



SAN BENITO COUNTY

MARIA CORONA
INTERIM DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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San Benito County Workforce Investment Board (WIB)

May 8, 2012 @ 3:00 p.m.

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

WIB Executive Committee 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:** Carrie Fosdick, Kathy Hough, Nancy Martin, Gary McIntire
Absent: *Excused:* Kendra Bobsin, Yuko Duckworth, David Wright
Staff: Andi Anderson, Enrique Arreola
Guests: Maria Corona

Chair, Nancy Martin, called the meeting to order at 3:05 P.M.

- I. **Public Comment Period:** Introductions were made by everyone present. With the retirement of HHSA Director, Kathy Flores, Enrique Arreola introduced Maria Corona as the Interim Director. Ms. Corona provided a brief overview of her qualifications stating she has been with the county for 23 years. She began at age 19 as a Vocational Assistance and through the years has held the following positions Eligibility Worker, Social Worker for Child Welfare & IHSS, Supervisor at Family Resource Center. Deputy Director for Child Welfare.
- 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 March 13, 2012 Executive Committee meeting, March 27, 2012 and April 10, 2012 Planning Committee were approved as presented. *M/S/C Gary McIntire & Carrie Fosdick.*
 2. The minutes of the January 10, 2012 full WIB meeting were not approved due to lack of quorum and will be tabled until the July full WIB meeting for approval.
- C. **WIB Membership:**
1. **Applications:**

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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.

- a. **Public Sector**: An application was received from Arturo Contreras of SBDC to fill the vacancy of Economic Development Agency Representative (public sector). After discussion the Executive Committee approved the application of Arturo Contreras for submission to the Board of Supervisors for final appointment to the full WIB. *M/S/C Kathy Hough/Gary McIntire*
 - b. **Director of HHSA**: Public Sector member, Kathy Flores, retired May 7, 2012. As a mandated position, her replacement, Maria Corona, was announced. After discussion the Executive Committee approved the application of Maria Corona for submission to the Board of Supervisors for final appointment to the full WIB. *M/S/C Kathy Hough/Carrie Fosdick*.
2. **Current vacancies**: There are currently 3 Private Sector vacancies and 2 Public Sector (Mandated Positions)

D. **Committee Updates**:

1. **Youth Employment Program Council**: David Wright will provide on the Job Connection at the June Special full WIB meeting.
 2. **Planning Committee**: The Planning Committee's recommendations on strategies to the four goals identified by WIB were not approved due to lack of quorum and will be tabled until the July full WIB meeting for approval. Kathy Hough stated that the Planning Committee met to discuss setting the identified goals, however; there weren't enough members in attendance to move forward. Enrique Arreola stated that this may not need to go before the full WIB at the Executive Committee has approval to make recommendations and vote on them. Discussed moving the full WIB to June rather than July in order to move forward. Need to post as a full WIB special meeting. Nancy will send out an e-mail to WIB members notifying them of the special meeting. No July & August meetings.
 - a. **Full Body Scan - Roadmap for success Better Business Service- Training for High Skilled Jobs**
 - b. **Employable Youth**
 - c. **Funding**
 3. **Executive Committee**: Nancy Martin presented the mission and vision statements to full WIB for their review and approval. Statements were not approved due to lack of quorum and will be tabled until the July full WIB meeting for approval.
 4. **Bylaws Committee**: Once bylaws revised they need to go to County Council & the BOS. Bylaws committee meet 15 minutes before the full WIB to vote be able to send packets out via e-mail. Enrique to Make changes, send to bylaws committee, they will meet, etc.
- E. **Fiscal & Procurement Monitoring**: Enrique Arreola provided update on the State's Compliance Review Division visit conducted the week of April 16th-20th stating the visit went well and that staff has made huge progress in remaining compliant. Overall there were no issues. Staff hasn't received the initial draft report but the monitor did report that there were no issues with procurement. There were a few comments on

grievance procedure and draft corrections have been submitted. Previous corrective actions were remedied.

- F. **California Workforce Services Network (CWSN):** Enrique Arreola provided an update on the progress of the VOS system that will be implemented effective July 1st. One-Stop staff, Sonya Espinola, has received 8-9 days training and is now eligible to be a trainer under CWSN guidelines and is conducting training with all staff at the One-Stop Career Center today and tomorrow. Sonya will complete 2-3 trainings next month. JTA portion of the system will be implemented in late September. EDD is picking up the tab on additional modules. That feature would cost \$5-7,000. CWA requested to GeoSolutions a special price if all WIBs come in on the modules. Cost would be \$30-40,000 and this is not doable for smaller counties.
- G. **National Emergency Grant (NEG):** 3 clients are enrolled, 2 pending: 1 who was laid off through census and 1 through Earthbound. This grant continues to be a challenge based on criteria provided. No clients are qualifying under this program and all clients must be enrolled by June 30, 2012. San Benito County is not the only county with this issue.
- H. **Community Development Block Grant (CDBG) Application for Workforce Services:** Enrique Arreola reported that the CDBG grant application is normally under the Community Action Board (CAB), however; since the application was for workforce services he felt the need to report the status to the WIB. The CDBG application was completed and submitted in a timely manner, however; it is ineligible for funding because the State indicated CSWD was not in compliance with submitting the audit report by April 6, 2012. The audit report was sent to the Federal Clearing House but not the State Comptroller. Staff is in the process of fighting this glitch and has contacted Congress, Assembly, Senator, etc. CSWD Staff met with all the applicants and submitted letters to the new director at the State and to HUD and are requesting face to face with Housing & Community Development (HCD). 20 counties could be affected. San Benito County applied for \$500,000 for workforce services, Emmaus House & Homeless Coalition. Workforce funding is being reduced and this would have provided much needed support. Nancy Martin stated she is meeting with the governor this Friday and she will put in a plug.
- I. **WorkKeys:** Enrique Arreola recommended when the planning committee meets they need to set a precedent that all participants complete the WorkKeys. He suggested a 2 tier approach:
1. Use of policy and
 2. Having employers committed to hiring employees who have completed the WorkKeys.
- Discussed was the importance of getting companies to utilize the program. Staff suggested that everyone walking through the door at the One-Stop Career Center should complete WorkKeys as part of their eligibility assessment. Nancy Martin will discuss this at the Brown Bag event. Nancy stated she could set up a demo in order for clients to be informed of the services being provided. Staff also suggested updating policy and identify 1-2 companies that would could get to buy-in.

- J. **At Your Service Lay-Off Aversion Strategy:** Nancy Martin is working on getting a purchase order in place and certificates of insurance. Once those are obtained the surveyors will begin conducting the surveys next week. Discussed was the data base parameters included in the survey which will help provide better information on the workforce. The Lay-Off Aversion Strategy is expected to be completed by the end of next month. There are 3 bilingual teams conducting the surveys.
- K. **Jobs in Your Jammies:** Nancy Martin stated is has been challenging to connect with partners including CMAP. A meeting has been set for May 16, 2012. Enrique Arreola's recommendation is to hold Webinar in Sept/October timeframe rather than as originally planed at the end of May. Nancy Martin has a sponsor and stated she may be able to get funds from the broadband consortium.

III. **Additional Information:**

- A. **Unemployment Report:** The unemployment report for April 2012 was enclosed.
- B. **Ethics Training:** Several members have not submitted their Ethics Training Certificates. *None on file for:* Warren Barry, Donald Dixon, Anthony Evans, Barb Montag, Angela Trujillo, Esequiel Arrizon. Several are due to expire soon and will need to be renewed. A list is attached for member review.
- C. **Form 700:** The Form 700 was due April 1, 2012.
- D. **Reemployment & Eligibility Assessments:** Enrique distributed & provided an update stating that everyone on long term unemployment is required to attend a skills assessment and an in-person reemployment and eligibility assessment interview the EDD staff. If clients live 25 miles from One-Stop Career Center they are exempt.
- E. **Trade Adjustment Assistance (TAA) Grant:** Enrique Arreola distributed information on the TAA. This grant is authorized for \$500 million for each of four years to support education and career-training programs focused on dislocated and unemployed workers. The program provides grants to expand and improve the delivery of education and career training programs that can be completed within two years. Discussed possible partnership. An MOU will be submitted for review. Great opportunity to bring funding into the county.

IV. **Adjournment:** M/S/C 4:10 P.M. Carrie Fosdick Gary McIntire

The next Executive Committee meeting is scheduled for June 12, 2012 at 3:00 P.M