



Vision & Mission of the SBC 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)

December 11, 2012 @ 3:00 p.m.
1111 San Felipe Road, Ste. 108, Hollister, CA 95023
WIB Executive Committee Meeting

MINUTES

Present: Yuko Duckworth, Carrie Fosdick, Soila Rojas, Gary McIntire, David Wright
Absent: *Excused:* Kendra Bobsin, Kathy Hough
Staff: Andi Anderson, Enrique Arreola

Chair, Carrie Fosdick, called the meeting to order at: 3:04 P.M

I. **Public Comment Period:** No public were present.

II. **Regular Agenda:**

- 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 Executive Committee Minutes:** The November 13, 2012 meeting minutes were approved as presented. *M/SC* Gary McIntire, Yuko Duckworth*
- C. **WIB Membership:** There are currently 3 Private Sector vacancies and 1 Public Sector. No applications were received to be considered for appointment to the full WIB.
- D. **Committee Updates:** There were no Committees updates at this time.
- E. **California Workforce Services Network (CWSN):** Staff provided an update on Phase I, which was set for Nov 5, 2012, and Phase 2; no new launch update. Testing is still being conducted on the transfer of information from one system to the other to make sure no information is lost during the transfer. Further delays are impacting the budgets.
- F. **WorkKeys:**
 - 1. A WorkKeys representative will give a presentation to the board at the January full WIB meeting.
 - 2. Staff discussed amending the training policy to exempt Spanish speakers from completing WorkKeys due to language barriers and illiteracy. Enrique Arreola reported that the policy has been implemented but that other counties don't require Spanish speakers to complete the WorkKeys as the program is geared towards English proficiency. After discussion, the board recommended to change the language to read: "*non-English speaking clients would be exempt*". This item will be presented to the full WIB for action at the January board meeting.

*Motion/Second/Concur

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD
SERVING SAN BENITO COUNTY SINCE 1978
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.

G. **Grant Applications:**

1. **National Emergency Grant (NEG):** Enrique Arreola had discussion with South Bay WIB on the funds awarded to San Benito County in the amount of \$442,000. Enrique stated that he received the 1st amendment today and that he will provide further information at full WIB meeting in January. South Bay WIB and its collaborative partners are pursuing funding for the Multi-Sector Workforce Partnership to the State EDD 25% discretionary funding. San Benito WIB will receive up to \$400,000 if awarded. This funding looks like it has more flexibility in that San Benito County would be able to utilize the funds to serve companies that laid off employees fewer than 50. The goal is to serve 50 clients. Discussed was adding another employer to increase our pull. So far layoffs have been identified at Hollister School District, Milgard and San Benito County.
 2. **Community Development Block Grant (CDBG) Application for Workforce Services:** The CDBG contract was received and the Contract was added to the Board of Supervisors agenda and has been forwarded to the State. Once staff receives the executed contract they can begin to expend the funds. Staff was informed that the funds can't be used to fund work experience and therefore, this excludes the adult & summer youth employment. The State only approved vocational training & on-the-job training. Staff is hoping to recruit an additional staff person.
- H. **WIA Monitoring Visit:** The WIA PY 2012-13 Monitoring Visit for the 85% Program Activities has now been re-scheduled to the week of January 28, 2013. Focus is on Youth Activities. Our former representative has retired so a new representative will be assigned to conduct the monitoring.
- I. **WIA Fiscal & Procurement Review Report:** The WIA Fiscal and Procurement Review final monitoring report for program year 2011-2012 is attached for your review and information.
- J. **WIA ARRA Status Report:** The WIA ARRA Status of unresolved finding for program year 2010-2011 is attached for your review and information. Discussed was the need for backup documentation on sole source contracts. In the future CSWD will follow all procedures for Sole-Source contracts. At the moment this item is closed but will be monitored for any future procurement.

II. **Additional Information:**

- A. **Unemployment Report:** The unemployment report for October is enclosed.
- B. **AB 1234 Ethics Training & Form 700:** Several members have not submitted their Ethics Training Certificates. For those needing to complete the training the web address is: <http://www.fppc.ca.gov>. Please see attached memo from admin.
- C. **Board Membership:** For discussion at the next meeting: Connecting with members who haven't attended meetings in a while. Enrique Arreola will make contact informing them of the bylaws and let us know their decision. According to the bylaws, the Full WIB must make all decisions for removal of members. It is preferred to reach out to board members prior to any action.
- D. **Retirement:** Larua Schipper, Employment Services & Training Counselor, from One-Stop Career Center will be retiring December 28, 2012.
- E. **Unemployment:** The Federal Extension will expire December 28, 2012. The special workshops will also be ending.
- F. **Gary McIntire** may not be able to attend the next meeting.

Adjournment: M/S/C Gary McIntire/David Wright 3:43. P.M.

The next Full WIB meeting is scheduled for January 8, 2013