

Date: Tuesday, January 26, 2016

Time: 8:30 AM – 10:30 AM

Location: 3563 Empleo Street, San Luis Obispo, CA 93401 – Conference Room 1

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*
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6. **Next Meeting:**

Date: To Be Determined
Department of Social Services, 3433 S. Higuera, San Luis Obispo, Rm 101
7. **Adjournment**

Mission Statement

The Workforce Development Board of San Luis Obispo County is a demand driven organization appointed by the County Board of Supervisors to implement the Workforce Innovation and Opportunity Act by leveraging community resources and being a catalyst for workforce development contributing to a healthy economy in San Luis Obispo County.

Our Vision

To meet the needs of employers and job seekers in San Luis Obispo County.

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**Workforce Development Board Structure
and
Workforce Innovation and Opportunity Act
(WIOA)**

Topics to be Covered

- Overview of the Workforce Innovation and Opportunity Act (WIOA)
- Role of the Workforce Development Board
- Business Council Role

WORKFORCE INOVATION AND OPPORTUNITY ACT OF 2014 (WIOA)

Signed into law
July 22, 2014

Who WIOA Serves

employment, training & education services to:

- ✓ Youth 16 to 24 years old
- ✓ Job seekers
- ✓ Laid off workers
- ✓ Incumbent workers
- ✓ New entrants to the workforce
- ✓ Veterans
- ✓ Persons with disabilities
- ✓ Employers

Operations

- America's Job Center of CA (AJCC)
 - Adults
 - Dislocated/laid-off workers
 - Business/Employer Services
- Youth Services
 - Primarily focused on Out-of-School Youth ages 16-24

Mandated Performance Outcomes

Adult & Dislocated Workers:

- Entered Employment
- Retention
- Average Earnings

Youth:

- Placement in Employment or Education
- Attainment of a Degree or Certificate
- Literacy and Numeracy Gains

Employers:

- Effectiveness of serving employers - TBD

Key WIOA Changes

- *Priority of Service* strengthened to target public assistance recipients, individuals who are low-income and/or have barriers to employment
- Expands age range for out of school youth eligibility to 16-24 (previously, 16-21)

Key WIOA Changes

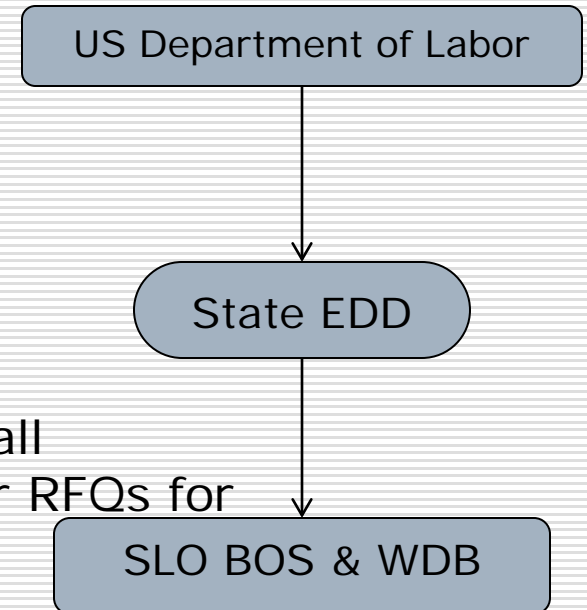
- At least 75% of Youth funds must be spent on out-of-school youth (previously, 30%).
- At least 20% of Youth funds must be spent on paid and unpaid work experiences that incorporate academic *and* occupational education

Key WIOA Changes

- Emphasis on Regional Coordination
 - Coordination, Planning, LMI
 - Sector Strategies
- Layoff Aversion funding
- Aligned Career Pathways

WIOA Funding Flow

1. Annual allocation based on local population, unemployment rate, and income statistics.
2. Funds have 2-year lifespan.
3. County develops annual budget.
4. WIOA requires competitive procurement for all services and supplies. County issues RFPs or RFQs for all services on at least a 3 year basis.
5. State conducts annual fiscal & procurement compliance review of the WDB's Fiscal Agent.
6. Administrative Entity conducts annual fiscal & procurement compliance review of service providers.



Administrative Entity

Administrative Entity/ Fiscal Agent Responsibilities:

- Provide effective fiscal management
- Program compliance & oversight
- Provide reports on a regular basis
- Procurements
- Reporting to State

Workforce Development Board

- Local Workforce Development Boards:
 - Plan and implement a system to help local job seekers obtain the skills that they need
 - Help local employers find employees with the skills that they need for their business

The Workforce Development Board **IS....**

- ❖ *A workforce champion* who identifies and manages workforce issues;
- ❖ The community's accountability agent for the delivery of quality publicly funded workforce services;
- ❖ The community's storehouse of data and information regarding the economy and workforce;
- ❖ The community's convening agent for workforce issues; and
- ❖ The Community's change agent for workforce issues.

Sub-Committees

- Executive Committee
 - Program, Fiscal & Compliance Oversight
- Business Council
 - Strategy & Advisory
- Youth Committee
 - Strategy & Advisory

Sub-Committees

- Sub-Committees should be aligned with local board functions:
 - Employer Engagement
 - Strengthening connections among the core programs
 - Disseminating of proven and promising practices
 - Promote more effective use on technology

SAN LUIS OBISPO COUNTY BOARD OF SUPERVISORS

DSS Director

Workforce Development Board

Departmental Administrator-Fiscal

Assistant DSS Director

Executive Committee

Administrative Services Officer-Fiscal

Workforce Development Board Director

Business Council

WIOA Youth Committee

Business Services & Labor Market Specialist

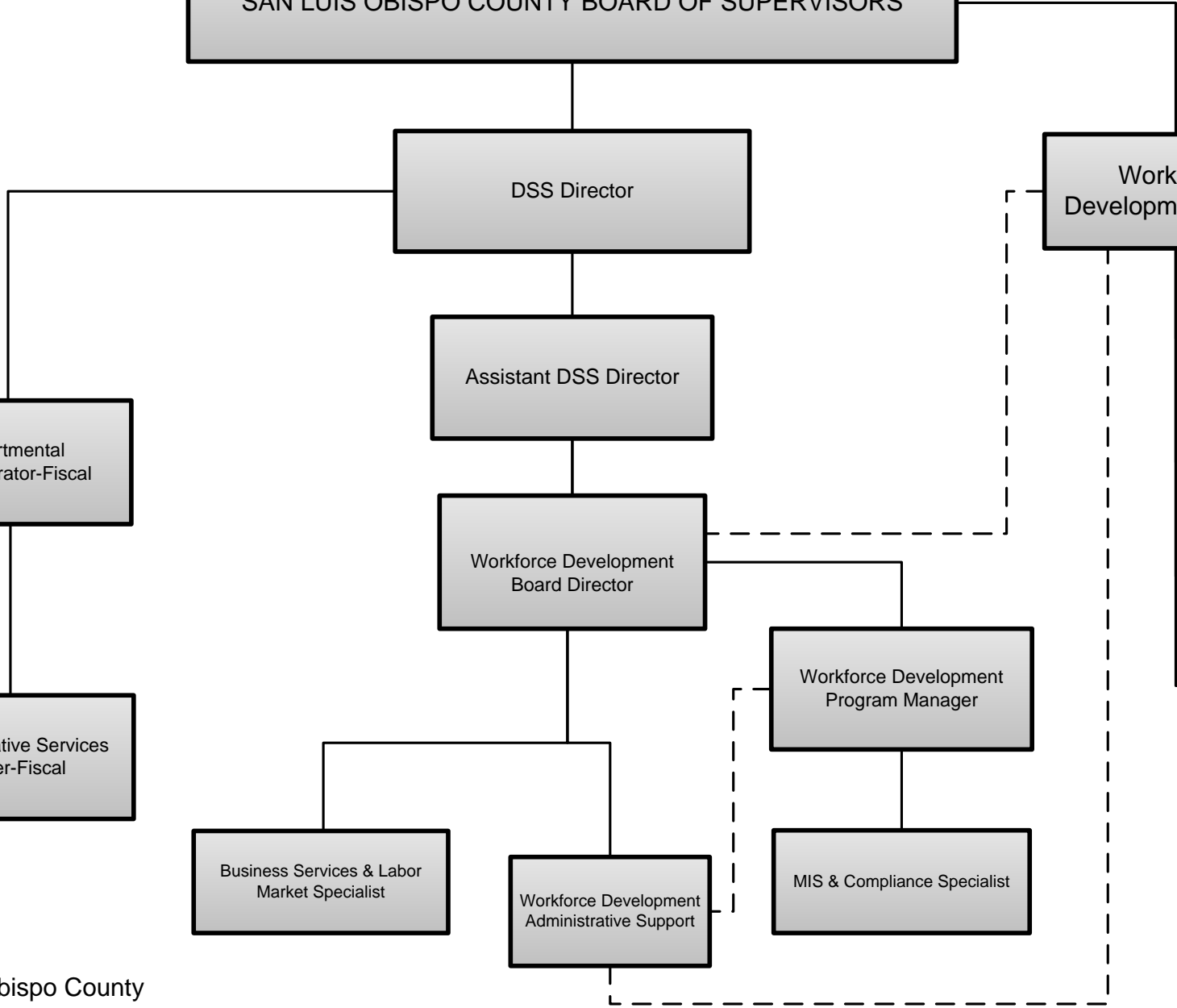
Workforce Development Administrative Support

Workforce Development Program Manager

WIOA Implementation Ad Hoc

MIS & Compliance Specialist

San Luis Obispo County Workforce Development Organizational Chart



Business Council

Assists the Workforce Development Board to:

- Develop & recommend business services policy
- Broaden employment and training policy to incorporate the needs of employers
- Establish linkages with other organizations serving businesses.

What Does The Business Council Do?

- Discuss and problem-solve workforce issues and needs to and for employers in the local business community
- Focuses on services to and for employers including training of incumbent workers, new hires, and potential hires of high demand sectors
- Training must meet the workforce needs of high demand sectors by preparing skilled workers for employment in competitive and emergent industry sectors.

What Does The Business Council Do?

- Develop and recommend business services policy
- Broaden employment & training policy to incorporate the needs of employers
- Establish linkages with other organizations serving businesses

Business Council Members

- Are business representatives who represent local priority sectors
 - (high demand, leading industries & employers or are in emerging sectors)
- Subject matter experts
- Are at a position to implement change and make decisions

Business Services Plan

1. Determine employer needs
2. Integrate business services to employers through the AJCC
3. Leverage other resources through education & economic development, & industry associations to support OJT & other customized training ventures

Business Services Plan

4. Identify training and educational barriers that hinder job creation
5. Identify skill gaps in the available labor force
6. Identify priority sectors that would likely contribute to job growth in the local area if investments were made for training and educational programs

Business Services Plan

7. Partner with priority sector employers to develop potential OJT and other customized training strategies.
8. Encourage business partners to help drive the demand –driven strategy through joint planning, competency and curriculum development, and determine appropriate lengths of training.

Business Services Plan

9. Work collaboratively with business and industry and the educational community to develop strategies to overcome barriers to skill achievement and employment experienced by populations in high growth high demand industries and to ensure they are being identified as a critical pipeline of workers.

Business Services Plan

10. Foster collaboration between community colleges and registered apprenticeship programs through MOUs or other formal mechanisms
11. Use innovative training strategies to fill skills gap

Business Services Plan

12. Promote Rapid Response as a proactive intermediary for priority industry sectors rather than solely reactive services in response to layoffs
13. Identify how RR will develop effective early warning systems and layoff aversion strategies

Labor Market Information (LMI)

- Business Council conducts LMI Analysis
- WIOA Adds Carry out analyses of the **economic conditions** in the region and Adds conduct such other research data collection, and analysis related to the **workforce needs of the regional economy** that the board deems necessary.

Career Pathways

- Local board, with representatives of secondary and post secondary education programs, shall lead efforts in the local area to develop and implement career pathways.

In-Demand Industry Sector Definition

- WIOA mandates that the local board make the determination of in-demand sectors using labor market projections, including the use of LMI.

SLO Priority Sectors

1. **Building Design and Construction***: comprised of architectural and engineering services, building construction, building equipment and finishing, foundation, structure, and building exterior contractors, heavy and civil engineering construction, land subdivision, utility system construction, and roadway and bridge construction.
2. **Energy***: comprised of green energy implementation and solar.
3. **Health Services***: includes home health care services, elderly community care facilities, medical and diagnostic laboratories, outpatient care centers, acute care hospitals, doctor's offices, dentist's offices, ambulatory services, and biosciences and medical products.
4. **Knowledge and Innovation Services* (ICT)**: made up of a range of businesses including computer systems design, software publishers, colleges, universities and professional schools, advertising, services, and printing services, as well as general professional, scientific, management, and technical services.

SLO Priority Sectors

5. **Knowledge and Innovation Services* (ICT)**: made up of a range of businesses including computer systems design, software publishers, colleges, universities and professional schools, advertising, services, and printing services, as well as general professional, scientific, management, and technical services.
6. **Specialized Manufacturing**: encompassing the sub-clusters of Commodity Manufacturing and Advanced Manufacturing
7. **"Uniquely SLO County"**: combination of Wine, Ag/Food and Tourism clusters

Regional Coordination

- Sector strategies & initiatives are a significant component of regional planning.
- Regional Planning Unit: Coastal Region
 - Monterey County
 - Santa Cruz County
 - Santa Barbara County
 - San Luis Obispo County

Regional Priority Sectors

1. Santa Cruz County:

- Food Processing and Production
- Health and Fitness
- Advanced Manufacturing
- Tourism
- Software
- Sports and Recreation
- Manufacturing

2. Monterey County:

- Agriculture
- Healthcare
- Tourism
- Education & Research

Regional Priority Sectors

3. Santa Barbara County:

- Healthcare
- Energy and Environment
- Building and Design
- Technology and Innovation
- Business Support Services
- Agriculture, Tourism, Wineries

Resources

- ❖ San Luis Obispo County Workforce Development Board SLOworkforce.com
- ❖ California Workforce Development Board cwdb.ca.gov
- ❖ California Workforce Association calworkforce.org
- ❖ CaJOBS CaJOBS.ca.gov

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7. **Adjournment**

The Ralph M. Brown Act

Workforce Development Board
Business Council
January 26, 2016

Brown Act Policy Declaration

- Government Code section 54950 provides, in relevant part, that “It is the intent of the law that their actions be taken openly and their deliberations be conducted openly.”
-

News

The following article was posted on October 21st, 2015, in the New Times - Volume 30, Issue 13

Nipomo CSD accused of violating Brown Act

By CHRIS MCGUINNESS

If plans for development at Nipomo's Blacklake Golf Resort weren't already controversial enough, one local man is taking the small South County town's Community Services District to court over it.

Nipomo resident Noel Heal filed a petition in SLO County Superior Court claiming that the CSD **violated the state's public meeting laws** during a discussion about Blacklake at its August 12 regular meeting.

At the crux of Heal's petition is a question over whether the CSD's manager and board of directors **veered from the meeting's published agenda** during a discussion about the CSD's intent-to-serve letter process, which the Blacklake development is currently in the midst of.

Violations & Remedies

- **Invalidation** – any interested person may seek to invalidate certain actions of a legislative body through court action
 - **Civil Action to Prevent Future Violations** – any interested person can file a lawsuit asking the court to take action
 - **Criminal Charges** – may be brought against a member whose intent was “to deprive the public of information to which the member knows or has reason to know the public is entitled” by the Brown Act
-

Public Participation

- General comments within the Board's purview must be allowed
 - Public comment on each specific agenda item must be allowed
 - Length of any person's public comment may be limited by Board rule
 - **Closed sessions are limited to specific matters designated by law**
(litigation, real estate negotiations, public employment, and labor negotiations)
-

Agenda Requirements

- Agenda must list the items to be considered in general language
- Items off agenda may not be discussed; no action may be taken on such items . . . **except**
 - Commission Members may report on their activities
 - In response to public comment on a non-agenda item
 - Brief questions may be asked
 - Staff can be requested to respond
 - Item can be placed on future agenda

Agenda Requirements (continued)

- Items that need immediate attention and can not reasonably wait for the next regularly scheduled meeting, as long as:
 - The matter in question constitutes an emergency *OR*
 - The the need for immediate action must have come to the attention of the local "agency" after the agenda had already been posted *AND*
 - The determination that a need for immediate action exists is made by two-thirds of the members present or, if two-thirds of the body is not present, by a unanimous vote of those remaining.
-

Agenda Posting Requirements

- Must be posted in an area freely accessible to the public 24 hours/day
 - (In San Luis Obispo County, we are required to post the agenda at the meeting location and the Government Center)*
 - Regular Meetings: must be posted at least 72 hours in advance of a meeting
 - **Internet posting alone is inadequate**
 - Special Meetings: must be posted 24 hours in advance
 - (However, absent an emergency situation, we will adhere to the 72-hour posting requirements.)*
-

What Constitutes a Meeting?

- “...any congregation of a majority of the members... to *hear, discuss, or deliberate* upon any item that is within the subject matter jurisdiction...”.
- This definition is not limited to meetings where action is taken but also includes deliberative proceedings or any type of discussion about matters that may come before the Board.

Teleconferencing at Meetings:

- Quorum must be located within jurisdiction
 - Each location must be identified in the notice and agenda
 - Each location must be fully accessible to the public
-

Regular Meetings

- Occurring at dates, times, and location set by resolution, ordinance, or other formal action by the legislative body

(Gov't Code § 54954(a))

Special Meetings

- Called by presiding officer or majority of the legislative body to discuss discrete items on the agenda **OR**
- A legislative body calls a meeting at a time or place other than the time or place specified for regular meetings

(Gov't Code § 54954(a)) & (Gov't Code § 54956)

Adjourned Meetings

- Regular or special meetings that have been adjourned or re-adjourned to a time and place specified in the order of adjournment

(Gov't Code § 54955)

Emergency Meetings

- Held only in emergency situations when prompt action is necessary due to the actual or threatened disruption of public facilities

(Gov't Code § 54956)

Exceptions to Definition of Meeting

- Individual Contacts with staff or members of the public
 - Conferences
 - Community Meetings
 - Meetings of Other Legislative Bodies
 - Social or Ceremonial Events
 - Attendance at Standing Committee Meetings as Observers
-

Not Exceptions to Definition of Meeting

- Collective Briefings
- Informal Gatherings *(unless scrupulous avoidance of topics within body's jurisdiction is taken)*
- Retreats or Workshops
- Teleconferencing
- Serial Communications or Meetings

Effective January 1, 2009, the Act prohibits majority of members of a legislative body from using a “series of communications of any kind, directly or through intermediaries, **to** discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.”

Still Permitted . . .

Separate Conversations With Agency Staff

- Separate conversations or communications between an employee or official of a local agency and members of its legislative body

Purpose:

- Efficient & Effective Operation of Government
 - To answer questions or provide information regarding a matter within the subject matter jurisdiction.
 - Agency staff must not communicate to a member or members of the legislative body the comments or position of any other member or members.
-

Reporting Actions at Meetings

- Any **ACTION** taken at an open meeting must be publicly reported and the vote or abstention of each member present for the action must be reported.
 - Unanimous voice votes may be sufficient if it is clearly reported in the minutes which members are present for the vote.
 - Otherwise, roll call votes may be necessary to record the vote or abstention of each member.
-

Questions?



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Explanation of Handout 5.4b

Evaluate and Identify Local
Skills Gaps

| | A | B | C | D | E | F | G | H | I |
|----|-------------------------------------|---------|-----------------------------------------------------------------|--------------------|-----------------------------------|--------------------------|------------------------|----------------------|----------------------------|
| | Institution (2014) CIP Code Program | | | Completions (2014) | Other Regional Completions (2014) | Regional Openings (2015) | Median Hourly Earnings | Regional Jobs (2015) | Growth in Jobs (2015-2020) |
| 2 | Cal Poly | 1 | Agriculture, General | 21 | 0 | 3 | \$20.72 | 51 | 5% |
| 3 | Cal Poly | 1.0101 | Agricultural Business and Management, General | 148 | 0 | 3 | \$31.88 | 199 | -1% |
| 4 | Cal Poly | 1.0201 | Agricultural Mechanization, General | 34 | 0 | 1 | \$19.90 | 16 | 20% |
| 5 | Cal Poly | 1.0309 | Viticulture and Enology | 46 | 0 | 69 | \$30.37 | 2,352 | 5% |
| 6 | Cal Poly | 1.0603 | Ornamental Horticulture | 13 | 0 | 5 | \$30.33 | 286 | 0% |
| 7 | Cal Poly | 1.0802 | Agricultural Communication/Journalism | 4 | 0 | 15 | \$18.81 | 353 | 3% |
| 8 | Cal Poly | 1.0901 | Animal Sciences, General | 109 | 0 | 6 | \$29.03 | 243 | 0% |
| 9 | Cal Poly | 1.0905 | Dairy Science | 30 | 0 | 6 | \$29.03 | 243 | 0% |
| 10 | Cal Poly | 1.1001 | Food Science | 42 | 0 | 5 | \$20.08 | 81 | 7% |
| 11 | Cal Poly | 1.1102 | Agronomy and Crop Science | 21 | 0 | 7 | \$27.38 | 279 | 0% |
| 12 | Cal Poly | 1.1103 | Horticultural Science | 13 | 0 | 5 | \$29.46 | 237 | 0% |
| 13 | Cal Poly | 1.1201 | Soil Science and Agronomy, General | 6 | 0 | 2 | \$16.72 | 38 | 4% |
| 14 | Cal Poly | 3.0299 | Natural Resources Management and Policy, Other | 42 | 0 | 4 | \$19.42 | 83 | 5% |
| 15 | Cal Poly | 3.0501 | Forestry, General | 38 | 0 | 4 | \$19.42 | 83 | 5% |
| 16 | Cal Poly | 4.0201 | Architecture | 143 | 0 | 5 | \$45.48 | 208 | -6% |
| 17 | Cal Poly | 4.0301 | City/Urban, Community and Regional Planning | 52 | 0 | 8 | \$45.62 | 226 | 1% |
| 18 | Cal Poly | 4.0601 | Landscape Architecture | 41 | 0 | 4 | \$52.97 | 160 | -3% |
| 19 | Cuesta | 4.0901 | Architectural Technology/Technician | 5 | 0 | 1 | \$15.23 | 75 | -18% |
| 20 | Cal Poly | 5.0299 | Ethnic, Cultural Minority, Gender, and Group Studies, Other | 8 | 0 | 64 | \$30.46 | 2,105 | 6% |
| 21 | Cuesta | 9.0101 | Speech Communication and Rhetoric | 13 | 0 | 7 | \$24.66 | 147 | 12% |
| 22 | Cuesta | 9.0401 | Journalism | 9 | 57 | 7 | \$21.09 | 134 | 0% |
| 23 | Cal Poly | 9.0401 | Journalism | 57 | 9 | 7 | \$21.09 | 134 | 0% |
| 24 | Cuesta | 9.0701 | Radio and Television | 2 | 0 | 3 | \$23.90 | 71 | 1% |
| 25 | Cal Poly | 10.0301 | Graphic Communications, General | 79 | 0 | 0 | \$20.46 | 11 | -11% |
| 26 | Cuesta | 11.0701 | Computer Science | 8 | 93 | 125 | \$35.93 | 1,648 | 22% |
| 27 | Cal Poly | 11.0701 | Computer Science | 93 | 8 | 125 | \$35.93 | 1,648 | 22% |
| 28 | Cuesta | 11.0901 | Computer Systems Networking and Telecommunications | 2 | 0 | 70 | \$28.45 | 1,048 | 19% |
| 29 | Cuesta | 11.1003 | Computer and Information Systems Security/Information Assurance | 4 | 0 | 69 | \$28.72 | 1,093 | 17% |
| 30 | Cuesta | 12.05 | Cooking and Related Culinary Arts, General | 10 | 0 | 338 | \$12.37 | 5,283 | 16% |

| | A | B | C | D | E | F | G | H | I |
|----|----------|-----------------------------------------------------------------|--------------------|--------------------|-----------------------------------|----------------------------|--------------------------|------------------------|--------|
| | | | | | Other Regional Completions (2014) | Total regional completions | Regional Openings (2015) | Median Hourly Earnings | Region |
| 1 | CIP Code | Program | Institution (2014) | Completions (2014) | Completions (2014) | completions | | | J |
| 2 | 1 | Agriculture, General | Cal Poly | 21 | 0 | 21 | 3 | \$20.72 | |
| 3 | 1.0101 | Agricultural Business and Management, General | Cal Poly | 148 | 0 | 148 | 3 | \$31.88 | |
| 4 | 1.0201 | Agricultural Mechanization, General | Cal Poly | 34 | 0 | 34 | 1 | \$19.90 | |
| 5 | 1.0309 | Viticulture and Enology | Cal Poly | 46 | 0 | 46 | 69 | \$30.37 | 2,3 |
| 6 | 1.0603 | Ornamental Horticulture | Cal Poly | 13 | 0 | 13 | 5 | \$30.33 | 2 |
| 7 | 1.0802 | Agricultural Communication/Journalism | Cal Poly | 4 | 0 | 4 | 15 | \$18.81 | 3 |
| 8 | 1.0901 | Animal Sciences, General | Cal Poly | 109 | 0 | 109 | 6 | \$29.03 | 2 |
| 9 | 1.0905 | Dairy Science | Cal Poly | 30 | 0 | 30 | 6 | \$29.03 | 2 |
| 10 | 1.1001 | Food Science | Cal Poly | 42 | 0 | 42 | 5 | \$20.08 | |
| 11 | 1.1102 | Agronomy and Crop Science | Cal Poly | 21 | 0 | 21 | 7 | \$27.38 | 2 |
| 12 | 1.1103 | Horticultural Science | Cal Poly | 13 | 0 | 13 | 5 | \$29.46 | 2 |
| 13 | 1.1201 | Soil Science and Agronomy, General | Cal Poly | 6 | 0 | 6 | 2 | \$16.72 | |
| 14 | 3.0299 | Natural Resources Management and Policy, Other | Cal Poly | 42 | 0 | 42 | 4 | \$19.42 | |
| 15 | 3.0501 | Forestry, General | Cal Poly | 38 | 0 | 38 | 4 | \$19.42 | |
| 16 | 4.0201 | Architecture | Cal Poly | 143 | 0 | 143 | 5 | \$45.48 | 2 |
| 17 | 4.0301 | City/Urban, Community and Regional Planning | Cal Poly | 52 | 0 | 52 | 8 | \$45.62 | 2 |
| 18 | 4.0601 | Landscape Architecture | Cal Poly | 41 | 0 | 41 | 4 | \$52.97 | 1 |
| 19 | 4.0901 | Architectural Technology/Technician | Cuesta | 5 | 0 | 5 | 1 | \$15.23 | |
| 20 | 5.0299 | Ethnic, Cultural Minority, Gender, and Group Studies, Other | Cal Poly | 8 | 0 | 8 | 64 | \$30.46 | 2,3 |
| 21 | 9.0101 | Speech Communication and Rhetoric | Cuesta | 13 | 0 | 13 | 7 | \$24.66 | |
| 22 | 9.0401 | Journalism | Cuesta | 9 | 57 | 66 | 7 | \$21.09 | 1 |
| 23 | 9.0401 | Journalism | Cal Poly | 57 | 9 | 66 | 7 | \$21.09 | 1 |
| 24 | 9.0701 | Radio and Television | Cuesta | 2 | 0 | 2 | 3 | \$23.90 | |
| 25 | 10.0301 | Graphic Communications, General | Cal Poly | 79 | 0 | 79 | 0 | \$20.46 | |
| 26 | 11.0701 | Computer Science | Cuesta | 8 | 93 | 101 | 125 | \$35.93 | 1,8 |
| 27 | 11.0701 | Computer Science | Cal Poly | 93 | 8 | 101 | 125 | \$35.93 | 1,8 |
| 28 | 11.0901 | Computer Systems Networking and Telecommunications | Cuesta | 2 | 0 | 2 | 70 | \$28.45 | 1,0 |
| 29 | 11.1003 | Computer and Information Systems Security/Information Assurance | Cuesta | 4 | 0 | 4 | 69 | \$28.72 | 1,0 |
| 30 | 12.05 | Cooking and Related Culinary Arts, General | Cuesta | 10 | 0 | 10 | 338 | \$12.37 | 5,3 |
| 31 | 12.0601 | Food Service Management | Cuesta | 24 | 0 | 24 | 400 | \$20.04 | 5,3 |

| | A | B | C | D | E | F | G | H | I |
|----|----------|-----------------------------------------------------------------|--------------------|--------------------|-----------------------------------|----------------------------|--------------------------|------------------------|--------------|
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| 2 | 1 | Agriculture, General | Cal Poly | 21 | 0 | 21 | 3 | \$20.72 | |
| 3 | 1.0101 | Agricultural Business and Management, General | Cal Poly | 148 | 0 | 148 | 3 | \$31.88 | |
| 4 | 1.0201 | Agricultural Mechanization, General | Cal Poly | 34 | 0 | 34 | 1 | \$19.98 | |
| 5 | 1.0309 | Viticulture and Enology | Cal Poly | 46 | 0 | 46 | 69 | \$30.37 | 2,3 |
| 6 | 1.0603 | Ornamental Horticulture | Cal Poly | 13 | 0 | 13 | 5 | \$30.33 | 2 |
| 7 | 1.0802 | Agricultural Communication/Journalism | Cal Poly | 4 | 0 | 4 | 15 | \$18.81 | 3 |
| 8 | 1.0901 | Animal Sciences, General | Cal Poly | 109 | 0 | 109 | 6 | \$29.03 | 2 |
| 9 | 1.0905 | Dairy Science | Cal Poly | 30 | 0 | 30 | 6 | \$29.03 | 2 |
| 10 | 1.1001 | Food Science | Cal Poly | 42 | 0 | 42 | 5 | \$20.08 | |
| 11 | 1.1102 | Agronomy and Crop Science | Cal Poly | 21 | 0 | 21 | 7 | \$27.38 | 2 |
| 12 | 1.1103 | Horticultural Science | Cal Poly | 13 | 0 | 13 | 5 | \$29.46 | 2 |
| 13 | 1.1201 | Soil Science and Agronomy, General | Cal Poly | 6 | 0 | 6 | 2 | \$16.72 | |
| 14 | 3.0299 | Natural Resources Management and Policy, Other | Cal Poly | 42 | 0 | 42 | 4 | \$19.42 | |
| 15 | 3.0501 | Forestry, General | Cal Poly | 38 | 0 | 38 | 4 | \$19.42 | |
| 16 | 4.0201 | Architecture | Cal Poly | 143 | 0 | 143 | 5 | \$45.48 | 2 |
| 17 | 4.0301 | City/Urban, Community and Regional Planning | Cal Poly | 52 | 0 | 52 | 8 | \$45.62 | 2 |
| 18 | 4.0601 | Landscape Architecture | Cal Poly | 41 | 0 | 41 | 4 | \$52.97 | 1 |
| 19 | 4.0901 | Architectural Technology/Technician | Cuesta | 5 | 0 | 5 | 1 | \$15.23 | |
| 20 | 5.0299 | Ethnic, Cultural Minority, Gender, and Group Studies, Other | Cal Poly | 8 | 0 | 8 | 64 | \$30.46 | 2, |
| 21 | 9.0101 | Speech Communication and Rhetoric | Cuesta | 13 | 0 | 13 | 7 | \$24.66 | |
| 22 | 9.0401 | Journalism | Cuesta | 9 | 57 | 66 | 7 | \$21.09 | 1 |
| 23 | 9.0401 | Journalism | Cal Poly | 57 | 9 | 66 | 7 | \$21.09 | 1 |
| 24 | 9.0701 | Radio and Television | Cuesta | 2 | 0 | 2 | 3 | \$23.90 | |
| 25 | 10.0301 | Graphic Communications, General | Cal Poly | 79 | 0 | 79 | 0 | \$20.46 | |
| 26 | 11.0701 | Computer Science | Cuesta | 8 | 93 | 101 | 125 | \$35.93 | 1,8 |
| 27 | 11.0701 | Computer Science | Cal Poly | 93 | 8 | 101 | 125 | \$35.93 | 1,8 |
| 28 | 11.0901 | Computer Systems Networking and Telecommunications | Cuesta | 2 | 0 | 2 | 70 | \$28.45 | 1,0 |
| 29 | 11.1003 | Computer and Information Systems Security/Information Assurance | Cuesta | 4 | 0 | 4 | 69 | \$28.72 | 1,0 |
| 30 | 12.05 | Cooking and Related Culinary Arts, General | Cuesta | 10 | 0 | 10 | 338 | \$12.37 | 5,2 |
| 31 | 13.0101 | Education, General | Cal Poly | 51 | 0 | 51 | 102 | \$29.84 | |

| B | C | D | E | F | G | H | I | J | K |
|----------------------------------------|--------------------|--------------------|-----------------------------------|----------------------------|--------------------------|------------------------|----------------------|----------------------------|--------------------------|
| | Institution (2014) | Completions (2014) | Other Regional Completions (2014) | Total regional completions | Regional Openings (2015) | Median Hourly Earnings | Regional Jobs (2015) | Growth in Jobs (2015-2020) | |
| | Cal Poly | 21 | 0 | 21 | 3 | \$20.72 | 51 | 5% | |
| Management, General | Cal Poly | 148 | 0 | 148 | 3 | \$31.88 | 199 | -1% | |
| General | Cal Poly | 34 | 0 | 34 | 1 | \$19.90 | 16 | 20% | |
| | Cal Poly | 46 | 0 | 46 | 69 | \$30.37 | 2,352 | 5% | Opportunity for training |
| /Journalism | Cal Poly | 13 | 0 | 13 | 5 | \$30.33 | 286 | 0% | |
| | Cal Poly | 4 | 0 | 4 | 15 | \$18.81 | 353 | 3% | |
| | Cal Poly | 109 | 0 | 109 | 6 | \$29.03 | 243 | 0% | |
| | Cal Poly | 30 | 0 | 30 | 6 | \$29.03 | 243 | 0% | |
| | Cal Poly | 42 | 0 | 42 | 5 | \$20.08 | 81 | 7% | |
| e | Cal Poly | 21 | 0 | 21 | 7 | \$27.38 | 279 | 0% | |
| | Cal Poly | 13 | 0 | 13 | 5 | \$29.46 | 237 | 0% | |
| y, General | Cal Poly | 6 | 0 | 6 | 2 | \$16.72 | 38 | 4% | |
| ment and Policy, Other | Cal Poly | 42 | 0 | 42 | 4 | \$19.42 | 83 | 5% | |
| | Cal Poly | 38 | 0 | 38 | 4 | \$19.42 | 83 | 5% | |
| | Cal Poly | 143 | 0 | 143 | 5 | \$45.48 | 208 | -6% | |
| l Regional Planning | Cal Poly | 52 | 0 | 52 | 8 | \$45.62 | 226 | 1% | |
| | Cal Poly | 41 | 0 | 41 | 4 | \$52.97 | 160 | -3% | |
| technician | Cuesta | 5 | 0 | 5 | 1 | \$15.23 | 75 | -18% | |
| ender, and Group Studies, Other | Cal Poly | 8 | 0 | 8 | 64 | \$30.46 | 2,105 | 6% | Opportunity for training |
| d Rhetoric | Cuesta | 13 | 0 | 13 | 7 | \$24.66 | 147 | 12% | |
| | Cuesta | 9 | 57 | 66 | 7 | \$21.09 | 134 | 0% | |
| | Cal Poly | 57 | 9 | 66 | 7 | \$21.09 | 134 | 0% | |
| | Cuesta | 2 | 0 | 2 | 3 | \$23.90 | 71 | 1% | |
| General | Cal Poly | 79 | 0 | 79 | 0 | \$20.46 | 11 | -11% | |
| | Cuesta | 8 | 93 | 101 | 125 | \$35.93 | 1,648 | 22% | Opportunity for training |
| | Cal Poly | 93 | 8 | 101 | 125 | \$35.93 | 1,648 | 22% | Opportunity for training |
| king and Telecommunications | Cuesta | 2 | 0 | 2 | 70 | \$28.45 | 1,048 | 19% | Opportunity for training |
| Systems Security/Information Assurance | Cuesta | 4 | 0 | 4 | 69 | \$28.72 | 1,093 | 17% | Opportunity for training |
| ry Arts, General | Cuesta | 10 | 0 | 10 | 338 | \$12.37 | 5,283 | 16% | Opportunity for training |

| | Institution (2014) | Completions (2014) | Other Regional Completions (2014) | Regional Openings (2015) | Median Hourly Earnings | Regional Jobs (2015) | Growth in Jobs (2015- 2020) | Suggested direction |
|---------------------------------------|-----------------------|-----------------------|--------------------------------------------|--------------------------------|------------------------------|----------------------------|--------------------------------------|-------------------------------------|
| Management, General | Cal Poly | 21 | 0 | 3 | \$20.72 | 51 | 5% | Completions oversaturate job market |
| General | Cal Poly | 148 | 0 | 3 | \$31.88 | 199 | -1% | Completions oversaturate job market |
| | Cal Poly | 34 | 0 | 1 | \$19.90 | 16 | 20% | Completions oversaturate job market |
| | Cal Poly | 46 | 0 | 69 | \$30.37 | 2,352 | 5% | Opportunity for training |
| Journalism | Cal Poly | 13 | 0 | 5 | \$30.33 | 286 | 0% | |
| | Cal Poly | 4 | 0 | 15 | \$18.81 | 353 | 3% | |
| | Cal Poly | 109 | 0 | 6 | \$29.03 | 243 | 0% | Completions oversaturate job market |
| | Cal Poly | 30 | 0 | 6 | \$29.03 | 243 | 0% | Completions oversaturate job market |
| | Cal Poly | 42 | 0 | 5 | \$20.08 | 81 | 7% | Completions oversaturate job market |
| | Cal Poly | 21 | 0 | 7 | \$27.38 | 279 | 0% | Completions oversaturate job market |
| | Cal Poly | 13 | 0 | 5 | \$29.46 | 237 | 0% | |
| , General | Cal Poly | 6 | 0 | 2 | \$16.72 | 38 | 4% | |
| ment and Policy, Other | Cal Poly | 42 | 0 | 4 | \$19.42 | 83 | 5% | Completions oversaturate job market |
| | Cal Poly | 38 | 0 | 4 | \$19.42 | 83 | 5% | Completions oversaturate job market |
| | Cal Poly | 143 | 0 | 5 | \$45.48 | 208 | -6% | Completions oversaturate job market |
| Regional Planning | Cal Poly | 52 | 0 | 8 | \$45.62 | 226 | 1% | Completions oversaturate job market |
| | Cal Poly | 41 | 0 | 4 | \$52.97 | 160 | -3% | Completions oversaturate job market |
| chnician | Cuesta | 5 | 0 | 1 | \$15.23 | 75 | -18% | |
| nder, and Group Studies, Other | Cal Poly | 8 | 0 | 64 | \$30.46 | 2,105 | 6% | Opportunity for training |
| Rhetoric | Cuesta | 13 | 0 | 7 | \$24.66 | 147 | 12% | |
| | Cuesta | 9 | 57 | 7 | \$21.09 | 134 | 0% | |
| | Cal Poly | 57 | 0 | 7 | \$21.09 | 134 | 0% | Completions oversaturate job market |
| | Cuesta | 2 | 0 | 3 | \$23.90 | 71 | 1% | |
| General | Cal Poly | 79 | 0 | 0 | \$20.46 | 11 | -11% | Completions oversaturate job market |
| | Cuesta | 8 | 93 | 125 | \$35.93 | 1,648 | 22% | Opportunity for training |
| | Cal Poly | 93 | 8 | 125 | \$35.93 | 1,648 | 22% | Opportunity for training |
| ing and Telecommunications | Cuesta | 2 | 0 | 70 | \$28.45 | 1,048 | 19% | Opportunity for training |
| ystems Security/Information Assurance | Cuesta | 4 | 0 | 69 | \$28.72 | 1,093 | 17% | Opportunity for training |
| ry Arts, General | Cuesta | 10 | 0 | 338 | \$12.37 | 5,283 | 16% | Opportunity for training |
| | Cal Poly | 61 | 0 | 100 | \$20.04 | 4,744 | 6% | Opportunity for training |

Key

Yellow = Central California School

Orange = Multiple institutes providing program

Red = Completions exceed regional openings

Green = Greater regional openings than completions

Business Council - Discussion Item - January 26, 2016

Evaluate and Identify Local Skills Gaps

| Code | Program | Institution (2014) | Completions (2014) | Other Regional Completions (2014) | Regional Openings (2015) | Median Hourly Earnings | Regional Jobs (2015) | Growth in Jobs (2015-2020) | |
|------|-----------------------------------------------------------------|--------------------|--------------------|-----------------------------------|--------------------------|------------------------|----------------------|----------------------------|--------------------------|
| 1 | Agriculture, General | Cal Poly | 21 | 0 | 3 | \$20.72 | 51 | 5% | Completions exceeded |
| 101 | Agricultural Business and Management, General | Cal Poly | 148 | 0 | 3 | \$31.88 | 199 | -1% | Completions exceeded |
| 201 | Agricultural Mechanization, General | Cal Poly | 34 | 0 | 1 | \$19.90 | 16 | 20% | Completions exceeded |
| 309 | Viticulture and Enology | Cal Poly | 46 | 0 | 69 | \$30.37 | 2,352 | 5% | Opportunity for training |
| 603 | Ornamental Horticulture | Cal Poly | 13 | 0 | 5 | \$30.33 | 286 | 0% | |
| 802 | Agricultural Communication/Journalism | Cal Poly | 4 | 0 | 15 | \$18.81 | 353 | 3% | |
| 901 | Animal Sciences, General | Cal Poly | 109 | 0 | 6 | \$29.03 | 243 | 0% | Completions exceeded |
| 905 | Dairy Science | Cal Poly | 30 | 0 | 6 | \$29.03 | 243 | 0% | Completions exceeded |
| 001 | Food Science | Cal Poly | 42 | 0 | 5 | \$20.08 | 81 | 7% | Completions exceeded |
| 102 | Agronomy and Crop Science | Cal Poly | 21 | 0 | 7 | \$27.38 | 279 | 0% | Completions exceeded |
| 103 | Horticultural Science | Cal Poly | 13 | 0 | 5 | \$29.46 | 237 | 0% | |
| 201 | Soil Science and Agronomy, General | Cal Poly | 6 | 0 | 2 | \$16.72 | 38 | 4% | |
| 299 | Natural Resources Management and Policy, Other | Cal Poly | 42 | 0 | 4 | \$19.42 | 83 | 5% | Completions exceeded |
| 501 | Forestry, General | Cal Poly | 38 | 0 | 4 | \$19.42 | 83 | 5% | Completions exceeded |
| 201 | Architecture | Cal Poly | 143 | 0 | 5 | \$45.48 | 208 | -6% | Completions exceeded |
| 301 | City/Urban, Community and Regional Planning | Cal Poly | 52 | 0 | 8 | \$45.62 | 226 | 1% | Completions exceeded |
| 601 | Landscape Architecture | Cal Poly | 41 | 0 | 4 | \$52.97 | 160 | -3% | Completions exceeded |
| 901 | Architectural Technology/Technician | Cuesta | 5 | 0 | 1 | \$15.23 | 75 | -18% | |
| 299 | Ethnic, Cultural Minority, Gender, and Group Studies, Other | Cal Poly | 8 | 0 | 64 | \$30.46 | 2,105 | 6% | Opportunity for training |
| 101 | Speech Communication and Rhetoric | Cuesta | 13 | 0 | 7 | \$24.66 | 147 | 12% | |
| 401 | Journalism | Cuesta | 9 | 57 | 7 | \$21.09 | 134 | 0% | |
| 401 | Journalism | Cal Poly | 57 | 9 | 7 | \$21.09 | 134 | 0% | Completions exceeded |
| 701 | Radio and Television | Cuesta | 2 | 0 | 3 | \$23.90 | 71 | 1% | |
| 301 | Graphic Communications, General | Cal Poly | 79 | 0 | 0 | \$20.46 | 11 | -11% | Completions exceeded |
| 701 | Computer Science | Cuesta | 8 | 93 | 125 | \$35.93 | 1,648 | 22% | Opportunity for training |
| 701 | Computer Science | Cal Poly | 93 | 8 | 125 | \$35.93 | 1,648 | 22% | Opportunity for training |
| 901 | Computer Systems Networking and Telecommunications | Cuesta | 2 | 0 | 70 | \$28.45 | 1,048 | 19% | Opportunity for training |
| 003 | Computer and Information Systems Security/Information Assurance | Cuesta | 4 | 0 | 69 | \$28.72 | 1,093 | 17% | Opportunity for training |
| 2.05 | Cooking and Related Culinary Arts, General | Cuesta | 10 | 0 | 338 | \$12.37 | 5,283 | 16% | Opportunity for training |
| 101 | Education, General | Cal Poly | 61 | 0 | 182 | \$30.04 | 4,711 | 6% | Opportunity for training |
| 1.21 | Early Childhood Education and Teaching | Cal Poly | 66 | 0 | 21 | \$18.14 | 511 | 4% | Completions exceeded |

Date: Tuesday, January 26, 2016

Time: 8:30 AM – 10:30 AM

Location: 3563 Empleo Street, San Luis Obispo, CA 93401 – Conference Room 1

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, San Luis Obispo, Rm 101
7. **Adjournment**