



SAN BENITO COUNTY

MARIA CORONA
INTERIM 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)
June 12, 2012 @ 3:00 p.m.
1111 San Felipe Road, Ste 108, Hollister, CA 95023
SPECIAL 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:** *Action is required*
 1. The minutes of the 1/10/12 & 4/10/12 full WIB are enclosed for review and approval.
 2. The minutes of the 05/08/12 Executive Committee are enclosed for information.
 - C. **WIB Membership:** There are currently 3 Private Sector vacancies and 1 Public Sector (Mandated Positions)
 1. **New Applications:** Any applications received will be considered for appointment to the full WIB. *Action is required*
 2. **Re-Appointment:** The term of private sector member, Alex Arias will expire on July 28, 2012; he has agreed to continue serving on the board for another three-year term. *Action is required for his re-appointment to the WIB.*
 - D. **Committee Updates:**
 1. **Nomination Committee:** Board members will discuss the formation of the Nomination Committee for next year's officers.
 2. **Youth Employment Program Council:** YEP Council member David Wright will provide an update on the Job Connection.
 3. **Planning Committee:** Committee members will:
 - A. **Present recommendations to revise the ITA, OJT, & WEP policies**
 1. **Individual Training Account (ITA) Policy:** The Committee is recommending that the scholarship cap be increased to \$4,000 and successful enrollment & completion of WorkKeys/WIN assessment in order to be awarded a scholarship. *Action is required.*
 2. **On-the-Job Training Program (OJT) Policy:** The Committee is recommending the increase of the OJT training hours cap for adult and out-of-school youth to 600 hours, setting a priority of service to San Benito County residents and successful enrollment & completion of WorkKeys/WIN assessment in order to be awarded a contract. *Action is required.*

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.

3. **Work Experience Program (WEP) Policy:** The Committee is recommending the increase of the WEP training hours cap for adult and out-of-school youth to 600 hours, setting a priority of service to San Benito County residents and successful enrollment & completion of WorkKeys/WIN assessment in order to be awarded an agreement. *Action is required.*

B. **Planning Committee Recommendations:** Review the Planning Committee's recommendations on strategies to the four goals identified by WIB. An outline of the priorities discussed at the 03/27/12 Planning Committee is included.

- a. **Full Body Scan - Roadmap for success Better**
- b. **Business Service- Training for High Skilled Jobs**
- c. **Employable Youth**
- d. **Funding**

4. **Executive Committee:** The Executive Committee members will present the mission, vision and activities for each goal to full WIB for their review and approval. *Action is required*

5. **Bylaws Committee:** Committee members are recommending that the bylaws be revised to include language on implementing paperless agendas. *Action is required.*

E. **August, 2012 Meeting:** Discussion will be held regarding the cancellation of the August, 2012 meeting. *Action is required.*

F. **Re-Employment & Eligibility Assessments (REA):** Staff will provide an update on the attached MOU. Staff is seeking direction.

G. **Fiscal & Procurement Monitoring:** Staff will provide an update on the State's Compliance Review Division visit conducted the week of April 16th-20th.

H. **California Workforce Services Network (CWSN):** Staff will provide an update on the VOS system which will be implemented effective July 1st.

I. **National Emergency Grant (NEG):** Staff will provide an update.

J. **Community Development Block Grant (CDBG) Application for Workforce Services:** Staff will provide an update on the status of the CDBG grant application.

K. **At Your Service Lay-Off Aversion Strategy:** Nancy Martin will review the attached program report.

L. **Jobs in Your Jammies:** Staff will provide an update.

III. **Additional Information:**

A. **Trade Adjustment Assistance (TAA) Grant:** TAA Grant was submitted in May with West Valley College as the lead and several other partners.

B. **WIA Formula Allocations PY 2012-2013:** Attached is the EDD Informational Notice regarding the WIA formula Allocations for PY 2012-2013.

C. **LWIA Final Performance Goals for PY 2011-2012:** Attached is the EDD Directive LWIA Final Performance Goals for PY 2011-2012.

D. **Unemployment Report:** The unemployment report for April 2012 is enclosed.

E. **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.

IV. **Adjournment:**

The next Executive Committee meeting is scheduled for July 12, 2012.



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 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, Megans 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 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 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)

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

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

Full WIB 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: 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.

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

VI. **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.**
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

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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 5th. 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 13th. 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 30th.
- 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.

VII. **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 16th-20th.
- E. **FY 2012-2013 Funding Allocations:** Sylvia Jacquez distributed allocation information for FY 12-13 (Adult/DW/Youth).

VIII. **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.

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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.

IX. **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.

X. **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:**

- 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.

XI. **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.

XII. **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

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”. 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. Integrate “better business services” and “training for high skilled high demand occupations. 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. Establish Training Programs that Create Employable Youth for the Future Workforce. 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. Create funding opportunities to enhance and expand workforce services in our community. 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
- Evan Moor Educational Publishing
-etc.

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

**COUNTY OF SAN BENITO
WORKFORCE INVESTMENT BOARD**

BYLAWS

ARTICLE I. AUTHORIZATION, PURPOSE & FUNCTIONS

A. Name/Location

The name of the organization shall be the Workforce Investment Board of San Benito County, hereinafter referred to as "WIB".

The principal office of the WIB shall be located at 1111 San Felipe Road, Suite 108, Suite 206 or Suite 208 (as deemed necessary), Hollister, California, or such other place as the directors may designate from time to time.

B. Authorization

The WIB is established under Section 117 of the Workforce Investment Act of 1998, Public Law 105-220, hereinafter called the "WIA."

The San Benito County Board of Supervisors, by Resolution No. 00-74, adopted on July 5, 2000, designated the San Benito County Workforce Investment Board as its agent to fulfill the mandates of the WIA.

C. Purpose

The purpose of the WIB is to set policy for the San Benito County workforce investment system in coordination with statewide workforce investment efforts. The local WIB shall promote effective outcomes consistent with statewide goals, objectives, and negotiated local performance.

D. Functions:

Pursuant to Section 117 of the WIA, the following are mandated responsibilities of the WIB:

1. In partnership with the Board of Supervisors, development of a local plan for the Workforce Investment Area;
2. Identification of eligible providers of youth activities and the awarding of grants or contracts on a competitive basis, based on recommendations of the Youth Council;
3. Identification of eligible providers of training services;
4. In the event that the local one-stop operator does not provide intensive services in the local area, identification of eligible providers of intensive services in the local area by awarding contracts;
5. Development of a budget for itself for the purpose of carrying out the duties of the WIB under the WIA, subject to the approval of the Board of Supervisors;
6. In partnership with the Board of Supervisors, overseeing the one-stop delivery system, employment and training activities and youth activities in the local Workforce Investment Area;
7. In partnership with the Board of Supervisors, negotiation of local performance measures with the Governor;
8. Establishment of a Youth Council pursuant to Section 117 of the Act and, in partnership with the Board of Supervisors, appointing its members;
9. Provision of assistance to the Governor in developing a statewide employment statistics system;
10. Coordination of workforce development activities conducted under the WIA with local economic development strategies and develop employer linkages with such activities;

11. Promotion of the participation of private sector employers in the state workforce investment system; and
12. Compliance with all other applicable laws and regulations when directed by the California Workforce Investment Board or its administrative agencies.

ARTICLE II. MEMBERSHIP

A. Membership

Subsequent to the initial appointments, the number of members may be determined by this organization itself. In this instance, the provisions of federal and state laws regarding membership must be met, but in no event shall the WIB have less than 19 nor more than 50 members.

B. Appointment

Members of the WIB are appointed by the Board of Supervisors from nominations by appropriate sources. All members of the WIB shall also be directors of the WIB.

C. Nominations

Nominations to the private sector seats on the WIB shall be made by the business, professional and/or trade organizations in the San Benito County area. The number of nominations made shall be at least 150 percent of the number of appointments to be made.

Required One-Stop partner members are nominated by their organization. In instances where there is more than one agency that could fulfill the role of a particular mandated One-Stop partner, the decision for which agency will be seated on the WIB will be made by the San Benito County Board of Supervisors, with a recommendation from the WIB's Executive Committee.

Other members are selected at the discretion of the San Benito County Board of Supervisors.

While the WIB may establish a committee to review nominations, the appointing authority rests with the San Benito County Board of Supervisors and is not a shared function of the WIB.

D. Membership Categories

Membership of the WIB is to be composed as follows:

1. Majority business members (50% + 1)
2. Mandated members* representing the following categories (numbers indicated are for minimum representation):
 - (a) Educational agencies (2)
 - (b) Labor organizations (2)
 - (c) Community based organizations (2)
 - (d) Economic development agencies (2)
 - (e) Representatives of each of the One-Stop partners

** Members may represent multiple categories*

E. Criteria for Membership

1. Representatives of business in the local area shall be appointed from among individuals nominated by local business organizations and business trade associations that reflect employment opportunities of the local area, and shall be owners of businesses, chief

executives or operating officers of businesses or other business executives, including human resources executives, or employers with optimum policymaking or hiring authority.

2. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including community colleges), shall be selected from individuals nominated by regional or local educational agencies, institutions, or organizations representing local educational entities.
3. Representatives of labor organizations nominated by local labor federations, including a representative of an apprenticeship program, shall comprise at least 15 percent of WIB members, unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the WIB members shall be representatives of labor organizations.
4. Representatives of local community-based organizations, including organizations representing individuals with disabilities and veterans, and organizations that serve populations with barriers to employment, such as the economically disadvantaged, youth, farm workers, homeless, and immigrants.
 - (a) Representatives from community based organizations that are required One-Stop partners will also be counted as community based organization members.
5. Representatives of economic development agencies, including private sector economic development entities.
 - (a) Economic development agency One-Stop partners may each nominate a representative to the WIB and that representative will also be considered to be an economic development category member.
6. Required One-Stop partner members nominated by their organization.
7. Membership of the local WIB may include other individuals or representatives of entities as the San Benito County Board of Supervisors may determine to be appropriate.
8. WIB members may be appointed to represent multiple constituencies on the WIB.

F. Authority of Board Members

Members of the local WIB that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within those organizations, agencies, or entities.

G. Term of Appointment

Members shall be appointed to the WIB for terms of three years, with the proviso that initial members will be appointed for one, two, and three year terms, in order to provide for the staggered terms required by law. It shall be the decision of the Board of Supervisors concerning which initial member shall be appointed for one, two, or three years, with the proviso that the staggered appointments will be divided relatively equally between private sector and public sector members.

ARTICLE III. REMOVAL AND RESIGNATION OF MEMBERS

A. Removal of Members

The Chairperson may recommend to the WIB the removal of a member for cause or absenteeism. Removal shall require the affirmative vote of two-thirds of the full WIB. The decision of the WIB is final and may not be appealed.

The following shall be grounds for removal:

1. **Removal for Cause:**
Cause shall be defined as determination by the WIB that the member is unable to effectively represent the categorical seat to which he/she is appointed due to change of employment or status that substantially alters the member's qualifications which were present and considered in making the initial appointment.

2. **Removal for Absenteeism:**
Members may be removed from membership on the WIB if the member is absent for more than one-half of the regularly scheduled meetings of the full WIB during a twelve-month program year, or failure to attend three consecutive meetings for executive committee members without prior notification of inability to attend.

B. Procedure for Removal

1. The Executive Committee shall meet to consider the removal of a member from the WIB.

2. The member in question shall be given written notice not less than five days prior to the meeting at which the Executive Committee will vote on his/her removal.

3. The member in question shall be given reasonable opportunity to speak before the Executive Committee; however failure to appear before the Executive Committee shall not be an impediment to the removal action.

4. The Executive Committee may recommend removal by a majority vote. The Executive Committee Chair shall forward their recommendation to the full WIB for final action.

5. The Chairperson shall inform the member in writing of the committee's decision within five (5) calendar days of the meeting.

C. Resignation of Membership

Resignation of WIB members should be effected by a written letter of resignation addressed to the Chairperson of the WIB and submitted to CSWD thirty days prior to the effective date of resignation. The Chairperson shall forward the notice to the Board of Supervisors within five days of receipt from the resigning member.

D. Vacancies

Vacancies created by the removal or resignation of members shall be filled for the remainder of the member's term using the provisions described in ARTICLE II.

ARTICLE IV. DUTIES OF MEMBERS

A. Attendance

Members shall attend meetings of the WIB and of committees to which they are appointed. The Executive Committee shall routinely review member attendance at WIB and committee meetings.

B. Notification of Absence

Members shall notify the Chairperson of the WIB or staff of any expected absence for a meeting by 5:00 PM of the day before the meeting, indicating good and sufficient reasons for the absence. Such notification may be direct or through staff of the WIB.

C. Service on Committees

Each member of the WIB shall serve on committees as necessary.

ARTICLE V. MEETINGS AND ACTIONS

A. Schedule of Regular Meetings

1. The WIB shall hold regular quarterly meetings at 3:00 P.M. on the second Tuesday of the first month of each quarter.
2. Alternate dates for regular meetings may be set either by the Chair of the WIB, if ten (10) working days notice is provided to all members, or by a majority vote at a duly constituted meeting.
3. Regular meetings may be canceled either by the Chair of the WIB or by a majority vote at a duly constituted meeting.
4. Subcommittees will meet as often as required to fulfill their responsibilities, at least one time per year.

B. Public Meetings

All meetings of the WIB and the Youth Council shall be open to the public, and noticed in conformance with the Ralph M. Brown Act (Gov. Code §54950, *et seq.*).

C. Meeting Minutes

The Secretary or staff shall record in the minutes the time and place of the meeting, members who are present, official acts of the WIB, and the number of votes of members, ayes, noes, and abstentions. When requested by a member, his or her dissent or approval, and reasons, shall be recorded. When a member abstains due to a conflict of interest, his or her abstention and the reasons shall be recorded in the minutes. The minutes shall be presented for approval at the succeeding regular meeting.

D. Notice of Meetings

Notice of full WIB meetings will be published in a current newspaper of record at least one week in advance of the meetings, and shall be further provided as specified in section E below, in compliance with the Brown Act. Emergency meetings shall be noticed in compliance with the Brown Act.

E. Agendas

The agenda for the WIB and Youth Council regular meetings, special meetings, and meetings of standing committees shall specify the time and place of the meeting and shall contain a brief description of each item of business to be transacted at the meeting, including items to be discussed in closed session. Copies

of the agenda and board packet shall be send **electronically** to members of the WIB or Youth Council (or to standing committee members in the case of a committee meeting); and shall be posted and distributed in compliance with the Brown Act. **Agenda packets will be mailed to board members who may not have access to internet** or members of the public that request a copy of the agenda packet.

F. Public Testimony

Every agenda for a regular meeting shall provide an opportunity for members of the public to directly address the WIB regarding any matter within the WIB's jurisdiction that is not on the agenda, as well as an opportunity to address the WIB regarding any item on the agenda during the WIB's discussion of each agenda item, pursuant to Brown Act requirements.

G. Special Meetings

A special meeting of the WIB may be called by the Chairperson, or the Board of Supervisors, or by a majority vote of the Executive Committee, or upon written request of a majority of the WIB members. Notice of special meetings shall be delivered to members personally, by mail or electronically in compliance with the Brown Act. The Notice shall state the time, place, and the business to be considered. Special meetings shall be called and conducted in accordance with the Brown Act.

H. Quorum

For purposes of conducting a meeting of the full WIB or the Executive Committee, a quorum of the WIB or Executive Committee shall be any number over fifty (50) percent of the total number of members who have been duly appointed to the WIB or Executive Committee, provided that at least half of the private sector members are present. At meetings of other committees, a quorum shall consist of a simple majority of the membership of the committee.

I. Voting

Each member of the WIB or Youth Council shall have one (1) vote. Every decision or act made by a majority of the WIB or Youth Council members present at any meeting where a quorum is present shall be regarded as the official action of the WIB or Youth Council. Members choosing to abstain from voting on specific actions will not affect majority requirements and their abstention will be counted as support of the majority vote.

J. Procedure

All members may make motions and vote except as restricted by ARTICLE VI of these Bylaws. All questions shall be decided by a majority vote of those members present. Members shall not be allowed to vote by proxy or secret ballot.

K. Official Records

All official records of the WIB shall be kept and maintained at the principal office designated in these Bylaws. Records to be kept include but are not limited to budgets, contracts, grant proposals, request for proposals, agenda notices, meeting minutes for the WIB and all standing committees and/or ad hoc committees having and exercising any of the authority of the WIB, and WIB correspondence. All official records of the WIB are subject to the California Public Records Act (Gov. Code §6250 *et seq.*) and are open to inspection by the general public at all times during normal business hours.

ARTICLE VI. CONFLICT OF INTEREST

A. Voting

All members of the WIB and its committees shall comply with the California Political Reform Act (Gov. Code §81000 *et seq.*) and the San Benito County Conflict of Interest Code in conducting the WIB's official business. In addition to complying with all requirements of the Political Reform Act and County's Conflict of Interest Code, no member of the WIB, or any of the WIB's committees, shall vote on a matter under consideration by the local WIB regarding the provisions of services by such member (or by an entity that such member represents); or that would provide a direct financial benefit to such member or his/her immediate family member.

In addition to complying with all requirements of the Political Reform Act and County's Conflict of Interest Code, no member shall participate in the discussion concerning any portion of a plan, a contract, a subcontract, or any other matter, which may provide financial benefit to the member or immediate family of the member or to an organization represented by the member or immediate family of the member including participation as a director.

Membership on an advisory board is not deemed to be representation for purposes of this restriction.

B. Disclosure

In order to avoid a conflict of interest or the appearance of such conflict, each member shall disclose his or her financial interests, in compliance with the County's Conflict of Interest Code and any conflict of interest code adopted by the WIB.

C. Record of Abstention

Minutes of meetings shall record the abstentions of members who are prohibited from voting due to a conflict of interest.

ARTICLE VII. OFFICERS

A. Officers & Duties

Officers of the WIB shall consist of:

1. **Chairperson** – The WIB Chairperson shall be a private business representative and shall be the presiding officer of the WIB and of the Executive Committee. The WIB chairperson shall be a voting member of the WIB and the Executive Committee, and shall serve as an ex-officio, non-voting member of all standing committees. The WIB Chairperson's duties shall include:
 - (a) Presiding at WIB meetings, deciding points of order, announcing all business, entertaining motions, putting motions to vote, and announcing vote results;
 - (b) Appointing all committee chairpersons and committee members;
 - (c) Recommending to the Executive Committee removal of committee chairpersons and members.
2. **Vice Chairperson** - The WIB Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and shall serve as the Chairperson of the Programs/Planning Committee.
3. **Treasurer** – The WIB Treasurer shall serve as the Chairperson of the Audit/Evaluation Committee.

4. **Secretary** – The WIB Secretary shall keep minutes of meetings in the absence of staff

B. Terms of Office

Officers' terms shall be for one year beginning on the July meeting of the full WIB. In the event an officer of the WIB resigns or is removed from the WIB or from office, the position that officer held shall be declared vacant and the unexpired term shall be filled by the WIB following the election procedure set forth in Article VII Section C.

C. Election of Officers

Each year a Nominating Committee will be appointed by the WIB Chairperson at the April meeting to propose a slate. Once the Nominating Committee has proposed a slate of officers, other nominations may be made from the floor during the WIB meeting at which the slate is presented. The election will take place at the last regular meeting before the July meeting.

ARTICLE VIII. COMMITTEES

A. General Committee Provisions

The WIB shall have four standing committees as designated in Section B of this Article. All standing committee meetings shall be subject to the provisions of the Brown Act.

B. Standing Committees

1. **Executive Committee**

The membership of the committee shall be seven. The Executive Committee of the WIB shall be appointed by the Chairperson of the WIB and shall consist of the WIB Chairperson, who shall also preside over the Executive Committee, three business members, and three non-business members. The Executive Committee shall be empowered to act for the WIB in all matters, except setting policy and removal of members. This shall include acting upon committee recommendations.

2. **Programs/Planning Committee**

The membership of the committee shall be not less than four and not more than seven. The Programs/Planning Committee shall be appointed by the Chairperson of the WIB. The Chairperson of this committee shall be the WIB Vice-Chairperson. The membership shall have a majority of its members from the private sector. The Programs/Planning Committee shall be responsible for review and advice, as necessary, on matters relating to program planning including but not limited to the following matters:

- (a) Preparation of draft and final plans, including budgets;
- (b) Preparation and issuance of requests for proposals;
- (c) Evaluation of proposals;
- (d) Incorporation of selected proposals into a service plan;
- (e) Recommendation on award of contracts to service providers;
- (f) Identification of eligible intensive service and training providers;
- (g) Recommendation on local policy.

The Programs/Planning Committee shall hold hearings as necessary and take public testimony under rules to be established by the committee. It shall advise the full WIB regarding action to be taken.

3. **Bylaws Committee**

The number of committee members shall be not less than four and not more than seven. This committee shall have a Chairperson and Vice-Chairperson who are members of the WIB and shall include the Chairperson of the WIB. The source of additional members shall be left to the discretion of the WIB Chairperson who appoints all committee members. The duties of the Bylaws Committee include:

- (a) Annual review of the existing bylaws of the WIB and suggesting amendments to the WIB. It may also review Bylaws amendments proposed by other members in order to make recommendations on such amendments to the WIB.
- (b) Review federal and state legislation and regulations and develop alternatives for meeting their requirements in San Benito County.
- (c) Pursue the adoption of an agreement between the WIB and Board of Supervisors based on a course of action selected from the alternatives.
- (d) Define such changes in bylaws and policies as might be required by the agreement.

4. **Audit/Evaluation Committee**

The number of committee members shall be not less than four and not more than seven. The WIB Treasurer shall chair the Audit/Evaluation Committee. The remaining membership shall be balanced between private sector and non-private sector members at the discretion of the WIB Chairperson with the advice of the Treasurer. The duties of the Audit/Evaluation Committee include:

- (a) Establishing standards for financial controls and reporting for funds expended within the jurisdiction of the WIB.
- (b) Reviewing and negotiating local performance measures and evaluating contractors' performance.
- (c) Annually reviewing reports and/or monitorings and advising the WIB regarding actions to be taken.

C. Other Committees

From time to time the WIB may establish special program committees to accomplish specific projects. The need for such committees and their composition and structure will be determined by the full WIB or the Executive Committee.

D. Term of Appointment

Unless otherwise specified in the request to serve as a member of any committee, the term of appointment shall be one year. Each year, after the elections at the July meeting, the WIB Chairperson shall review all committee assignments and a committee appointment roster will be distributed, in writing, to all members.

ARTICLE IX. YOUTH COUNCIL

A. Youth Council

Pursuant to Section 117(h) of the Act, there shall be established a permanent Youth Council. The Youth Council shall be a subgroup of the WIB. Youth Council members who are not members of the WIB shall be voting members of the Youth Council and nonvoting members of the WIB. The Chair of the Youth Council must be a member of the WIB.

B. Duties of the Youth Council

Youth Council shall develop the portions of the local plan relating to eligible youth activities; recommend eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the WIB to carry out the youth activities; conduct oversight with respect to eligible providers of youth activities; coordinate authorized youth activities in San Benito County; and perform other duties as determined to be appropriate by the WIB Chair.

C. Number, Composition and Appointments

Members of the Youth Council shall be appointed by the WIB and such appointments shall be ratified by the San Benito County Board of Supervisors. The number and composition of the Youth Council shall be determined by the WIB Chairperson in cooperation with the San Benito County Board of Supervisors, in compliance with WIA Section 117(h)(2)(A), as amended from time to time, and 20 C.F.R. Section 661.335, as amended from time to time.

Membership of the Youth Council shall include:

1. Members of the local WIB with special interest or expertise in youth policy;
2. Representatives of youth service agencies, including juvenile justice and local law enforcement agencies;
3. Representatives of local public housing authorities;
4. Parents/Grandparents of eligible youth seeking WIA program assistance;
5. Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and
6. Representatives of the Job Corps, as appropriate.

Membership may include such other individuals as the chairperson of the local WIB, in consultation and cooperation with the San Benito County Board of Supervisors, determines to be appropriate.

ARTICLE X. AMENDMENT OF BYLAWS

The Bylaws may be amended at any duly noticed regular meeting of the full WIB at which a quorum is present. An affirmative vote of a majority of the WIB shall be required to amend these Bylaws.

ARTICLE XI. SEVERABILITY

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.

Approved July 5, 2000
Amended _____

Approved As To Legal Form:
San Benito County Counsel's Office

By: _____
Shirley L. Murphy, Deputy County Counsel
Date: _____

