



Special Business and Planning Committee

Thursday, September 22, 2022

2799 S. 4th Street

El Centro, CA 92243

12:00 p.m.

Business and Planning Committee members please be advised: If an item on the meeting agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last 12 months, or if approval or disapproval of an agenda item would have a foreseeable material affect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: When the agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Committee’s consideration of the agenda item.

Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

- 1. Call to Order
 - a. Conflict of Interest Forms
- 2. Discussion of Agenda
 - a. Items to be pulled from Agenda
 - b. Approval of Meeting Agenda
- 3. Approval of Minutes
 - a. July 21, 2022.....p 2-3

ACTION AGENDA

- 4. Discussion/Action regarding Business Services Goals for PY22-23.....p 4

INFORMATIONAL AGENDA

- 5. Public Comment: *This is an opportunity for members of the public to address the Committee on any subject matter within the Committee’s jurisdiction, but not an item on the agenda. Each speaker should complete and submit a “Public Comment Request to Speak” form to the Business and Planning Committee Chair. When addressing the Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.*
- 6. Business Services Report
- 7. Meeting adjournment



Next Business and Planning Committee Meeting, Thursday, November 10, 2022, at 12:00 p.m.

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.



MINUTES
SPECIAL MEETING OF THE
WORKFORCE DEVELOPMENT BOARD
BUSINESS AND PLANNING COMMITTEE MEETING

July 21, 2022
12:00 P.M.
2799 South 4th Street
El Centro, CA 92243

MEMBERS PRESENT: Jaysel Mendoza, Mark Gran, Timothy Kelley and Jason Jackson

ABSENT: None

GUEST: Alma Silva

STAFF: Sabrina Rubin, Jeff Burquist, Lilliana Sandoval, Roman Hernandez, Camilo Garcia and Priscilla Lopez

AGENDA ITEMS

1. Call to order:

The meeting called to order by ICWDB Chair Kelley at 12:05 p.m. with a quorum present.

a. Conflict of Interest Forms: None

2. Discussion of Agenda:

a. Items to be pulled from Agenda: None

b. Approval of Meeting Agenda:

MOTION by Mr. Gran, Second by Ms. Mendoza, to approve the meeting agenda. Motion carried.

3. Approval of Minutes for May 12, 2022:

MOTION by Mr. Gran, Second by Ms. Mendoza, to approve minutes for May 12, 2022. Opposed: None. Abstained: None. Motion carried.

DISCUSSION/ACTION AGENDA

4. Public Comment:

Mr. Kelley expressed gratitude to the 2022 Economic Summit attendees and inquired on WDB programs.

5. Business Services Report:

Mr. Hernandez provided a summarized review of programs and outreach efforts.

6. Website Update:

Mr. Burquist provided a demo of the revamped WDB website and new features.

7. Other Discussion:

Mr. Burquist provided an update on Blue Dot Technologies and Sierra HR Hotline programs.

ADJOURNMENT

12. The meeting adjourned at 12:33 p.m. The next regularly scheduled meeting date on September 8, 2022, at 11:00 a.m.

**Imperial County Workforce Development Board
Business and Planning Committee
Action Agenda Item 4**

MEETING DATE: September 22, 2022

ITEM: 4

SUBJECT: Discussion/Action regarding Business Services Goals for PY22/23

BACKGROUND:

1) On-the-Job Training (June 30, 2023 Completion Date)

– 80 Participants/20 Unique Businesses

-Increase referrals from ICWDB Members and Business Services Committee to Business Services Staff

2) Work Experience (June 30, 2023 Completion Date)

– 100 Participants/25 Unique Businesses

3) Provide, or make available, services relevant to the needs of local businesses and in alignment with WIOA

4) Develop Marketing Plan targeting local businesses (December 1, 2022 Completion Date)

5) Connect businesses with qualified and skilled applicants (Ongoing)

6) Become more data driven (November 1, 2022 Completion Date)

-Develop a Business Services Report that summarizes services provided and number of businesses served.

7) Focus on meeting AJCC Quality Indicators by developing surveys on service feedback from employers that utilize AJCC business services (February 1, 2022 Completion Date)

#5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.
o Quality Indicator: The AJCC consistently seeks feedback and satisfaction data from businesses on the delivery of business services and applies the learning for continuous improvement.

#7: The AJCC achieves business results through data-driven continuous improvement.
Quality Indicators: o The AJCC has a system in place to collect satisfaction data from individuals and employers using the AJCC's services.

o The AJCC has a system in place to capture and respond to specific customer feedback, complaints, and compliments.

o The AJCC regularly reviews and analyzes performance, customer satisfaction, and service data and develops specific plans for AJCC service improvements.

8) Continuing to add to marketing assets and material for outreach (Ongoing)

9) Assist in increasing awareness of other local grant programs and business services (Ongoing)