

## Business Development Committee Agenda

Thursday, June 2, 2022  
Stanislaus County Office of Education  
Tom Changnon Building, Orestimba Room  
1325 H 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. Presentation
  - A. Stanislaus County Department of Education Warehousing/Logistics Update – Jason Maggard
  - B. Business Services Work-Based Learning Presentation
- IV. Public Comment Period
- V. Director's Report
  - A. Update
  - B. Business Services Division Performance Update
- VI. Consent Item
  - A. Approve the Minutes of the March 3, 2022 Business Development Committee Meeting
- VII. Discussion and Action Item
  - A. Approval of the Mission Statement and Adoption of the Workforce Development Board's Vision Statement for the Business Development Committee
  - B. Consider the Information on the Pre-Employment Assessment Survey Results Regarding Employer Assessments and Approve Recommendation of Services to the Workforce Development Board.
  - C. Approval of the Recommendation of the Self-Sufficiency Standard to the Stanislaus County Workforce Development Board.
- VIII. Future Topics and Discussion

Next Meeting:

Date: September 8, 2022  
Location: Martin Petersen Event Center  
Time: 1:00 p.m. – 3:00 p.m.

## **Business Development Committee Meeting**

Thursday, March 3, 2022

Martin Petersen Event Center

720 12th Street, Modesto, CA 95354

1:00 p.m. – 3:00 p.m.

### Members in attendance:

Kris Helton, Chair  
Jennifer Shipman  
Dillon Olvera  
Jason Maggard

Billy Myers  
Shawn Hemiller  
Maryn Pitt

### Absent:

Tim Roos  
Jack Deliddo

Jennifer Zellet  
Dan Martin

### Staff in attendance:

Doris Foster  
Chris Hancock

Kristen Velarde  
Eugene Garcia

### Additional guest present:

Carlos Gonzales, City Ministries

- I. Call to Order and Roll Call  
Kris Helton, Business Development Committee (BDC) Chair, called the meeting to order at 1:00 PM, 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. Director's Report

Per the Committee's request Workforce Development Director, Doris Foster presented an overview of the Stanislaus County Business Report as of January 2022 which outlined the Distinct Businesses defined as 50% of the smaller businesses that we currently have in Stanislaus County, and the number of employees hired within those businesses.

Director Foster reported that that the Department is currently working on another apprenticeship program which will partner with several businesses that have not previously done apprenticeships. This program will be focused around the Stanislaus County Area Maintenance and Manufacturing Joint Apprenticeship Committee and will be working closely with Modesto Junior College. The program participants will rotate between the businesses and then the businesses will choose who they would like to hire.

Business Services Manager Eugene Garcia provided a Business Services Department update. He reviewed some upcoming projects which include the pre-apprenticeship program, Rising Vines, on-the-job training, and paid internships.

Marketing & Communications Coordinator Kristen Velarde presented the HR Hotline and Stanislaus County Website presentation to the Committee. Director Foster provided information regarding the funding for the HR Hotline project.

Director Foster gave an update on Sector Strategies. It was reported that Director Foster, Chris Hancock, and Stanislaus County Farm Commissioner Kamal Bagri, and Anna Genasci from the Farm Bureau met with to discuss sector strategies, partnerships as well as general scope of services and activities for moving forward with a sector strategies contract. Director Foster added that the Department is also working with Health Partnership within the health sector. The other two sectors, manufacturing and warehouse/logistics, will be presented at the next Business Development Committee meeting.

Director Foster provided the Committee with a report from Opportunity Stanislaus overviewing the quarterly Sector Strategies for the period ending December 31, 2021.

V. Consent Items

A. Approve the Minutes of the December 10, 2021 Business Development Committee Meeting.

Consent items adopted. J. Shipman/ J. Maggard

VI. Discussion and Action Item

A. Acceptance of Nominations and Appointment of Business Development Committee Officer Position of Vice Chair. K. Helton nominated J. Shipman, Jason Maggard seconded, all members in favor, motion passed unanimously.

B. Development and Approval of the Mission and Vision Statement for the Business Development Committee. There was discussion with regards to the Mission and Vision Statement. Recommendations of Mission Statements will be presented to the Committee at the June meeting.

C. Approval of the Business Development Committee Recommendation Regarding Employer Assessment to be Presented to the Workforce Development Board. J. Shipman asked regarding e-skills assessments at the Job Centers and which assessments are being used. Business Services Manager Eugene Garcia will gather those statistics. J. Shipman recommends the addition of the word “pre-employment” to questions #1, #2, #3, and #4. Director Foster commented that an explanation of what an assessment tool is should be added as well. An additional question will be added to differentiate the large businesses from the smaller ones.

D. Olvera/J. Maggard, with the above noted changes. Motion passed unanimously.

#### VII. Future Topics and Discussion

Chairman Helton commented that he would like to dig deeper into work-based learning with the Business Services Team in order to have a better understanding of them.

Chairman Helton commented that he would like to evaluate Self Sufficiency Rate in order to potentially recommend to the Board of Directors to approve and increase in the rate in order to allow more people to be able to take advantage of the programs that the Workforce Development Department offers.

Director Foster also added that the report from Brookings should be available for the next meeting and will be emailed as soon as it is available.

Jason Maggard noted that he would like to provide a presentation on the Patterson Unified truck driving school.

#### VIII. Adjournment

Chairman Helton adjourned the meeting at 2:32 PM.

Next Meeting: June 2, 2022

**June 2, 2022**

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Approval of the Mission Statement and Adoption of the Workforce Development Board's Vision Statement for the Business Development Committee

**ITEM NUMBER:** VII-A

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Approve the Mission Statement and adopt the Workforce Development Board's Vision Statement.

**DISCUSSION:**

At the March 3, 2022 Business Development Committee meeting, Committee Members gave suggestions and requested examples of possible Committee Mission Statements.

Based on the Committee's recommendations, staff developed the following Mission Statements:

"To promote, encourage, and facilitate the development of business needs and ideas on best services to the community. Focus on the evolving and changing needs of businesses and anticipate the needs of the future."

"Enhance and collaborate with public and private businesses within the community to empower them with the knowledge and skills needed in order to be successful."

"Advise the Stanislaus County Workforce Development Board with information and guidance in planning, providing, and promoting services to businesses in the community."

"Collaborate with businesses to ensure the creation and alignment of programs to address and resolve sector needs."

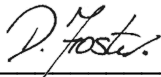
Staff further recommend that the Committee adopt the Workforce Development Board's Vision Statement, which was adopted by the Workforce Development Board on January 9, 2017.

The Workforce Development Board's vision is as follows:

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

Once approved, the Committee's Mission Statement will be taken to the Workforce Development Board at the July 11, 2022 meeting.

**ADMINISTRATIVE BUDGET IMPACT:** None



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Doris Foster, Director

**June 2, 2022**

Stanislaus County Business Development Committee Agenda Item

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Consider the Information on the Pre-Employment Assessment Survey Results Regarding Employer Assessments and Approve Recommendation of Services to the Workforce Development Board.

**ITEM NUMBER:** VII-B

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Consideration of information on the Pre-Employment Assessment Survey results regarding Employer Assessment and approval of the recommendation of services to the 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:**

A Pre-Employment Assessment is a test or questionnaire that candidates complete as part of the job application process. The use of a valid and expert assessment is an effective way for an Employer to determine which applicants are the most qualified for a specific job based on their strengths and preferences.

Currently the Department contracts with Opportunity Stanislaus to provide WorkKeys assessment. This pre-employment assessment 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. Additionally, Workforce Development uses a Pre-Employment Job Skills Assessments – eSkills at the Modesto, Turlock, Oakdale and Patterson Job Center which assesses:

- Typing/10 Key Certificates
- Administrative Certificates
- Medical Certificates
- Work Readiness Certificates

- Microsoft Office Certificates
- Customer Service Certificates, and
- Occupational Certificates.

Businesses are able to send candidates to any of the job centers to complete the test and obtain a certificate. Currently the most used certification is the Typing Certificate.

On September 23, 2021, the Business Development Committee discussed 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.

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.

At the December 10, 2021 Business Development Committee meeting, the Committee requested additional information to assess the needs within the community to determine if there was in interest from businesses to use an assessment. Additionally, it was requested to look at the WorkKeys service and determine the return on investment.

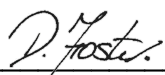
On March 3, 2022 the Business Development Committee staff reported that there is no tracking to determine the number of clients being employed as a result of the WorkKeys certification. Additionally, it was reported that Workforce Development staff took a sample group of 17 businesses who have used WorkKeys in the past. Of the 17 businesses that were contacted, one business stated they were interested in using WorkKeys, six said they were no longer interested, five businesses are no long in the area or in business and five did not call Workforce Development staff back. Additionally, at the March 3, 2022 meeting, the Business Development Committee reviewed and approved pre-employment assessment questions for the survey.

The survey has been completed and detailed results are attached. In summary, 58 Businesses responded of which 40 are not currently using an assessment tool and 18 are. Of those that are using a tool the two highest responses were for the Personality/Strength Assessment and a Job Skill assessment. The majority of businesses that responded had between 5-25 employees. The majority of businesses at 85% said they would use results from a recognized pre-employment assessment tool for hiring decisions.

Based on the survey results, staff will market pre-employment assessment tool(s) to businesses and report back results to the Business Development Committee.

**ADMINISTRATIVE BUDGET IMPACT:**

There is no fiscal impact at this time of information gathering.

  
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Doris Foster, Director



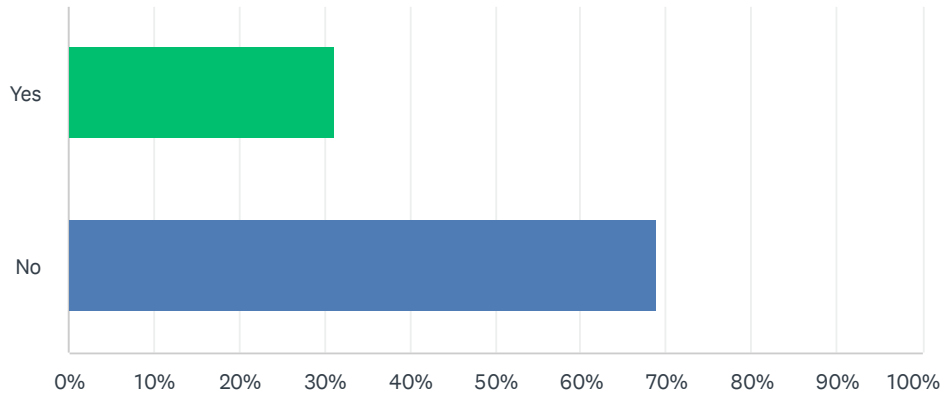
# STANISLAUS COUNTY WORKFORCE DEVELOPMENT

## ATTACHMENT 1

Local Business Pre-Employment Assessment Survey

### Q1 Do you currently use a pre-employment assessment tool?

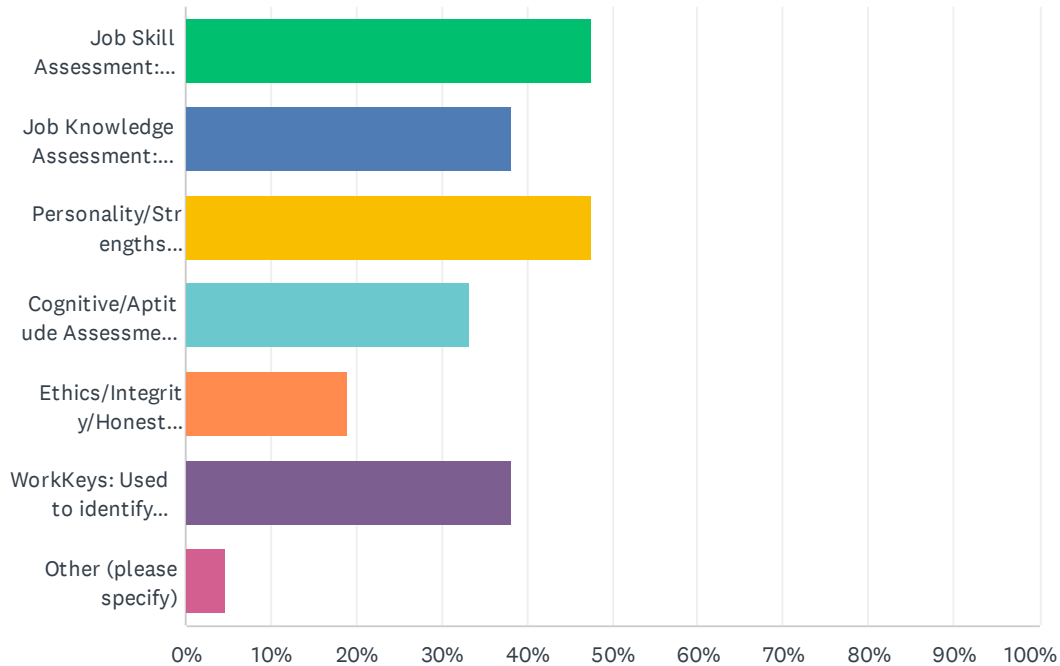
Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	31.03%	18
No	68.97%	40
TOTAL		58

## Q2 If so, which pre-employment assessment tool do you use? Check all that apply.

Answered: 21 Skipped: 37

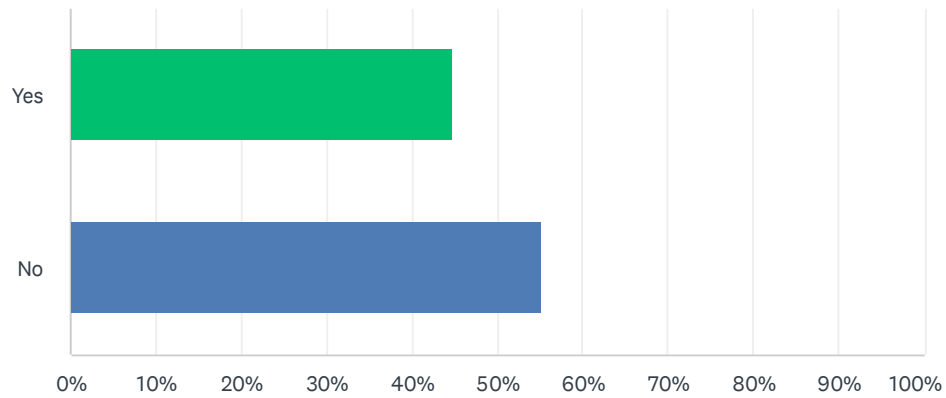


ANSWER CHOICES	RESPONSES
Job Skill Assessment: Used to identify specific hard or soft skills related to a job	47.62% 10
Job Knowledge Assessment: Used to identify specific or general knowledge for a job	38.10% 8
Personality/Strengths Assessment: Used to create a personality profile or identify strengths of candidates applying for a job	47.62% 10
Cognitive/Aptitude Assessment: Used to assess reasoning or thinking, processing speeds, and one's ability to solve problems in novel situations, independent of acquired knowledge	33.33% 7
Ethics/Integrity/Honest Assessment: Used to identify how ethical or honest a candidate is	19.05% 4
WorkKeys: Used to identify skill level in 8 subjects: Applied Math, Workplace Documents, Graphic Literacy, Applied Technology, Business Writing, Fit, Talent, and Workplace Observation.	38.10% 8
Other (please specify)	4.76% 1
Total Respondents: 21	

#	OTHER (PLEASE SPECIFY)	DATE
1	Looking to implement soon	5/4/2022 10:03 AM

### Q3 Have you previously used a pre-employment assessment tool?

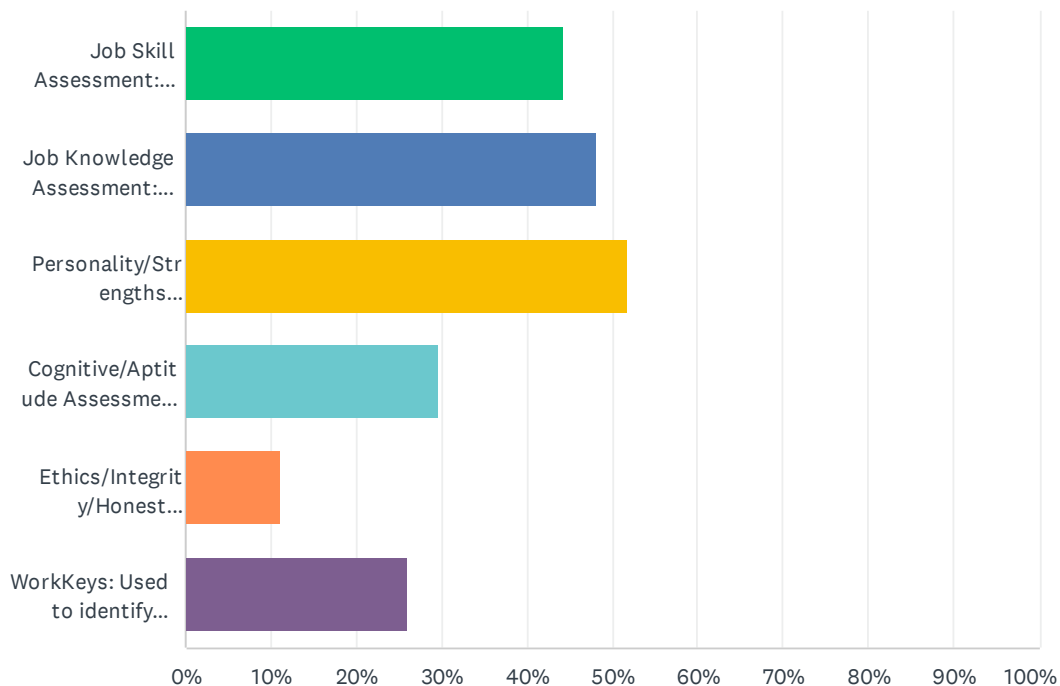
Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	44.83%	26
No	55.17%	32
TOTAL		58

### Q4 If so, which pre-employment assessment tool do you use? Check all that apply.

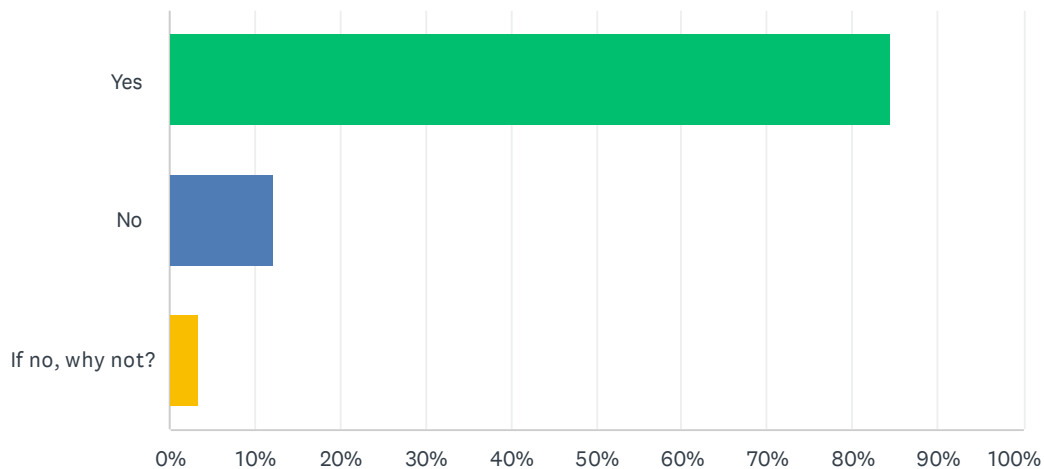
Answered: 27 Skipped: 31



ANSWER CHOICES	RESPONSES
Job Skill Assessment: Used to identify specific hard or soft skills related to a job	44.44% 12
Job Knowledge Assessment: Used to identify specific or general knowledge for a job	48.15% 13
Personality/Strengths Assessment: Used to create a personality profile or identify strengths of candidates applying for a job	51.85% 14
Cognitive/Aptitude Assessment: Used to assess reasoning or thinking, processing speeds, and one's ability to solve problems in novel situations, independent of acquired knowledge	29.63% 8
Ethics/Integrity/Honest Assessment: Used to identify how ethical or honest a candidate is	11.11% 3
WorkKeys: Used to identify skill level in 8 subjects: Applied Math, Workplace Documents, Graphic Literacy, Applied Technology, Business Writing, Fit, Talent, and Workplace Observation.	25.93% 7
Total Respondents: 27	

## Q5 Would you use results from a recognized pre-employment assessment tool for hiring decisions?

Answered: 58 Skipped: 0

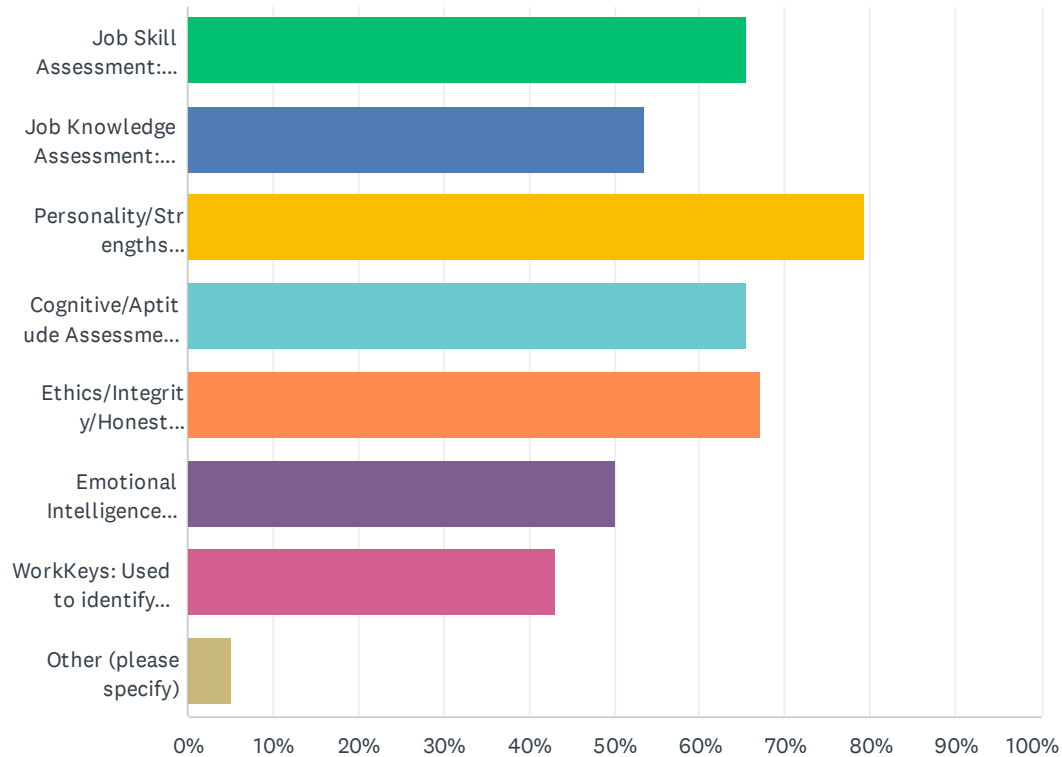


ANSWER CHOICES	RESPONSES
Yes	84.48% 49
No	12.07% 7
If no, why not?	3.45% 2
<b>TOTAL</b>	<b>58</b>

#	IF NO, WHY NOT?	DATE
1	They were company required at former employer, but were not utilized or considered in the hiring process.	5/20/2022 11:45 AM
2	Not all responded and needed a larger candidate pool.	5/4/2022 9:53 AM

## Q6 What type of assessment would be of value to you and your business? Check all that apply.

Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
Job Skill Assessment: Used to identify specific hard or soft skills related to a job	65.52%	38
Job Knowledge Assessment: Used to identify specific or general knowledge for a job	53.45%	31
Personality/Strengths Assessment: Used to create a personality profile or identify strengths of candidates applying for a job	79.31%	46
Cognitive/Aptitude Assessment: Used to assess reasoning or thinking, processing speeds, and one's ability to solve problems in novel situations, independent of acquired knowledge	65.52%	38
Ethics/Integrity/Honest Assessment: Used to identify how ethical or honest a candidate is	67.24%	39
Emotional Intelligence Assessment: Used to help employers identify which candidates and employees have better relationship management skills and who can be aware of and in control of their emotions.	50.00%	29
WorkKeys: Used to identify skill level in 8 subjects: Applied Math, Workplace Documents, Graphic Literacy, Applied Technology, Business Writing, Fit, Talent, and Workplace Observation.	43.10%	25
Other (please specify)	5.17%	3
Total Respondents: 58		

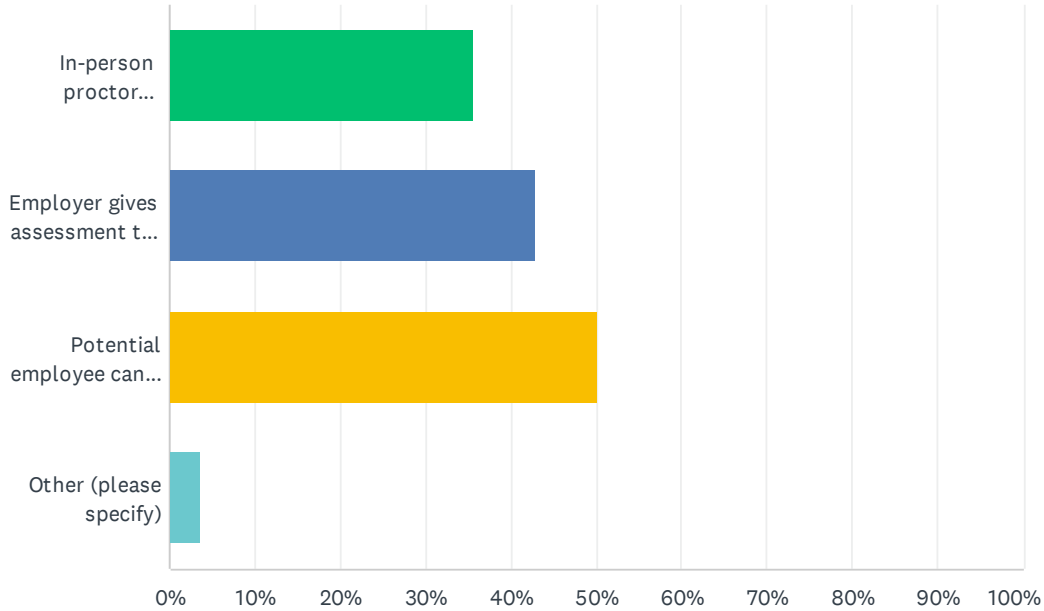
#	OTHER (PLEASE SPECIFY)	DATE
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## Local Business Pre-Employment Assessment Survey

1	I work alone	5/23/2022 11:44 AM
2	Showing up to work on time	4/16/2022 8:43 PM
3	Work ethic. Physical ability. criminal and civil history, including administrative agency history	4/15/2022 7:43 AM

### Q7 What is your preference in how the pre-employment assessment is administered to potential employees? Check all that apply.

Answered: 56 Skipped: 2



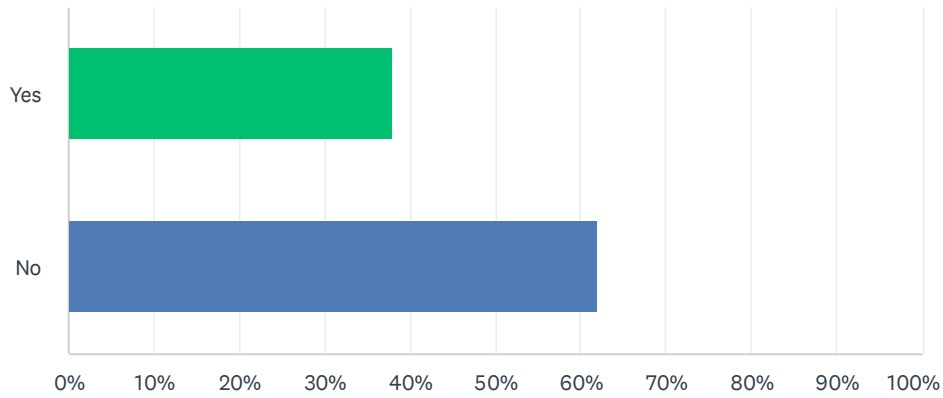
ANSWER CHOICES	RESPONSES
In-person proctor administers the assessment	35.71% 20
Employer gives assessment to potential employee	42.86% 24
Potential employee can take test online	50.00% 28
Other (please specify)	3.57% 2
Total Respondents: 56	

#	OTHER (PLEASE SPECIFY)	DATE
1	not needed	5/23/2022 11:44 AM
2	employer obtains information from an online source that shows the criminal, civil, and administrative history of applicant.	4/15/2022 7:43 AM



### Q8 Would you be interested in being part of a workgroup of businesses in Stanislaus County to determine an inventory of pre-employment assessments?

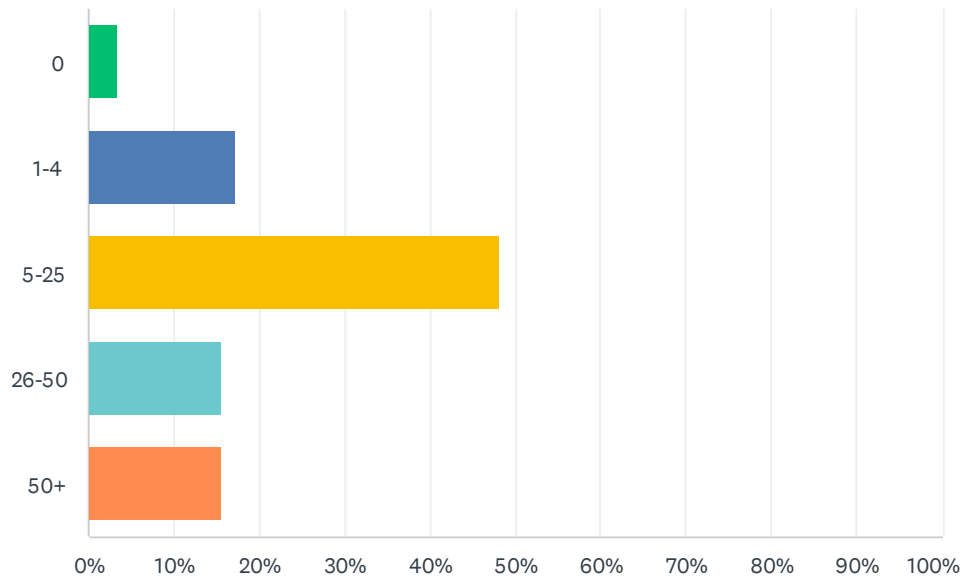
Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	37.93%	22
No	62.07%	36
TOTAL		58

## Q9 How many employees does your business have?

Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
0	3.45%	2
1-4	17.24%	10
5-25	48.28%	28
26-50	15.52%	9
50+	15.52%	9
<b>TOTAL</b>		<b>58</b>

**June 2, 2022**

Business Development Board Item

**TO:** Business Development Committee

**FROM:** Doris Foster, Director

**SUBJECT:**

Approval of the Recommendation of the Self-Sufficiency Standard to the Stanislaus County Workforce Development Board.

**ITEM NUMBER:** VII-C

**ITEM TYPE:** Discussion and Action

**STAFF RECOMMENDATION:**

Approve the recommendation of the Self-Sufficiency Standard to the Stanislaus County Workforce Development Board.

**POLICY:**

The self-sufficiency standard defines how much income families need to meet basic needs without the help of public or private assistance. Under Workforce Innovation and Opportunity Act (WIOA) section 134(d)(1)(A)(x), local areas have the ability to adjust the standards for self-sufficiency.

Under WIOA regulations, 20 CFR, Part 663.230, the criteria used to determine whether an employed worker needs intensive services to obtain or retain employment leading to self-sufficiency is the responsibility of State or Local Boards. The Department of Labor (DOL) provides a minimum threshold for each board known as the Lower Living Standard Income Level (LLSIL). The LLSIL is a poverty measure created by the Bureau of Labor Statistics, and uses a basic family budget approach to determine eligibility of youth participants, eligibility of employed adults for certain services, and self-sufficiency.

**DISCUSSION:**

On January 7, 2019 the Workforce Development Board approved the self-sufficiency standard at 200% of the Lower Living Standard Income Level (LLSIL). Prior to that approval, Workforce Development staff were using the California Budget and Policy Center for a single adult. The change was made to LLSIL for two reasons:

- LLSIL is more recognized and used by the State and more commonly used by other local workforce development areas in the region.
- The poverty rate continued to decline with the California Budget and Policy Center, which negatively impacted the Department's effort to meet the 30% training requirement mandated by the State in Workforce Services Directive 14-1.

The LLSIL self-sufficiency standard considers cost variations based on geography, particularly the size of the family and the cost of housing, childcare, transportation, food and healthcare.

Currently anyone in the community is able to enroll for services at Workforce Development that has the right to work and has registered for selective service. The self-sufficiency standard determines whether or not the Department can place them into individual training agreements, or On-the-Job Training. The self-sufficiency rate does not impact the ability for the Department to provide job search services, workshops, Incumbent Worker training, customized training or pre-apprenticeship services.

Stanislaus 2030 released the 2022 Market Assessment Executive Summary in which they identified a good job starting at \$28.58. As a foundation, a good job means workers earning enough for the family to achieve self-sufficiency and economic mobility.

Jobs in the report were categorized as "good", "promising", or "other" based on earnings, benefits and durability.

Good Jobs:

- i. Pay at least the target annual wage, meeting expenses and savings needs without California "safety net" benefits (e.g. SNAP, TANF, Medicaid).
- ii. Provide employer-sponsored health insurance, proxy for likelihood of other benefits like paid leave and retirement contributions; and
- iii. Afford stable career options to continue holding a good job in the future, considering factors like automation and career progressions.

Promising Jobs do not meet all good job criteria but provide career pathways leading most workers to a good job within ten years.

Other Jobs do not qualify as good or promising.

Workforce Development staff would like to start the conversation with the Business Development Committee on reviewing the self-sufficiency standard. The final adopted recommendation will be presented to the Workforce Development Board at the July 11, 2022 meeting.

Staff are recommending that more than one standard be approved.


1. Individual Training Agreements – remain at 200% of the LLSIL
2. On the Job Trainings – increase to 250% or 300% of the LLSIL
3. Business Services Goal wage – 350% of the LLSIL

This new tiered approach would allow more employed and underemployed job seekers to improve skills and qualify of jobs with higher earning potential. It would additionally assist Businesses with hiring needs, as well as upskill underemployed workers. Job Seekers will be able to be placed into the pipeline for good and promising jobs that will lead to self-sufficiency.

Attachment 1 to this agenda item provides a comparison of California's current minimum wage for business with 25 employees or less, minimum wage for businesses with 26 employees or more, Stanislaus 2030 target wage, and the LLSIL at various rates for comparison.

**ADMINISTRATIVE BUDGET IMPACT:**

There is no additional impact to the budget as training is already included in the Department budget.

  
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Doris Foster, Director

# Annual Income

