



BUSINESS SERVICES COMMITTEE AGENDA PACKET

Tuesday, January 9, 2018

4:00 p.m. – 6:00 p.m.

MBEST

3180 Imjin Road, Conference Room B

Marina, CA 93933

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at www.montereycountywdb.org. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. 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.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.

NOTICE TO THE PUBLIC

Members of the public who wish to address the Committee should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Committee Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Board Members will present recommendations for each action item on the agenda.
- Board members may ask questions of Workforce Development Board Staff and other Board Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Committee may take action on any item designated as an action item.
- Workforce Development Board members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



1441 Schilling Place, North
Salinas, CA 93901

(831) 796-6434
www.montereycountywdb.org

**Business Services Committee
Members:**

Mary Ann Leffel, Chair

Wendy Brickman
Paula Calvetti
Harbhajan "Harvey" Dadwal
Kimberly Schnader

Monterey County Workforce Development Board Business Services Committee

MBEST, 3180 Imjin Road, Conference Room B
Marina, CA 93933

Tuesday, January 9, 2018; 4:00 p.m.

AGENDA

CALL TO ORDER/INTRODUCTIONS:	Mary Ann Leffel, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT: <i>(Limited to 2 minutes per person)</i>	
CONSENT CALENDAR:	Mary Ann Leffel
1. ACTION: Approve minutes from Business Services meeting of September 12, 2017.	
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Mary Ann Leffel
1. ACTION: Approve meeting dates for the Workforce Development Board Business Services Committee for calendar year 2018.	Mary Ann Leffel
2. Review of 2017 Rapid Response activities.	Korey Woo
3. Review of 2017 Business Recruitments and Hiring of participants.	Korey Woo
4. Review of Customer Centered Design information.	Chris Donnelly Korey Woo
5. Update on regional funding for business engagement activities.	Chris Donnelly
6. Update on Business Services outreach materials.	Susan Marscellas
ADJOURNMENT:	Mary Ann Leffel
<p>Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at www.montereycountywdb.org. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. 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.</p> <p>ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.</p>	

UNADOPTED

Monterey County Workforce Development Board
Business Services Committee
MBEST, 3180 Imjin Road, Conference Room B, Marina, CA
Tuesday, September 12, 2017

Members Present: Mary Ann Leffel (Chair), Paula Calvetti, Wendy Brickman and Kimberly Schnader

Members Absent: Harbhajan Dadwal

Staff Present: Chris Donnelly, Javier Vanga, Laura Kershner, Korey Woo and Flor Galvan

Public Comment/Testimonial: None

Call to Order/Introductions: Mrs. Leffel called the meeting to order at 4:05 p.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Consent Calendar:

1. Action: Approve the minutes from December 20, 2016.
A motion was made by Wendy Brickman to approve the minutes from December 20, 2016, seconded by Paula Calvetti. ALL AYES

Discussion or Review of Business Calendar Action Items:

1. Update on WIOA Effectiveness in Serving Employers.
The Board received an update on the WIOA Effectiveness in Serving Employers.
2. Demonstration of the EconoVue Labor Market Web-Based tool.
The Board received a demonstration of the EconoVue Labor Market Web-Based tool.
3. Discussion on business engagement, outreach and marketing.
The Board received information regarding the business engagement, outreach and marketing.
4. Discussion on Workkeys outreach to business community.
The Board received information regarding the Workkeys outreach to business communities.
5. Report out on Rapid Response Roundtable.
The Board received a report on the Rapid Response Roundtable.

Announcements: Higher education & Research Summit on October 5, 2017 from 7:30 am to 10:30 am, located at the Monterey Marriott in the Ferrante's Bayview Room.

Adjournment: Ms. Leffel requested the meeting adjourn at 5:55 p.m.

MEMORANDUM

TO: BUSINESS SERVICES COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: APPROVE MEETING DATES FOR THE WORKFORCE DEVELOPMENT BOARD BUSINESS COMMITTEE FOR CALENDAR YEAR 2018.

DATE: JANUARY 9, 2018

RECOMMENDATION:

Approve the following meeting dates for the Workforce Development Board Business Services Committee for calendar year 2018.

January 2018 to December 2018

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
9			10			10			9		

MEMORANDUM

TO: BUSINESS SERVICES COMMITTEE
FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF 2017 RAPID RESPONSE ACTIVITIES
DATE: JANUARY 9, 2018

INFORMATION:

Rapid Response Activities

For program year 2017, the BSR Team has provided Rapid Response Services to 23 businesses impacted by closures, layoffs and downsizing affecting **1675** workers overall. Employee assistance included: work-site informational sessions covering unemployment insurance, community resources, small business/entrepreneurship, reemployment, career options and training opportunities, and assessment of job readiness. In addition, referrals were made to area employers that were hiring and focused career fairs were offered. In program year 2017, the BSR Team reached out to the following businesses impacted by closures, layoffs and downsizing:

- 1/13/17 ***Pacific Gas & Electric (PG&E)*** – BSR Team reached out to Pacific Gas and Electric on this date. BSR Team spoke to HR management who informed it that two layoffs took place due to a statewide reduction in workforce. PG&E employees were offered out placement services as part of their severance packages.
- 2/14/17 ***Nepenthe Restaurant*** – BSR Team reached out to Nepenthe Restaurant on this date. BSR Team spoke to HR management who informed it that layoffs were due to a road closure in Big Sur. Workers had already been released of duty and were no longer on the premise. 120 workers were impacted by the layoff. BSR staff immediately scheduled a Rapid Response presentation for affected employees. A Rapid Response presentation was held on 2/16/2017.
- 2/22/17 ***Post Ranch Inn*** – BSR Team reached out to employer on this date. HR management informed us that layoffs were due to a road closure in Big Sur and that workers had been released from duty. 80 workers were impacted by the layoff. BSR staff immediately scheduled a Rapid Response presentation for affected employees. The Rapid Response presentation was held on 2/23/2017.
- 2/23/17 ***Defense Language Institute (DLI)*** – BSR Team reached out to employer on 2/6/2017 once it became aware of layoffs. HR management informed it that layoffs were due to a reduction in the workforce. Workers were expected to be released in groups of 20 at a time. A total of 80 temporary workers will be impacted by this layoff over the course of three years. BSR staff immediately scheduled a Rapid Response presentation for affected employees. The Rapid Response presentation was held on 2/23/2017.
- 2/20/17 ***Wermuth & Cahoon Moving & Storage Co., Inc.*** – BSR Team reached out to employer on this date once it became aware of layoffs. Owner informed BSR Team that layoffs were due to a reduction in the workforce. 10 workers were impacted by the layoff. BSR staff scheduled a Rapid Response presentation for affected employees. The Rapid Response presentation was held on 2/14/2017.

- **3/8/17 *Excelligence Learning Corporation*** – BSR Team reached out to employer on 2/8/2017 because of anticipated layoffs. HR management informed BSR Team that layoffs were due to a reduction in the workforce. 38 workers were impacted by the layoff. BSR staff immediately scheduled a Rapid Response presentation for the affected employees. The Rapid Response presentation was held on 3/8/2017.
- **3/15/17 *Dynegy Moss Landing Power Plant*** – BSR Team reached out to employer on 3/15/2017. Plant manager informed BSR Team that layoffs were due to a reduction in the workforce and a change in the economy. 26 workers were impacted by this layoff. BSR Team immediately scheduled a Rapid Response presentation for affected employees. The Rapid Response presentation was held on 3/29/2017.
- **5/5/17 *Keurig Green Mountain*** – BSR Team reached out to employer on 5/5/2017 once made aware of layoffs. HR management informed us that layoffs were due to a business closure in Monterey County. 183 workers were impacted by this layoff. BSR Team immediately scheduled two Rapid Response presentations for affected employees. The Rapid Response presentations were held on 5/10/2017 & 5/14/17. In addition, on 5/19/2017, a mini job fair was held for all affected employees of Keurig Green Mountain.
- **7/24/17 *Ron Witherspoon, Inc.*** –BSR Team was notified of Ron Witherspoon, Inc. business layoffs which impacted 20 employees. BSR followed up twice with business to determine if it desired an orientation, business never confirmed orientation.
- **7/24/17 *Pacific Metrics Company*** – BSR Team reached out to the Pacific Metrics Company due to business closure which affected 55 employees. On 8/17/17 a Rapid Response Presentation was conducted for the business.
- **9/1/17 - *Merrill Farms, LLC*** - WDB received a notice of Closure and Layoffs which impacted 180 workers. The BSR Team immediately contacted the business to offer Rapid Response Services to the affected employees. HR management notified BSR Team that most of the employees had been placed with local ag related companies and that RR orientation was not necessary.
- **9/8/17 - *Dole Berry Company*** - WDB received a WARN notice notifying BSR Team of a layoff due to a reduction in force which affected 402 workers. BSR Team reached out to employer to offer an RR orientation. Monterey County WDD partnered with Santa Cruz County WDB to provide Rapid Response Services in Watsonville as many affected workers were anticipated to be Monterey County residents. On 9/19/17- Dole Berry Company, Santa Cruz County Workforce Development Board and the Monterey County Workforce Development Board coordinated a job fair that took place the second week of October 2017 initially designed for affected Dole Berry Company workers.
- **9/11/17 - *Famous Dave's*** - WDB received information regarding a closure at Famous Dave's which impacted 50 workers. BSR Team immediately contacted the Salinas restaurant to offer RR services. BSR Team left numerous messages for the business corporate office to contact BSR Team for service. No response was received. The restaurant had closed on 9/11/2017 without notice.
- **9/11/17- *Providence Farms, LLC***- WDB received a WARN Notice stating that Providence Farms, LLC would cease operations and close its Monterey County office on 11/15/2017 which impacted 77 workers. BSR Team immediately contacted the business to offer RR services. BSR made multiple calls and left several messages for the area manager.

- 9/12/17- **Castroville Auto Sales** - WDB was informed that Castroville Auto Sales closed its doors. BSR Team immediately reached out to business to offer RR Services. Business could not be reached as its phone number was disconnected and it was no longer operating at business address. There was no WARN Notice filed.
- 9/12/17 - **Caruso's Corner** - WDB was notified of Caruso's Corner closure. BSR Team contacted business to provide RR services. Phone number was disconnected and no forwarding address was offered.
- 9/28/17- **The Whole Enchilada Marketplace** - Business closed as of 9/22/17. BSR Team called business on 9/27, once aware of the closure, but phone number was disconnected. BSR reached out to owner by email to offer Rapid Response assistance to affected employees. BSR was notified that most workers had already been placed and that two remaining workers were staying on with related company and that services were not needed.
- 9/29/17 – **George Amaral Ranches, Inc.** – WDB received a WARN Notice, dated 9/18/17, stating that George Amaral Ranches, Inc. in Gonzales was permanently cease its farming and harvesting operations November of 2017 which impacted 115 workers. BSR reached out to business immediately to offer RR services. Business responded that most workers had already been placed with other ag-related businesses.
- 10/5/17: **Beverly Fabrics** – BSR Team reached out to Beverly Fabrics once it became aware of the companies' closure which affected seven employees. The Store Manager requested that BSR Team follow-up in November 2017. A follow-up meeting took place in person at the end of October 2017. BSR was informed that the store was on track to close in January 2018 and that RR Services were no longer needed after-all.
- 10/30/17: **Cal Pacific Specialty Foods** – BSR Team reached out to Cal Pacific Specialty Foods because of closure which affected 25 employees. BSR Team provided a Rapid Response Orientation on 11/15/2017 for the business. 14 impacted employees participated. A WARN Notice was received after the fact on November 21, 2017 for a total of 300 temporary employees and 23 permanent employees. A Rapid Response Orientation took place on 11/15/2017 for the business. The BSR Team also contacted the temporary agency twice to offer RR Services to 300 temporary workers. Temporary agency did not respond to offer of assistance.
- 10/30/17: **Chevron** – WDB received a WARN Act Notice notifying it of a reduction of employees for an undisclosed number of workers. The company indicated that the number of reductions would not be disclosed until completion of the selection process and analysis of WARN requirements will be conducted on a location by location basis.
- 11/7/17: **Robert Talbott** - WDB received a WARN Act Notice notifying it of a permanent closure which affected 38 workers. A Rapid Response presentation was offered on 11/7/17 to the affected employees. A total of 11 employees attended the presentation.
- 11/16/17: **Dole Berry Company** - WDB received a second WARN Act Notice notifying it of a permanent reduction to its raspberry operations in Watsonville. The reduction in force on 11/16/2017 affected 140 workers, many of which could be Monterey County residents. BSR Team reached out to Santa Cruz County WDB to offer its assistance if a RR Orientation was desired.

Below is a list of all Rapid Response Services that took place 2017:

- 1/13/17 Pacific Gas & Electric-2 employees
- 2/14/17 Nepenthe Restaurant-120 employees
- 2/20/17 Wermuth & Cahoon Moving and Storage Co.- 14 employees
- 2/22/17 Post Ranch Inn-80 employees
- 2/23/17 Defense Language Institute (DLI) – 80 employees
- 3/8/17 Excelligence Learning Corporation-38 employees
- 3/15/17 Dinegy Moss Landing Power Plant-26 employees
- 5/5/17 Keurig Green Mountain-183 employees
- 7/14/17: Ron Witherspoon, Inc. – 20 employees
- 7/24/17: Pacific Metrics Company – 55 employees
- 9/1/17: Merrill Farms, LLC - 180 employees
- 9/8/17: Dole Berry Company - 402 employees
- 9/11/17: Famous Dave's - 50 employees
- 9/11/17: Providence Farms, LLC - 77 employees
- 9/12/17: Castroville Auto Sales - Unknown
- 9/12/17: Caruso's Corner – Unknown
- 9/28/17: The Whole Enchilada Marketplace - Unknown
- 9/29/17: George Amaral Ranches, Inc. – 115 workers
- 10/5/17: Beverly Fabrics - 7 employees
- 10/30/17: Cal Pacific Specialty Foods - 25 employees
- 10/30/17: Chevron - Undisclosed number of employees
- 11/7/17: Robert Talbott – 38 employees
- 11/16/17: Dole Berry Company – 140 employees
- 11/21/17: Cal Pacific – 300 Temp employees; 23 permanent employees

MEMORANDUM

TO: BUSINESS SERVICES COMMITTEE
FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF 2017 BUSINESS RECRUITMENT AND HIRING OF PARTICIPANTS
DATE: JANUARY 9, 2018



Below is a list of recruitments held by the Business Services Team for 2017. A total of 30 employers participated in individual recruitment events. Some employers had multiple recruitments throughout the year.

Recruitment Month	Business Name	# of times BSR held a recruitment
Jan 2017	Comcast	1
Jan 2017 Feb 2017 Mar 2017 Apr 2017	WIS International	7
Jan 2017	Grid Alternatives	1
Jan 2017 Jun 2017 Jul 2017	Organic Girl	8
Jan 2017	Esperanza Therapy Services	1
Feb 2017	Dole/Bud of California	1
Feb 2017	Victorian Home Care	1

BUSINESS ITEM #3

Recruitment Month	Business Name	# of Times BSR Held a Recruitment
Feb 2017	Mexican American Opportunity Foundation	1
Feb 2017	Dadwahl Management Company	1
Apr 2017	D Bullard Right at Home Care	1
Apr 2017 Jul 2017 Aug 2017 Sep 2017	Packers Sanitation Services, Inc.	4
Apr 2017 May 2017	Balance Staffing	2
May 2017 Jun 2017 Sep 2017	Manpower	3
May 2017 Jun 2017	Employnet	1
May 2017	U.S. Census	1
May 2017 Jun 2017	Walmart	2
June 2017	Spherion Staffing	1
Jun 2017 Nov 2017	California Prison Industry Authority	2
Jun 2017	California Highway Patrol	1
Jul 2017 Aug 2017	Quik Stop	2
Jul 2017	Embassy Suites	1
Aug 2017	Greengate Fresh	1
Aug 2017	Target	2
Sep 2017	Kettle Cuisine	1
Sep 2017	Blaze Pizza	1
Nov 2017	United Natural Foods, Inc.	1
Nov 2017	Slingshot Connections	1
Nov 2017	Performance Foodservice - Ledyard	1
Nov 2017	Geo Reentry Services	1
Dec2017	Joy's One Stop Janitorial Services, Inc.	1

Below is a list of four large Job Fairs that the Business Services Team participated in during 2017. These job fairs had more than 1,000 job seekers present. The Community Job Fair is the largest job fair in the County of Monterey.

- May 2017: Community Job Fair (125 Employers present – Peninsula)
- May 2017: MST Job Fair
- Oct 2017: Community Job Fair (37 Employers present – Salinas)
- Dec 2017: MST Job Fair

Below is a list of Job Placements coordinated by the Business Services Team for 2017. 40 local job seekers were placed in positions as the result of attending recruitment events or resume referrals coordinated by the BSR Team. Average wage is approximately \$13.00 hourly.

Month	Job Seekers	Employer	Occupation	Wage
JAN 2017	7	ESPERANZA THERAPY SERVICES	PT BEHAVIOR SPECIALIST	\$12.00 HR.
	1	WIS INTERNATIONAL	PT INVENTORY ASSOCIATE	\$11.00 HR.
FEB 2017	2	WIS INTERNATIONAL	PT INVENTORY ASSOCIATE	\$11.00 HR.
	5	VICTORIAN HOME CARE	PERSONAL CARE ATTENDANTS	\$11.00- \$12.50 HR.
MAR 2017	1	NORTH COUNTY INDUSTRIAL MACHINE SHOP	HR ASSISTANT	\$18.00 HR.
APR 2017	1	WIS INTERNATIONAL	PT INVENTORY ASSOCIATE	\$11.00 HR.
MAY 2017	1	MARPO CONSTRUCTION	CONSTRUCTION WORKER	\$15.00- \$30.00 HR.
	1	U.S. CENSUS BUREAU	FIELD REPRESENTATIVE	\$15.05- \$16.89 HR.
JUN 2017	1	RUSS WILCOX INSURANCE	PERSONAL ACCOUNT REPRESENTATIVE	\$13.00 HR.
	3	WALMART	REMODEL ASSOCIATES	\$10.50 HR.
	2	ORGANIC GIRL	HEAVY LABORER GENERAL LABORER	\$11.52 HR. \$11.26 HR.
JUL 2017	2	PACKERS SANITATION SERVICES, INC.	SANITATION SPECIALIST	\$13.00 HR.
	1	U.S. CENSUS BUREAU	FIELD REPRESENTATIVE	\$15.05 HR.
AUG 2017	1	LEMUS INSURANCE AGENCY	OFFICE ASSISTANT	\$10.50 HR.
	1	SALVATION ARMY	HR VOLUNTEER COORDINATOR	
	1	GOODWILL CENTRAL COAST	SALVAGE WORKER/MATERIAL HANDLER	\$11.00- 13.00 HR.
	1	MARPO CONSTRUCTION	CONSTRUCTION WORKER	\$15.00- \$30.00 HR.
SEP 2017	3	BLAZE PIZZA	CREW MEMBER	\$10.50 HR.
	1	MANPOWER/EARTHBOUND FARMS	WASHLINE HEAVY LABORER	\$12.25- \$15.50 HR.

BUSINESS ITEM #3

Month	Job Seekers	Employer	Occupation	Wage
SEP 2017	1	ORGANIC GIRL	FORKLIFT DRIVER	\$12.57- \$13.07 HR.
OCT 2017	1	NWEA IN PORTLAND	REMOTE PROGRAM MANAGEMENT ANALYST	
NOV 2017	1	DIGITAL SCHOOLS	SUPPORT TECH.	\$50K-\$70K ANNUALLY
DEC 2017	1	JOY'S ONE STOP JANITORIAL SERVICES, INC.	JANITORIAL HANDYMAN	\$11.00 HR.

MEMORANDUM

TO: BUSINESS SERVICES COMMITTEE
FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF CUSTOMER CENTERED DESIGN INFORMATION
DATE: JANUARY 9, 2018

INFORMATION:

The Business Services Committee will revisit the Customer Center Design that was completed in 2016 as part of Business Services goals moving forward.

MEMORANDUM

TO: BUSINESS SERVICES COMMITTEE

FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR

SUBJECT: UPDATE ON REGIONAL FUNDING FOR BUSINESS ENGAGEMENT ACTIVITIES

DATE: JANUARY 9, 2018

INFORMATION:

The Monterey County Workforce Development Board (MCWDB), as the designated fiscal agent for the Coastal Regional Planning Unit (RPU), is the grant recipient of special funds from the California Workforce Development Board intended to support regional alignment and coordination among local boards. The Coastal RPU is comprised of the workforce development boards from Santa Cruz, Monterey, San Luis Obispo, and Santa Barbara counties. The Coastal RPU has received funding for the SlingShot Sector Initiative focusing on the workforce development needs in the healthcare sector and Regional Plan Implementation funding for activities in support of the regional plan goals, including identification of administrative efficiencies across the region.

Business outreach and engagement is among the various regional activities that these funds support. A portion of the SlingShot funding will go to fund business engagement specialists to support industry and economic development meetings relevant to SlingShot's focus area. The Coastal RPU will use a portion of the Regional Plan Implementation funds to support coordinated outreach efforts and consistent messaging and branding to businesses, employers, and industry via the development of a regional business services website. The regional website will promote regionwide sector initiatives and business services offerings such as on-the-job (OJT) and incumbent worker training by the local boards within the region. Effective business engagement ensures that sector initiatives are business led and contribute to advancing the region's sector partnerships, including SlingShot.

MEMORANDUM

TO: BUSINESS SERVICES COMMITTEE
FROM: CHRISTOPHER DONNELLY, EXECUTIVE DIRECTOR
SUBJECT: UPDATE ON BUSINESS SERVICES OUTREACH MATERIALS
DATE: JANUARY 9, 2018

INFORMATION:

Provide Business Services Committee with an overview of new outreach materials as part of our Business outreach for recruitments, job postings and job fairs.