



**BUSINESS ADVISORY COMMITTEE
MEETING**

**SELACO WDB Board Room
10900 East 183rd Street, Suite 350
Cerritos, CA 90703**

**July 28, 2016
Thursday
1:30 p.m.**



**SELACO WDB
BUSINESS ADVISORY COMMITTEE MEETING**

**SELACO WDB Board Room
10900 East 183rd Street, Suite 350
Cerritos, CA 90703**

**Thursday, July 28, 2016
1:30 p.m.**

AGENDA

CALL TO ORDER	Barbara Levine
ROLL CALL	
EXECUTIVE DIRECTOR'S/STAFF REPORT	
ACTION ITEM(S)	Barbara Levine
1. Minutes – April 28, 2016	Page 4
2. Discussion and Possible Action: Vision and Mission	TBD
3. Review, Discussion and Possible Action: Committee Nomination (Form, Selection Process)	Page 8
INFORMATION ITEM(S)	Marjean Clements
1. Workforce Trends, Skill Gaps and Determinations CCN Panel Presentation	
2. Business Engagement Partnership Update	Page 11
AGENDA REQUESTS FOR NEXT MEETING	
ADJOURNMENT	

**ANNOUNCEMENT OF NEXT MEETING
October 27, 2016**

*Meetings of the SELACO WDB are accessible to persons with disabilities.
The SELACO WDB will provide reasonable accommodations upon request.
Requests should be received at least 72 hours prior to the meeting.
Please call (562) 402-9336 to request accommodations.*



**BUSINESS ADVISORY COMMITTEE
 ATTENDANCE ROSTER**

MEMBERS	1/28/2016	4/28/2016	7/28/2016	10/27/2016
1. Derthick, Joseph Business Representative	X	X		
2. Kelsall, John Business Representative	X	A		
3. Ladao, Janie Public Employment Service, EDD	X	X		
4. Levine, Barbara - CHAIR Business Representative/ Economic Development	X	E		

<p>X = Present A = Absent E = Excused SP = Special Meeting ~ = No Meeting</p>



SELACO WDB BUSINESS ADVISORY COMMITTEE

MEETING MINUTES

Thursday, April 28, 2016

1:30 p.m.

**SELACO WIB Office
10900 East 183rd Street, Suite 350
Cerritos, CA 90703**

CALL TO ORDER

The SELACO WDB Business Advisory Committee meeting was called to order by Committee Vice Chair Joseph Derthick at 1:41 p.m.

COMMITTEE MEMBERS PRESENT

Joseph Derthick – SELACO WIB Member
Janie Ladao – Employment Development Department

SELACO WDB STAFF PRESENT

Yolanda Castro
Marjean Clements
Carol Davis
Larry Lee

ALSO PRESENT

Jeff Critchley – Regional Advisor, Employment Development Department

ACTION ITEM(S):

1. Approval of Minutes – January 28, 2016

After review a motion was made, seconded and carried to approve the minutes from the meeting held on January 28, 2016. (Janie Ladao/Joseph Derthick)

2. Discussion and Possible Action: Vision and Mission

SELACO WDB Business Services Director Marjean Clements distributed copies of the following which is an excerpt from the SELACO WDB's 5-Year Plan:

SELACO WDB's vision for meeting workforce development challenges within Southeast Los Angeles County is one centered on collaboration among a wide range of stakeholders' interests, including those of business, labor education, social services, philanthropy and community organizations. Bringing this vision to fruition will require

**Business Outreach Committee
Meeting Minutes
April 28, 2016**

that stakeholders work together to address the skills development and training needs of priority sectors, while at the same time ensuring that workers have access to career pathway training that meets those needs.

The group reviewed the statement and agreed to simplify it and adapt it as the vision of the Business Advisory Committee. Staff will work with Committee Chair Barbara Levine in minimizing the verbiage of the statement.

The group also discussed the need to increase business participation on the Committee. SELACO WDB Executive Director Yolanda Castro shared that majority of the Board are representatives of businesses. At the next Board meeting, Ms. Castro will encourage Board members to participate on the Business Advisory Committee. Ms. Castro also shared plans to reintroduce and promote SELACO and its services to all the local Chambers of Commerce within the local area with hopes of encouraging membership to both the WDB and the Business Advisory Committee.

The simplified vision statement will be sent out before the next meeting for review and comments by other Committee members.

3. Review of Committee Nomination Form

The group reviewed SELACO WDB's nomination form that is currently distributed to local chambers and city managers and is being used to solicit nominations for the Business Advisory Committee. The group discussed and recommended changes and corrections. The form will be revised to reflect the suggested changes.

It was suggested that a letter be sent out to nominees informing them that they have been nominated to serve on the Business Advisory Committee as well as an information sheet that describes their role/responsibility as a member of the committee.

Nominations are reviewed by the Committee and then forwarded as a recommendation to the WDB for review and final approval.

INFORMATION ITEM(S):

1. Update on Manufacturing White Paper

A copy of the manufacturing 'white paper' was distributed to everyone for review and comment. The Manufacturing Study: A Foundation for Developing Sector Strategies is a compilation of the results of a series of activities held by the SELACO WDB meant to develop a partnership with the manufacturing industry and local educational systems to meet the workforce needs of companies within the community that will stimulate employment and the growth of local businesses.

A final draft of the 'white paper' will go to print mid-May and will be forwarded to the Committee for final review and comment. Copies of the final manufacturing study will be given to members of the Collaborative Community Network (CCN), manufacturing companies

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involved in the study, Board members, local Chambers of Commerce, local cities (city council, city manager, economic development), EDD/LMID representative, CWA and SlingShot members.

2. Business Service Board Report Information

Ms. Clements shared business contact information that is currently being reported to the Board on a monthly basis. This information includes:

- Total number of contacts
- Type of contact (intake, lay off aversion, ETP, recruitment, etc.)
- Outcomes
- City where company is located in

3. Recruitment Information

Information on recruitment is also being reported to the Board on a regular basis. This information will show the companies that SELACO has assisted with direct recruitment and the cities these companies are located in.

4. Managed Career Pipeline Pilot Project

SELACO has partnered with Cerritos College, Homeboy Industries, LACOE, SASSFA and Weber Metals to offer an opportunity to participate in classroom training, a career fair, hiring possibilities and an apprenticeship program for a Maintenance Mechanic position in the manufacturing industry.

5. Update on Business Representative Team

SELACO has established a Business Services Team where specific staff is assigned to a particular local chamber/city and sector(s). Current assignments are as follows:

Staff	Sector	Assigned City/Chamber
Ben Sandoval	Hospitality	Bellflower, Downey
Larry Lee	Manufacturing Layoff Aversion Lead	Cerritos Back up for all
Linda Bouman	All sectors	
Shirley Green	Healthcare Professional & Business Services	Hawaiian Gardens Cerritos
Sylvia Sosa	Manufacturing Trade, Transportation & Utilities	Santa Fe Springs Norwalk
Marjean Clements	Assist with all	Artesia Lakewood Back up for all.

AGENDA REQUESTS FOR NEXT MEETING

- Discussion and Possible Action: Vision and Mission
- Review and Discussion: Committee Nomination (Form, Process)

- Discussion: Manufacturing White Paper

ANNOUNCEMENT OF NEXT MEETING

The next Business Outreach Committee meeting is scheduled for July 28, 2016.

ADJOURNMENT

With no further business, the Business Outreach Committee adjourned its meeting at 2:55 p.m.



DRAFT

**SELACO WDB
BUSINESS ADVISORY COMMITTEE
NOMINATION FORM**

1. **Nominee:** _____ **Date:** _____

Business: _____ **Title:** _____

Business or Home Address: _____

Work Phone: _____ **Cell Phone:** _____ **Home Phone:** _____

Fax: _____ **Email:** _____

2. **Area of Industry Expertise:**

Manufacturing

Hospitality

Healthcare

Trade/Transportation & Utilities

Professional & Business Services

Other: _____

Experience of Nominee: (Check all that apply)

Consultant Human Resources

Business Owner Contracts

Finance Labor

Management/General Manager

Marketing/Public Relations/Sales

Other: _____

3. What are the key attributes and experiences that make this person valuable to the committee?

4. Please provide a brief description of your Nominee's interest to serve on the Business Advisory Committee and their ability to commit to the committee if they accept the nomination:

Name of Person Making Nomination: _____ Phone: _____

Name of Agency Making Nomination: _____

**Submit Nomination Form and Resume of Nominee to
Anna Isabelo by fax at (562) 402-0643 or by email to annai@selaco.com**



DRAFT

BUSINESS ADVISORY COMMITTEE Process for Member Selection

Description: The SELACO WDB Business Advisory Committee's vision is to meet the workforce development challenges within Southeast Los Angeles County through the collaboration of a wide range of stakeholders including business, labor, education, social services, philanthropy and community organizations who will work together to address the skills development and training needs of priority sectors, while at the same time ensuring that workers have access to career pathway training that meets those needs.

The following procedures are established in an effort to ensure fair and effective selection of SELACO WDB Business Advisory Committee members:

1. Individuals wishing to refer a candidate for membership on the SELACO WDB Business Advisory Committee will complete a SELACO WDB Business Advisory Committee Nomination Form.
2. Completed forms are to be faxed or emailed to the attention of SELACO staff listed on the Nomination Form.
3. Upon receipt, SELACO staff will include the nomination on the agenda of the next scheduled Committee meeting.
4. SELACO staff will send a letter to the candidate informing them that they have been referred for membership on the SELACO WDB Business Advisory Committee.
5. The candidate will be invited to the Committee meeting where their nomination will be reviewed and acted upon. This will give them the opportunity to introduce themselves and answer any questions the Committee might have regarding their participation.
6. The Committee will review and act upon the nomination presented.
7. Nominations not considered for membership will receive explanation of the Committee's decision to reject the nomination.
8. Nominations both approved and rejected will be forwarded to the WDB Board for final review, comment and approval.
9. Upon WDB approval, the nomination will be forwarded to the Policy Board for their information.
10. Approved members will receive a welcome letter and membership orientation will be scheduled.



DRAFT

Date

Name

Organization

Address

RE: Nomination to SELACO WDB Business Advisory Committee

Dear [Nominee's Name]:

You have been nominated as a potential member of the Southeast Los Angeles County Workforce Development Board's (SELACO WDB) Business Advisory Committee.

The SELACO WDB Business Advisory Committee's vision is to meet the workforce development challenges within Southeast Los Angeles County through the collaboration of a wide range of stakeholders including business, labor, education, social services, philanthropy and community organizations who will work together to address the skills development and training needs of priority sectors, while at the same time ensuring that workers have access to career pathway training that meets those needs.

We would like to confirm your interest and commitment to represent your agency on the SELACO WDB Business Advisory Committee. You are invited to attend the next meeting where your nomination will be presented to the Committee for review and approval. This will allow you the opportunity to introduce yourself and answer any questions the Committee might have. Below are details for the next meeting:

SELACO WDB Business Advisory Committee Meeting
SELACO WDB Board Room
10900 East 183rd Street, Suite 350, Cerritos, CA 90703
Thursday, January 28, 2016
1:30 – 2:45 p.m.

After review and approval by the Committee, your nomination will be forwarded to the SELACO WDB Board for final review and approval. You will be contacted with the status of your nomination.

The SELACO WDB Business Advisory Committee meets on a quarterly basis, on the fourth Thursday on the months of January, April, July and October from 1:30 to 2:45 p.m. at the SELACO WDB Board Room located at 10900 East 183rd Street, Suite 350, Cerritos, CA 90703.

We look forward to your active participation on the SELACO WDB Business Advisory Committee. Should you have any questions or need additional information, please contact Marjean Clements at (562) 402-9336.

Sincerely,

Yolanda L. Castro
Executive Director



Business Partner Meeting

AGENDA

Tuesday, June 21, 2016

2:30 – 4:30pm

- I. Welcome
- II. Introduction of SELACO WDB Business Services Team
- III. WIOA Regulations regarding Business Services & SELACO GOALS
- IV. Business Partner Introductions
 - Name
 - Organization Name
 - Organization Overview
 - Services provided
 - Success story
- V. SELACO WDB Business Engagement Process
 - a. Discussion: How and where do you see your role in partnering to provide business services?
- VI. Next Steps Discussion
 - a. How can we further develop and nurture our relationship
 - b. What is your commitment to partnering?

Business Engagement Partners



NAME/Organization	Email address	Contact Info
City Managers		
Art Gallucci – Cerritos City Manager	agallucci@cerritos.us	562-916-1301
Bill Rawlings – Artesia City Manager	vsucatre@cityofartesia.us	562-865-6262
Ernesto Marquez – Hawaiian Gardens City Mgr.	emarquez@hgcity.org	562-420-2641
Gilbert Livas – Downey City Manager	CityManager@downeyca.org	562-904-7284
Howard Chambers – Lakewood City Manager	avarela@lakewoodcity.org	562-866-9711
Jeffrey Stewart – Bellflower City Manager	jstewart@bellflower.org	562-804-1424
Mike Egan – Norwalk City Manager	megan@norwalkca.gov	
Chambers of Commerce		
Jeff Smith – Bellflower Chamber	bellflowercoc@juno.com	562-867-1744
Joshua Castellanos - Greater Lakewood Chamber	info@lakewoodchamber.com	562 -531-9733
Michael Calver – Downey Chamber	info@downeychamber.com	562-923-2191
Kathie Fink - Santa Fe Springs Chamber	fink@sfschamber.com	562- 944-1616
Dr. PaoLing Guo and Ina Dahilig - Artesia Chamber	info@artesiachamberofcommerce.org	562-376-3047
Scott Smith – Cerritos Regional Chamber	scott@cerritos.org	562-467-0800
Vivian Hansen – Norwalk Chamber	ceo@norwalkchamber.com	562-864-7785
Sector Navigators		
Bruce Noble-Energy, construction & Utilities	Bruce.noble@riohondo.edu	949-300-3345
Doris Driver – Small Business	driverdr@lacitycollege.edu	818-915-8135
Jannet Malig – Advanced Transportation & Renewable Energy	jmalig@cerritos.edu	562-860-2451 x. 2912
Jose Anaya Advanced Mfg.	Janaya@cccwd.net	310-973-3165
Leah Goold-Haws – Global Trade & Logistics	Lgoold-haws@lbcc.edu	562-938-3240
Norma Alvarado – Advanced Mfg.	nalvarado@sce.edu	714-808-4611
Ruth Cossio-Muniz - Hospitality	cossio_muniz_ruth@rscdd.edu	714-564-5221
Shari Herzfeld - Healthcare	sherzfeld@riohondo.edu	562-463-7004

Education				
Belle Gomez - Cerritos College-Community Advancement/Economic Dev.		bgomez@cerritos.edu		562-860-2451 x. 5210
Regina Cash		Regina.cash@csulb.edu		
Steve Richardson -		srichardson@cerritos.edu		
Tracy Palacios		Tracy.palacios@csulb.edu		562-985-2640
Business Assistance Resources				
Barbara Levine – Los Angeles Economic Development Corporation (LAEDC)		Barbara.levine@laedc.org		
Brian Stiger – Department of Consumer Affairs		bstiger@dca.lacounty.gov		
Byron Cummins – Department of Apprenticeship Standards (DAS)		bcummins@dir.ca.gov		
Energy Resource Center		erc@socalgas.com		
Jeff Malin		Jeff.malin@gov.ca.gov		
Jesse Torres		CITD@lbcc.edu		562-938-5018
Julia Emerson		JEmerson@semprautilities.com		562-803-7575
Ted Hiatt - Small Business Development Center (SBDC)		sbdcinfo@lbcc.edu		562- 938-5100
Tod Sword - SCE		tod.sword@sce.com		
SELACO WDB Business Engagement Staff				
STAFF NAME/Specialties	Sector Assignment	Chamber/City Assignment		
Ben Sandoval	Hospitality	Bellflower & Downey	benignos@selaco.com	562-402-9336, x. 1269
Larry Lee (Incumbent Worker Training & Layoff Aversion Lead)	Manufacturing	Cerritos <i>Backup for all</i>	larryl@selaco.com	562-402-9336, x. 1245
Linda Bouman – Disability Resource Coordinator	Manufacturing All industries	-----	lindab@selaco.com	562-484-5041
Shirley Green	Healthcare Professional Business Services	Hawaiian Gardens Cerritos	shirleyg@selaco.com	562-402-9336, x. 2204
Sylvia Sosa	Manufacturing Trade, Transportation & Utilities	Santa Fe Springs Norwalk	sylvias@selaco.com	562-402-9336, x. 2205
Marjean Clements – Director of Business Services	Assist with all sectors	Artesia Lakewood <i>Back up for all</i>	marjeanc@selaco.com	562-402-9336, x. 1252
Vanessa Gonzalez – Career Pathway Administrative Asst.	Manufacturing	-----	vanessag@selaco.com	562-402-9336, x. 1227

Thank you

We are pleased that you were able to attend our first SELACO WDB Business Partner Meeting. We believe this is an important step in developing a robust business services plan. We are excited to have you as a member of the business engagement team.

Outcomes of the June 21, 2016 Meeting

- Continuance of meetings on a quarterly basis.
- Create a format to gain knowledge of all our available resources.
- A belief that this can be a successful alliance for all.
- Continued communication is key in regards to sharing information about services offered to business.
- Chambers see themselves as the eyes and ears on the ground with the ability to spread the word about the assistance and resources offered by the SELACO WDB Business Engagement Team.

The meeting went so far as to discuss possible activities:

- Business to Business Open House at SELACO WDB
- Participation in the Career Pathway Grant manufacturing company tours and presentations.
- Involvement and presence in Manufacturing Day each year.
- Assist in recruitment of women in the trades and manufacturing.

Does this look like a plan for future meetings?

3rd Tuesday every three months

September 20, 2016

December 20, 2016

March 21, 2017

June 2017

Wow, we have moved right into 2017!

Please feel free to create a dialogue and add to this memo of thanks, outcomes and ideas.



We missed you

Last week SELACO WDB held its first Business Partner Team meeting. We missed you and your input. We believe this was an important step in developing a robust business engagement plan and hope that you will be able to participate in future meetings. We accomplished a great deal... and the SELACO WDB Business Engagement staff looks forward to learning about your organizations in the future.

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Our plan for future meetings:

3rd Tuesday every three months

September 20, 2016

December 20, 2016

March 21, 2017

June 2017

When we partner and collaborate we can develop solutions together that support and serve the business community offering choices and a high level of business value.

Please feel free to create a dialogue and add to this memo of outcomes and ideas.

