



# **SPECIAL BUSINESS SERVICES COMMITTEE AGENDA PACKET**

**Tuesday, January 11, 2022  
3:00 p.m. – 5:00 p.m.**

**Via Teleconference: +1 669 900 6833  
Meeting ID: 936 7225 8078  
Password: 865784**

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344 Salinas Street, Suite 101  
Salinas, CA 93901

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**Business Services Committee  
Members:**

*Mary Ann Leffel, Chair*

Wendy Brickman  
Paula Calvetti  
Steve Snodgrass

# Monterey County Workforce Development Board Special Business Services Committee Meeting

**Tuesday, January 11, 2021; 3:00 p.m.**

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## AGENDA

<b>CALL TO ORDER/INTRODUCTIONS</b>	Mary Ann Leffel
<b>PUBLIC COMMENT</b> ( <i>Limited to 2 minutes per person</i> )	Mary Ann Leffel
<b>CONSENT CALENDAR:</b>	
1. <b>ACTION:</b> Consider approval of minutes from the Workforce Development Board's Special Business Service Committee meeting of November 30, 2021.	Mary Ann Leffel
<b>BUSINESS CALENDAR:</b>	
1. <b>ACTION:</b> Consider finding, pursuant to AB 361 and in order for the Workforce Development Board (WDB) to continue meeting remotely, that the COVID-19 pandemic state of emergency declared by Governor Newsom is still in effect; the WDB has reconsidered the circumstances of the state of emergency; and the Monterey County Health Officer continues to recommend social distancing measures for meetings of the legislative bodies.	Kristen Arps
2. Update on upcoming California Employer Association webinars.	Jerry Hernandez
3. Report on previous Human-Centered Design Project.	Jerry Hernandez
4. Discussion: Plan to update and expand on the Human-Centered Design Project to address current needs.	Committee Members
<b>ADJOURNMENT</b>	Mary Ann Leffel

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**UNADOPTED MINUTES**  
**Monterey County Workforce Development Board**  
**Special Business Services Committee Meeting**  
Via Teleconference  
**Tuesday, November 30, 2021**

**Members Present:** Mary Ann Leffel (Chair), Wendy Brickman, Paula Calvetti, and Steve Snodgrass

**Staff Present:** Kristen Arps, Jerry Hernandez, Flor Galvan, and Laura Kershner

**Public Comment:** None

**Call to Order/Introductions:** Mary Ann Leffel called the meeting to order at 3:05 p.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Consent Calendar:**

1. **Action:** Consider approval of minutes from the Workforce Development Board's Business Services Committee meeting of June 17, 2021. **A motion was made by Mary Ann Leffel to approve the consent calendar item listed above, seconded by Wendy Brickman. ALL AYES**

**Discussion or Review of Business Calendar Action Items:**

1. WDB staff reported on their year-end job fairs, specialized recruitments, business engagement and job posting activities for the period of July 2020 through June 2021.
2. A Joby recruitment was held on September 28, 2021. A total of 22 job seekers registered for the recruitment. Monthly virtual job fairs were held in July through November 2021. A successful in-person South County Job fair was held on November 10, 2021. A total of 94 job seekers pre-registered.
3. WDB staff provided an update on the California Employers Association webinars that are offered.
4. The WDB applied for the California Microbusiness Covid-19 Relief Grant Program. This grant will assist 175 eligible microbusinesses.
5. Committee member discussed how they can assist WDB staff with networking with many businesses in Monterey County.

**Adjournment:** Mary Ann Leffel adjourned the meeting at 3:54 p.m.

## MEMORANDUM

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**TO:** Business Services Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Continue Remote Meetings

**DATE:** January 11, 2022

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board Business Services Committee finds, pursuant to AB 361, that the COVID-19 pandemic state of emergency declared by Governor Newsom is still in effect; the MCWDB Business Services Committee has reconsidered the circumstances of the state of emergency; and the Monterey County Health Officer continues to recommend social distancing measures for meetings of legislative bodies, including the MCWDB Business Services Committee.

**BACKGROUND:**

On September 16, 2021, Governor Newsom signed AB 361, legislation that amends the Brown Act to allow meeting bodies subject to the Brown Act to meet via teleconference during a proclaimed state of emergency in accordance with teleconference procedures established by AB 361 rather than under the Brown Act's more narrow standard rules for participation in a meeting by teleconference. AB 361 provides that if a state or local health official recommends social distancing, the MCWDB Business Services Committee may meet remotely after September 30, 2021, provided that within 30 days of the first meeting after September 30, and every 30 days thereafter, the MCWDB Business Services Committee finds 1) the Governor's proclaimed state of emergency is still in effect; 2) the MCWDB Business Services Committee has reconsidered the circumstances of the state of emergency, and 3) either the Monterey County Health Officer continues to recommend social distancing measures for meetings of legislative bodies or the state of emergency continues to directly impact the ability of the members to meet in person.

**DISCUSSION:**

The Monterey County Health Officer has recommended social distancing measures for meetings of legislative bodies, so the MCWDB Business Services Committee was able to meet remotely the first time after September 30, 2021. In order to continue meeting remotely, the MCWDB Business Services Committee must make the findings outlined above. If the findings are not timely made, the MCWDB Business Services Committee will be required to meet in person to make findings to return to remote meetings.

Accordingly, staff recommends making the appropriate findings to allow the MCWDB Business Services Committee to continue meeting remotely.

**NEXT STEPS:**

This action will be required every 30 days in order to keep meeting remotely; a special meeting may be necessary for that purpose.

## **Update on upcoming California Employer Association Webinars**

Kristen Arps, MCWDB Business Services & Special Programs Manager, and Jerry Hernandez, Business Services Manager, will provide information about the upcoming webinar series to be offered by the California Employers Association (CEA) through the 2021-22 MCWDB-CEA contract. The schedule is still being finalized.

### 2022 CEA Webinar Series for Monterey County Employers:

**January:** 2022 Labor Law Update, What Employers Need Today

**February:** Recruiting in a Post-COVID World (or Employee Handbooks?), Managing Remote Workers

**March:** Leave Laws for Smaller Employers

**June:** Mid-Year Labor Law Update

## **Report on previous Human-Centered Design Project**

Human-centered design is a creative approach to problem solving. It's a process that starts with the people you're designing for and ends with new solutions that are tailor made to suit their needs. Human-centered design is all about building a deep empathy with the people you're designing for; generating tons of ideas; building a bunch of prototypes; sharing what you've made with the people you're designing for; and eventually putting your innovative new solution out in the world.

Human-centered design consists of three phases. In the Inspiration Phase, you'll learn directly from the people you're designing for as you immerse yourself in their lives and come to deeply understand their needs. In the Ideation Phase, you'll make sense of what you learned, identify opportunities for design, and prototype possible solutions. And in the Implementation Phase, you'll bring your solution to life, and eventually, to market. And you'll know that your solution will be a success because you've kept the very people, you're looking to serve at the heart of the process.

Committee Members will discuss how the Workforce Development Board and Committee can update and expand on the Human-Centered Design Project to address current needs.