



San Benito County Full Workforce Development Board (WDB)

February 1, 2022 @ 3:00 P.M.

Business Services Committee AGENDA

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

At this time, the Workforce Development Board (WDB) is continuing to hold board meetings to conduct essential business. Members of the public are encouraged to participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Benito County Public Health Officer,

You are strongly urged to observe the online board meeting via zoom at:

Join Zoom Meeting

https://us06web.zoom.us/j/89953451297?pwd=M2dGdkZ3TmFXNW14amVTL2Q5RDB1dz09

Meeting ID: 899 5345 1297 Passcode: 377701

One tap mobile

+16699006833,,89953451297#,,,,\*377701# US (San Jose)

+14086380968,,89953451297#,,,,\*377701# US (San Jose)

Table with 2 columns: Representing the Private Sector (PR) and Representing the Public. Rows include Lizz Sanchez Turner, Chair; Karen Para, Secretary; Michelle Leonard; and Jose Rodriguez.

I. GENERAL INFORMATION:

A. Public Comment Period: Select the "Participants Tab" and click "Raise Hand" icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.

II. REGULAR AGENDA:

- A. Roll Call: Roll will be taken to determine excused absences for attendance requirements.
B. Meeting Minutes: Enclosed are the November 10, 2020 BSC meeting minutes for committee reference. They were approved at March 8, 2021 meeting.
C. Business Services Committee (BSC): Staff and the BSC will review the enclosed 1-3 year goals and identify next steps to present to the full WDB.

III. Other:

IV. ADJOURNMENT:





**Health & Human Services Agency**

**COMMUNITY SERVICES & WORKFORCE DEVELOPMENT**

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**San Benito County Full Workforce Development Board (WDB)**

**November 10, 2020 @ 2:00 P.M.**

**Business Services Committee Minutes**

You are strongly urged to observe the online board meeting via zoom at:

<https://zoom.us/j/97931478340?pwd=a2hQcGxRNWI3Z0FGZStlSXZmNCrQT09>

**Meeting ID: 979 3147 8340 Password: 202374 - +1-408-638-0968, (San Jose)**

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Representing the Private Sector (PR)		Representing the Public	
<input type="checkbox"/>	<b><u>Jose Rodriguez, Chair</u></b>		
<input checked="" type="checkbox"/>	Karen Para, Secretary	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Kristina Chavez-Wyatt	<input type="checkbox"/>	
Staff	Enrique Arreola, Sylvia Jacquez, Andi Anderson		

**Called to order at 2:10 P.M.**

**I. GENERAL INFORMATION:**

1. **Business Services Committee (BSC):** As a follow-up to the Strategic Plan Retreat, staff and the BSC will review the 1-3 year goals and identify next steps to present to the full WDB. Enclosed are the Retreat Notes.
2. **What is the direction for 1-3 year:** Important for Business Service Staff to engage with the board and employers and workforce. Discussed including Race & Equity and how that would look.
  - a) Needs to be more outreach to reach the demographic. Clients don't do zoom, need to do outdoor, social distance events to education workers. Need to have a way to collect impact data,
  - b) Econovue reports to find out community demographics, women employers, poverty sectors, etc.
  - c) Tech Services – most of those being recruited don't have access/use technology
  - d) Hire a Business Service Staff Member. Someone going through background checks right now. This person would be more engaged with businesses, BST, EDD and being able to manage small projects, small caseload, regional planning, layoff aversion/rapid response activities.
  - e) RFP – Outsource as opposed to inhouse due to staff caseload/workload.
  - f) Determine county industry sector's needs, schedule meeting with business, how can AJCC assist employers, once needs are assessed they local plan can be better structured and more relevant to SBC.
  - g) Request overview of trainings provided at Gavilan.
- ii. Schedule follow-up for mid January.

**II. ADDITIONAL INFORMATION:**

**III. ADJOURNMENT: 2:48 P.M.**



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program





<b>STRATEGIC PLANNING DOCUMENT</b>	<b>Project Name:</b> WDB Strategic Goals	<b>Discussion Date:</b> 03.08.20	<b>REV. Date:</b> 03.08.21
WIOA is designed to help job seekers access employment, <b>education</b> , training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.			

<b>Strategic Goal #2: Integrate Better Business Services</b>	<b>Objective(s):</b>
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<b>Created by the Workforce Development Board at their Board Retreat on _____</b> <b>GOAL:</b> <i>Work with local employers to integrate better businesses and training for high skilled, high demand occupations.</i>	<b>Resources &amp; Support Needed</b>	<b>Expected Outcome</b>	<b>Staff Responsible</b>	<b>Due Date</b>	<b>Measurements Methods of Tracking</b>	<b>Status:</b> C=Completed I=In Progress O=On going
<b>Action 1:</b> ➤ Increase Employer Engagement	<ul style="list-style-type: none"> <li>• Increase outreach.</li> <li>• Connect with employers weekly.</li> <li>• Mailer/ mail merger</li> <li>• Webinar</li> <li>• Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Reach out to all applicants Business Grants and business licenses.</li> <li>• Quarterly Tours</li> </ul>	BSC Committee and Staff	On-going	25% per quarter 35% six months	On-going
➤ Outreach (Micro/Macro) Team to go out together to visit businesses and revisit once a month.		<ul style="list-style-type: none"> <li>• 4-5 Employer Outreach.</li> <li>• Weekly Presentation</li> </ul>		Oct. 2022		
➤ Reach out to NEW employers		<ul style="list-style-type: none"> <li>• Retrieve new business license list from City or County office.</li> </ul>		On-going		
<b>Action 2:</b> ➤ Provide on-site space for outreach & interviewing	<ul style="list-style-type: none"> <li>• Screening/ Interviewing</li> <li>• On-Site Employer Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Small Employers have opportunity for</li> </ul>	BSC Committee and Staff	On-going	Minimum of 12/year	On-going



**STRATEGIC PLANNING DOCUMENT**

**Project Name:** WDB Strategic Goals

**Discussion Date:** 03.08.20

**REV. Date:** 03.08.21

WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

		employee/er engagement. <ul style="list-style-type: none"> <li>Large Employers Spotlight</li> </ul>				
<b>Action 3:</b> <ul style="list-style-type: none"> <li>Partner with EDC, Chamber and HDA</li> </ul>	<ul style="list-style-type: none"> <li>Provide a list of New Businesses.</li> <li>Assists set up w/ presentations.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly contact with new businesses.</li> </ul>	BSC Committee and Staff	On-going		On-going
<b>Action 4:</b> <ul style="list-style-type: none"> <li>Sharing Tax Incentives (Hiring Youth/Parolees, etc.) (better prepared to show value add to work with system</li> </ul>	<ul style="list-style-type: none"> <li>Set a partner meeting w/ business.</li> </ul>	<ul style="list-style-type: none"> <li>Once a month or biweekly.</li> </ul>	BSC Committee and Staff	On-going		On-going
<b>Action 5:</b> <ul style="list-style-type: none"> <li>Provide One-on-One Support/Small Groups/More WDB interaction</li> </ul>	<ul style="list-style-type: none"> <li>Employer recruitment list to be promoted on WBD/AJCC platform.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly meetings with WDB and BSC.</li> </ul>	BSC Committee and Staff	On-going		On-going
<ul style="list-style-type: none"> <li>More networking (WDB members &amp; Staff)- WBD members team up with staff/EDD/Chamber to market to the community.</li> </ul>		<ul style="list-style-type: none"> <li>List to be emailed weekly.</li> </ul>		On-going		On-going
<ul style="list-style-type: none"> <li>Board member and staff work collaboratively to document career path for their businesses</li> </ul>				on-going		
<b>Action 6:</b> <ul style="list-style-type: none"> <li>Offer Central location for job openings with BenitoLink, Radio, and Social Media.</li> </ul>	<ul style="list-style-type: none"> <li>Ads/flyers with AJCC information for recruitment.</li> </ul>	<ul style="list-style-type: none"> <li>Biweekly</li> </ul>	BSC Committee and Staff	On-going		On-going