



# SAN BENITO COUNTY

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## 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

### 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:** Kristi Alarid, Warren Barry, Anthony Evans, Carrie Fosdick, Kathy Flores, Kathy Hough, Nancy Martin, Barb Montag, Jerry Muenzer, Steven Tuma, David Wright

**Absent:** **Excused:** Alex Arias, Esequiel Arrizon, Richard Bianchi, Kendra Bobsin, Sherrean Carr, Donald Dixon, Yuko Duckworth, Paul Farmer, Todd Farr, Mimi Laurent, Gary McIntire, Barb Montag, Jerry Muenzer, Soila Rojas, Sylvia Sanchez, Angie Trujillo

**Staff:** Sylvia Jacquez

**Guests:** Andrea Zeller-Nield, Arturo Contreras, Janice Shriver

Chair, Nancy Martin, called the meeting to order at 3:07 P.M.

I. **Public Comment Period:** Introductions were made by WIB members and guests: Andrea Zeller-Nield and Arturo Contreras from Small Business Development Center.

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:**

1. The minutes of the January 10, 2012 full WIB meeting were not approved. ***Tabled to next meeting due to lack of quorum.***

2. The minutes of the March 13, 2012 Executive Committee meeting and the March 27, 2012 Planning Committee were enclosed for board information.

C. **WIB Membership:**

1. **Applications:** An application was received from Arturo Contreras of SBDC to fill the vacancy of Economic Development Agency Representative (public sector). ***Tabled to next meeting due to lack of quorum.***

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD

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2. **Current vacancies:** There are currently 2 Private Sector vacancies and 2 Public Sector (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 7, 2012. This is a mandated position. Kathy reported that this position will be filled once the hiring of the Interim Director of HHSA is decided. WIB Board members congratulated Kathy on her retirement and thanked for all of her hard work with the agency and WIB participation. Kathy reported she will be taking six months off to vacation and to spend time with her family.

**D. Committee Updates:**

1. **Youth Employment Program Council:** No new updates to report. *Tabled to next meeting.*
  2. **Planning Committee:** Kathy Hough reported on the Planning Committee's recommendations on strategies to the four goals identified by WIB. *Tabled to next meeting due to lack of quorum.*
    - 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 presented the mission and vision statements to full WIB for their review and approval. *Tabled to next meeting due to lack of quorum.*
  4. **Bylaws Committee:** Members have not had an opportunity to meet. Will provide an update at the next meeting.
- E. **California Workforce Services Network (CWSN):** Sylvia Jacquez provided an update on the progress of the system that will be implemented effective July 1st.
- F. **National Emergency Grant (NEG):** Sylvia Jacquez provided an update. There are currently 3 enrolled in the program and 2 files pending. The grant has an enrollment cut-off date of June 30, 2012. This has been a challenging program due to enrollment restrictions.
- G. **CDBG Application for Workforce Services:** Sylvia Jacquez reported that staff submitted the CDBG grant application to the State on April 5<sup>th</sup>. Application contains workforce services activities in the amount of \$200,000. Expect to receive a response in July, 2012 if awarded.
- H. **WorkKeys:** Sylvia Jacquez reported there is currently one client going thru this certification. He is doing very well and will begin his official tests soon.
- I. **At Your Service Lay-Off Aversion Strategy:** It was reported that Arturo Contreras from SBDC will be the lead for these lay-off aversion strategies. The students conducting the surveys will have an orientation on April 13<sup>th</sup>. There will be a 3 hour casual event for businesses to interact with people. A brown bag lunch will be provided. These services will be completed by June 30<sup>th</sup>.

J. **Jobs in Your Jammies:** Nancy Martin reported that she has been trying to arrange a meeting with CMAP to discuss this event but has not been successful.

III. **Additional Information:**

A. **Unemployment Report:** The unemployment report for February, 2012 was enclosed for review.

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.

D. **Fiscal & Procurement Monitoring:** Sylvia Jacquez reported that the State's Compliance Review Division will conduct a visit the week of April 16<sup>th</sup>-20<sup>th</sup>.

E. **FY 2012-2013 Funding Allocations:** Sylvia Jacquez distributed allocation information for FY 12-13 (Adult/DW/Youth).

IV. **Adjournment:** Meeting was adjourned at 3:49 P.M.

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