



# SAN BENITO COUNTY

KATHRYN FLORES  
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 108 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

## San Benito County Workforce Investment Board (WIB)

February 14, 2012 @ 3:00 p.m.

1111 San Felipe Road, Ste 108, Hollister, CA 95023

Executive Committee Meeting

### MINUTES

**For health reasons, all meetings are smoke and fragrance free.**

*The purpose of the WIB shall be to promote and foster employment opportunities for the structurally unemployed, the under-employed and other economically disadvantaged members of the community.*

**Present:** Nancy Martin, Carrie Fosdick, Gary McIntire, Dave Wright

**Absent:** **EXCUSED:** Kendra Bobsin, Katherine Hough, Yuko Duckworth

**Staff:** Andi Anderson, Enrique Arreola, Sylvia Jacques

Chair, Nancy Martin, called the meeting to order at 3:05 p.m.

I. **Public Comment Period:** There were no public comments received.

II. **Agenda Items:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

B. **Approval of Minutes:** *Action is required*

1. The minutes of the November 8, 2011 and December 13, 2011 Executive Committee meetings were approved as presented. *M/S/C David Wright/ Gary McIntire.* The minutes of the January 10, 2012 full WIB meeting are enclosed for information.

C. **WIB Membership:** No applications were received to be considered for appointment to the full WIB. There are currently 2 vacancies from the private sector and one for the public sector.

1. The term of public sector member, Nancy Martin expired on January 6, 2012; she has agreed to continue serving on the board for another three-year term. After discussion the Executive Committee approved forwarding the application of Nancy Martin to the Board of Supervisors reappointment to the full WIB for another 3 year term. *M/S/C Gary McIntire/ David Wright. Nancy Martin abstained.*

2. The term of public sector member, Sherrean Carr expired on January 26, 2012; she has agreed to continue serving on the board for another three-year term. Af

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD  
SERVING SAN BENITO COUNTY SINCE 1978



The County CSWD is an equal opportunity employer/program

EQUAL HOUSING  
OPPORTUNITY

The County CSWD is an equal opportunity employer/program. - The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

discussion the Executive Committee approved forwarding the application of Sherrean Carr to the Board of Supervisors reappointment to the full WIB for another 3 year term. *M/S/C David Wright/ Gary McIntire*

3. The term of private sector member, Esequiel Arrizon expired on January 26, 2012; he has agreed to continue serving on the board for another three-year term. After discussion the Executive Committee approved forwarding the application of Esequiel Arrizon to the Board of Supervisors reappointment to the full WIB for another 3 year term. *M/S/C Carrie Fosdick/ Gary McIntire*

**D. Committee Updates:**

1. **Youth Employment Program Council:** YEP Council member, David Wright reported on the status of the proposed “Job Connection”. Members are still reviewing legalities and once there is more information, the YEP Council will report to the WIB.

2. **Planning Committee:** At the January 30, 2012 committee meeting discussed the following items:

- a. **Vision and Mission:** A vision and mission was identified for further discussion and recommendation to the Full Board. Attached are the draft WIB mission and vision statements.

- **Vision Draft:** The Executive Committee revised the draft vision statement presented by the Planning Committee. Will be forwarded to the full WIB for final approval. *M/S/C Gary McIntire/David Wright.*

*“San Benito County will have a trained, skilled and relevant workforce that meets the needs of employers and increases the quality of life in our community.”*

- **Mission:** The Executive Committee revised the draft mission statement presented by the Planning Committee. Will be forwarded to the full WIB for final approval. *M/S/C Carrie Fosdick/ Gary McIntire*

*“The mission of the San Benito County Workforce Investment Board is to provide a variety of trainings, services and resources to unemployed, under-employed and dislocated workers which will raise their education and skill levels to ensure their success in the workforce.”*

- E. **Individual Training Account (ITA) Policy:** The Ex Committee approved the staff recommendation that the scholarship cap be increased to \$4,000 and to setting a priority of service to San Benito County (SBC) residents for Adults funds. *M/S/C David Wright/ Carrie Fosdick*

- F. **On-the-Job Training Program (OJT) Policy:** The Ex Committee approved the staff recommendation the increase of the OJT training hours cap for adult and out-of-school youth to 600 hours and setting a priority of service to SBC residents. *M/S/C Gary McIntire/ David Wright*

- G. **Work Experience Program (WEP) Policy:** The Ex Committee approved the staff recommendation the increase of the WEP training hours cap for adult and out-of-

school youth to 600 hours and setting a priority of service to SBC residents. *MSC David Wright/ Carrie Fosdick*

- H. **Lay-Off Aversion:** The Committee felt that it was appropriate to accept a proposal from EDC to conduct Lay-Off Aversion services to distressed employers. Nancy Martin provided an overview and the 2 phases of the lay-off aversion. Information was included in the agenda packet. Approximately \$16,000 are available and funds must be expended by June 30, 2012. Nancy explained that business school students will be used to conduct community surveys. National survey will be used to build a data base to start from. A Motion was made pending including changes as discussed. *M/S/C David Wright/ Gary McIntire. Nancy Martin abstained.*
- I. **Executive Committee: TABLE until the Vision & Mission have been established:** Continue discussion on Priorities and how to move forward once the mission and vision are created. Staff recommends the Planning Committee meet to redefine the goals. In order to do this we need to define the Vision & Mission Statements. Schedule meeting with the Planning Committee.
- a. **Full Body Scan - Roadmap for success** –
  - b. **Better Business Service- Training for High Skilled Jobs** -
  - c. **Employable Youth** -
  - d. **Funding** -
- J. **National Emergency Grant (NEG):** Sylvia Jacquez reported that one client has been enrolled via I-Train, another client has started training and one client is expected to start next Monday. So far 3 enrollments have been completed with a goal of 56 enrollments by end of March. Staff will be conducting additional outreach effort and were informed that they are able to serve 2010 Census employees. An ad was placed in the paper to recruit Census employees. Enrique posed question to South Bay WIB as to expenditures of funds and staff has been instructed to continue to move forward. Not only local are One-Stops are having difficulty recruiting clients under the guidelines, but Statewide as well. The way the NEG grant was written it makes it difficult to connect with the clientele who are eligible.
- K. **Workforce Collaborative of California's Central Coast (WCCCC) MOU:** Enrique Arreola provided an update on the possibility of submitting a regional and/or a tri-county proposal for the Innovations Grant from the Department of Labor (DOL). Enrique reported on the 2 proposals that SBC is looking to be included:
- 1. **Tri-County Region:** Discussed partnering with Library, etc satellite site/mobile unit. A conference will be schedule in the near future to discuss further. Staff will continue to keep the board informed.
  - 2. **Santa Cruz & SBC counties.** Focus is on youth. Enrique Arreola will participate in a conference call tomorrow to discuss further. An assessment was conducted and youth issues continued to surface. Will have more information to report at the next meeting.
- L. **WorkKeys:** Sylvia provided an update. One person is currently utilizing this assessment. Discussed was the need for staff and the tight budgets. What is staff capacity to make this work? Is this something that an intern could do? Really selling employer buy in. Maybe retired teachers who would be willing to volunteer as the

instructor. It is important to match the skill set to the employer. Discussed fees for Certificate & Staff costs.

- M. WIB Paperless Agenda Packets:** Board members discussed the kick-off date to the implementation of paperless agendas. Set up bylaws meeting. Schedule Planning Committee Meeting to discuss bylaws. Review by April full WIB and once approved the goal is to go paperless by July 2012.

III. **Additional Information:**

- A. Jobs in Your Jammies:** Nancy Martin stated EDC and CMAP are in the discussion phase. Enclosed is information on a 2-hour program Job Fair, “Jobs in Your Jammies”. Information only at this time.
- B. CA Workforce Association Spring Conference:** Enclosed is the draft agenda for the CWA Spring Conference. WIB members and other workforce partners are encouraged to attend. Attached you will find the agenda for the conference. Enrique will be attending. San Diego, April 4-6, 2012. Will send link to invite WIB members.
- C. CWA Charlie Brown Workforce Award:** Attached is the nomination form for the Charlie Brown Workforce Award. Board members are encouraged to submit a nomination. Accepting nominations. Send out info to board members.
- D. Unemployment Report:** The unemployment report for December is enclosed. Janice Shriver distributed a report for November which is the most recent info included.
- E. Ethics Training:** Several members have not submitted their Ethics Training Certificates. Please submit those to Andi Anderson.
- F. Form 700:** Electronic copies of the Form 700 have been sent to all WIB members. Please complete the form and submit to Andi Anderson by February 27, 2012. Andi will forward to the elections department.

IV. **Adjournment:** *M/S/C David Wright Gary McIntire 4:40 P.M.*