

## **Business Development Committee Agenda**

Friday, December 10, 2021  
Martin Petersen Event Center  
720 12th Street, Modesto, CA 95354  
1:00 p.m. – 3:00 p.m.

The Business Development Committee complies with all provisions of the Brown Act and the Stanislaus County Workforce Development Board Conflict of Interest and Code of Conduct Policy. See links below.

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>  
<http://stanworkforce.com/board>.

The Agenda at each meeting allows for a public comment period, limited to 5 minutes. Public Comment forms are available at [www.stanworkforce.com](http://www.stanworkforce.com).

All meetings are conducted in English. Current COVID-19 protocols will be followed.

If you require assistance per the Americans with Disabilities Act, please notify Stanislaus County Workforce Development at (209) 558-2114, 48 hours in advance of the meeting.

Public notice of all Business Development Committee meetings are posted 72 hours in advance of the meeting on the webpage at <http://stanworkforce.com/board>.

- I. Call to Order and Introductions
- II. Conflict of Interest
- III. Public Comment Period
- IV. Director's Report
  - A. Marketing Presentation
- V. Consent Item
  - A. Approve the Minutes of the September 23, 2021 Business Development Committee Meeting
  - B. Acceptance of the Conflict of Interest Policy and Code of Conduct
- VI. Discussion and Action Item
  - A. Acceptance of Nominations and Appointment of Business Development Committee Officer Position of Vice Chair and Establish Membership of Committee
  - B. Development and Approval of the Mission and Vision Statement for the Business Development Committee
  - C. Approval of 2022 Dates, Location, and Times for the Business Development Committee Meetings
  - D. Approval of the Business Development Committee Recommendation Regarding Sector Strategies to be Presented to the Workforce Development Board
  - E. Approval of the Business Development Committee Recommendation Regarding Employer Assessment to be Presented to the Workforce Development Board
- VII. Future Topics and Discussion

Next Meeting: Pending Approval of the Business Development Committee

Date: March 3, 2022  
Location: To be determined  
Time: 1:00 p.m. – 3:00 p.m.

**Business Development Committee Meeting**

Thursday, September 23, 2021

Martin Petersen Event Center

720 12th Street, Modesto, CA 95354

10:00 a.m. – 12:00 p.m.

Members in attendance:

Kris Helton, Chair  
Jack Deliddo  
Shawn Hemiller  
Jason Maggard  
Dan Martin

Billy Myers  
Dillion Olvera  
Tim Roos  
Jennifer Shipman  
Jennifer Zellet

Staff in attendance:

Elena Blanton  
Ester Fierro  
Doris Foster  
Barbara Hallmon  
Chris Hancock

Bruce Merchant  
Angelique Prendez  
Elsa Pourabdi  
Chia Vang

1 Additional guest was present.

- I. Call to Order and Roll Call  
Kris Helton, Business Development Committee (BDC) Chair, called the meeting to order at 10:05 a.m., thanked everyone for attending and invited those present to introduce themselves.
- II. Conflict of Interest  
Chairman Helton outlined the Conflict of Interest Policy.
- III. Public Comment Period  
Chairman Helton gave information on the Public Comment Period.
- IV. Purpose of Stanislaus County Workforce Development – Doris Foster

Workforce Development Director, Doris Foster provided an overview of the Departments mission, budget, and purpose. She also outlined the departmental services and contracted partnerships.

V. Purpose of the Stanislaus County Workforce Development Board – Kris Helton

Chairman Helton discussed the Workforce Development Board's (WDB) purpose.

VI. Purpose of the Business Development Committee – Kris Helton

Chairman Helton discussed the Business Development Committee's purpose, goals, and the need of community business experts in the marketplace to foresee business predictability, to assist and guide the Workforce Development Board strategy. Also discussed were Sector Strategy and current industry sectors of focus, which may shift based on the Committee's recommendations.

VII. Background – Doris Foster

Director Foster reviewed the contents of the Business Development Committee binder that was distributed to Committee members. The contents included: Workforce Development Board April 12, 2021 Agenda Item IX-A; Approval to Form a Business Development Committee, Select a Member of the Workforce Development Board to Serve as Chair to Take Necessary Actions for the Business Committee Formation, WDB By-Laws, 2020-2021 Workforce Development Budget, Businesses in Stanislaus County, Stanislaus County Sector Strategies Report with Targeted Sectors, Work Based Learning, and current Workforce Development Contracts (Scope of Work).

Director Foster discussed contracts due to expire and next steps.

She highlighted the WDB members and their representation. Also discussed were the Departments various programs, Business Services Marketing, a new service available to local businesses (HR Hotline), and funding available to assist local businesses.

VIII. Questions and Comments

Committee members asked how to make WorkKeys useful to all, what assessment tool businesses are currently using, and why businesses no longer used WorkKeys.

How to raise the self-sufficient living wage without causing a huge impact to businesses.

Recommendations were made in regards to developing an Intersegmental Strategic Plan across industries – Covid-19 impact causing early retirement and how to upskill/hire replacements.

- Surveys: Greater businesses participation – provide survey results to businesses.

- Get the word out – Market programs/services and non-traditional 4-year plans tied to sectors; target middle and high school counselors.
- Define High Road Pathways.
- Develop job creation strategies. Zip code geo mapping to assist targeted area.
- Tour Trade sites.
- Promote careers where data deficits show.

IX. Business Development Committee Commitment

Chairman Helton discussed Committee commitments, quarterly meetings; meet prior to the Workforce Development Board meetings. Be involved in providing information and guidance within expertise and passion, and attend a Lunch n' Learn meeting to learn the various stakeholder programs and services.

X. Next Steps

Chairman Helton asked members to contact him should they be interested in the Committee's Vice Chair position.

XI. Adjournment

Chairman Helton adjourned the meeting at 11:38 a.m.

Next Meeting:           To Be Announced

**December 10, 2021**

Stanislaus County Business Development Committee Agenda Item

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Acceptance of the Conflict of Interest Policy and Code of Conduct

**ITEM NUMBER:** V-B

**ITEM TYPE:** Consent

**STAFF RECOMMENDATION:**

Accept the Conflict of Interest Policy and Code of Conduct for Stanislaus County Workforce Development Board, Board Committees, and Staff to the Board.

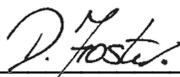
**DISCUSSION:**

The Stanislaus County Workforce Development Board is required under state law and the federal Workforce Innovation and Opportunity Act of 2014 to have policies in place that address conflicts of interest and have a code of conduct for members of the Board, Board committees, and staff to the Board.

The attached Stanislaus County Workforce Development Board Conflict of Interest Policy and Code of Conduct (Attachment 1) defines, addresses and clarifies the rules regarding conflicts of interest. Additionally, the policy outlines the official code of conduct expected from Board members, Committee members and staff associated with the Stanislaus County Workforce Development Board.

Business Development Committee members are required to have a signed copy on file with the Stanislaus County Workforce Development.

**ADMINISTRATIVE BUDGET IMPACT:** None.



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Doris Foster, Director

**STANISLAUS COUNTY WORKFORCE DEVELOPMENT BOARD  
CONFLICT OF INTEREST POLICY  
AND CODE OF CONDUCT**

**A. CONFLICT OF INTEREST POLICY AND PROCEDURE**

**Statement of Policy:** *It is the policy and expectation of the Stanislaus County Workforce Development Board (SCWDB) that its Members will fulfill the fiduciary duties applicable to their service as Members of the WDB. Due to the legal and statutory structures of the WDB, it is expected that conflicts of interest will arise and this policy is intended to provide a framework that will allow the work of the SCWDB to be achieved without the fact of or appearance of impropriety. **Where this document references “Member” it shall mean any agent, WDB employee, officer, and Board Member.** The SCWDB and all other agencies receiving direct financial assistance through the Workforce Innovation and Opportunity Act (WIOA) in the SCWDB region shall avoid conflict of interest, real or apparent, by observing the following requirements:*

1. SCWDB is required under state law and the federal Workforce Innovation and Opportunity Act of 2014 to have policies to address conflicts of interest, among other things. The fiduciary duties of Members under state law and the WIOA include, without limitation, a continuing responsibility to thoroughly comply with conflicts-of-interest principles.
2. Each Member shall sign an Attestation denoting that the Conflict of Interest and Code of Conduct Policies have been read, are understood, and that the Member pledges to conduct him/herself in accordance with such policies and procedures during their service to the Board.
3. Each Member must also provide a disclosure of potential conflicts created by his or her position(s) outside of their service to the SCWDB. Such conflicts are detailed on the Disclosure of Conflict(s) of Interest form.
4. No Members shall use his or her position, or the knowledge obtained from his or her position, in such a manner that conflicts with the interest of the SCWDB or results in personal gain to the Member, or a third party that the Member is employed by, has a fiduciary relationship with, or to whom the Member provides services.
5. Any Member that has, or believes he or she has, a conflict of interest must disclose such potential conflict in accordance with the procedures established by the SCWDB in this policy and shall do so in writing on a prescribed form. In accordance with 20 CFR 683.200(c)(5)(i) *“...a State WDB member, Local WDB Member, or WDB standing committee member must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that Member’s immediate family.*

The following are deemed conflicts of interest that create a duty of the Member to fully disclose such interest immediately:

- a. If Member has a significant personal financial interest in a proposed transaction involving the SCWDB.
  - b. If Member is employed by, or is Trustee, Director, or Officer of any individual, organization or entity that shall have a financial interest in a proposed transaction involving the SCWDB.
  - c. If a Member represents a third party either through personal, professional, or confidential relationship and such party shall have a financial interest in a proposed transaction involving the SCWDB.
  - d. No Member shall solicit or accept gratuities or favors from suppliers or potential suppliers, including subcontractors.
  - e. No Member shall participate in the selection, award or administration of a procurement supported by WIOA funds where, to the individual's knowledge, any of the following has a financial or substantial interest in any organization which may be considered for award:
    - i. the officer, employee, agent or SCWDB Member;
    - ii. any Member of his or her immediate family;
    - iii. his or her partner, or;
    - iv. a person or organization which employs, or is about to employ, any of the above.
6. In the event that a SCWDB Member has an interest, directly or indirectly, in a business entity that would have a direct pecuniary effect due to any official action taken by the SCWDB, the Member shall declare, before a vote or discussion on the matter, the nature and extent of the interest and shall not voluntarily discuss the proposed SCWDB action. A Member shall not be excluded from the meeting following such declaration. Furthermore, this limitation on discussion shall not prohibit the Member from providing factual information in response to direct questions concerning the matter from other Members. The disclosure shall be reflected in the minutes of the meeting of the SCWDB.
7. If an award of funding is made with Member violating the requirements of this procedure, the SCWDB is empowered to immediately suspend the obligation; the suspension subject to review at the next regular or special meeting of the SCWDB. The balance of the Board, excluding the Member(s) with potential conflict, will then determine what final corrective actions necessary. Actions will be taken in accordance with this Conflict of Interest Policy and Code of Conduct, and could include: removal of the Member, suspension of the obligation, termination of the obligation, or civil action to recover any monetary damages.
8. This policy is not meant to necessarily rule out transactions between the SCWDB and other persons or entities where an interest or a relationship between the Member and such a person or entity exists. This policy does, however, require proper disclosure and documentation of such relationships so that all decisions regarding these possible transactions are made in the best interest of the SCWDB. As stated in 20 CFR Section 683.200(c)(5)(ii) "*Neither membership on the State WDB, the Local WDB, or a WDB standing committee, nor the*

*receipt of WIOA funds to provide training and related services, by itself, violates the conflict of interest provisions.”*

9. Nothing in this policy should be construed to prevent any Member’s participation in WIOA programs. SCWDB membership should not result in an employer receiving any more or any less consideration for trainees. What is important is to insure that the officer, employee, agent or SCWDB Member does not approve his/her own training package, or contract for services, but that the system of approval allows for objective determinations.

## **B. CODE OF CONDUCT**

A written set of standards (Code of Conduct) governing the performance of the WDB and its employees, officers, or agents related to real or apparent conflicts of interest is a requirement (29 CFR 95.42). The following standards shall apply for the WDB, its employees, and its WDB standing committees:

1. Adherence to the Conflict of Interest Policies.
2. Adherence to procurement procedures that serve to minimize the appearance of conflicts, in addition to eliminating actual conflicts. Members who represent One Stop Operators, Partners or actual or potential Service Providers and who serve on committees that oversee the One Stop System or the allocation of resources that would potentially be allocated to their programs shall refrain from discussing or voting on any matter that would impact the programs they represent.
3. A Member’s employer may not participate in any way in a future bid on procurement where the Member helped to draft specifications. In order to avoid potential conflicts as circumstances change, Members whose employers may wish to participate in a future procurement will refrain from involvement in specification development or procurement processes.

A Member shall not become a recipient, directly or indirectly, of any salary payments or loans or gifts or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the SCWDB except that a disclosed token gift of a value within applicable Federally allowable maximums may be approved by the board.

## **C. STATEMENTS OF ECONOMIC INTERESTS**

1. All Members shall file statements of economic interests disclosing all sources of income, interests in real property and investments and business positions in business entities located in or doing business in Stanislaus County. Such statements shall be completed annually.
2. The Director of Stanislaus County Workforce Development shall furnish to each Member a Form 700- Annual Statement of Economic Interests. The Director shall retain a copy of each Member’s completed Statement and shall forward the originals to the Clerk of the Board of Supervisors for Stanislaus County at:

Clerk of the Board of Supervisors  
Attention: Elizabeth (Liz) King  
1010 Tenth Street, Suite 6700  
Modesto, CA 95354

The Clerk of the Board shall retain the originals in the Clerk of the Board Office.

**December 10, 2021**

Stanislaus County Business Development Committee Agenda Item

TO: Business Development Committee

FROM: Doris Foster, Director

**SUBJECT:**

Acceptance of Nominations and Appointment of Business Development Committee Officer Position of Vice Chair and Establish Membership of Committee

**ITEM NUMBER:** VI-A

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Accept Nominations and determine Appointment of Business Development Committee Officer position of Vice Chair and establish membership of Committee.

**POLICY ISSUE:**

According to the Stanislaus County Workforce Development Board Bylaws (Article V) In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Workforce Development Board.

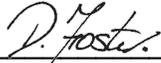
**DISCUSSION:**

On April 12, 2021 the Stanislaus County Workforce Development Board (SCWDB) approved the formation of the Business Development Committee, and allows the newly appointed Chair to take necessary actions for the Committee formation. As a standing advisory committee, the Business Development Committee is subject to the Bylaws of the SCWDB. The Bylaws state that such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board, and shall include other individuals appointed by the Board who are not members of the SCWDB and who the SCWDB determines have appropriate experience and expertise. Attached please find the Stanislaus County Workforce Development Board Bylaws.

Kris Helton, SCWDB member was approved as the current Business Development Committee Chair. The Business Development Committee Vice Chair position is

currently vacant. Nominations of interested Committee members are needed to appoint a Vice Chair.

**ADMINISTRATIVE BUDGET IMPACT:** None



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Doris Foster, Director

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE I  
NAME**

The name of this body shall be the Stanislaus County Workforce Development Board. Whenever the term "Board" is used in these Bylaws, it shall mean the Stanislaus County Workforce Development Board.

**ARTICLE II  
AUTHORITY**

Stanislaus County's authority to form this Board is based in the federal Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 ("WIOA"), and the state California Workforce Innovation and Opportunity Act, California Unemployment Insurance Code section 14000 et seq.

**ARTICLE III  
PURPOSE**

The purpose of the Board shall be to carry out job training and employment programs, and to set policy for the workforce development system in the local Workforce Development Area of Stanislaus County, in coordination with statewide workforce development efforts and consistent with the federal WIOA, as amended, in order to: (i) attract greater employer participation in all aspects of local employment and training activities; (ii) increase the employment, retention, and earnings of customers/participants; (iii) increase the occupational skill attainment by customers/participants; (iv) improve the quality of the workforce, reduce dependency on social services, and enhance the productivity and competitiveness of the local Workforce Development Area; (v) actively participate in convening workforce development system stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities; and (vi) to accept donations and to otherwise actively apply for, seek, and accept funding, including from local, state, and federal sources, for this purpose.

**ARTICLE IV  
MEMBERSHIP**

The County Board of Supervisors, as the chief local elected official in Stanislaus County, is authorized to appoint the members of the Board. Members of the Board shall serve without compensation but shall receive reimbursement for their actual expenses consistent with the policies of Stanislaus County.

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

Members of the Board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the Board shall represent diverse geographic areas within Stanislaus County. The Board shall consist of no more than twenty-eight (28) members with no limit on number of terms served, be consistent with Workforce Innovation and Opportunity Act (WIOA) regulations, as it may be amended from time to time, and meet the following requirements:

**1. Business Representatives. (4 year term)** A majority (i.e., at least 51%) of the members of the Board, including the Board Chair, shall consist of representatives of Stanislaus County's private business sector and:

- A. Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
- B. Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA sec. 3(23).

**2. Workforce Representatives. (4 year term)** No less than twenty percent (20%) of the members of the Board shall consist of the workforce within the local area, who shall be:

- A. Representatives of labor organizations, who have been nominated by local labor federations, and a Representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program. If no such joint program exists in the area, such a representative may be from a state-approved apprenticeship program in the area, if such a program exists. These representatives shall amount to not less than 15 percent of local board membership;
- B. May be representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities;
- C. May be representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

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WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**3. Education/Training Representatives. (4 year term)** The Board shall include members who are representatives of entities administering education and training activities in Stanislaus County, which:

- A. Shall include a representative of eligible providers administering adult education and literacy activities under title II of WIOA ("Adult Education Representatives");
- B. Shall include a representative of institutions of higher education, including community colleges, providing workforce investment activities;
- C. May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment

**4. Economic/Community Development Representatives. (4 year term)** The Board shall include members who are representatives of governmental and economic and community development entities serving Stanislaus County who:

- A. Shall include a representative of economic and community development entities;
- B. Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act serving Stanislaus County;
- C. Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 serving Stanislaus County;
- D. May include representatives of philanthropic organizations serving Stanislaus County.

**5. Other Representatives. (2 year term)** The Board may include such other individuals or representatives of entities that the Stanislaus Board of Supervisors, as the local chief elected official in Stanislaus County, determines to be appropriate and as is consistent with WIOA.

**ARTICLE V  
OFFICERS**

The Officers of the Board shall be a Chair, a Vice Chair, and a Secretary. Only members of the Board may be Officers. Each Office shall have a term of two (2) years. Officers shall be elected at a regular meeting of the Board. The

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

Chair of the Board shall, if present, preside at meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to the Chair by the Board or prescribed by these Bylaws.

In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chair. The Vice Chair shall have such other powers and perform such other duties as from time to time may be prescribed by the Board or these Bylaws.

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the Board. The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board. At the Board's discretion, the Secretary may delegate the responsibilities contained in this paragraph to Stanislaus County Workforce Development staff.

**ARTICLE VI  
MEETINGS**

The Board shall establish a regular meeting time and place. The Board may, through public notification, call for special meetings it deems necessary.

At all meetings of the Board, the Board shall comply with the provisions of the Ralph M. Brown Act (Gov. Code § 54950 et seq.), and the provisions of the California Public Records Act (Gov. Code § 6250 et seq.), as either or both may be amended from time to time.

A member with three (3) consecutive unexcused absences from meetings is considered resigned from the Board.

A member may participate in Board meetings via other technologies if he or she is unable to attend the meeting physically. Such technologies may include teleconference and/or web-based meeting tools, that must be used to promote Board member participation.

**ARTICLE VII  
COMMITTEES**

The Board may designate and direct the activities of standing advisory committees to provide information and to assist the Board in carrying out workforce development activities. Such standing advisory committees shall be chaired by a member of the Board, may include other members of the Board,

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

and shall include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise. The Board may delegate the Committee Chair to add and/or remove committee members as necessary. This will relieve the Board of the administrative burden should members miss multiple meetings or choose to leave the committee, and allow the committee to replace members as needed. At a minimum, the Board may designate each of the following:

**1. One-Stop Operations.** A standing advisory committee to provide information and assist with operational and other issues relating to the One-Stop Delivery System, which may include as members representatives of the One-Stop Partners.

**2. Youth Services.** A standing advisory committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

**3. Individuals with Disabilities.** A standing advisory committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop Delivery System, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

**4. Other Committees.** The Board may designate other standing advisory committees in addition to the standing committees specified above.

**ARTICLE VIII  
QUORUM AND VOTING**

The meetings of the Board shall be conducted in accordance with Robert's Rules of Order and the Brown Act. A majority of the current membership of the Board shall constitute a quorum for the transaction of any and all business duly presented at a meeting of the Board. Every action taken or decision made by a majority of the members present at a duly held meeting at which a quorum is present shall be the act of the Board. The Board shall not permit absentee or proxy voting at any of its meetings.

**STANISLAUS COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**BYLAWS**

**ARTICLE IX  
VACANCIES**

Vacancies on the Board shall exist upon the death, resignation, or removal of any member, and whenever the number of authorized members is increased. Any member may resign from the Board by giving written notice to the Chair of the Board or to the Stanislaus County Board of Supervisors. Vacancies on the Board shall be filled by the Stanislaus County Board of Supervisors.

**ARTICLE X  
CONFLICT OF INTEREST**

Members of the Board are deemed to be Public Officials pursuant to the Political Reform Act, and are subject to the provisions of that Act, the regulations of the Fair Political Practices Commission, and Government Code section 1090 et seq., as any or all may be amended from time to time. Furthermore, members of the Board shall be subject to the Stanislaus County Workforce Development's Conflict of Interest Policy and Code of Conduct, and annually shall file a Statement of Economic Interest as required under that Code.

**ARTICLE XI  
AMENDMENTS**

These Bylaws may be amended, repealed, or altered, in whole or in part, by the approval of the Stanislaus County Board of Supervisors. A recommendation to amend, repeal, or alter these Bylaws, in whole or in part, may be made by a majority vote of the Board members present at any duly held meeting of the Board, provided that a copy of any amendment proposed for consideration shall be provided to each member of the Board at least thirty (30) days prior to the date of the meeting at which such vote shall be held. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Stanislaus County Board of Supervisors.

Revised: November 24, 2020  
Revised: May 15, 2018  
Revised: June 7, 2016  
Created: April 5, 2016

**December 10, 2021**

Stanislaus County Business Development Committee Agenda Item

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Development and Approval of the Mission and Vision Statement for the Business Development Committee

**ITEM NUMBER:** VI-B

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Develop and Approve the Mission and Statement for the Business Development Committee

**DISCUSSION:**

As a newly formed Committee, the Business Development Committee should develop a Mission and Vision Statement.

The Workforce Development Board's Mission Statement is:

Work with businesses to determine the needs of in-demand occupations and develop a skilled workforce that strengthens businesses and contributes to the economic success of our community.

The Workforce Development Board's Vision Statement is:

To foster a demand-driven, skilled workforce that enables upward mobility through the alignment and integration of private and public partnerships.

Once developed and approved, the Committee's Mission Statement will be taken to the Workforce Development Board meeting.

**ADMINISTRATIVE BUDGET IMPACT:** None



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Doris Foster, Director

## Stanislaus County Workforce Development

Priority	<i>Developing a healthy economy, building upon our strong agricultural foundation</i>
Mission Statement	Work with businesses to determine the needs of in-demand occupations and develop a skilled workforce that strengthens businesses and contributes to the economic success of our community
Two-Year Strategies	Strategies are defined in the Department's two-year objectives, established to support progress on the success measures, with program services and annual performance outcomes monitored to affect desired results
Success Measures	Job Placement and Retention

## Youth Committee

### Mission Statement

Enhance the competitiveness of the region by preparing Stanislaus County's young adult workforce with the skills necessary to achieve self-sufficiency.

### Vision Statement

(Adopted the Workforce Development Board's Vision)

To foster a demand-driven, skilled workforce that enables upward mobility through the alignment and integration of private and public partnerships.

## Veterans Committee

### Mission Statement

Maximize opportunities to promote and support a workforce system in Stanislaus County dedicated to economic prosperity for veterans by providing priority training, education and opportunities for successful employment.

### Vision Statement

(Adopted the Workforce Development Board's Vision and included veterans)

To foster a demand-driven, skilled workforce that enables upward mobility for veterans through the alignment and integration of private and public partnerships.

**December 10, 2021**

Stanislaus County Business Development Committee Agenda Item

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Approval of the 2022 Dates; Location and times for the Business Development Committee Meetings

**ITEM NUMBER:** VI-C

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Approve the 2022 dates, location and times for the Business Development Committee meetings.

**POLICY:**

The Stanislaus County Workforce Development Board's (WDB) Bylaws state that the Board shall establish a regular meeting schedule.

**DISCUSSION:**

The Stanislaus County Workforce Development Board's (WDB) Bylaws state that the Board shall establish a regular meeting schedule. As such, the Business Development Committee is required to have a regular meeting schedule.

At the September 23, 2021 Business Development Committee meeting, Workforce Development staff recommended the Committee schedule quarterly meetings prior to each Stanislaus County Workforce Development Board meeting. As such, meetings are scheduled to take place in March, June, September, and December of 2022. The recommended meeting dates for 2022 are the first Thursday of the month as indicated in the table below:

<b>Date</b>	<b>Time</b>
March 3, 2022	1:00 pm – 3:00 pm
June 2, 2022	1:00 pm – 3:00 pm
September 1, 2022	1:00 pm – 3:00 pm
December 1, 2022	1:00 pm – 3:00 pm

Once dates are approved by the Business Development Committee, a suitable location for the 2022 Committee meeting will be identified.

The approved dates and location will be shared with the Stanislaus County Workforce Development Board to allow the Board to attend, if desired.

**ADMINISTRATIVE BUDGET IMPACT:** None



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Doris Foster, Director

**December 10, 2021**

Stanislaus County Business Development Committee Agenda Item

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Approval of the Business Development Committee Recommendation Regarding Employer Assessment to be Presented to the Workforce Development Board

**ITEM NUMBER:** VI-D

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Approve the Business Development Committee recommendation regarding Employer Assessment to be presented to the Stanislaus County Workforce Development Board.

**POLICY:**

Per 20 CFR Parts 676, 677, and 678, § 678.430 Employer Assessments is defined as a basic career services that provides initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skill gaps).

**DISCUSSION:**

The current Employer Assessment Contract involves proctoring WorkKeys assessment which measures a range of hard and soft skills relevant to any occupation, at any level, across industries. These services are pre-hiring services and benefit employers in finding a skilled workforce that through assessment insures a greater amount of success.

During the 2018-2019 Fiscal Year, Workforce Development released a Request for Proposal for Employer Assessment services. Based on the scoring of the proposals received in response to the Request for Proposal, Opportunity Stanislaus ranked the highest and was awarded the Employer Assessment Services Contract. The Contract was a one-year term with the option to renew for two additional years. The three years of the contract ends June 30, 2021.

Outcomes from the last two years and for the current year are detailed in the following chart.

<b>2019-2020</b>	<b>Individuals Served</b>	<b>Number of Assessments</b>
Gallo	1349	2805
VOLT	18	54
Oakdale Irrigation District	15	45
Crystal Creamery	3	9
<b>Total</b>	<b>1385</b>	<b>2913</b>
<b>2020-2021</b>	<b>Individuals Served</b>	<b>Number of Assessments</b>
Gallo	1301	2699
VOLT	48	138
Oakdale Irrigation District	13	39
City of Newman	8	32
<b>Total</b>	<b>1370</b>	<b>2908</b>
<b>2021-2022 (as of 11.30.2021)</b>	<b>Individuals Served</b>	<b>Number of Assessments</b>
Gallo	165	346
VOLT	18	48
Oakdale Irrigation District	16	48
Ball Metalpack	3	6
City of Newman	11	33
<b>Total</b>	<b>213</b>	<b>481</b>

On October 28, 2021 the Business Development Committee had a Lunch n’ Learn meeting in which Workforce Development staff provided an overview on Employer Assessments and shared samples of different types of assessments. Additionally, Dave White from Opportunity Stanislaus presented information on WorkKeys and the contract performance.

During the last Business Development Committee meeting on September 23, 2021, the Committee had discussion on whether or not to continue providing employer assessment services and what assessment should be used. Per County procurement requirements, Workforce Development is required to go out for a Request for Proposal to continue Employer Assessment services effective July 1, 2022.

Workforce Development Staff recommend the following options to the Business Development Committee in order to receive direction to make a recommendation to the Workforce Development Board at the January Board meeting.

**Recommendation A –**

Continue providing Employer Assessment services with a budget of \$50,000, using the WorkKeys assessment.

**Recommendation B –**

Continue to provide Employer Assessment services, using the WorkKeys assessment, but specify that assessments need to be made equally between all four in-demand sectors –

Agriculture, Manufacturing, Health Care, and Warehouse/Logistics. Budget would continue at \$50,000.

**Recommendation C –**

Continue to provide Employer Assessment, allowing the contract proposers to identify the preferred method of assessment. Budget at \$50,000.

**Recommendation D –**

Continue to provide Employer Assessment, using WorkKeys or another assessment tool with an increased budget should the 2021-2022 funding increases back to the 2020-2021 funding levels. Contract to cap at \$100,000.

**Recommendation E –**

Continue to provide Employer Assessment, using WorkKeys or another assessment tool. Employers would be required to fund 50% of the costs.

**Recommendation F –**

A combination of the above or a new suggestion.

**Recommendation G –**

No longer provide Employer Assessment services.

The voted upon recommendation will be the staff recommendation to the Workforce Development Board at the January 10, 2022 meeting.

**ADMINISTRATIVE BUDGET IMPACT:** To be included in the Business Development Committee approved motion.

  
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Doris Foster, Director

**December 10, 2021**

Stanislaus County Business Development Committee Agenda Item

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Approval of the Business Development Committee Recommendation Regarding Sector Strategies to be Presented to the Workforce Development Board

**ITEM NUMBER:** VI-E

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Approve the Business Development Committee recommendation regarding Sector Strategies to be presented to the Stanislaus County Workforce Development Board.

**POLICY:**

WIOA Section 108 mandates that the Local Workforce Development Area develop a Local Plan that supports the strategies outlined in the State Workforce Development Plan. As part of the local plan, subsection ix mandates activities to provide business services and strategies that meet the workforce investment needs of area employers, as determined by the local board, consistent with the local plan under section 108. Further, Section (II) (aa) states that the plan may include developing and implementing industry sector strategies (including strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships);

**DISCUSSION:**

Sector strategies include efforts to identify and build upon strategies for the four main industry sectors of focus in Stanislaus County as identified in the Stanislaus County Workforce Development's Local Plan. The four industry sectors are manufacturing, logistics/warehouse, health, and agriculture. The Local Plan provides framework for local areas to define how workforce development systems will achieve the purposes of Workforce Innovation and Opportunity Act and CalWorks that serves as a strategic roadmap for service provision. These services are currently contracted. Under the direction of the Workforce Development Board, the provider collaborates with partners and stakeholders in private industry to ensure the creation and alignment of programs to address and resolve sector needs.

During the 2018-2019 Fiscal Year, Workforce Development released a Request for Proposal for Sector Strategies services. Based on the scoring of the proposals received in response to the Request for Proposal, Opportunity Stanislaus ranked the highest and was awarded the Sector Strategies Contract. The Contract was a one-year term with the option

to renew for two additional years. The three years of the contract ends June 30, 2021. The first year, the annual funding for the contract was \$250,000, with years two and three being \$150,000, respectively.

Outcomes from the last two years and for the current year are detailed in the following chart.

2019-2020	Sector Strategy Meetings	Employer Surveys
Healthcare	1	22
Manufacturing	0	38
Warehous/logistics	1	21
Agriculture	1	20
<b>Total</b>	<b>3</b>	<b>101</b>
2020-2021	Sector Strategy Meetings	Employer Surveys
Healthcare	2	14
Manufacturing	3	41
Warehous/logistics	4	20
Agriculture	3	25
<b>Total</b>	<b>12</b>	<b>100</b>
2021-2022 (as of 11.30.2021)	Sector Strategy Meetings	Employer Surveys
Healthcare	1	9
Manufacturing	1	12
Warehous/logistics	1	21
Agriculture	1	18
<b>Total</b>	<b>4</b>	<b>60</b>

During the last Business Development Committee meeting on September 23, 2021, the committee briefly discussed next steps on the delivery of Sector Strategies services. To continue the discussion, Workforce Development staff are making the following recommendations to the Business Development Committee in order to receive direction to make a recommendation to the Workforce Development Board at the January Board meeting.

**Recommendation A –**

Continue to contract using the current model:

- 100 Surveys
- 12-16 industry meetings (3-4 with each sector)
- Identify business needs and share information with the Workforce Development Board

**Recommendation B –**

Engage in four different contracts with industry experts in the community that already have established business relationships and advisory groups.

- HealthForce Partners – currently have a model in San Joaquin that is starting in Stanislaus County. Currently the initiative in Stanislaus County is education driven,

but there is a desire to bring in health care administrators that is similar to the business led, San Joaquin model.

- Manufacturing – VOLT – currently work with business that are interested in upskilling the manufacturing workforce. The regular scheduled meetings with businesses have the ability to identify business training needs.
- Agriculture – partner with the current Agriculture Advisory Committee administered by the Stanislaus County Agricultural Department in partnership with the Farm Bureau.
- Warehouse/logistics – no current group that encompasses all of Stanislaus County was identified and will need to be created. There currently is a successful model with Patterson High School Supply Chain and Logistics Advisory Committee.

**Recommendation C –**

Contract with an organization that specializes in Sector Strategy Work. Staff would connect with these organizations and request a description which would be brought back to the next Business Development Committee for final approval.

- Examples: Next Generation Sector Partnership, Go Biz and Casey Foundation

**Recommendation D –**

Wait until after the Strategic Planning meeting with the Workforce Development Board before determining the best method for Sector Strategy services.

The voted upon recommendation will be presented to the Workforce Development Board at the January 10, 2022 meeting.

**ADMINISTRATIVE BUDGET IMPACT:** An annual budget of \$150,000 to be funded using the Rapid Response allocation.

  
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Doris Foster, Director