

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

November 18, 2025

FROM

BRADLEY GATES, Director, Workforce Development Department

SUBJECT

Travel Request for Workforce Development Board Members to Attend the 2026 National Association of Workforce Boards Conference in Las Vegas, Nevada

RECOMMENDATION(S)

Approve travel for six Workforce Development Board members to attend the 2026 National Association of Workforce Boards conference in Las Vegas, Nevada, from March 23, 2026 through March 26, 2026, at a not to exceed cost of \$15,642.
(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 2026 National Association of Workforce Boards conference is \$15,642, as outlined in the table below, with a cost of \$2,607 per traveler. It is anticipated that most meals 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) 2025-26 budget (571-2260).

Expense	Amount
Airfare: \$251 x 6 members	\$1,506
Lodging: \$329 x 3 nights x 6 members	\$5,922
Registration: \$1,095 x 6 members	\$6,570
Meals: (Breakfast: \$11 x 1 / Lunch: \$15 x 1 / Dinner: \$24 x 2) x 6 members	\$444
Other Costs (taxi, tips, baggage): \$200 x 6 members	\$1,200
Total	\$15,642

BACKGROUND INFORMATION

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 development area and has a 19-member WDB, appointed by the Board of Supervisors (Board), who are responsible for the oversight of how WIOA funds and programs are implemented in the County.

**Travel Request for Workforce Development Board Members to Attend
the 2026 National Association of Workforce Boards Conference in Las
Vegas, Nevada
November 18, 2025**

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 nation's 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 County WDB members at their next scheduled meeting.

Section 13.0618 of the County Code requires Board 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 October 17, 2025; and County Finance and Administration (Carl Lofton, Administrative Analyst III, 387-5404) on November 4, 2025.

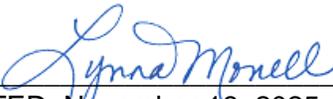
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 18, 2025



cc: File - Workforce Development Department w/ attachment
JLL 11/24/2025