



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)

April 10, 2012 @ 3:00 p.m.

1111 San Felipe Road, Ste 207, Hollister, CA 95023

Full WIB Meeting

AGENDA

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.

- I. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to five minutes per guest unless the board determines that more time is needed.
- II. **Agenda Items:**
 - A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
 - B. **Approval of Minutes:**
 1. Approve the minutes of the January 10, 2012 full WIB meeting. *Action is required.*
 2. The minutes of the March 13, 2012 Executive Committee meeting are enclosed for board information.
 3. The minutes of the March 27, 2012 Planning Committee meeting are enclosed for board information.
 - C. **WIB Membership: Action is required**
 1. **Applications:** Any applications received will be considered for appointment to the full WIB. *Action is required*
 2. **Current vacancies:** Private Sector= 2. Public Sector=2 (Mandated Positions)
 3. The term of Board member Jerry Muenzer from the Private Sector is due to expire on May 5, 2012. Mr. Muenzer has decided not to renew his board membership.
 4. Board member Kathy Flores from the Public Sector will be retiring May, 2012. This is a mandated position.
 - D. **Committee Updates:**
 1. **Youth Employment Program Council:** Staff and Council members will provide an update.

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2. **Planning Committee:** Kathy Hough will report on the Planning Committee meeting which was held on March 27th and make recommendations on strategies to the four goals identified by WIB.
 - a. **Full Body Scan - Roadmap for success**
 - b. **Better Business Service- Training for High Skilled Jobs**
 - c. **Employable Youth**
 - d. **Funding**
3. **Executive Committee:** Nancy Martin will present the mission and vision statements to full WIB for their review and approval. ***Action is required.***
4. **Bylaws Committee:** Members will provide an update.
- E. **California Workforce Services Network (CWSN):** Staff will provide an update on the progress of the system to be implemented effective July 1st.
- F. **National Emergency Grant (NEG):** Staff will provide an update.
- G. **CDBG Application for Workforce Services:** Staff will provide an update on the CDBG grant application in the amount of \$200,000 for workforce services.
- H. **WorkKeys:** Staff will provide an update.
- I. **At Your Service Lay-Off Aversion Strategy:** Nancy Martin will provide an update.
- J. **Jobs in Your Jammies:** Nancy Martin and staff will provide an update on the event.

III. **Additional Information:**

- A. **Unemployment Report:** The unemployment report for February, 2012 is enclosed.
- 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:**

The next Executive Committee meeting is scheduled for May 8, 2012 at 3:00 P.M.



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San Benito County Workforce Investment Board (WIB)

January 10, 2012 @ 3:00 p.m.

1111 San Felipe Road, Ste 207, Hollister, CA 95023

Full Board Meeting

MINUTES

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: Alex Arias, Kristi Alarid, Kendra Bobsin, Anthony Evans, Kathy Flores, Mimi Laurent, Nancy Martin, Barb Montag, Jerry Muenzer, Soila Rojas, Steven Tuma, Brenda Weatherly, David Wright

Absent: **Excused:** Esequiel Arrizon, Warren Barry, Sherrean Carr, Carrie Fosdick, Kathy Hough, Yuko Duckworth, Todd Farr, Gary McIntire

UnExcused: Donald Dixon, Angie Trujillo

Staff: Andi Anderson, Enrique Arreola, Sonya Espinola, Sylvia Jacquez

Guests: Paul Farmer, Janice Schriver

Chair, Nancy Martin, called the meeting to order at 3:04 P.M.

I Public Comment Period: Introductions were made by everyone present. There were no public comments.

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 October 11, 2011 full WIB meeting were approved as presented. *M/S/C Jerry Muenzer/Steven Tuma.*

2. The minutes of the November 8, 2011 Executive Committee are enclosed for information.

C. **WIB Membership:**

1. Any applications received will be considered for appointment to the full WIB. *Action is required.*

1) An application was received from Paul Farmer, Office Star, to fill a Private Sector vacancy. After discussion the full WIB approved forwarding the application of

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Paul Farmer to the Board of Supervisors for appointment to the full WIB. *M/S/C Steven Tuma/Kendra Bobsin*

2) An application was received from Richard Bianchi, Ag Industry, to fill a Private Sector vacancy. After discussion the full WIB approved forwarding the application of Richard Bianchi to the Board of Supervisors for appointment to the full WIB. *M/S/C Kathy Flores/Kendra Bobsin*

2. **Current vacancies:** With the additions of Paul Farmer and Richard Bianchi, 2 positions of the 3 vacancies were filled. A resignation was received from Connie Herndon who has moved out of state. As a result there are 2 Private Sector vacancies.

3. **Peninsula Family Services (Public Sector):** This position has not been filled. Jess Bosquez retired and due to the Peninsula Family Services office being out of County they have not assigned a representative.

D. **Committee Updates:**

1. **Youth Employment Program Council:** David Wright provided an update on the proposed project "Job Connection". A copy was enclosed. David stated this project is still in the discussion stages. Members are looking into issues of liability, Megan's Law, etc. Discussed if this is something that goes along with what the White House is proposing as far as summer youth programs. Enrique Arreola explained that this project is geared more towards making the YEP Council more visible to the community. Once staff has more information they will report back to the full WIB.

2. **Executive Committee:** Continue discussion on Priorities and how to move forward. Members feel it is very important to establish the Mission and Vision statements prior to identifying the goals. The Executive Committee was surveyed on updates for the Vision & Mission Statement which was included in the application. The on-line vision and mission survey was discussed and it was decided to redistribute the current vision & mission survey to the full WIB for feedback. The deadline to complete the survey is January 27, 2012. Once completed, the full WIB will move forward on their goals:

- 1) **Full Body Scan - Roadmap for success -**
- 2) **Better Business Service- Training for High Skilled Jobs -**
- 3) **Employable Youth -**
- 4) **Funding -**

E. **Individual Training Account (ITA) Funding Cap:** Board members discussed the feasibility and impact of establishing a higher ITA funding CAP. Scenarios were included in the agenda packet. Santa Cruz=\$4500, Monterey County has a cap of \$5000 however; they don't utilize ITA funds in the same manner as San Benito County. Paul

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Farmer provided some input on the cap amount which will make it more feasible to provide training locally from a professional standpoint. He also discussed his attempts to bring Office Star to Hollister in order to provide computer training locally, thus making it easier for clients with transportation issues. Sylvia stated that many clients aren't eligible for Pell grants so the extra \$1000 in ITA assistance would be extremely helpful. Sonya explained the application process and the waiting list procedures. Members questioned the staff ability to provide optimal services based on the current funding and whether or not they would be able to provide more one-on-one services with a decreased workload. Discussed was serving clients outside of SBC. Because ITAs are State funds, San Benito County must provide services to all qualifying clients even if clients reside outside of the County. Members suggested setting a priority for SBC residents especially since 50% of clients are San Benito County and 50% are from outside counties. Staff's understanding is that they can't set a priority for Dislocated Worker funds but that staff will follow through and get something in writing. Staff will provide a comparative with local counties for WIB review. Based on full WIB direction, staff will redraft the recommendation for action at the next meeting and follow-up on setting an In-county/Out of County cap.

- F. **National Emergency Grant (NEG):** Sonya Espinola provided an update. A summary report was enclosed for board review. 400 individuals who went through layoffs attended workshops. Orientations for NEG were every Tuesday & Thursday through December and are now on a walk in basis. 2 clients are in the ITA process, 0 core files, 1 intensive. Additional employers were not approved for assistance through this grant therefore only clients from Earthbound Farms are eligible for services. Others who were laid off were given priority under WIA funds. Of those, 2 approved for ITA, 1 core (beginning stages of intake process) & 1 intensive (eligibility) file in process.
- G. **Workforce Collaborative of California's Central Coast (WCCCC) MOU:** Members continue to meet weekly/biweekly. A survey was conducted and members felt, as a consortium, services for youth were a top priority. Allied health & green jobs came in next. Discussed the need for Summer Youth program with a goal of placing 800 youth. There are 2 or 3 funding sources which can be tapped into and the WCCCC will be discussing this at the next meeting.
- H. **WorkKeys:** Sonya discussed the difficulties in getting the WorkKeys program up and running in the computer lab. She, Amber Allerton (One-Stop Staff) and IT are working together to coordinate working out the bugs. IT Dept had Sonya conduct testing on computers and found that the software was not updated. Sonya doesn't have access to newest updates. Discussed issues with router. There are 13 laptops and 10 not connecting to the server. There are 3 desktops in the lab that are working well. Staff is working on

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conducting mini labs to make sure every thing is working properly before a test lab is conducted. There is a test charge for every test and if there is a power outage or any other issue we are still charged for the tests. Kathy Flores will contact IT and inform them of the urgency to upgrade Sonya's access in order to get the systems up to date.

- I. **WIB Paperless Agenda Packets:** Continued discussion on the possibility of moving forward to paperless board agenda packets and modifying the bylaws. Bylaws committee will need to meet. *Table to next meeting.*
- J. **WIA Amended Allocations:** Staff shared with the board the WIA Amended formula allocations for PY 2011-2012.
- K. **Programs Update:** Sylvia Jacquez provided and update on the programs & expenditures and a copy was distributed at the meeting.

III **Additional Information:**

- A. **Jobs in Your Jammies:** Nancy Martin stated EDS and CMAP are in the discussion phase. Enclosed is information on a 2-hour program Job Fair, "Jobs in Your Jammies". Info only at this time.
- B. **Jobs Bill Summary:** Enclosed is a summary of the Jobs Bill. Info only
- C. **Unemployment Report:** The unemployment report for November is enclosed. Janice Schriver distributed a report for November which is the most recent info included.
- D. **Ethics Training:** Several members have not submitted their Ethics Training Certificates. Please submit those to Andi Anderson.

IV **Adjournment:** *M/S/C Steve Tuma/Barbara Weatherly 4:41pm*

Next WIB Executive Committee meeting will be held on February 14, 2012 at 3:00 p.m.

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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

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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.**

Planning Committee Meeting
March 27, 2012
12:00 P.M.

Kathy Hough Called to order at 12:30 P.M.

Goal & Objectives:

1. **Full Body Scan**: Enrique Arreola discussed the areas of training and how they are approved. One-Stop has partnered with various training providers and all must be identified as a need or demand occupation through research of labor market information. In the past there was push for Green jobs, yet in San Benito County it has not turned out to be a high demand occupation. Discussed the lumping of the high growth areas that don't really apply to San Benito County. May be high growth in Santa Clara and other counties, but not in SBC. Staff indicated it has been difficult to place in the medical assisting due to lack of experience. The Planning Committee members have identified the following occupations to be considered high demand in SBC and neighboring counties:
 - a. **Agricultural**
 - b. **Manufacturing**
 - c. **Truck Driving**
 - d. **Health (Allied)**
 - e. **Construction**
 - f. **Green Sector**: When there is a project in the works.
 - g. **Bio Health**
 - h. **Retail**
 - i. **Hospitality**
 - j. **Information Technology** (San Jose/Monterey)
 - k. **Computer: Office training**. Administrative & Clerical
2. **Better Business Services – Training for High Skilled Jobs**: Members identified the following strategies:
 - a. **Increase Employment Engagement**
 - b. **Outreach (Micro & Macro)**
 - c. **Reach out to NEW employers**
 - d. **Provide on-site space for outreach & interview**
 - e. **Partner w/EDC, Chamber & HDA**
 - f. **Sharing info on Tax Incentives (Hiring Youth/Parolees, etc)**
 - g. **Promote WorkKeys**

- h. **Provide One-on-One Support/Small Groups/More WIB member interaction**
 - i. **Increase Funding \$400-500k through collaborations**
 - j. **More networking (WIB members & Staff)**
3. **Employable Youth:** Members identified the following strategies:
- a. **Work Experience Program**
 - b. **Outreach to youth in colleges & high schools**
 - c. **Work w/ the YEP Council**
 - d. **Youth to utilize WorkKeys**
 - e. **Increase Funds: 300k for youth 9wks 40/hr for summer youth program.**
4. **Funding:** Members identified the following strategies:
- a. The need to increase funding in order to provide more services.

<u>Youth funding:</u>	<u>Adult and Dislocated</u>	<u>Rapid Response 2) 50k, 3)</u>
Year 1) \$50k-60k	Worker funding:	50k
Year 2) 100k	Year 1) \$60k-70k	Year 1) \$0
Year 3) 150k-175k	Year 2) \$100k	Year 2) \$50k
	Year 3) \$150K	Year 3) \$50K

Establish a Fund Development Committee: To reach out to potential funders.

- Private/Corporate Sectors
- Apple
- HP
- Cisco
- Packard
- Target/Kmart/Walmart
- Big 5
- Microsoft
- Netflix
- Local Businesses
- Community Residents
- Family Foundations (Ex. Ramon Samavia)
- Evan Moor Educational Publishing

Meeting Adjourned at 1:25 P.M.



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WORKFORCE INVESTMENT BOARD (WIB) OF SAN BENITO COUNTY

Role

The Workforce Investment Board (WIB) of San Benito County, appointed by the San Benito county Board of Supervisors, includes 29 leaders from business, economic development, education, labor, government agencies, and community-based organizations who collaborate to:

- Administer federal Workforce Investment Act (WIA) funds in San Benito County.
- Provide oversight for workforce development programs and services to benefit job seekers, workers, and businesses in San Benito County.
- Collaborate with business, economic development, labor, education, community-based organizations, and government agencies to build a stronger workforce in San Benito County.

Vision

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 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.

Goals & Strategies

- 1) Integrate the goal of "full body scan relating to workforce services in our community" and "creating a road map for success".
 - a.
 - b.
- 2) Integrate "better business services" and "training for high skilled high demand occupations"
 - a.
 - b.

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3) Establish Training Programs that Create Employable Youth for the Future Workforce

a.

b.

4) Create funding opportunities to enhance and expand workforce services in our community.

a.

b.

5) To establish ad-hoc committees to include:

1) Clean & Green

2) Agricultural

3) Outreach/Membership and

4) Allied Health

2012-2013 Focus

Collaborate with business, economic development, education, labor, government, and community-based organizations within San Benito County and partner with other workforce areas and collaborative, to build regional capacity for:

- Growing the San Benito County job base to benefit job seekers, youth, and incumbent workers
- Expanding and investing in the demand-driven skills and readiness of the San Benito County workforce, with an emphasis on allied health, agriculture, manufacturing, and clean/green jobs.

2012-2013 Focus

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 hearing disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for a meeting should call the TDD/TTY phone (831) 637-3265. **04.10.12 full WIB Agenda Packet, page 13**
five business days before the needed date to arrange for the special accommodations.

