

WORKFORCE DEVELOPMENT

San Luis Obispo County

NOTICE OF SPECIAL MEETING OF THE WORKFORCE DEVELOPMENT BOARD BUSINESS COUNCIL

NOTICE IS HEREBY GIVEN that the Business Council of the Workforce Development Board will hold a Special Meeting on Tuesday, January 26, 2016 at 8:30 am at 3563 Empleo Street, San Luis Obispo, CA. The purpose of the meeting is to consider the special meeting agenda which is listed below.

This Notice is given by order of Pam Avila, Chairperson of the Business Council of the Workforce Development Board.

Dated: January 22, 2016

Workforce Development Board BUSINESS COUNCIL SPECIAL MEETING AGENDA

MEMBERS:

Pam Avila, *Chair*
County Office of
Education

Dawn Hinchman
Vice Chair
Central Coast STEM
Collaborative

John Cascamo
Cuesta College

Chuck Jehle
Mission Community
Services Corp.

Phillip Koziel
California Dept. of
State Hospitals

Kevin Kuhn
Westport
International

Allison Schiavo
Goodwill Central
Coast / AJCC

**Verena Latona-
Talhman**
Cannon Corporation

Thomas Wood
Martin Resorts, Inc

Date: January 26, 2016
Time: 8:30 AM – 10:30 AM
Location: 3563 Empleo Street, San Luis Obispo, 93401 - Conference Room 1
(On the corner of Empleo & Granada)

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1. **Call to Order and Introduction** *Avila*
 2. **Public Comment**
 3. **Presentations:**
 - 3.1 Business Council Member Orientation - *Sarah Hayter*
 - 3.2 Brown Act Overview - *Michael Coughlin*
 4. **Consent Items:** *Avila*
 - 4.1 Approve the October 20, 2015 Minutes
 5. **Action/Information/Discussion:**
 - 5.1 Receive Update on Rapid Response Services *Hayter*
- *Information/Discussion Item*
 - 5.2 Receive Update on Job Fairs *Hayter*
- *Information/Discussion Item*
 - 5.3 Discuss Membership and Business Council Operations Charter *Avila & Hayter*
- *Information/Discussion Item*
 - 5.4 Discuss Implementation of PY 15-16 Strategies for Goal A: Increase Business Member Engagement and & Goal B: Determine Employer Needs & Address Skills Gaps *Hayter*
- *Information/Discussion Item*
 - 5.5 Discussion of Changes to the Business Council Meeting Schedule *Avila*
- *Information/Discussion Item*
 6. **Next Meeting:**

Date: To Be Determined
Department of Social Services, 3433 S. Higuera St, San Luis Obispo, Rm 101
 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. 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, October 20, 2015
Time: 9:00 a.m.
Location: Department of Social Services, 3433 South Higuera Street, 1st Floor, Room 101

Present: Pam Avila, Dawn Hinchman, Chuck Jehle, Allison Schiavo, Verena Latona-Tahlman, Thomas Wood
Excused: John Cascamo, Phillip Koziel, Kevin Kuhn,
Guests: None
Staff: Dawn Boulanger, Sarah Hayter, Michael Coughlin

1. Call to Order:

Chair Pam Avila: called the meeting to order at 9:03 A.M. **Quorum.**

2. Public Comment:

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

3. Consent Items:

- 3.1** Approval of August 18, 2015 Minutes
Motion: Thomas Wood
Second: Chuck Jehle
Abstentions: None
Motion Passed Unanimously

4. Information/Discussion/Action Items:

4.1 Discussion of New Members for the Business Council

Sarah Hayter (Staff) presented the item, which is available as part of the agenda. Ms. Hater recommended the addition of 2 or 4 more members to the Business Council (BC), prioritizing subject-matter experts from the identified Industry Clusters of Opportunity (Building, Design, and Construction; Specialized Manufacturing; Health Services; and Energy) for membership.

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

Chair Avila directed staff to develop recruitment materials and tasked the BC to begin recruiting perspective members. In order to streamline the recruitment process the Council recommended that Chair Avila nominate perspective members on behalf of the BC and forward the nominations to the Workforce Development Board (WDB) Executive Committee for appointment at the December 9, 2015 meeting.

4.2 Discussion and Development of Business Council Goals for PY 15-16

Sarah Hayter (Staff) presented the item and provided a chart tracking the progress of the BC goals, which is available as an addendum to the agenda. Additionally, Ms. Hater provided a handout describing the impact of the Workforce Innovation and Opportunity Act (WIOA) on the BC, which is available as an addendum to the agenda.

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

4.3 Discussion of next steps for Identified Areas of Focus

Sarah Hayter (Staff) presented the item, which is available as part of the agenda, describing the previously identified "next steps" and requested input regarding any additional next steps for the identified industries of focus.

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

5. Next Meeting:

Chair Avila directed staff to change the start time of the December 15, 2015 meeting to 8:30 A.M.

December 15, 2015
Department of Social Services
3433 S. Higuera Street, First Floor, Room 101
San Luis Obispo, CA

6. Adjournment:

Chair Avila: adjourned the meeting at 10:26 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, October 20, 2015 by the Business Council of the Workforce Development Board of San Luis Obispo County.

Michael J. Coughlin, Workforce Development Administrative Support

Dated: November 2, 2015

HANDOUTS DISTRIBUTED AT THE MEETING

Receive Update on Rapid Response Services

HANDOUTS DISTRIBUTED AT THE MEETING

Receive Update on Job Fairs

**Business Council
Discussion Item
January 26, 2016**

AGENDA ITEM NUMBER: 5.3

ITEM: Discuss Membership and Business Council Operations Charter

SUMMARY NARRATIVE:

The Business Council reviewed membership and discussed adding 2 or 4 subject-matter experts and/or HR directors from identified Industry Cluster's of Opportunity or economic development representatives. In discussing membership, recruitment of members with proper Business Council charter and application were requested.

See attachments for updated charter and membership application.

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.

BUSINESS COUNCIL DESCRIPTION

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 WDB to develop and recommend business services policy; broaden employment and training policy to incorporate the needs of employers, and establishes linkages with other organizations serving businesses.

DUTIES:

1. Develop and make recommendations for regional and local Business Service strategy to the WDB in an effort to increase employer involvement in the activities of our local board;
2. Recommend Business Services strategy along with the local Strategic Plan to the State of California Workforce Development Board (CWDB);
3. Conduct Labor Market Intelligence (LMI) Analysis;
4. Provide oversight of Rapid Response Program services including Business Outreach Services;
5. Central Coast Regional Planning Unit Slingshot Project - National Career Readiness Certificate (WorkKeys) – encourage local business awareness of credentials and benefit of their business to increase local industry recognition
6. Report back to the full WDB on issues as directed by the full WDB.
7. Ensure the Business Services Plan integrates local business involvement with workforce initiatives;
8. Partner effectively with businesses to identify and resolve skill gaps in priority industry sectors;
9. Conduct presentations to employers – design an effective outreach strategy and consistent messaging to effectively communicate what the WDB can do to help business.
10. Regional Collaboration

MEMBERSHIP:

Membership on the Business Council shall include business community decision makers who represent both the leading industries and employers in the regional economy and emerging sectors that have significant potential to contribute to job growth in the local area. The Business Council shall make recommendations for the Business Service strategy to the WDB in an effort to increase employer involvement and integrate local business involvement with workforce initiatives.

REPORTING:

1. Annual review and update of Business Services Plan.

BUSINESS SERVICES strategy:

The Business Services strategy shall include the following:

- The types of services the WDB offers to businesses, includes
 - Determine the employer needs in the local or regional area;
 - Integrate business services, including Wagner-Peyser Act services, to employers through the AJCC one-stop delivery system; and
 - Leverage and braid other resources through education, economic development and industry associations to support On-the-Job Training and other customized training ventures.
- Industry led training:
 - Partner with priority-sector employers to develop potential On-the-Job Training and other customized training strategies; Identify priority sectors that would likely contribute to job growth in the local area or regional economy if investments were made for training and educational programs.
 - Encourage business partners to help drive the demand-driven strategy through joint planning, competency and curriculum development; and determining appropriate lengths of training;
 - Work collaboratively with business and industry, economic development, and the education community to develop strategies to overcome barriers to skill achievement and employment experienced by the populations in high-growth, high-demand industries and to ensure they are being identified as a critical pipeline of workers; Identify training and educational barriers that hinder job creation in the regional economy;
 - Foster collaboration between community colleges and Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS) approved/Registered apprenticeship programs. Explain how services funded by WIOA and directed to apprenticeable occupations, including pre-apprenticeship training, are conducted

- in coordination with one or more apprenticeship programs approved by the DIR-DAS for the occupation and geographic area (UI Code Section 14230(3));
- Use innovative training strategies to fill skills gaps [include the Local Board's efforts to leverage additional resources to maximize the use of Individual Training Accounts through partnerships with business, education (in particular, community and technical colleges), economic development agencies, and industry associations, and how business and industry involvement is used to drive this strategy]; Identify skill gaps in the available labor force that contribute to the lack of local business competitiveness; and
 - Rapid Response
 - Promote Rapid Response as a proactive intermediary for priority industry sectors with layoff aversion strategies (rather than as a reactive service only for layoff response); and
 - Identify how Rapid Response will develop effective early layoff warning systems and layoff aversion strategies;
 - Identify how Rapid Response assistance and appropriate core and intensive services are made available to those covered by the TAA program.

WORKFORCE DEVELOPMENT

Item 5.3b

San Luis Obispo County

www.sloworkforce.com

APPLICATION FOR APPOINTMENT TO THE Business Council

1. Applicant Information:

Name: _____

Address: _____ County: _____

Telephone: (Office) _____ (Cell): _____

Fax #: _____ Email: _____

Company/Organization: _____ No. of Employees: _____

Company Website: _____

Assistant/Secretary: _____ Email: _____

Telephone: (Office) _____ Fax#: _____

Industry Cluster

Represented: _____

(ie, Building, Design and Construction; Energy; Knowledge & Innovation; Specialized Manufacturing; Health Services; or Uniquely SLO (agriculture/food, wine, tourism))

2. Please list any experience you have had with local business, workforce development, economic development, human resources, or education:

3. What is your official title and/or what skills and talents do you possess that would apply to being a voice for the needs of employers and business?

4. Please list any affiliations and offices held with other associations/organizations:

5. What do you think are the critical workforce issues facing businesses in our County?

6. What will you bring to the Business Council? (i.e., network, experience, insight into workforce needs in your industry, etc.)

I formally request that consideration be given to my nomination for appointment to the Business Council of the San Luis Obispo County Workforce Development Board.

Signature of Applicant

Date

HANDOUTS DISTRIBUTED AT THE MEETING

Discuss Implementation of PY 15-16 Strategies for Goal A: Increase Business Member Engagement and & Goal B: Determine Employer Needs & Address Skills Gaps

HANDOUTS DISTRIBUTED AT THE MEETING

Discussion of Changes to the Business Council Meeting Schedule