

WORKFORCE DEVELOPMENT

San Luis Obispo County

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

Workforce Development Board BUSINESS COUNCIL MEETING AGENDA

Date: Tuesday, October 20, 2015
Time: 9:00 AM – 10:30 AM
Location: Department of Social Services, 3433 S. Higuera Street, San Luis Obispo, Room 101

MEMBERS:

Pam Avila, Chair
Paso Robles Chamber
of Commerce

Dawn Hinchman
Vice Chair
Central Coast STEM
Collaborative

John Cascamo
Cuesta College

Chuck Jehle
Mission Community
Services Corp.

Phillip Koziel
Coast Hills FCU

Kevin Kuhn
Westport
International

Allison Schiavo
Goodwill Central
Coast / AJCC

**Verena Latona-
Talhman**
Cannon Corporation

Thomas Wood
Martin Resorts, Inc

1. **Call to Order and Introductions** *Avila*
2. **Public Comment**
3. **Consent Items:** *Avila*
 - 3.1 Approve the August 18, 2015 Minutes
4. **Action/Information/Discussion:**
 - 4.1 Discussion of New Members for the Business Council *Hayter*
- *Information/Discussion Item*
 - 4.2 Discussion and Development of Business Council Goals for PY 15/16 *Hayter*
- *Information/Discussion Item*
 - 4.3 Discussion of Next Steps for Identified Areas of Focus *Hayter*
- *Information/Discussion Item*
5. **Next Meeting:**
December 15, 2015 at 9:00 AM
Department of Social Services, 3433 S. Higuera St, San Luis Obispo, Rm 101
6. **Adjournment**

The Workforce Development Board was formally known as the Workforce Investment Board.

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. However, in compliance with Government Code section 64954.3(a), the committee shall take no action on any item not appearing on the agenda. Speakers are asked to limit their remarks to a maximum of three minutes.

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WORKFORCE DEVELOPMENT BOARD
of San Luis Obispo County
 (Formerly Known as the Workforce Investment Board)
BUSINESS COUNCIL MINUTES (Draft)

Date: Tuesday, August 18, 2015
Time: 9:00 a.m.
Location: Department of Social Services, 3433 South Higuera Street, 1st Floor, Room 101

Present: Pam Avila, Dawn Hinchman, John Cascamo, Chuck Jehle, Phillip Koziel, Verena Latona-Tahlman, Thomas Wood
Excused: Kevin Kuhn, Allison Schiavo
Guests: Kirk Coviello
Staff: Reva Bear, Sarah Hayter, Michael Coughlin

1. Call to Order:

Chair Pam Avila: called the meeting to order at 9:07 A.M. **Quorum.**

2. Public Comment:

Chair Avila: opened the floor to public comment without response.

3. Consent Items:

- 3.1** Approval of June 16, 2015 Minutes
 Motion: Thomas Wood
 Second: Verena Latona-Tahlman
 Abstentions: None
Motion Passed Unanimously

4. Information/Discussion/Action Items:

4.1 Discussion and Data Review to Identify and Select Industry Sector for PY 15-16 Activities

Reva Bear (Staff) presented the discussion/action item, which is available as part of the agenda, noting that the item is the conclusion of a discussion started at the June 16, 2015 Business Council (BC) meeting and continued with a Data Review Webinar on July 28, 2015, which is available as an addendum to the agenda.

Chair Avila: opened the floor to public comment.

Kirk Coviello: speaks

The Council recommended selecting two industry sectors of focus for PY 15-16 activities.

Chair Avila: instructed the BC Members to rank the four industry sectors by level of importance and requested a roll call of the results:

	Building Design & Construction	Health Services	Specialized Manufacturing	Information, Communication & Technology
Pam Avila	3	1	2	4
Dawn Hinchman	4	2	3	1
John Cascamo	1	3	2	4
Chuck Jehle	2	1	4	3
Phillip Koziel	4	1	2	3
Verena Latona-Tahlman	1	2	3	4
Thomas Wood	4	1	3	2
Total Score	19	11	19	21

All items were ranked on level of importance. 1= Most Important, 4= Least Important

The Council selected Health Services, Specialized Manufacturing, and Building Design & Construction as the industry sectors of focus for PY 15-16 activities.

4.2 Discussion and Development of PY 15-16 Goals

Due to time constraints, this item was held over for discussion at the October 20, 2015 meeting.

5. Next Meeting:

Department of Social Services
3433 S. Higuera Street, First Floor, Room 101
San Luis Obispo, CA

6. Adjournment:

Chair Coviello: adjourned the meeting at 10:39 A.M.

I, Michael J. Coughlin, Administrative Support Clerk of the Workforce Development Board of San Luis Obispo, and its committees, do hereby certify that the forgoing is a fair statement of the proceedings of the meeting held Tuesday, August 18, 2015 by the Business Council of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: August 28, 2015

**Business Council
Discussion Item
October 20, 2015**

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, economic development, education representatives, and business serving organizations. However representation lacks among high demand sectors. Therefore, at the Business Council on August 18, 2015 it was recommended to review the membership and add members.

Desired members to add would fall within the following categories:

- Economic Development representatives
- Subject-matter experts from Industry Clusters of Opportunity in:
 - Building, Design, and Construction
 - Specialized Manufacturing (identified industry sector focus)
 - Health Services (identified industry sector focus)
 - Energy
- HR directors from Industry Clusters of Opportunity
 - Building, Design, and Construction
 - Specialized Manufacturing (identified industry sector focus)
 - Health Services (identified industry sector focus)
 - 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: 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.

HANDOUTS DISTRIBUTED AT THE MEETING

Discussion & Development–Business Council Goals for PY 15/16

**Business Council
Information Item
October 20, 2015**

AGENDA ITEM NUMBER: 4.3

ITEM: Discussion of Next Steps for Identified Areas of Focus

SUMMARY NARRATIVE: At the Business Council on August 18, 2015 a discussion was held to review and identify select industry sectors for the PY 15/16 focus. The selection of focus industries does not intend to eliminate attention or interest from other clusters/sectors but instead target staff attention and gain momentum in industry/sectoral work. The Council ranked in order of importance as follows: Health Services, a tie between Specialized Manufacturing and Building Design & Construction, and ICT Array.

The recommended regional industry focus for the Central Coast regional planning area (SLO, Santa Barbara, Monterey, and Santa Cruz Counties) under WIOA is Health Services, specifically Allied Health (a sub-cluster of Health Services).

Previously identified next steps include:

- Presentation/discussion from subject matter experts on needs of:
 - businesses
 - workforce needs
 - training
 - determine needs now versus projected needs
- Present data to clusters and businesses and get input
- Identify partners already involved and identify their role
- Curriculum partnerships and support/partner career pathway projects
- Encourage work-based learning through incumbent worker training and on-the-job training
- Determine reportable for outcomes/efforts
- Understand the profile of the individuals in the system and see what skills upgrading

BUDGET/FINANCIAL IMPACT: Recommendations will influence decisions regarding the distribution of funding and local service delivery to businesses and job seekers.

STAFF COMMENTS: Business Council members are encouraged to consider and provide additional next steps for identified industries of focus. Administrative Entity staff will complete the necessary steps to implement or partner to attain steps as set forth.