



VISION: The Workforce needs of employers and job seekers in San Luis Obispo County are met.

WORKFORCE DEVELOPMENT BOARD
BUSINESS COUNCIL MEETING AGENDA

Date: Thursday, August 16, 2018
Time: 9:00 AM – 10:30 AM
Location: Department of Social Services, 3433 South Higuera, Room 356, San Luis Obispo, CA

- MEMBERS:
Isiah Gomer, Chair
John Cascamo
Chuck Jehle
Judy Mahan
Justin McIntire
Michael Specchierla
Verena Latona-Talman
Jennifer Whitworth
Jim Yancheson

- 1. Call to Order and Introductions
2. Public Comment
3. Consent Items
4. Information/Discussion
5. Council Member Workforce Development Updates
6. Next Meeting
7. Adjournment

Public Comment: Members of the public may address the committee on items appearing on the agenda. The public may also address items of interest to the committee which are within the jurisdiction of the WDB.

This WIOA Title I - financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities.

**WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County**

Item 3.1

BUSINESS COUNCIL MEETING MINUTES (DRAFT)

Date: Thursday, February 15, 2018
Time: 9:00 a.m.
Location: Department of Social Services, 3433 South Higuera, Room 356, San Luis Obispo, CA

Present: Kirk Coviello, Chuck Jehle, Judy Mahan, Justin McIntire, Jim Yancheson
Absent: Gina Fitzpatrick, John Cascamo, Michael Specchierla, Verena Latona-Tahlman,
Staff: Tammy Aguilera, Sarah Hayter, Dawn Boulanger
Guests: Loreli Cappel, Rob Koch, Donna Moreno

1. Call to Order:

Chair Kirk Coviello: called the meeting to order at 9:10 A.M. **No Quorum.**

2. Public Comment:

Chair Coviello: noted no public in attendance therefore no public comment.

3. Consent Items:

3.1 Approval of the January 17, 2018 Minutes
No Quorum therefore no action taken on this item

4. Presentation:

4.1 AJCC services for employers
Jim Yancheson of Eckerd Workforce Development along with Donna Moreno (Carmen Roman not present as indicated on agenda) of Eckerd Workforce Development presented on AJCC services for employers. Available as an addendum.

5. Information/Discussion/Action Items:

5.1 EVC Clusters of Industry Update
Loreli Cappel of Economic Vitality Corporation presented on the six Industry clusters of opportunity initiatives, status, drivers, and identified opportunities to partner. Ms. Cappel discussed results from a Specialized Manufacturing meeting with Congressman Carbajal. She also addressed the forthcoming Diablo Canyon Power Plant closure.

Chair Coviello: noted no public to make comment.

5.2 Quality of Life Economic Indicators data review.
Sarah Hayter (staff) presented the item which is available in the agenda packet.

Chair Coviello: noted no public to make comment.

5. Board Member Updates:

Chair Coviello: opened the floor to updates from the Committee membership

6. Next Meeting:

Thursday, April 19, 2018 9:00am-10:30am
Department of Social Services, 3433 South Higuera, Room 356, San Luis Obispo, CA

7. Adjournment:

Chair Coviello: adjourned the meeting at 10:30 A.M.

Sarah Hayter, Clerk of the Business Council of the Workforce Development Board of San Luis Obispo, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Thursday, February 15, 2018 by the Business Council of the Workforce Development Board of San Luis Obispo County.

Sarah Hayter, Acting Business Council Clerk

Dated: February 20, 2018

**Business Council
Discussion Item
August 16, 2018**

AGENDA ITEM NUMBER: 4.1

ITEM: Discussion of New Members for the Business Council

SUMMARY NARRATIVE:

The Business Council focuses on services to and for employers, including training of incumbent workers, new hires, and potential hires that meet the workforce needs of high demand sectors by preparing skilled workers for employment in competitive and emergent industry sectors. The Business Council also assists the Workforce Development Board (WDB) to develop and recommend business services policy; broaden employment and training policy to incorporate the needs of employers, and establish linkages with other organizations serving businesses.

Currently the Council is made up of nine members including business representatives, education representatives, and business serving organizations. However representation lacks among high demand sectors. Therefore, it is recommended to review the membership and add members.

Desired members to add would fall within the following categories:

- Economic Development representatives
- Subject-matter experts and HR directors from Targeted Industry Clusters in:
 - Information & Communication Technologies (ICT)
 - Biotechnology & Biomedical Devices (B&BD)
 - Building & Design
 - Defense, Aerospace & Transportation Manufacturing (DATM)
 - Specialized Manufacturing (identified industry sector focus)
 - Healthcare
 - Energy

Commitment/Process: The Business Council meets on the 3rd Tuesday of even months for 1.5 hours. Business Council members are not required to be on the Workforce Development Board. Non-Workforce Development Board members deemed appropriate by the WDB Chairperson shall be appointed with the approval of the WDB.

BUDGET/FINANCIAL IMPACT: There is no direct budget/financial impact. Business Council members provide input regarding decisions around the distribution of funding and local service delivery to businesses and job seekers. They make recommendations for the Business Service Plan to the Board of Directors in an effort to increase employer involvement in the activities of the Workforce Development Board and integrate local business involvement with workforce initiatives.

STAFF COMMENTS:

Proposed member appointment is recommended to involve employer and business service providers and key stakeholders to the Business Council. Mandated partners bring valued knowledge and expertise to the Business Council. Business Council members are encouraged to provide identified persons who would fit the need. Due to quorum, the Administrative Entity encourages the addition of 2 or 4 more members.

**Workforce Development Board Business Council
Information/Discussion Item
August 16, 2018**

AGENDA ITEM NUMBER: 4.2

ITEM: Discuss goals, business services strategy, and plan of the Business Council for Program Year 2018-2019

ACTION REQUIRED:

None

SUMMARY NARRATIVE:

The Business Council previously set goals in the following areas:

- Increase Business Member Engagement
- Determine Employer Needs and Address Skill Gaps
- Identify and Partner with Priority Sector Employers
- Collaborate with Business, Industry and Education to Develop Innovative Training Solutions

Administrative Entity staff proposed two additional goals for discussion at the previous Business Council meeting:

- Development of Business Support Materials
- Review of Business Services

BUDGET/FINANCIAL IMPACT:

No current fiscal impact

STAFF COMMENTS:

Staff recommends review and discussion of goals to ensure relevance and assignment of activities for goal completion and progress.

BUSINESS COUNCIL GOALS - DRAFT

Goal A: Increase Business Member Engagement	Activities	Assigned	Start Date	Date complete
Increase Business Members participation in Priority sectors				
	Identify potential business members for participation			
	Outreach to non-wdb members from relevant industries			
	Conduct LMI for outreach to businesses			
	Activities	Assigned	Start Date	Date Complete
Develop Business Council's Capacity to fully utilize resources to better serve business customers				
	Outreach to Chambers, rotary			
	Develop Speakers Bureau			
	Develop Glossary			
	Activities	Assigned	Start Date	Date Complete
Formalize Relationships among partners via MOUs to maximize opportunity to leverage resources				
	Agreement in place with EDD for RR			
	Contract with service provider for RR			
	Business Engagement Services Plan			
	Activities	Assigned	Start Date	Date Complete
Establish Metrics to gauge the BC's success				
	Tie to industry sectors for tangible results and show outcome?			

Goal B: Determine Employer Needs and Address Skill Gap	Activities	Assigned	Start Date	Date Complete
Partner more intentionally with Clusters to connect with priority sector employers and identify skills gap				
	Inclusion in clusters by partnering with EVC on quarterly cluster snapshots			
	Shared workforce analysis with EVC			

	Activities	Assigned	Start Date	Date complete
Evaluate local skill gaps within Business Council				
	Business Council to receive Presentations and Discuss			

Goal C: Identify and Partner with Priority Sector Employers	Activities	Assigned	Start Date	Date complete
Procure economic analysis subscription for the purposes of identifying growth sectors				
	Maintain LMI subscription (currently JobsEQ)			
	Maintain EconoVue subscription			

	Activities	Assigned	Start Date	Date complete
Target training investments in priority sectors via policy and outreach				
	Consultant provided input			
	Pending data review by BC members, Employers and Economic Development			

	Activities	Assigned	Start Date	Date complete
Increase labor market (LMI) literacy among board members, staff and key stakeholders to ensure data-driven decisions/investments				
	WDB Staff assigned LMI Duties			
	LMI report format developed for chambers and AJCC			

	clusters			
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	Activities	Assigned	Start Date	Date complete
Increase system and collective capacity (awareness, commitment and investment) in other customized training strategies				
	Efforts on-going with AJCC, Community College and WDB staff			

	Activities	Assigned	Start Date	Date complete
Convene Industry partners, education/training providers and BC to address skill development among the Specialized Manufacturing, Health Services, BDC and ICT employers				
	Reconsidering industry to focus on			

Goal D: Collaborate with Business, Industry and Education community to develop innovative training solutions	Activities	Assigned	Start Date	Date complete
Build awareness of worker training resources among industry and other workforce partners				
	Catalog worker training resources including: Funds/WIOA Resources, Methods (cohort, IWT, OJT), Additional Training Resources (ETP)			
	Update for WIOA			
	Identify partners that need to know of these options			

	Activities	Assigned	Start Date	Date complete
Increase SLOWDB staff, service provider and system capacity to maximize limited resources				
	Train staff and service providers on resources.			

Proposed Goal:Development of Business Support Materials	Activities	Assigned	Start Date	Date complete
Identify services available to assist staff with business outreach, recruitment and service delivery				
	Identify resources for inclusion in Business Resource Guide, including business incentives, tax credits, OJT, LayOff Aversion, Incumbent Worker training, etc			
	Identify other service providers in the local area, ie., EAC, HRCC			
	Rapid Response contractor identify services, websites, tool box information for employer engagement			
	Business Council review Business Resource Guide and recommend additions/updates on quarterly basis			
	Develop online materials to assist businesses (links, brochures, etc)			

Proposed Goal: Review of Business Services	Activities	Assigned	Start Date	Date complete
Receive Updates regarding service provided under WIOA				
	Review Rapid Response and LayOff Aversion service delivery			
	Review reports on employer engagement and services delivered			
	Review customer feedback surveys from employers			