



**BUSINESS ADVISORY COMMITTEE
MEETING**

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

**October 27, 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, October 27, 2016
1:30 p.m.**

AGENDA

CALL TO ORDER

Barbara Levine

ROLL CALL

EXECUTIVE DIRECTOR'S/STAFF REPORT

ACTION ITEM(S)

Barbara Levine

1. Approval of Minutes – July 28, 2016
2. Discussion and Possible Action: Vision Statement
3. Final Review and Approval:
 - Nomination Letter
 - Process for Member Selection

INFORMATION ITEM(S)

Marjean Clements

1. CCN Focus on Career Pathways and Skills Gap Update
2. Business Engagement Partnership Update
3. ETP Update
4. Managed Career Pipeline Project
5. Review of Business Services Team Activities
6. Discussion: Employer Customer Service Survey

AGENDA REQUESTS FOR NEXT MEETING

ADJOURNMENT

**ANNOUNCEMENT OF NEXT MEETING
To Be Determined**

*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 WDB Member	X	X	X	
2. Ladao, Janie Public Employment Service, EDD	X	X	X	
3. Levine, Barbara - CHAIR WDB Member	X	E	X	

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



**SELACO WDB BUSINESS ADVISORY COMMITTEE
MEETING MINUTES**

**Thursday, July 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 Chair Barbara Levine at 1:35 p.m.

COMMITTEE MEMBERS PRESENT

Joseph Derthick – SELACO WDB Member
Janie Ladao – Employment Development Department
Barbara Levine – SELACO WDB Member, Committee Chair

SELACO WDB STAFF PRESENT

Yolanda Castro
Carol Davis
Larry Lee

ALSO PRESENT

Jeff Critchley – Regional Advisor, Employment Development Department

At this point of the meeting the Committee did not have a quorum and proceeded to discussion of the agenda items.

Discussion and Possible Action: Vision and Mission

Staff will continue to work with Committee Chair Barbara Levine to simplify the statement and adapt it as the vision of the Business Advisory Committee. This vision will be included as a part of SELACO WDB's local plan.

Review, Discussion and Possible Action: Committee Nomination

At the last meeting, the Committee had asked that changes be made to the current nomination form. Suggested revisions were made and a draft was included in the meeting packet for further review and comment. The Committee also requested that guidelines be established for the selection of committee members.

**Business Outreach Committee
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Staff prepared the following documents for the Committee's review and comment:

- SELACO WDB Business Advisory Committee Nomination Form
- Process for Member Selection
- Letter to Prospective Committee Members

SELACO WDB Executive Director Yolanda Castro explained that these documents were prepared based on documents used by a previous standing committee that was mandatory and needed to meet certain requirements. The member selection process for the Business Advisory Committee does not need to be as complicated and detailed but should be able to serve as a guide for selecting suitable candidates. Ms. Castro suggested that the Committee review the draft documents and make changes as necessary.

The Committee reviewed the draft nomination form and agreed that all suggested changes have been incorporated. It was the consensus of those present to accept the nomination form as presented.

The Committee moved on to review the draft Process for Member Selection. Suggested changes were noted. It was the consensus of those present to adapt the process for member selection with the recommended changes.

The Committee also reviewed the letter sent to nominees. Suggested changes were noted. After review and discussion, it was the consensus of those present to accept the letter with the recommended changes.

Business Engagement Partnership Update

SELACO WDB Business Services Manager, Larry Lee gave the group an update on the Business Partner Meeting that was held on June 21st. The objective of the meeting was to introduce SELACO's new Business Services Team and get to know the different business partners that SELACO will be working with.

Directors of the Norwalk and Cerritos Chambers of Commerce were present and shared the services/programs that they offer and the connections that they have. Discussion also confirmed local businesses' need of a workforce with soft-skills such as being able to work as part of a team, self-management skills, communication skills, positive attitude, and the willingness to learn. This was identified to be a priority after which they look into career pathways, stackable credentials and certification. This reaffirmed content of the Manufacturing White Paper that SELACO had prepared based on a series of meetings, panel discussions and focus groups of manufacturing companies it had conducted.

Mr. Lee shared the following outcomes from the Business Partner Meeting:

- Agreed to continue quarterly meetings
- Create a format to share resources and knowledge to one another

**Business Outreach Committee
Meeting Minutes
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- Confidence in a successful business alliance
- Importance of continued communication in regards to sharing information about services offered to business
- Chambers being an avenue to spread the word about assistance and resources offered by the SELACO WDB Business Engagement Team

In further discussion, the following was identified as possible future activities:

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

Workforce Trends, Skill Gaps and Determinations – CCN Panel Presentation

Mr. Lee gave the group an update of the CCN Panel Presentation where there was discussion of current workforce trends and existing skill gaps within the workforce. Some trends that were identified included:

- Need for second language skills – communicate effectively in more than one language
- Increasing move to temp jobs also known as ‘Hollywood model’ – working projects
- Mobile ‘everything’ – there is an app for almost everything
- 3D Printing also known as Additive Manufacturing (AM)

Discussing also identified the following:

- Need for good communication skills – ability to convey ideas and methodology
- Need for listening skills – listening to the customer, people in the workplace
- Lack of self-management skills
- Lack of people skills – personal connections, not through social media
- Emotional intelligence – needs to be taught

The following suggestions were made based on discussion:

- Survey to help identify skills needed
- Development of a soft skills program – foster and further soft skills

Results of today’s discussion will be shared at the next meeting in prioritizing the group’s focus for the coming year.

ANNOUNCEMENT OF NEXT MEETING

The next Business Outreach Committee meeting is scheduled for October 27, 2016.

ADJOURNMENT

With no further business, the Business Outreach Committee adjourned its meeting at 2:30 p.m.



**SELACO WDB
Business Advisory Committee**

Vision Statement

Original excerpt from SELACO'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 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.

Proposed Simplified Vision Statement for review and approval:

The SELACO WDB Business Advisory Committee's vision is to meet the workforce development challenges within Southeast Los Angeles County through the collaboration of stakeholders including business, labor, education, social services, 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.



DRAFT

Date

Name

Organization

Address

RE: Nomination to SELACO WDB Business Advisory Committee

Dear [Nominee's Name]:

Congratulations! You have been nominated as a 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. This is achieved by identifying various business needs through the collaboration of a wide range of stakeholders. Key stakeholders include business, labor, education, social services, philanthropy and community organizations. Stakeholder groups 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 an informal 'Meet and Greet' with some Committee Members prior to the next regular meeting where your nomination will be presented for approval. This information gathering will allow you the opportunity to introduce yourself and answer any questions you and the Committee may have. Below are the meeting details:

SELACO WDB Business Advisory Committee Meet and Greet
SELACO WDB Board Room
10900 East 183rd Street, Suite 350, Cerritos, CA 90703
Date
Time

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



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. This is achieved by identifying various business needs through the collaboration of a wide range of stakeholders. Key stakeholders include business, labor, education, social services, philanthropy and community organizations. Stakeholder groups 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.

Here are the guidelines for the 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 Committee.
5. The candidate will be invited to an informal 'Meet and Greet' with some Committee members prior to the next regular meeting where the nomination will be presented for approval. This will allow them the opportunity to introduce themselves and answer any questions they or the Committee may have.
6. Nominations both approved and denied will be forwarded to the WDB Board for final review, comment and approval. Nominations not considered for membership will receive an explanation of the decision.
7. Approved members will receive a welcome letter and membership orientation will be scheduled.
8. Upon WDB approval, the nomination will be forwarded to the Policy Board for their information.