



# **BUSINESS SERVICES COMMITTEE AGENDA PACKET**

**Tuesday, April 9, 2019**  
4:00 p.m. – 6:00 p.m.

MBEST  
3180 Imjin Road  
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**  
MBEST, 3180 Imjin Road, Marina, CA 93933

**Tuesday, April 9, 2019; 4:00 p.m.**

**AGENDA**

<b>CALL TO ORDER/INTRODUCTIONS:</b>		Mary Ann Leffel, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>		
<b>PUBLIC COMMENT:</b> <i>(Limited to 2 minutes per person)</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. Update on Workforce Development Board's new website, Business Services page.		Javier Vanga
2. Update on Coastal Region Healthcare Sector Partnership Plan and Occupation Profiles		Javier Vanga
3. Report on Business engagement activities from January – March 2019.		Korey Woo Laura Kershner
4. Review and discuss the Workforce Development Board's Business Services Digital Outreach Presentations		Jerry Hernandez
<b>ADJOURNMENT:</b>		Mary Ann Leffel
<b>SUBCOMMITTEE MEETINGS:</b> Executive: 04/17/19, MBEST Oversight: 05/9/19, MBEST Business: 07/9/19, MBEST	<b>WDB MEETING:</b> 06/5/2019, Marina Library	
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**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. 4-0-1. (Abstention: Kimberly Schnader)**

**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 by Marriott The Dunes on Monterey Bay, 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 was 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

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

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** UPDATE ON WORKFORCE DEVELOPMENT BOARD'S NEW WEBSITE, BUSINESS SERVICES PAGE

**DATE:** APRIL 9, 2019

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**INFORMATION:**

Workforce Development Board staff will provide an update on the development of the Business Services page of the WDB's new website.

# MEMORANDUM

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

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** COASTAL REGIONAL HEALTHCARE SECTOR PARTNERSHIP PLAN AND OCCUPATION PROFILES

**DATE:** APRIL 9, 2019

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**INFORMATION:**

Workforce Development Board staff will provide an update on the Coastal Regional Healthcare Sector Partnership Plan and Occupation Profiles.

# MEMORANDUM

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

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** REPORT ON BUSINESS ENGAGEMENT AND RAPID RESPONSE ACTIVITIES FOR  
JANUARY 1 THROUGH MARCH 31, 2019

**DATE:** APRIL 9, 2019

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**INFORMATION:**

Workforce Development Board staff will provide a report on Business Engagement and Rapid Response activities for January 1 – March 31, 2019.



# MEMORANDUM

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

**FROM:** CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

**SUBJECT:** REVIEW AND DISCUSS THE WORKFORCE DEVELOPMENT BOARD'S BUSINESS SERVICES DIGITAL OUTREACH PRESENTATIONS

**DATE:** APRIL 9, 2019

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**INFORMATION:**

Workforce Development Board staff will review and discuss the Workforce Development Board's Business Services Digital Outreach Presentations.