

**WORKFORCE DEVELOPMENT BOARD  
ECONOMIC DEVELOPMENT BUSINESS SERVICES COMMITTEE**

*“Pursuant to the Governor’s Executive Order N-29-20, the Committee meeting was held via teleconference and a publicly noticed location was provided for public observation and comment.”*

**WEDNESDAY, JANUARY 13, 2021 – 8:30 AM – 9:30 AM**

**MINUTES**

**Attendance:**

<b>Members</b>	<b>Present</b>
Cinnamon Alvarez (Chair)	X
Phil Cothran	X
Mike Gallo	
*Peggi Hazlett	X
B.J. Patterson	X

*\*Public Members*

<b>Staff to WDB</b>	<b>Present</b>
Devra Bell	X
Marlena Sessions	X

**OPENING**

- 1) **Chair called meeting to order** at 8:32 AM
- 2) **Pledge of Allegiance** – B.J. Patterson led the Pledge of Allegiance
- 3) **Introductions** – The Board Secretary took roll call attendance.

**CONSENT AGENDA:**

- 4) **Approval of Minutes from the November 18, 2020 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes from the November 18, 2020 meeting. Peggi Hazlett motioned; Phil Cothran seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Cinnamon Alvarez, Chair: Aye  
Phil Cothran: Aye  
Mike Gallo: Absent  
Peggi Hazlett: Aye  
B.J. Patterson: Aye

Without further comment or objection, motion carried by unanimous vote.

**PUBLIC COMMENT**

- 5) **Comments from the General Public in Attendance** - No public comment cards were presented.

## **DISCUSSION**

### **5) Approve 2021 Goals for the EDBR Committee**

The Chair, Cinnamon Alvarez, reviewed the three goals discussed at a previous EDBR meeting and the committee members participated in the discussion. The Chair requested a motion to approve the 2021 Goals for the EDBR Committee. Peggi Hazlett motioned; Phil Cothran seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Cinnamon Alvarez, Chair: Aye  
Phil Cothran: Aye  
Mike Gallo: Absent  
Peggi Hazlett: Aye  
B.J. Patterson: Aye

Without further comment or objection, motion carried by unanimous vote.

## **WORKSHOP**

### **7) Pilot Project to Provide Guidance on Scope of Work for Business Services' Efforts**

Due to any potential conflicts of interest, Phil Cothran and Peggi Hazlett recused themselves from the workshop. Brad Gates led the workshop and noted that a scope of work for a Request for Proposal (RFP) is being prepared and the RFP is expected to be released in the next couple of months. The purpose of this RFP is to enhance services already provided by the Business Services unit and would assist chambers and business organizations with their connection to the business community. The goal is to award one contract to each of the five supervisory districts. The contracts are proposed to last three years with the possibility of additional extensions, but since this is a pilot program, the contracts may initially cover one year and be renewed based on performance. The funding per contract could range from \$75,000 to \$125,000 each, which may be used to hire a single point of contact to work with the Business Services unit. A discussion ensued about chambers working together to help bring awareness of our services to the business community.

## **REPORTS AND INFORMATION**

### **8) Business Services Survey Update**

Marlena Sessions introduced Curtis Compton, who discussed the current status of the Business Services survey. Previously, they were collecting a great deal of data, but it was not as focused as they had intended. The goal is to focus the surveys to obtain an immediate knowledge base of the businesses that are visited and report this information back to the committee members. There will continue to be a collaborative effort between Business Services, chambers and the business community, to ensure the survey information is focused and useful to improve our services.

### **9) Business Services Dashboard**

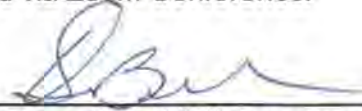
Curtis Compton reviewed a report from Tableau from the 4<sup>th</sup> quarter of 2019, which reflected the most recent data compiled by Chmura Analytics. The information included current employment map; industry employment; employment establishments; county Business establishments; job postings and countywide employment levels.

## **ADJOURNMENT**

The Chair requested a motion to adjourn. B.J. Patterson motioned. Peggi Hazlett seconded. None opposed; motion carried.

Meeting adjourned at 9:30 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, March 10, 2021 at 8:30 AM and will be held via Zoom Conference.



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Devra Bell, WDB Secretary