



# **BUSINESS SERVICES COMMITTEE AGENDA PACKET**

Tuesday, October 9, 2018  
2:00 p.m. – 4:00 p.m.

SpringHill Suites Marriott  
215 10<sup>th</sup> Street  
Marina, CA 93933

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at [www.montereycountywdb.org](http://www.montereycountywdb.org). Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.

## NOTICE TO THE PUBLIC

Members of the public who wish to address the Committee should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Committee Members will present recommendations for each action item on the agenda.
- Committee members may ask questions of Workforce Development Board Staff and other Committee Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Committee may take action on any item designated as an action item.
- Workforce Development Board members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



1441 Schilling Place, North  
Salinas, CA 93901

(831) 796-6434  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

**Business Services Committee  
Members:**

*Mary Ann Leffel, Chair*

Wendy Brickman  
Paula Calvetti  
Harbhajan "Harvey" Dadwal  
Kimberly Schnader

## Monterey County Workforce Development Board Business Services Committee

Springhill Suites Marriott, 215 10<sup>th</sup> Street, Marina, CA 93933

**Tuesday, October 9, 2018; 2:00 p.m.**

### AGENDA

<b>CALL TO ORDER/INTRODUCTIONS:</b> <b>CHANGES TO AGENDA:</b> <b>PUBLIC COMMENT:</b> <i>(Limited to 2 minutes per person)</i>	Mary Ann Leffel, <i>Chair</i>
<b>CONSENT CALENDAR:</b>	Mary Ann Leffel
1. <b>ACTION:</b> Approve minutes from Business Services meeting of August 20, 2018.	
2. <b>ACTION:</b> Approve minutes from Business Services meeting of September 10, 2018.	
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Mary Ann Leffel
1. Receive update on the SlingShot Program	Susan Marscellas
2. Review Draft Matrix for Business Services Activities	Jerry Hernandez & Korey Woo
3. Review of On-the-Job and Incumbent Worker Outreach Activities	Jerry Hernandez & Laura Kershner
4. Review of Business Services Business Engagement, Rapid Response Activities	Jerry Hernandez & Korey Woo
5. Report on Ad Hoc Committee meeting and Hospitality Roundtable discussion	Committee Members and WDB staff
<b>ADJOURNMENT:</b>	Mary Ann Leffel
<p>Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at <a href="http://www.montereycountywdb.org">www.montereycountywdb.org</a>. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.</p> <p>ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.</p>	

**UNADOPTED**

Monterey County Workforce Development Board  
**Business Services Committee**  
MBEST, 3180 Imjin Road, Conference Room B, Marina, CA  
**Monday, August 20, 2018**

**Members Present:** Mary Ann Leffel (Chair), Wendy Brickman, Paula Calvetti, Harbhajan Dadwal, and Kimberly Schnader

**Members Absent:** None

**Staff Present:** Korey Woo, Laura Kershner, Vanessa Kor, Jerry Hernandez, Elizabeth Kaylor, and Flor Galvan

**Public Comment/Testimonial:** None

**Call to Order/Introductions:** Mrs. Leffel called the meeting to order at 3:59 p.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Consent Calendar:**

1. Action: Approve the minutes from Business Service meeting from April 10, 2018.  
**A motion was made by Wendy Brickman to approve the minutes from April 10, 2018, seconded by Mary Ann Leffel. Abstained -Kimberly Schnader. 5-0-1 ALL AYES.**

**Discussion or Review of Business Calendar Action Items:**

1. Discuss MCWDB 2018-19 Business Services Employer Engagement Plan.  
**The Committee discussed MCWDB 2018-19 Business Services Employer Engagement Plan.**
2. Review of 2017-18 Business Services Business Engagement and Rapid Response Activities.  
**The Committee reviewed the 2017-18 Business Services Business Engagement and Rapid Response Activities.**
3. Discuss MCWDB 2018-19 Business Services Sector Strategies.  
**The Committee discussed MCWDB 2018-19 Business Services Sector Strategies and requested a presentation on the SlingShot Program.**
4. Review of On-the-Job and Incumbent Worker Outreach Activities.  
**The Committee reviewed On-the-Job and Incumbent Worker Outreach Activities.**
5. Review of Regional Business Engagement Sector Strategies.  
**The Committee reviewed the Regional Business Engagement Sector Strategies.**

**Announcements:** None.

**Adjournment:** Mrs. Leffel requested the meeting adjourn at 5:19 p.m.

**UNADOPTED**

Monterey County Workforce Development Board  
**Business Services Committee**  
SpringHill Suites Marriott, Executive Meeting Room, Marina, CA  
**Monday, September 10, 2018**

**Members Present:** Mary Ann Leffel (Chair), Harbhajan Dadwal, and Kimberly Schnader

**Members Absent:** Paula Calvetti, Wendy Brickman

**Staff Present:** Korey Woo, Laura Kershner, Vanessa Kor, Jerry Hernandez, and Javier Vanga

**Public Comment/Testimonial:** None

**Call to Order/Introductions:** Mrs. Leffel called the meeting to order at 2:04 p.m. A quorum was established.

**Changes to Agenda:** None

**Discussion or Review of Business Calendar Action Items:**

1. Discuss and obtain input from Committee members on the MCWDB 2018-19 Business Services Employer Engagement Plan and Business Services Sector Strategies.  
**The Committee discussed MCWDB 2018-19 Business Services Employer Engagement Plan and Business Services Sector Strategies.**
2. Inform Committee members on the Department of Labor Common Measures for WIOA Programs for Local Business Services.  
**The Committee informed of Department of Labor Common Measures for WIOA Programs for Local Business Services.**

**Announcements:** None.

**Adjournment:** Mrs. Leffel requested the meeting adjourn at 3:45 p.m.

# MEMORANDUM

---

**TO:** WORKFORCE DEVELOPMENT BOARD BUSINESS SERVICES COMMITTEE  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** UPDATE ON SLINGSHOT PROGRAM  
**DATE:** OCTOBER 9, 2018

---

**INFORMATION:**

Staff will provide a status report on the program and lessons learned to date.

On September 20, 2018, members of the Business Services Committee, during a discussion about Business Sector Strategies, requested a presentation by the Regional SlingShot Coordinator at the next meeting, on the status of the program and how its' labor market information and lessons learned may be useful for other industry sectors.

SlingShot seeks to seed collaborative efforts by workforce, economic development, and education stakeholders within a region to identify and then work to solve employment challenges that slow California's economic engine – with regionally selected solutions to regionally defined problems.

**Focus on the Health Care Industry**

The consensus among the four central coast counties (Santa Cruz, Monterey, San Luis Obispo, and Santa Barbara) was the health care industry, as that cluster is well-represented across the four counties, is growing, and is providing opportunities for income mobility for people.

Each county has a different set of large employers (such as hospitals), but all share a “value chain” of hospitals, clinics, long-term care, and other businesses that are part of the cluster. As such, each county will first start by organizing businesses in the health care cluster locally, identifying local priorities, and mobilizing for action locally or regionally if there are shared priorities with other counties.



# MEMORANDUM

---

**TO:** WORKFORCE DEVELOPMENT BOARD BUSINESS SERVICES COMMITTEE  
**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR  
**SUBJECT:** REVIEW OF ON-THE-JOB AND INCUMBENT WORKER OUTREACH ACTIVITIES  
**DATE:** OCTOBER 9, 2018

---

**INFORMATION:**

Staff will review the On-the-Job and Incumbent Worker outreach activities and discuss outcome factors.



# MEMORANDUM

---

**TO:** WORKFORCE DEVELOPMENT BOARD BUSINESS SERVICES COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** REVIEW OF BUSINESS SERVICES BUSINESS ENGAGEMENT, RAPID RESPONSE ACTIVITIES

**DATE:** October 9, 2018

---

**INFORMATION:**

Staff will review the Business Services Business Engagement and Rapid Response Activities.

# MEMORANDUM

---

**TO:** WORKFORCE DEVELOPMENT BOARD BUSINESS SERVICES COMMITTEE

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** REPORT ON SEPTEMBER 10, 2018 AD HOC COMMITTEE MEETING AND HOSPITALITY ROUNDTABLE DISCUSSION

**DATE:** OCTOBER 9, 2018

---

**INFORMATION:**

An Ad-Hoc Committee meeting was held on September 10, 2018 to discuss and obtain input regarding the 2018-19 Business Services Employer Engagement Plan and Business Services sector strategies, as well as receive an overview of the CAEL overview findings on healthcare pathways.

An outcome of the meeting is to plan and sponsor two roundtable sessions for small business Hospitality owners, one inland and one coastal. The anticipated first session is around the second week of November. The second session, in proposed for the first week of December.

Draft Agenda:

- To discuss mutual issues to strengthen the industry and what's needed from the committee (i.e. training).
- Inform of available workforce services – OJT, Incumbent Worker Program
- Workers Compensation requirements