOA). Sufficient appropriation and revenue have been included in the Workforce Development Department's (WDD) 2024-25 budget (571-2260).

<b>Expense</b>	<b>Amount</b>
Airfare: \$704 x five members	\$3,520
Lodging: \$407 x five nights x five members	\$10,175
Registration: \$1,300 x five members	\$6,500
Meals: (Breakfast: \$11 x six / Lunch: \$15 x four / Dinner: \$24 x five) x five members	\$1,230
Other Costs (taxi, tips, luggage): \$300 x five members	\$1,500
<b>Total</b>	<b>\$22,925</b>

**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 Workforce Development Boards. San Bernardino County (County) is a local workforce

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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.

Members of the WDB have been attending this annual conference for many years. During the conference, County WDB members will be given the opportunity to meet with workforce development professionals and leaders from business, government, labor and education from across the nation, to gain insights about the current state of the nations' workforce system. By attending the conference, 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 and workforce system. Information learned from this conference will be shared with the entire San Bernardino WDB members at their next scheduled meeting.

On April 2, 2025, WDB members will participate in visits with key congressional members and their staff in order to cultivate relationships with key 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 WIOA and its impact on the County. Legislative outreach is important in 2025 as Congress considers the reauthorization of WIOA and its continued funding of job training and business services programs to support the local economy.

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 November 21, 2024; Finance (Carl Lofton, Administrative Analyst, 387-5404) on November 27, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on December 2, 2024.

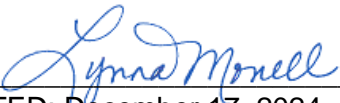
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Record of Action of the Board of Supervisors  
San Bernardino County

**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: December 17, 2024



cc: File - Travel/Out of State w/ attach  
MBA 12/26/2024