



SAN BENITO COUNTY

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COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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San Benito County Workforce Investment Board (WIB)

March 13, 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: Yuko Duckworth, Carrie Fosdick, Kathy Hough, Nancy Martin, Gary McIntire
Absent: **Excused:** Kendra Bobsin, David Wright
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez
Guest: Anthony Evans

Chair, Nancy Martin, called the meeting to order at 3:35 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:** The minutes of the February 14, 2012 Executive Committee meeting were approved as presented. *M/S/C Gary McIntire, Carrie Fosdick*
- 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 for Brenda Weatherly is scheduled to expire on March 24, 2012. She has submitted a resignation letter. This is a mandated position for Economic Development Agency Representative (public sector). Gary McIntire will touch base with Chamber of Commerce to see about possibly filling this position.

D. **Committee Updates:**

1. **Youth Employment Program Council:** Enrique Arreola reported the staff is still reviewing legalities and once there is more information, the YEP Council will report to the WIB. County Counsel has indicated that posting job announcements shouldn't be a problem as long as the job board includes a disclaimer that we are not responsible for false advertisement. At the last YEP Council meeting Youth

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD

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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.

2. discussed their thoughts on promoting the Job Connection on Facebook and they feel that Facebook wasn't as accessible to students as the High school website. They also discussed having youth assist with maintaining a link on the High School Website for the Job Connection Program.
 3. **Planning Committee:** The meeting scheduled for March 6, 2012 did not take place due to lack of quorum. Kathy Hough will schedule a meeting of the Planning committee to discuss moving forward with the goals. Enrique Arreola distributed a draft of goals & strategies.
 4. **Executive Committee:** *TABLED until after the Planning Committee meets:* Review and discuss mission and vision statements and forward to full WIB for their review and approval at the April, 2012 meeting. Waiting for Planning Committee to identify strategies for each goal.
 - a. **Full Body Scan - Roadmap for success** –
 - b. **Better Business Service- Training for High Skilled Jobs** -
 - c. **Employable Youth** -
 - d. **Funding** -
- E. **California Workforce Services Network (CWSN):** Sylvia Jacquez reported that the State is in the process enhancing the current VOS system to include CalJOBS in order to revamp the client tracking system making one system Statewide. Staff is working with the State to come up with the new system to be implemented July 1, 2012. Discussed was extending the case management system until after the FY due to end of fiscal year reports due to DOL. Additional features will be included, and the State is paying for those fees saving the County approximately \$25,000! There will be additional modules which can be purchased if needed. CalJOBS will be in place July 1st. The replacement of the job training automation system and case management system will be on hold until notification from the State. Sonya Espinola has been attending the Train the Trainers modules and will train all WIA staff before the new system is in place. EDD staff will receive their own training on the new CalJOBS system.
- F. **National Emergency Grant (NEG):** Sylvia reported that 3 participants are enrolled in ITA. An ad was placed in newspaper to include Census workers from 2010, however there was not much success on recruitments. Staff has had to turn away several people because of the date when the program began causing them not to qualify for services and are trying to serve those clients under regular DW worker funds. It has been difficult working with the restrictions placed on the Grant and is still waiting to hear if the dates can be modified. Enrique Arreola is hopeful that CSWD will not have to pay grant back because stipulations were previously approved by NEG. It is beyond staff control and are hopeful it will not affect performance standards.
- G. **Workforce Collaborative of California's Central Coast (WCCCC) MOU:** Enrique Arreola provided an update on the DOL Innovations Grant. He stated that the WCCCC is working on submitting 2 grants. The WCCCC decided not to pursue the full collaborative as there is not enough time to prepare the grant for the amount of work required to complete it. The WCCCC is pursuing another grant which is due late April and focuses on youth employment. It has been identified regionally that

youth employment is a huge need. Another grant is in geriatrics and allied health. Enrique Arreola submitted a budget for over 3-years for an estimated \$250,000. Monterey WIB is the lead agency.

- H. **CDBG Application for Workforce Services:** CSWD is working on submitting an application by April 6, 2012 for a total of \$500,000, \$162,500 for Emmaus House, \$100,000 for Homeless Coalition, and \$200,000 for CSWD workforce services. CSWD hasn't requested workforce services through this application in the past but the survey conducted indicated that job services is a huge need and includes: Summer Youth Employment, Vocational Training, Work Experience, and OJT. Encouraged letters of support from board members. Nancy Martin stated this is very important to show the Board of Supervisors the WIB supports the efforts of CSWD through their Commitment, Leverage, Support of services and she is willing to address the BOS on Tuesday, March 20, 2012 at 9am during the scheduled public hearing.
 - I. **WorkKeys:** Sylvia reported that there is one participant enrolled who unfortunately is not cooperating. Staff is working on identifying other participants to utilize the program. Enrique Arreola encouraged having all participants complete the training and discussed including this as a stipulation that part of enrollment is completing the WorkKeys.
 - J. **WIB Paperless Agenda Packets:** Bylaws Committee needs to meet to revise bylaws for implementation of paperless agenda packets, change meeting location during Executive Committee meetings and to establish adhoc committees. Andi Anderson will Doodle members with meeting dates and will provide the Bylaws committee members with the most recent bylaws.
 - K. **Final Performance Standards for PY 2009-2010:** *Info Only:* Attached is a copy of the Final Performance Standards for PY 2009-2010. Received annual incentive allocation.
 - L. **At Your Service Lay-Off Aversion Strategy:** Nancy Martin provided an update on the recently approved contract between the County and EDC for the implementation of Lay-Off Aversion Strategies. Copy included in agenda packet for information. *Phase 1:* 200-300 students will be conducting the survey. *Phase 2:* Report will help to determine types of services businesses need.
 - M. **WIA 85% Program Review Response for PY 2011-12:** Attached is the response to the WIA program monitoring review.
 - N. **WIA and ARRA Fiscal and Procurement Review for PY 2010-11:** Attached is the response to the WIA and ARRA Fiscal and Procurement monitoring review.
 - O. **Jobs in Your Jammies:** Sylvia Jacquez stated that staff & partners held a meeting on March 1st and that 3 staff members have taken the lead. They are looking at setting a date for 3rd week in May. EDC and staff need to connect with CMAP. Andi Anderson will e-mail CAMP and request they connect with Nancy Martin to schedule a meeting.
- III. **Additional Information:**
- A. **Unemployment Report:** The unemployment rate is currently 17.6%
 - B. **Ethics Training:** Several members have not submitted their Ethics Training Certificates. Please submit those to Andi Anderson.
 - C. **Form 700:** Electronic copies of the Form 700 have been sent to all WIB members. Please complete the form and submit to Andi so she can forward to the elections department.
- IV. **Adjournment:** M/S/C Yuko Duckworth/Kathy Hough 3:50 P.M.

The next Full WIB meeting is scheduled for April 10, 2012 at 3:00 p.m.

