



**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)

**July 10, 2012 @ 3:00 p.m.**

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

**Executive Committee Meeting**

**Agenda**

***Executive Committee Members***

Nancy Martin, Chair

Katherine Hough, Vice-Chair

Kendra Bobsin, Treasurer

Yuko Duckworth

Carrie Fosdick, Secretary

Dave Wright

Gary McIntire

- 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:** The minutes of the May 8, 2012 Executive Committee are for review & approval. *Action is required*
  - C. **WIB Membership:**
    1. **Vacancies:** There are currently 3 Private Sector vacancies and 1 Public Sector (Mandated Positions)
    2. **New Applications:** Any applications received may be considered for appointment to the full WIB.
  - D. **Committee Updates:**
    1. **Nomination Committee:** The Nomination will present a slate of officers for fiscal year 2012/2013. *Action is required.*
    2. **Youth Employment Program (YEP) Council:** The next YEP Council meeting is July 17, 2012.
    3. **Planning Committee:** Committee members will provide an update.
  - E. **2012 CWA Meeting of the Minds Conference:** Staff requests participation of a WIB member along with the Deputy Director to attend this year's conference on September 4-6, 2012 in Monterey, CA. *Action is required.*
  - F. **Re-Employment & Eligibility Assessments (REA):** Staff will provide an update.

- G. **California Workforce Services Network (CWSN)**: Staff will provide an update.
- H. **National Emergency Grant (NEG)**: Staff will provide an update.
- I. **Community Development Block Grant (CDBG) Application for Workforce Services**: Staff will provide an update.
- J. **At Your Service Lay-Off Aversion Strategy**: Nancy Martin will provide an update on the proposed activities and the Business Networking Luncheon that took place on June 28. The final written report will be completed by July 20, 2012 and presented to the Board of Supervisors on August 7, 2012. Attached is a summary report that was submitted on June 21, 2012.

III. **Additional Information:**

- A. **August, 2012 Meeting**: The August 2012 WIB meeting has been cancelled.
- B. **Unemployment Report**: The unemployment report for June 2012 is enclosed.
- C. **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. For those needing to complete the training the web address is: <http://www.fppc.ca.gov>

IV. **Adjournment:**

**The next Executive Committee meeting is scheduled for September 11, 2012**



# 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

### 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.

- V. **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. Because of his training, he was employed at Hazel Hawkins Hospital in the 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.
- 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:** *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:** The next YEP Council meeting is scheduled for July 17, 2012. Discussed at the last meeting were the concerns of possible liability for the job board. 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.
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 the WIB. An outline of the priorities discussed at the 03/27/12 Planning Committee is included. Before we can move forward with the goals and activities, the WIB approved the vision & mission statements.
  - 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 the 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 by 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 electronic 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 was 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 program. CSWD staff requested clarification on the services to be provided which, according to the MOU, 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 of 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 16<sup>th</sup>-20<sup>th</sup>. 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 1<sup>st</sup>. She also reported that the 2<sup>nd</sup> 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 pro-rated for 3 months in an amount of approximately \$7,500.
- I. **National Emergency Grant (NEG):** Sylvia Jacquez reported that we still have 3 enrolled and one client completed the training. Funds end March 30, 2013. Enrique Arreola received a call from South Bay WIB to see if we wanted to partner 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 sometime 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 hour Business event that will provide businesses the opportunity to meet & greet and ask questions in different areas relevant to businesses.
- 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 and call in employers via a live TV show through CMAP local station.

VII. **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.

VIII. **Adjournment:** MSC Steven Tuma/Kendra Bobsin 4:16 P.M.

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

# MEMORANDUM OF UNDERSTANDING REEMPLOYMENT AND ELIGIBILITY ASSESSMENT - EMERGENCY UNEMPLOYMENT COMPENSATION PROGRAM

## **Parties to the Agreement**

This Memorandum of Understanding (MOU) is a cooperative agreement between the Employment Development Department (EDD), the One-Stop Career Centers and partnering agencies identified as providing Reemployment Eligibility Assessments-Emergency Unemployment Compensation (REA-EUC) and specific related services to selected Unemployment Insurance (UI) claimants. This agreement ensures that the necessary partners commit to providing reemployment services, including referral to any reemployment services that are deemed necessary to assist UI REA-EUC claimants return to suitable employment.

## **Period of the Agreement**

This agreement is effective June 1, 2012, through December 31, 2012.

## **REA-EUC Program in California**

This MOU supports the vision for California as outlined in Training and Employment Guidance Letter (TEGL) NO. 20-11, Reemployment Services, and Reemployment and Eligibility Assessment Activities for Recipients of Emergency Unemployment Compensation. California operates the REA-EUC program in One-Stop Career Center offices and has fully integrated the program with Workforce Investment Act funded services. All claimants have access to the full array of services available at the One-Stop Career Centers while also ensuring claimants comply with all UI eligibility requirements.

## **Roles and Responsibilities**

The EDD and the One-Stop Career Centers must coordinate reemployment service needs to provide the following services:

- Orientation to help claimants access self-service core services offered by the One-Stop Career Center through the resource room or online, with particular emphasis on accessing available labor market and career information;
- Registration with CalJOBS<sup>SM</sup> (California's job bank); and
- Referrals to appropriate services offered through the One-Stop Career Center.

All undersigned parties agree to provide appropriate reemployment services to recipients of emergency unemployment compensation.

**Required Signatures** (attach additional pages as necessary)

***EDD***

\_\_\_\_\_  
Office location/ARU

\_\_\_\_\_  
Site manager signature

\_\_\_\_\_  
Date

***Partner Agency***

\_\_\_\_\_  
Office name/location

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

***Partner Agency***

\_\_\_\_\_  
Office name/location

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

***One-Stop Career Center***

\_\_\_\_\_  
Office name/ location

\_\_\_\_\_  
Site manager signature

\_\_\_\_\_  
Date

***Partner Agency***

\_\_\_\_\_  
Office name/location

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Authorized signature

\_\_\_\_\_  
Date

***Partner Agency***

\_\_\_\_\_  
Office name/location

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date





**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 May 2012 - Preliminary  
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp
San Benito County	27,000	23,000	4,000	14.9%	1.000000	1.000000
Aromas CDP (San Benito Co)	700	600	100	13.7%	0.026797	0.024240
Hollister city	17,700	14,800	3,000	16.6%	0.643131	0.733333
Ridgemark CDP	1,300	1,200	0	3.9%	0.052744	0.012121
San Juan Bautista city	800	600	100	16.1%	0.027648	0.030303

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

**Notes:**

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

**Methodology:**

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

**REPORT 400 W - Monthly Labor Force Data For**  
 Local Workforce Investment Areas (LWIA) **May 2012 - Preliminary** Data Not Seasonally Adjusted

Area	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
Alameda County *	560,100	518,900	41,300	7.4%
Anaheim City	176,400	159,500	16,900	9.6%
Contra Costa County *	471,900	432,200	39,600	8.4%
Foothill Consortium *	157,200	145,100	12,100	7.7%
Fresno County	450,600	383,300	67,300	14.9%
Golden Sierra Consortium *	266,600	239,300	27,200	10.2%
Humboldt County	60,600	54,400	6,100	10.1%
Imperial County	77,900	57,100	20,900	26.8%
Kern-Inyo-Mono Counties	401,700	347,700	54,100	13.5%
Kings County	62,600	53,300	9,300	14.8%
Los Angeles City	1,911,400	1,678,000	233,500	12.2%
Los Angeles County *	1,797,300	1,602,600	194,700	10.8%
Madera County	65,300	55,900	9,400	14.3%
Marin County	137,600	129,000	8,600	6.3%
Mendocino County	42,200	38,090	4,070	9.7%
Merced County	109,100	90,300	18,900	17.3%
Monterey County	235,000	211,700	23,300	9.9%
Mother Lode Consortium *	71,100	62,600	8,500	11.9%
N. Central Counties Consortium *	121,400	100,800	20,600	17.0%
N. Santa Clara Valley (Nova) Consortium *	284,500	265,800	18,700	6.6%
Napa County	77,400	71,600	5,800	7.5%
Nortec Consortium *	324,600	284,200	40,500	12.5%
Oakland City	202,600	174,700	27,800	13.7%
Orange County *	1,274,100	1,189,700	84,400	6.6%
Pacific Gateway Win *	332,800	298,200	34,600	10.4%
Richmond City	53,100	45,300	7,800	14.6%
Riverside County	933,300	823,300	110,000	11.8%
Sacramento County	670,600	600,500	70,100	10.5%
San Benito County	27,000	23,000	4,000	14.9%
San Bernardino City	84,700	71,200	13,500	15.9%
San Bernardino County *	776,300	687,600	88,700	11.4%
San Diego County	1,584,000	1,444,900	139,100	8.8%
San Francisco City And County	469,700	435,000	34,700	7.4%
San Joaquin County	308,800	264,000	44,800	14.5%
San Jose/Silicon Valley *	626,100	570,000	56,100	9.0%
San Luis Obispo County	142,300	131,200	11,100	7.8%
San Mateo County	386,800	360,400	26,400	6.8%
Santa Ana City	161,600	142,400	19,200	11.9%
Santa Barbara County	232,500	215,300	17,200	7.4%
Santa Cruz County	155,800	139,600	16,200	10.4%
Solano County	217,000	195,200	21,800	10.1%
Sonoma County	260,600	238,900	21,700	8.3%
South Bay Consortium *	280,600	252,300	28,300	10.1%
Southeast L.A. County (Selaco) Consortium *	226,600	205,700	20,900	9.2%
Stanislaus County	234,800	198,200	36,600	15.6%
Tulare County	215,500	183,900	31,600	14.7%
Ventura County	440,400	402,300	38,100	8.6%
Verdugo Consortium *	174,100	158,300	15,900	9.1%
Yolo County	97,000	86,600	10,500	10.8%

**Notes:**  
 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.  
 2) Labor force data for all geographic areas now reflect the March 2011 annual revision and Census 2000 population controls at the state level.  
 3) Sub-county labor statistics area calculated using area to county ratios of employment and unemployment from the 2000 Census.  
 4) The Local Workforce Investment Areas configuration shown in this report reflect the boundaries as of July 1, 2008.  
 The historical data can be tabulated for historical boundaries upon request.

**\*The areas included in the LWIA consortium are:**  
 Alameda County - County less Oakland City, Contra Costa County - County less Richmond City, Foothill Consortium - Arcadia, Duarte, Monrovia, Pasadena, Sierra Madre, and South Pasadena Cities, Golden Sierra Consortium - Alpine, El Dorado, and Placer Counties, Los Angeles County - County less Los Angeles City, and the Foothill, Pacific Gateway WIN, South Bay, SELACO, and Verdugo Consortiums. Mother Lode Consortium - Amador, Calaveras, Mariposa, and Tuolumne Counties, NoRTEC Consortium - Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity Counties, North Central Counties Consortium - Colusa, Glenn, Lake, Sutter, and Yuba Counties, North Santa Clara Valley (NOVA) Consortium - Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale Cities, Orange County - County less Anaheim and Santa Ana Cities, Pacific Gateway WIN - Lomita, Long Beach, Signal Hill, and Torrance Cities., San Bernardino County - County less San Bernardino City, San Jose/Silicon Valley - Santa Clara County less North Santa Clara Valley (NOVA) Consortium, South Bay Consortium - Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Manhattan Beach, and Redondo Beach Cities, Southeast L.A. County (SELACO) Consortium - Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk Cities, Verdugo Consortium - Burbank, Glendale, and La Canada-Flintridge Cities

