

**GOLDEN SIERRA WORKFORCE INVESTMENT BOARD
BUSINESS SERVICES COMMITTEE
REGULAR MEETING
MINUTES**

Wednesday, January 22, 2014 – 9:00 am

**Harris & Bruno
8555 Washington Blvd.
Roseville, CA 95678**

Mission: Provide reliable, valuable resources to the business community through the local business service center system.

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order at 9:04 am by Chair Devitt.

Present: Daniela Devitt, Kathleen Burris, Kathy Matranga-Cooper, Jenny Wilson, Laurel Andrews, Lisa Hutchinson*, and Marcy Schmidt.

Absent: Randy Wagner and Sherri Springer.

Guests: Jason Buckingham, Latanya Johnson, Leandra Wilson, and Michael Indiveri

*Denotes arrival

II. APPROVAL OF AGENDA

Motion to approve agenda as presented by Schmidt, second by Wilson.

Motion approved unanimously.

III. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.

For Approval

A. Approval of Minutes from December 18, 2013, BSC meeting

For Information

B. Attendance Log

Motion to approve Consent Agenda Items A & B by Matranga-Cooper, second by Andrews.

Motion approved unanimously.

IV. MEETING HOST INTRODUCTION

Leandra Wilson is the Director of Strategic Operations & Human Resources for Harris and Bruno. Harris and Bruno specialize in custom applications and is the leader in the industry for automated and reliable coating systems and inking systems for printing presses in the flexo, offset and corrugated industries worldwide. The company also makes packaging equipment and has its own packaging department. They are connected to the mechatronics program at Sierra College, providing training for students as apprentices. They also have a paid college intern program. Wilson is interested in learning more about the committee and possibly joining.

V. PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA

Indiveri said that the December Job report was released by the U.S. Department of Labor. The report indicates the unemployment rate has decreased and is at its lowest in five years due to those leaving the labor market. This includes those who are not actively seeking work. (If you are not actively seeking work you are not considered a part of the labor force).

Indiveri also reported that while there were two million net jobs created in 2013, the drought in California could be a new area of concern for the workforce. The drought is already impacting those who work in recreation.

Schmidt announced the Tri-County Job Fair will take place on Friday, March 21, 2014, 9am-1pm, at Folsom Community Center. The Job Fair includes Sacramento, Placer and El Dorado Counties. There is no cost for companies to register and the goal is to have at least 65 companies present. The job fair will feature resume critiquing, a presentation on LinkedIn, a photographer for guests to update their LinkedIn photos, and more. More information can be found at tricityjobfair.org

VI. COMMITTEE GOALS & STRATEGIC PLAN

- **BAN Guide** – Committee members reviewed the guide created as a tool by Business Advantage Network (BAN). The guide highlights BAN partners and the services they offer and/or provide. The committee has expressed interest in creating a similar document.

Although the BAN Guide is easy to read and helpful, Indiveri suggested creating a simpler guide for employers and using a guide like the one created by BAN for staff. Buckingham agreed and added that a similar guide would be helpful for staff, the committee members and WIB members, but not for employers. He thinks the document may be too busy or contain too much information for employers.

As an employer, Hutchinson agreed that the guide would be helpful as a committee member but not as an employer. Andrews added there should be an electronic version for emailing and computer access.

After further discussion the committee agreed to create a tool similar to the BAN guide. The tool would be used by committee members, agency staff, and WIB members. The following categories will be included in the new tool/guide:

- Hiring
- Post Hiring
- Training
- Termination or Layoff
- Post Termination
- Startup Business Assistance
- Employer Incentives

Buckingham suggested the committee start with the information it has, then survey the WIB to identify additional resources and services.

- **Establish new goals** – After discussion and review of the current committee mission and purpose members decided on the following:

Mission: To coordinate reliable, valuable resources for the business community.

While there was general consensus that a purpose may not be necessary, the committee agreed that its general purpose is: *Mutual promotion of services & resources available to the business community.*

The committee will discuss its actual goals and initiatives at the next meeting. Members will send their ideas to Johnson prior to the next meeting.

VII. REPORT OUTS

Schmidt – Getting closer on the subsidized employment expansion; meeting with Community College Foundation on Friday, January 24, 2014 to finalize having them listed as employer of record for internships for individuals in the county employment program and in-house placement. Several contracts are being revised to reimburse up to \$10,500 per individual hired through subsidized employment program.

Hutchinson – Extended an invitation to committee members to the 4th Annual Women's Opportunity Awards Luncheon put on by Soroptimist International South Placer (SISP). The luncheon will be held on Saturday, March 8, 2014, 11am-1pm at the Rocklin Parks & Recreation Activity Room. Tickets are \$20. Hutchinson sits on the judging panel for the awards, along with Schmidt and Burris; Hutchinson also serves on the Board of Directors for Working Women International (WWI) who is a co-sponsor of the event. SISP and WWI partnered together to open a thrift boutique featuring women's business apparel, at affordable prices. The boutique is called 925, located at 216 Douglas Blvd in Roseville. Hutchinson serves as Site Supervisor and HR Consultant for the boutique which held a VIP Grand Opening on Saturday, January 18, 2014. Assemblywoman Beth Gaines attended the VIP event and she will be the guest speaker at the awards luncheon. On Friday, January 31st the boutique will be featured on Good Day Sacramento and hold their Roseville Chamber ribbon cutting. The boutique opens to the public on Saturday, February 1st at 10am. Committee members are invited and encouraged to attend all of the events mentioned and to visit the boutique to show support.

Wilson – Met with Devitt to discuss the idea of starting ProEdge in El Dorado County; Next Skills training-for-trainers has been completed by all WIA staff, for the purpose of DEI and Veterans Services.

Matranga-Cooper – Looking for individuals to critique resumes at the Tri-County Job Fair and looking for sponsors to pay for goodie bags, advertising, etc.; Red Hawk will run a shuttle from Placerville One-Stop to the Folsom Community Center. There are a lot of Employer Forums being scheduled as employers are ramping up for the spring.

Buckingham – The agency offers a subsidized wage program for individuals who are not on public assistance and can reimburse up to \$8,000.

Andrews – Work Opportunity Tax Credit (WOTC) now has e-WOTC where businesses and agents can complete the process online instead of the paper/manual document. This process will become more public and accessible soon where businesses and agents can complete up to 500 applications at a time.

Devitt – Looking to expand ProEdge statewide; there are more than 680 ProEdge alum who help new members and this creates a great talent pool. ProEdge is 16 week training for professionals in career transitions with an 80% hire rate. Fresno County completed a contract; Nevada County session begins 2/20/14, Yolo County session begins 3/2/14. Orange County has a pending contract.

VIII. NEW BUSINESS / FUTURE AGENDA ITEMS

1. Establish new committee goals and initiatives.

IX. NEXT MEETING – February 26, 2014, El Dorado County

X. ADJOURNMENT

Motion to adjourn by Matranga-Cooper, second by Hutchinson.

Meeting adjourned at 10:56 am.