



SAN BENITO COUNTY

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COMMUNITY SERVICES & WORKFORCE DEVELOPMENT
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Vision & Mission of the full WIB:

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.

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

MINUTES

Present: Kristi Alarid, Alex Arias, Kendra Bobsin, Sherrean Carr, Arturo Contreras, Maria Corona, Yuko Duckworth, Carrie Fosdick, Kathy Hough, Mimi Laurent, Nancy Martin, Gary McIntire, Soila Rojas, Sylvia Sanchez, Steven Tuma, David Wright

Absent: **Excused:** Warren Barry, Richard Bianchi, Paul Farmer, Todd Farr,

UnExcused: Esequiel Arrizon, Donald Dixon, Barb Montag, Angie Trujillo

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Sylvia Gamboa

Guests: James Dion, Alisha Cormick, Bryan Gordon, Janice Schriver

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

I. **Public Comment Period:** Introductions were made by everyone present. Bryan Gordon, former WIA participant, provided an overview of his experience with the One-Stop Career Center and the training he received. He stated he is currently employed at Hazel Hawkins Hospital in IT Department as a Desktop Analyst. He also said that he appreciated the support from the staff at the One-Stop Career Center. Most specifically the services from his counselor, Sylvia Gamboa, who was always ready to assist in any way she could.

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 1/10/12 & 4/10/12 full WIB were approved as presented. *M/S/C Steven Tuma/Kathy Hough.*

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:** No applications were received to be considered for appointment to the full WIB.
 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. After discussion the full WIB approved the approved forwarding the name of Alex Arias to the Board of Supervisors for reappointment to the board. *M/S/C Gary McIntire/ Kendra Bobsin.*
- D. **Committee Updates:**
1. **Nomination Committee:** Board members discussed the formation of the Nomination Committee for next year's officers and volunteers were solicited to help select the slate of officers for the next FY. Volunteers are: David Wright, Carrie Fosdick, Kathy Hough.
 2. **Youth Employment Program (YEP) Council:** Sylvia Jacquez stated that there hasn't been much activity. The next YEP Council meeting is July 17, 2012. After that meeting council members should have more to report. Discussed at the last meeting were the concerns of possible liability. Enrique ran this question through County Council and they indicated that as long as there is a disclaimer posted it shouldn't be an issue. They also discussed development of a functional job board where anyone could post long or short term jobs for youth.
 3. **Planning Committee:** Met prior to the full WIB to discuss staff recommendations to the following and presented staff recommendations to the full WIB for action.
 4. **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.
 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.
 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.

After discussion the full WIB approved the Planning Committee's recommendations as presented. *M/S/C Steven Tuma/Gary McIntire*

- B. **Planning Committee Recommendations:** Once the Vision & Mission statements have been approved the full WIB will 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. Were previously approved, before we can move forward need to approve the vision & mission.
- a. **Full Body Scan - Roadmap for success Better**
 - b. **Business Service- Training for High Skilled Jobs**
 - c. **Employable Youth**
 - d. **Funding**
5. **Executive Committee:** The Executive Committee members presented the mission, vision and activities for each goal to full WIB and they were approved as presented. *M/S/CKathy Hough/Steve Tuma.*
6. **Bylaws Committee:**
- a. **Meeting Locations:** Changes were made to the room numbers where the meeting may take place. Because they are public meeting, we must be specific. The changes were approved as noted at the Bylaws committee that was held prior to the full WIB meeting. *M/S/C Steven Tuma/ Kendra Bobsin.*
 - b. **Paperless Agendas:** Committee members recommended that the bylaws be revised to include language on implementing paperless agendas. After discussion the full WIB approved emailing agenda packets to all board members. Agenda packets will be mailed only upon request of those without email. *M/S/C Steven Tuma/ Kendra Bobsin*
- E. **August, 2012 Meeting:** The August, 2012 meeting is cancelled. *M/S/C Steven Tuma Kendra Bobsin.*
- F. **Re-Employment & Eligibility Assessments (REA):** Yuko Duckworth provided an update on the REA MOU. She explained that all EDD clients must come in to EDD in person with a completed questionnaire and this MOU is geared specifically to this specific program. CSWD staff requested clarification on the services to be provided which are above and beyond current services being provided to job seekers. Yuko Duckworth stated that currently 84 individuals per week are scheduled for appointments at the One-Stop Career Center however; not all of them are showing up. A Security Guard was hired by EDD to be present in the event any difficult clients come in during this time. Sylvia Jacquez shared on the time constraints to One-Stop Career Center Staff and the additional time that is anticipated to serve these clients. If coordinated services are needed it will require more staff time and they would be taken away from their regular duties. Discussed was the possible need of pulling additional staff to assist and if there is the possibility of a financial reimbursement for staff time included in the MOU. Yuko

Duckworth stated she will have to address this request to higher ups. She also explained the steps necessary for EDD to receive funds for assisting a client. Full WIB members were not comfortable with the current verbiage if the MOU and directed staff to clarify wording and moving forward on creating a workable MOU. Their main concern was the verbiage: “*provide services over and above*” and suggested including, “*clients will have equal access to all services*”

- G. **Fiscal & Procurement Monitoring:** Staff provided an update on the State’s Compliance Review Division visit conducted the week of April 16th-20th. To date, staff has not received a response from the State. Once it has been received they will report outcomes to the board.
- H. **California Workforce Services Network (CWSN):** Sylvia Jacquez provided an update on the VOS system which will be implemented effective July 1st. She also reported that the 2nd part of the system(Case Management) is being put on hold until September. Staff is excited about the programs and how they will assist in streamlining services and providing resources to clients. The State is covering the upgrade costs for this year. Next year our share of cost will be \$7500. Other modules that can be added for a price.
- I. **National Emergency Grant (NEG):** Sylvia Jacquez reported that we still have 3 enrolled and one client completed the program. Funds end June 30, 2012. We won’t meet our enrollments. Enrique Arreola received a call from another WIB to see if we wanted to co-enroll with them for additional funding but he stated that if the One-Stop Career Center does, we must make sure that staff can serve companies without the stipulation of 50 or more layoffs.
- J. **Community Development Block Grant (CDBG) Application for Workforce Services:** CSWD is now eligible and the application is will be reviewed, ranked & scored in order to be recommended for funding. Because proposed services are for the One-Stop Career Center for \$200,000 for training we are keeping the board in the loop. Awards should be announced in July.
- K. **At Your Service Lay-Off Aversion Strategy:** Nancy Martin reviewed the attached program report. She stated that it has been very difficult working with the university and also moving through their system, however; teams are now going out and an event has been scheduled. Flyers were distributed for a 3 hr event that will provide businesses the opportunity to meet & greet and ask questions about WorkKeys.
- L. **Jobs in Your Jammies:** Staff has pushed the date out to October 10, 2012. Staff has been working with CMAP. A meeting is scheduled for next week to continue discussion to move forward. This is a “Live stream” where people can submit resumes & complete applications via a webinar.

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. For info only.

- B. **WIA Formula Allocations PY 2012-2013:** Attached was the EDD Informational Notice regarding the WIA formula Allocations for PY 2012-2013. CSWD will receive for Youth \$212,412, Adult, 201,388, DW \$260,046.
 - C. **LWIA Final Performance Goals for PY 2011-2012:** Attached was the EDD Directive LWIA Final Performance Goals for PY 2011-2012.
 - D. **Unemployment Report:** The unemployment report for April 2012 was enclosed.
 - E. **AB 1234 Ethics Training for Local Officials:** 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. For those needing to complete the training the web address is: <http://www.fppc.ca.gov>
 - F. **WorkKeys:** Nancy stated she was at a conference and discussed WorkKeys. The Chancellor of Community College knew what it was but not how it was being used. Nancy was able to explain it to her and the Chancellor has formed a statewide committee to put the WorkKeys program together for Community Colleges to be instituted for all students to complete after they obtain their college degree. Nancy will be meeting in Sacramento next week to move forward.
- IV. **Adjournment:** MSC Steven Tuma/Kendra Bobsin 4:16 P.M.
- The next Executive Committee meeting is scheduled for July 12, 2012**