



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)
1111 San Felipe Road, Ste. 207, Hollister, CA 95023**

April 9, 2013 @ 3:00 p.m.

Executive Committee

AGENDA

WIB Member Orientation: A new member orientation is scheduled to be held before the full WIB meeting, April 9 at 1:30 P.M. in Suite #207

FOR HEALTH REASONS ALL MEETING ARE SMOKE AND FRAGRANCE FREE.

- 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. **Regular Agenda:**
 - A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
 - B. **Approval of Minutes:**
 1. **Full WIB Minutes:** The January 8, 2013 full WIB meeting Minutes are enclosed for review & approval. *Action is required.*
 2. **Executive Committee:** The March 12, 2013 Executive Committee meeting minutes are enclosed for board information.
 3. **Youth Employment Program Council (YEP):** The draft March 19, 2013 YEP Council meeting minutes are enclosed for board information.
 - C. **WIB Membership:** Any applications received will be considered for appointment to the full WIB. *Action is required.*
 1. **Vacancies:** There are currently 3 Private Sector vacancies and 2 Public Sector. Any applications received will be considered for appointment to the full WIB
 - D. **EconoVue:** Staff requests the WIB approval for the software system EconoVue; a tool for workforce professionals to gather and analyze local data on business, employment and industry clusters. *Action is required.*

*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**

- E. **WIA Training Programs Policies:** Staff will present recommendations to amend the Individual Training Account (ITA), On-the-Job (OJT) and Work Experience Program (WEP) policies regarding exemptions from WorkKeys Assessment. *Action is required.*
- F. **LWIA Local Plan:** Staff will provide an update on the 5-year LWIA Plan.
- G. **California Workforce Services Network (CWSN):** Staff will provided an update on launch of Phase I, new CalJOBS system which was implemented March 11, 2013 and Phase II
- H. **Grant Applications: 25% WIA DW Additional Assistance Grant (CA Multi-Sector Grant):** Staff will provide an update.

II. **Additional Information:**

- D. **Unemployment Report:** California's employment and unemployment data for February is attached.
- E. **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>.

1. Arias, Alex, Branch Manager	Ethics: 6/21/10-6/21/12 (Expired)
2. Arrizon, Esequiel	Ethics: 1/4/10-1/4/12 (Expired)
3. Barry, Warren	Ethics: NEED
4. Bianchi, Richard	Ethics: NEED
5. Evans, Anthony C.	Ethics: NEED
6. Farmer, Paul	Ethics: NEED
7. Ortiz-Baldwin, Abby	Ethics: NEED
8. Trujillo, Angela	Ethics: NEED

Adjournment:

The next Executive Committee meeting is scheduled for May 14, 2013 @ 3:00 P.M.



Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT
1111 SAN FELIPE ROAD, SUITE 108 • HOLLISTER, CA 95023
(831) 637-9293 • FAX (831) 637-0996

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)

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

January 8, 2013 @ 3:00 p.m.

Full WIB

Minutes

FOR HEALTH REASONS ALL MEETING ARE SMOKE AND FRAGRANCE FREE.

Present: Kristi Alarid, Alex Arias, Esequiel Arrizon, Richard Bianchi, Kendra Bobsin, Sherrean Carr, Arturo Contreras, Donald Dixon, Yuko Duckworth, Anthony Evans, Paul Farmer, Kathy Hough, Mimi Laurent, Abby Ortiz-Baldwin, Marie Slater, Robert Rodriguez, Soila Rojas, David Wright

Absent: (EXCUSED) Maria Corona, Carrie Fosdick, Barb Montag, Gary McIntire, Angie Trujillo

(Unexcused) Warren Barry

Guests: Samantha Harrison, Janice Schriver

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez

Co-Chair, Kathy Hough, called meeting to order at 3:05 P.M.

I. **Public Comment Period:** Introductions were made by everyone present. The board welcomed new member, Robert Rodriguez. Sherrean Carr just found out that the water resource management program was approved and she distributed flyers with information.

II. **Regular Agenda:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements and individuals who called in were excused by the co-chair.

B. **Approval of Executive Committee Minutes:**

1. **October 9, 2012 Full WIB Minutes:** Were approved as presented. *M/S/C Anthony Evans, Mimi Laurent.*

2. **December 11, 2012 Ex Committee Minutes:** Were enclosed for review.

C. **WorkKeys:**

1. Samantha Harrison, WorkKeys representative, gave a PowerPoint presentation to the board explaining that the Central Coast Career Readiness Consortium (CCCRC) is part of the Monterey County Business Council which works with multiple governments, education & business partners. CCCRC offers services and

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



EQUAL HOUSING
OPPORTUNITY

way to assess skills of potential employees and is a resource for employers to pull from qualified candidates. Clients who complete the WorkKeys receive a certificate, and because of the military influence in Monterey County, they provide National Certificate in lieu of local certification. Samantha explained the certificate score levels of Bronze, Silver, Gold or Platinum and stated assessments are made in 3 categories, 1) communication, 2) problem solving & 3) personality/soft skills. These are items you don't typically find on a resume. Samantha stated Monterey County is receiving so many applications that they are requiring the WorkKeys be completed as a tool to screen applicants and how, by utilizing WorkKeys, they have reduced turn over rates by 84% and decreased overtime by 95%. She encouraged employers to recognize the 4 R's of certification: Request, Require, Recommend, Release.

- **Recognize** the National Career Readiness Certificate as validation of workplace skills
- **Request** of job applicants: "Do you have a National Career Readiness Certificate?"
- **Require** a certificate (for candidates selected)
- **Recommend** a certificate (for candidates not selected)
- **Release** the use of your name as an NCRC workplace

Also discussed was the process for training in WIN as modeled by ROP: taking practice tests, training, interview strategies, then retest at the end of the semester. One-Stop conduct practice tests first and take the orientation so clients have a good understanding of the test involves. Discussed was exempting non-English speakers from taking the test as the certificate is only recognized in English. Currently the San Benito County One-Stop Career Center is in the infancy stage of the program, however; clients must complete the WorkKeys as part of the eligibility process. At this time there are no staff to conduct the testing and there is a charge for the testing. Samantha can help with outreach if needed and is willing to talk with businesses to determine the best practices for each company or business. Encouraged board members to begin to work with One-Stop to recognize & implement WorkKeys.

Andi Anderson stated she has a friend who recently completed the WorkKeys assessment and was very excited about the outcomes. He had been laid off approximately 3-4 times in the last few years and as a result his self-confidence had plummeted. After completing the testing, and scoring higher than anyone else who has completed the assessment at our local One-Stop, his confidence has been restored and he is very encouraged!

After the presentation on WorkKeys and discussion, the full WIB approved amending the training policies to exempt "non-English speaking clients" from taking the WorkKeys assessments. *M/S/C Gary McIntire/ David Wright*

D. **WIB Membership:**

1. **Vacancies:** There are currently 3 Private Sector vacancies and 1 Public Sector. Any applications received will be considered for appointment to the full WIB.
2. **Board Membership:** Board members will discuss membership & those who have not attended for three (3) or more consecutive unexcused meetings. The Bylaws state if a member is unexcused for more than 3 executive meeting they can be dismissed. At the last meeting members discussed having staff reaching out to members who been unexcused for 3 consecutive meeting. Members contacted were: Angie Trujillo, she indicated she wishes to remain on the board, Esequiel

Arrizon, who wishes to remain on the board, and Barb Montag, staff is attempting to contact her.

3. **Resignations:** Due to a new work assignment Steven Tuma submitted his letter of resignation.
- E. **Committee Updates:** Enrique Arreola stated the Planning Committee needs to schedule a meeting once staff receives the new directives as there will be a need to review them as there are changes in regards to higher performance measures and more funds will be allocated. WIB members were invited to attend the directive meeting on February 8th. Janice Shriver will forward links from CWA with directive changes. Once staff has more info, Kathy Hough will schedule the Planning Committee meeting.
- F. **California Workforce Services Network (CWSN):** There is no update on Phase I or II. Staff are reviewing the budget so we don't go into the negative.
- G. **CA WIA Program Year 2011-12 Annual Report Tables:** For information only.
- H. **Grant Applications:**
 1. **CA Multi-Sector Grant:** The amendment was received to revise & amend the budget. CSWD is eligible to apply for \$176,000. One submitted to EDD but no decision has been made. Staff was hesitant in moving forward with the grant in the beginning, but some concessions have been made which allows more flexibility.
 2. **Community Development Block Grant (CDBG) funding for Workforce Services:** Staff has finally received the fully executed contract. There were 3 types of training proposed but the State will not approve work experience because they consider that "salaries" which can not be paid with these funds. 280 letters were sent out to individuals on the waiting list, 17 files pending, staff goal is to train at least 25-30 locally. Mission is to spend 50% of funds in order to be eligible for next funding round.

III. **Additional Information:**

- A. **WIA Monitoring Visit:** The WIA PY 2012-13 Monitoring Visit for the 85% Program Activities has now been scheduled the week of January 28, 2013. Focus is on Youth Activities. Board members are invited to sit in on the entry or exit interview which will take about ½ hour.
- B. **Unemployment Report:** The unemployment report for November 2012 was enclosed.
- C. **CWA Youth Conference:** Sylvia Jacquez will be attending the CWA Youth conference. Information is attached for board information & members invited to attend.
- D. **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>.
- E. **WIB Member Orientation:** A new member orientation was scheduled to be held before the next full WIB meeting. 1:30 P.M.

Adjournment: 4:13 P.M. *M/S/C Esequiel Arrizon/Marie Slater*

The next Executive Committee meeting is scheduled for February 12, 2013



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)
1111 San Felipe Road, Ste. 107, Hollister, CA 95023**

March 12, 2013 @ 3:00 p.m.

Executive Committee

MINUTES

FOR HEALTH REASONS ALL MEETING ARE SMOKE AND FRAGRANCE FREE.

Present: Yuko Duckworth, Soila Rojas, Gary McIntire, David Wright

Absent: *Excused:* Kendra Bobsin, Carrie Fosdick, Kathy Hough

Guests: Javier Venga, Holly McWinney, Camille Carlos, Sandra Romero

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez

David Wright called the meeting to order at 3:06 P.M.

I. **Public Comment Period:** Introductions were made by everyone present. There were no public comments received.

II. **Regular Agenda:**

A. **Roll Call:** Roll as taken to determine excused absences for attendance requirements. Individuals who called in were excused.

B. **Approval of Executive Committee Minutes:** February 12, 2013 Ex Committee Minutes were approved as presented. *M/S/C Soila Rojas/Yuko Duckworth.*

C. **WIB Membership:** No applications were received to be considered for appointment to the full WIB.

1. **Vacancies:** There are currently 3 Private Sector vacancies and 2 Public Sector. Any applications received will be considered for appointment to the full WIB

2. **Barb Montag Board Membership:** An update was provided on the membership of Barb Montag. Her current assignment is outside of San Benito County and after

*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 should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

discussion the board opted to enforce the bylaws and terminated her membership for having 3 unexcused absences. *M/S/C Gary McIntire/Soila Rojas*.

- D. **Econovue Presentation:** Javier Venga, from the San Jose WIB, distributed handouts & conducted a presentation on EconoVue™, the most intuitive and productive geographic information tool for dissecting and understanding the economy at the neighborhood, city, and regional levels. Whether you are a small business looking for prospective B2B customers or an economic developer looking to understand where the economy is heading this is a tool for workforce professionals to gather and analyze local data on business, employment and industry clusters.
1. **EconoVue™ is designed for policy makers and "front-line" staff,** such as Economic Development professionals, Workforce Development professionals and City Planners, who assist the people and businesses that make a local economy strong.
 2. **EconoVue™, an interface to a Google Map** served via the cloud, is ready to use from any browser, with queries, reports and databases fine-tuned to analyze economic and demographic data across time and space:
 3. **Industry Trends Across Regions:** Study economic trends at the neighborhood, city and county levels using time-trended National Establishment Time Series (NETS) data that shows you not only what the economy looks like now but how it has changed over time.
 4. **Analysis for Any Sized Region:** Transcend artificial boundaries (e.g. city limits, zip codes, etc.) and analyze the economy across any region of your choosing.
 5. **Monitor Companies Closely:** EconoVue™ connects to both Dun & Bradstreet® credit reports and ZoomInfo® to provide key company details.
 6. **Social Networking and E-mail Contacts:** Retrieve both LinkedIn® and jigsaw.com® listings for each company.

Showed the raw data that is available to create graphs & see the numbers. Board members can visit www.econoview.com for free trial. Mr. Venga is working with Enrique to come up with a blue pricing which is a shared pricing for all WIBs with subscription.

- E. **Request for Proposal (RFP) LWIA Local Plan:** Staff provided an update on the 5-year LWIA Plan which needs to be submitted by the end of June. Staff requested the Executive Committee approve the RFP. Enrique Arreola is looking to hire a consultant who is familiar with WIA who can assist with moving forward. Will discuss at the next meeting and will also need to have a public hearing.
- F. **Youth Employment Program Council (YEP):** Sandra Romero, Youth Employment Opportunity Program (YEOP), provided an update on the brainstorming session that was held on February 19, 2013. Sandra stated that 15 youth attended, and came up with a several target goals & project ideas of an event for youth related to helping youth identify employment training, vocational opportunities and determining their career paths. The youth who participated in the brainstorming session are very diverse group: 4.0 students, really driven, teen-parents, all economic backgrounds. The YEP Council will adopt the top recommendations to present to the WIB for approval and moving forward.
- G. **WIA Performance Standards:** Enclosed are the final performance standards for FY 2010/2011 & 2011/2012; also current standards for FY 2012/2013. Sylvia Jacques provided an overview and indicated it is difficult to follow-up on youth, even with

incentives. Discussed with the State monitor was retesting the youth right before they complete their work experience in order to determine their progress. Also, adults must score at least 80%. All other areas staff has succeeded.

- H. **Committee Updates:** The Planning Committee didn't meet to review the new directives in reference to LWIA and high performance measure & outcomes and discuss whether or not an RFP is needed. Will provide an update later.
- I. **California Workforce Services Network (CWSN):** Staff reported on the launch of Phase I, new CalJOBS system which was implemented March 11, 2013. It is a new system and is very challenging for clients & employers. Today is the 2nd day up and running. Clients are now able to self register in the system where in the past staff entered clients into the VOS & CalJOBS. Those previously registered in VOS are able to scan the services they utilize as usual. The CalWORKs clients are all in the process of updating their information in the system so the One-Stop Career Center was buzzing today. Nelda Escamilla & Mark Rhianda are assisting clients in the lobby with registration questions. They will keep track of any bugs in the system. With the new system they can create up to 10 styles of resumes whereas the old program they could only draft one.
- J. **Grant Applications: 25% WIA DW Additional Assistance Grant (CA Multi-Sector Grant):** Enclosed you will find the award letter for this grant. Staff provided an update on the contract execution of this Multi Sector Grant in the amount of \$397,790. Enrique Arreola stated this grant has great flexibility. Staff was allowed to begin some activities but is still waiting on the fully executed grant.

II. **Additional Information:**

- D. **Unemployment Report:** California's employment and unemployment data for January will be released on Friday, March 22. Included in the agenda packet was a Media Advisory.
- E. **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>.

1. Arias, Alex, Branch Manager	Ethics: 6/21/10-6/21/12 (Expired)
2. Arrizon, Esequiel	Ethics: 1/4/10-1/4/12 (Expired)
3. Barry, Warren	Ethics: NEED
4. Bianchi, Richard	Ethics: NEED
5. Evans, Anthony C.	Ethics: NEED
6. Farmer, Paul	Ethics: NEED
7. Ortiz-Baldwin, Abby	Ethics: NEED
8. Trujillo, Angela	Ethics: NEED

- F. **WIB Member Orientation:** A new member orientation is scheduled to be held before the next full WIB meeting, April 9 at 1:30 P.M. room 207

Adjournment: M/S/C Gary McIntire David Wright 4:17 P.M.

The next full WIB meeting is scheduled for April 9, 2013 @ 3:00 P.M.

The next Executive Committee meeting is scheduled for May 14, 2013 @ 3:00 P.M.



San Benito County
Workforce Investment Board
Youth Employment Program Council
1111 SAN FELIPE ROAD, SUITE 108
HOLLISTER, CA 95023
(831) 637-9293 • FAX (831) 637-0996

San Benito High School

1220 Monterey Street, Room 327, Hollister, CA 95023

March 19, 2013 at 3:15 p.m.

MINUTES

Present: Nelda Escamilla, Kevin Nitzel, Sandra Romero, Mike Walters
Absent: *Excused:* Marla Davies, Michelle Rodarte, Kylie Sullivan *Unexcused:* Donald Dixon,
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Acela Reyes
Guests: n/a

Nelda Escamilla, called the meeting to order at 3:15 P.M.

- I. Youth/Public "Let Your Voice Be Heard" through Public Comment: Introductions were made by everyone present.
- I. Welcome Activity: There was no welcome activity
- II. Regular Agenda:
 - A. YEP Council Members Agree the Minutes are Correct! The minutes of the January 15, 2013 meeting were approved as presented. *motion/second/concur Nelda Escamilla/Kevin Nitzel.*
 - B. YEP Council Board Membership: No applications from high school youth, young adults, or parents/grandparents were submitted for the vacant positions.
 1. Current Vacancies:
 - a. Out-of School Youth (2);
 - b. In-School and Out-of-School Parent/Grandparent (2);
 - c. Local Housing Authority Representative (1) Vacated by Dave Wright:
 - C. Strategic Goals for FY 2012-2013: The YEP Council began working on the strategies in order to meet 3 goals identified at the YEP Council Retreat:
 1. Community Service & Support:
 - Mini Retreat/Brainstorming Session: Sandra Romero & Michelle Rodarte conducted a brainstorming session held on February 19, 2013. Sandra Romero stated 15 youth attended on their vacation time and they discussed identifying the top action items; develop the purpose, goal & activities for an event to be held related to vocational training &

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD
SERVING SAN BENITO COUNTY SINCE 1978
The County CSWD is an equal opportunity employer/program



EQUAL HOUSING
OPPORTUNITY

apprenticeship workshops. Distributed copies of the brainstorming items which were discussed.

- Youth will survey students to determine their career choice, interactive booths: (scholarships, grants, etc.) Discussed ROP classes,
 - Outlined 3 activities to be conducted to direct youth towards career path. Discussed hosting a BBQ to raise funds to go towards scholarships. Youth were very excited and many are calling Sandra to see when the next meeting is going to be held. Youth were from San Andres, San Benito, Pinnacles School, dynamic group of youth. The youth understand education is necessary and knowledge about the career is important but they don't know how to go about it.
 - **Define type of Scholarships.** Youth would be surveyed to determine types of scholarships.
 - **Goal Setting:** 2 goals were set and activities were identified that would help the youth to meet the goal.
 - **Develop a survey and have ready for the Career Day.** The YEP Council directed staff to conduct a survey on Career Day at the High School on March 27, 2013. *M/S/C Mike Walters/Kevin Nitzel.*
- b. **Soft Skills Training Materials:** Sandra Romero discussed the workshop for resume writing for youth: "**Skills to pay the bills**" a 7 video series which teaches youth about enthusiasm, attitude, teamwork, communication, critical thinking, problem solving, and professionalism. This series shows youth what they need to know when they start working. Department of Labor website has the information and it is very hands on and interactive. Discussed was having 15-20 youth complete the training with Sandra.
- c. **Apprenticeship Day:** Donald Dixon was absent, this item will be tabled: provide an update on partnering with an apprenticeship training workshop that is held every year in San Jose. No report.
2. **Youth Leadership:** Community events where identified and calendared.
- a. **Youth Video:** Continue discussion on having youth create a video on youth issues and working with CMAP to have a show every week. Make video to promote the YEP council. Discussed was hiring a work experience youth to be stationed at the One-Stop to work on this as a paid position. Contact the High School Video department to recruit youth. If the YEP council feels this is an idea CSWD would be able to hire them through work experience and they would be supervised by staff. Job title suggestion: Youth Yep Council Advocate. YEP Council directed staff to research the feasibility of hiring a youth to be placed at the One-Stop Career Center.
- b. **After Care Program for Juvenile Hall Youth:** Discussed was the possibility of conducting workshops with youth at Juvenile Hall and developing an aftercare program to link with services upon their release. Sandra Romero

would be willing conduct the workshops at the Juvenile Hall. Kevin Nitzel would like Sandra to link up with the current staff to expand their base to educate youth. Sandra will contact Jodi Casada at juvenile hall to organize.

3. **Career Preparation "Job Connection"**: David Wright was the lead and this project was halted due to his resignation.
- D. **Community Development Block Grant (CDBG) Application**: Enrique Arreola reported no funds have been approved for the summer youth employment component. Summer youth is not an eligible activity under CDBG guidelines. As the State considers work experience payment "wages or salaries". The funds will be for vocational training. Staff is working on renegotiating the funds for future use.
- E. **Community Foundation Grant**: In the past Laura Schipper, Employment Service & Training Counselor, applied through the Community Foundation for summer youth grant. Laura recently retired and CSWD has Acela Reyes as her replacement. Enrique Arreola stated that Acela will apply for the grant following Laura's previous grant submission. Sylvia Jacquez discussed information needed to be included in a new application.
- F. **YEP Council Youth Services Directories**: Sandra Romero took on this task and will provide an update. Half Way done. Community foundation website has been a great resource.
- G. **Youth Updates**:
 1. **WIA Work Experience Program (WEP.)**: Acela reported that of her current caseload, 7 are in placement. She is currently learning the system and working on recruitment for the new funding year which should be available in April. Acela has been visiting worksites, determining who has positions to fill, etc. Staff is reviewing the waiting list and contacting individuals. The waiting list has over 100 youth. Letters are going out to youth requesting they update their contact information. 14-21 years. Youth wishing to be placed on the waiting list can call One-Stop at (831) 637-JOBS (5627).
- H. **Unemployment Report**: Will be released 3/22/13.
- I. **Additional information**:
 1. **Select Chair/Co-Chair**: Table to next meeting.
- J. **High 5's**:
 1. Michele & Sandra, doing a lot with the YEP and glad Sandra is back on thboard.
 2. **Glad Acela is on board**. WooHoo!

Adjournment M/S/C Mike Walters/Kevin Nitezl. 4:40 P.M.

Meetings are held every other month (Jan, Mar, May, Jul, Sept, Nov) on the 3rd Tuesday.

Next YEP Council meeting is scheduled for May 21, 2012 @ 3:15 p.m.

Snacks and Refreshments will be provided.

**San Benito County
Board and Commissions**



MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Workforce Investment Board (WIB)**

NAME: Darell Lawrence

PHONE: 408-778-1552 E-MAIL: dlawrence@ctcnc.org

BUSINESS ADDRESS: 485 Woodview Dr.

CITY: Morgan Hill, ca. ZIP: 95037

LENGTH OF RESIDENCY: 25 years

SUPERVISOR DISTRICT: N/A

OCCUPATION: District Coordinator

EDUCATION: Adult Education Teaching Credential

AFFILIATIONS: Carpenters Apprenticeship, Carpenters Local union.

REASON(S) FOR SEEKING APPOINTMENT: To give time back to the Community

DATE: 3-29-2013 SIGNATURE: 

Return completed form to:

San Benito County
Attention: Denise Thome,
Clerk of the Board
481 Fourth Street
Hollister, CA 95023
(831) 636-4000

-Or-

**Community Services &
Workforce Development**
1111 San Felipe Road, Suite
108
Hollister, CA 95023
(831) 637-9293
(831) 637-0996 FAX



San Benito County Workforce Investment Board (WIB) Work Experience Program Policy

Policy:

In accordance with 20CFR Part 663.200(b), the definition of Work Experience is as follows:
Work Experience is a planned, structured learning experience that takes place in a workplace for a limited period of time

The San Benito County, Community Services and Workforce Development and the One-Stop Career Center has determined that in order for a Work Experience opportunity to be beneficial it must be paid, and positions filled in the private for profit, or private nonprofit sector. Labor standards apply in Work Experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

The Work Experience Program is an Intensive Service available to youth ages 14-21, unemployed or underemployed adults and dislocated workers. Anyone referred or recruited to the program will go through the eligibility process. Those enrolled will complete the Individual Employment Plan which identifies Work Experience as part of the sequential process to assist in reaching their employment goal.

Procedures:

Participants who are considered for referral in the Work Experience Program have either completed vocational training and have been unable to secure employment, or are enrolled into a Core B activity and require additional information and assistance in determining training needs. Once the Employment & Services Training Counselor determines that Work Experience would benefit a participant, they would meet and complete an Individual Employment Plan. The Employment & Services Training Counselor will begin the process of Contract Development.

Work Experience Contracts can only be written after an Employment & Services Training Counselor has determined the appropriateness of the worksite. Employers in the private for profit, as well as the private nonprofit sector, are eligible to participate in a Work Experience Contract under the following guidelines:

1. The employer *must not* be involved in a current labor dispute.
2. The employer *must not* utilize the Work Experience Program to displace current workers or to reduce the hours of those employed workers below their normal schedule.
3. The employer *must* be willing to train the assigned worker on identified tasks.



Contract Development

The Employment & Services Training Counselor in conjunction with the site supervisor will develop the Work Experience agreements. Work Experience agreements are designed to enhance the learning experience of the participant. Therefore, agreement development will take into consideration the participant's field of study, experience and abilities as they relate to the position. To further enhance this training opportunity, every participant entering into a Work Experience agreement will be required to attend a 4-8 hour "Job Readiness" workshop either before, during or after completion of the Work Experience component (based on class availability) **AND** successful enrollment & completion of the WorkKeys/WIN Assessment Program. Every attempt should be made to refer the participant to the workshop on their scheduled day off.

Contract Hours

A Work Experience agreement can be written for a maximum of 600 hours for Adults, Dislocated Workers and Out-of-School Youth. The workday cannot exceed 8 hours per day, or 40 hours a week.

A Work Experience Contract can be written for a maximum of 400 hours for In-School Youth. The workday cannot exceed 8 hours per day, or 40 hours a week.

Wages

All Work Experience sites will be paid sites and the rate of pay will be at the minimum wage, as established by the State of California. Participants will be paid based on time card entries submitted by the participant. Work Experience checks, unless otherwise requested, will be mailed to the participant at their home address by the San Benito County One-Stop Career Center.

Worker's Compensation

San Benito County Community Services and Workforce Development (CSWD) will be responsible for Worker's Compensation coverage for the client while that client is working in a Work Experience capacity. Staff representative who develops the Work Experience agreement with the employer must verify that coverage is provided prior to the client starting the Work Experience assignment. The Worker's compensation coverage is to be coordinated between staff and the fiscal department.

Priority of Service

San Benito County WIA shall prioritize and focus recruitment of WIA Title I eligible Adults and Youth whose primary residence is located within the boundaries of San Benito County. Services to California residents outside of the San Benito County area may be provided on a case by case basis, subject to available resources.

Exemptions (The following will be exempt from the WorkKeys Assessment Program)

- 1. Non-English speaking clients.***
- 2. Participants with a documented learning disability.***
- 3. Participants eligible under Special funding grants approved for a limited time.***

WIB approved on: _____

Effective Date: April 9, 2013



San Benito County Workforce Investment Board (WIB) On-the-Job Training Program Policy

Purpose:

This document establishes the San Benito County Workforce Investment Board's policy regarding the use of On-the-Job Training (OJT) contracts as an allowable local training activity pursuant to the Workforce Investment Act.

Policy:

The Workforce Investment Act Section 134(d)(4)(D)(ii) specifically lists On-the-Job Training as an allowable local employment and training activity. Section 101(31) of the Workforce Investment Act defines OJT as "training by an employer that is provided to a paid participant while engaged in productive work". Additionally, any OJT should provide knowledge or skills essential to the full and adequate performance of the job. Reimbursement to the employer of **up to a maximum of 50%** of the wage rate can be provided to offset the extraordinary costs of the provision of the training and additional supervision required during the course of the training.

OJT contracts will be limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the individual service strategy of the participant. Consistent with Workforce Investment Act Section 195(4), OJT contracts using funds under the act shall not be provided to employers who have exhibited a pattern of failing to provide participants with continued long-term employment, including the provision of wages, working conditions and employment benefits consistent with other employees with similar tenure and duties.

The San Benito County Workforce Investment Board will utilize On-the-Job Training contracts, as an appropriate and allowable training activity, consistent with the definitions and requirements of the Workforce Investment Act as outlined in the previous paragraph. In addition, it is the policy of the San Benito County Workforce Investment Board to provide OJT contracts for positions that are directly linked to employment opportunities in the local area (WIA 134(d)(4)(A)(iii)), as determined by the Board's policy regarding occupations in demand, or by specific documentation from local employers or labor market information.



OJT guidelines

- OJT will only be provided for positions paying no less than 5% above the current minimum hourly wage
- Employers will be reimbursed up to 50% of the trainings costs for a maximum of 600 hours.
- Employment shall be no less than 30 hours of work per week
- Employment shall not exceed a training period of 6 months
- Participants with experience of one year or more in any given career will be exempt from participating in the same type of OJT

Employers utilizing the OJT Program will, under no circumstances, exceed the maximum amount of hours.

Contract Development

The Employment & Services Training Counselor in conjunction with the Employer will develop the OJT contract. OJT contracts are designed to enhance the learning experience of the participant. Therefore, contract development will take into consideration the participant's field of study, experience and abilities as they relate to the position. To further enhance this training opportunity, every participant entering into an OJT Contract will be required to attend a 4-8 hour "Job Readiness" workshop either before, during or after completion of the OJT component (based on class availability) **AND** successful enrollment & completion of the WorkKeys/WIN Assessment Program. Every attempt should be made to refer the participant to the workshop on their scheduled day off.

Priority of Service

San Benito County WIA shall prioritize and focus recruitment of WIA Title I eligible Adults and Youth whose primary residence is located within the boundaries of San Benito County. Services to California residents outside of the San Benito County area may be provided on a case by case basis, subject to available resources.

Exemptions (The following will be exempt from the WorkKeys Assessment Program)

- 1. Non-English speaking clients.***
- 2. Participants with a documented learning disability.***
- 3. Participants eligible under Special funding grants approved for a limited time.***

WIB approved on: _____

Effective Date: April 9, 2013



San Benito County Workforce Investment Board (WIB) Regional WIA Policies for ITA Vouchers (Training Scholarship)

To be awarded an ITA (training scholarship), a customer must have an Individual Employment Plan that provides a rationale for their career training choices as well as support services necessary to attain their goals. The case manager or other appropriate staff is responsible for development of the Employment Plan. A training scholarship can only be issued for certified courses published in the statewide Eligible Training Providers List (ETPL) **AND** successful enrollment & completion of the WorkKeys/WIN Assessment Program.

A customer must be enrolled in approved training 90 days from designation of the training scholarship award. A customer would be considered enrolled in training if they are: 1) pre-registered for classes or on a waiting list of an approved training provider; 2) have a starting date of training; and 3) the starting date is not more than one quarter or term away.

A customer must be making satisfactory progress in training to access all payments of their training scholarship. The training provider will certify if a customer is making satisfactory progress with certification signed by the registrar or an equivalent person designated by the training provider. The training scholarship will be automatically cancelled if the customer is not in a training activity within 90 days.

A customer in a training activity who does not fully access or follow through on the training scholarship may not access a training scholarship through another One-Stop within the region (counties of San Benito, Santa Clara, Santa Cruz, Monterey) for a period of one year from the date of non-completion. Exceptions to this may include but not limited to:

- Career field no longer has a labor market demand
- Customer did not complete the training due to extenuating circumstances
- Training was defective

Based on an individual assessment and funds available, a training scholarship of up to \$4,000 may be awarded to eligible adults and/or dislocated workers for up to one year of training. This amount includes monies for tuition, books, fees, support services and required training supplies necessary to successfully complete the program.

This limit may be increased if approved by the local WIB through the case manager on a case-by-case basis. However this increased limit would not exceed the previously established maximum under WIA training. Justification must be provided which supports further scholarship assistance is needed in order for the customer to obtain employment. Criteria to adjust this limit may include but not be limited to:



- Extreme hardship
- Unique training
- Labor market
- Wages at placement

Support services will be determined based on the documented needs of the customer will not be included in the voucher (scholarship) amount.

The local WIB, when awarding a training scholarship, will assume full program responsibility for the customer, even when training is provided in another WIB jurisdiction or local workforce area. This local area in which the scholarship originated will be designed as the “area of customer service” for anyone in training, thereby identifying the source of future tuition scholarship, support services, or other funding for the customer, regardless of where the training is provided.

Some customers may be eligible for PELL grants and in such cases; the amount of the tuition scholarship plus the PELL will not exceed the total cost of training. To facilitate access to PELL grants, eligibility determination may be made at a One-Stop via partner staff or computer software.

Customers needing supplementary funding, such as a student loan, to complete desired training, would sign a waiver or disclosure statement indicating personal responsibility for these additional funds and acknowledgement that obtaining this supplementary funding is voluntary.

Customers interested in training outside of the region (counties of San Benito, Santa Cruz, Santa Clara, Monterey) will require management approval on a case-by-case basis.

Priority of Service

San Benito County WIA shall prioritize and focus recruitment of WIA Title I eligible Adults and Youth whose primary residence is located within the boundaries of San Benito County. Services to California residents outside of the San Benito County area may be provided on a case by case basis, subject to available resources.

Exemptions (The following will be exempt from the WorkKeys Assessment Program)

- 1. Non-English speaking clients.***
- 2. Participants with a documented learning disability.***
- 3. Participants eligible under Special funding grants approved for a limited time.***

WIB approved on: _____

Effective Date: April 9, 2013

LABOR FORCE INFORMATION THROUGH FEBRUARY 2013

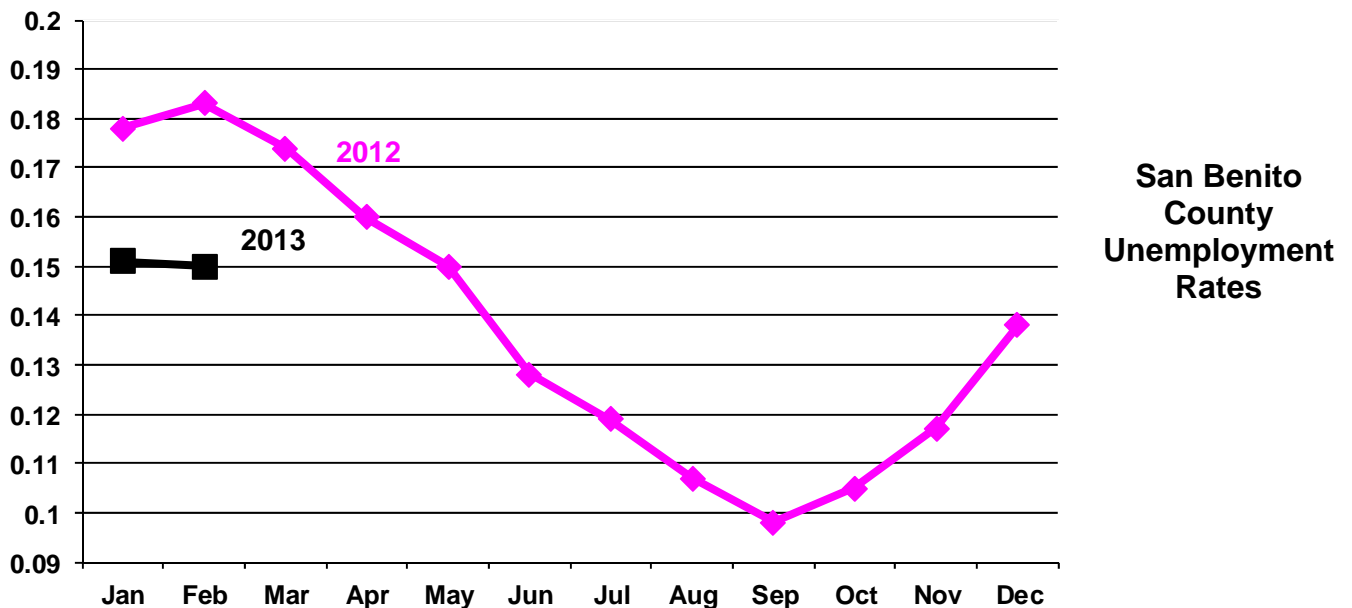
Residents of San Benito County

	February 2012	January 2012 Revised	February 2013 Prelim
Labor Force	27,700	27,300	27,700
Employment	22,700	23,200	23,500
Unemployment	5,100	4,100	4,200

Unemployment Rates

	February 2012	January 2012 Revised	February 2013 Prelim
San Benito County	18.3%	15.1%	15.0%
California	11.3%	10.4%	9.7%
United States	8.7%	8.5%	8.1%

The jobless rate in San Benito County this February stood 3.3 percentage points below the rate for February 2012, with the number of unemployed falling by 900 over the year.



Technical Notes:

To be considered unemployed, a person must be able, available, looking for work, and not have even a part-time job. The unemployed are **not** just those on Unemployment Insurance.

None of the data on this sheet have been adjusted for seasonal variations.

Source: Employment Development Department, Labor Market Information Division

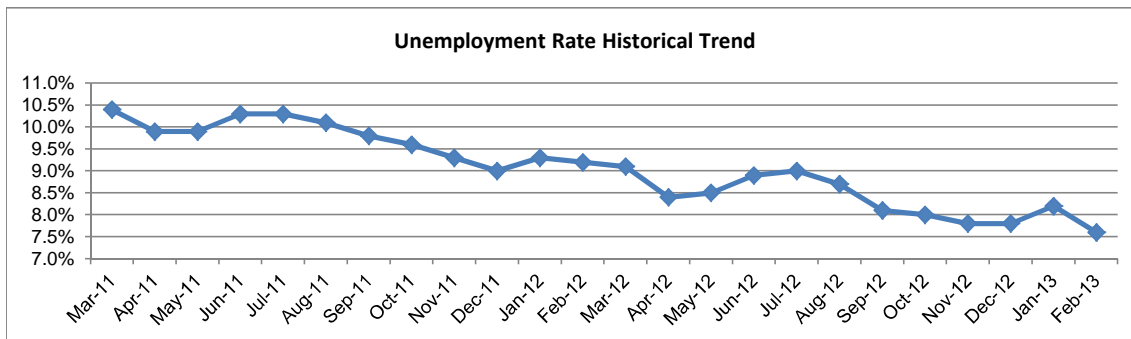


Janice Shriver
408-558-0689
Janice.Shriver@EDD.ca.gov



IMMEDIATE RELEASE
 SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)
 (San Benito and Santa Clara Counties)

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 7.6 percent in February 2013, down from a revised 8.2 percent in January 2013, and below the year-ago estimate of 9.2 percent. This compares with an unadjusted unemployment rate of 9.7 percent for California and 8.1 percent for the nation during the same period. The unemployment rate was 15.0 percent in San Benito County, and 7.4 percent in Santa Clara County.



Industry	Jan-2013	Feb-2013	Change		Feb-2012	Feb-2013	Change
	Revised	Prelim				Prelim	

Total, All Industries	912,600	919,200	6,600		891,200	919,200	28,000
Total Farm	3,800	4,000	200		4,000	4,000	0
Total Nonfarm	908,800	915,200	6,400		887,200	915,200	28,000
Mining and Logging	200	200	0		200	200	0
Construction	36,100	35,300	(800)		32,100	35,300	3,200
Manufacturing	156,200	156,300	100		156,100	156,300	200
Trade, Transportation & Utilities	133,100	132,000	(1,100)		127,900	132,000	4,100
Information	51,000	51,600	600		49,400	51,600	2,200
Financial Activities	33,200	34,000	800		33,200	34,000	800
Professional & Business Services	185,500	187,100	1,600		173,900	187,100	13,200
Educational & Health Services	118,900	120,200	1,300		119,300	120,200	900
Leisure & Hospitality	80,200	81,800	1,600		78,000	81,800	3,800
Other Services	23,500	24,000	500		24,200	24,000	(200)
Government	90,900	92,700	1,800		92,900	92,700	(200)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov

REPORT 400 C
Monthly Labor Force Data for Counties
February 2013 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,646,900	16,836,500	1,810,400	9.7%
ALAMEDA	10	783,000	720,400	62,600	8.0%
ALPINE	18	580	530	50	9.3%
AMADOR	28	16,280	14,450	1,830	11.2%
BUTTE	29	102,200	90,200	11,900	11.7%
CALAVERAS	34	18,900	16,550	2,360	12.5%
COLUSA	58	11,450	8,490	2,960	25.9%
CONTRA COSTA	12	541,500	497,700	43,900	8.1%
DEL NORTE	33	11,450	10,040	1,410	12.3%
EL DORADO	22	91,100	82,300	8,800	9.6%
FRESNO	48	438,800	371,300	67,500	15.4%
GLENN	42	12,740	10,880	1,860	14.6%
HUMBOLDT	23	59,900	54,000	5,900	9.8%
IMPERIAL	57	77,200	58,500	18,700	24.2%
INYO	17	9,440	8,580	870	9.2%
KERN	40	395,000	341,500	53,600	13.6%
KINGS	49	61,500	51,900	9,600	15.6%
LAKE	41	25,170	21,520	3,640	14.5%
LASSEN	36	12,580	10,930	1,650	13.1%
LOS ANGELES	24	4,925,100	4,418,400	506,700	10.3%
MADERA	37	69,600	60,500	9,200	13.2%
MARIN	1	142,100	134,500	7,600	5.4%
MARIPOSA	29	8,930	7,890	1,040	11.7%
MENDOCINO	18	42,280	38,340	3,940	9.3%
MERCED	55	113,100	92,900	20,200	17.8%
MODOC	46	3,700	3,140	560	15.1%
MONO	12	9,020	8,300	730	8.1%
MONTEREY	39	226,000	195,600	30,400	13.5%
NAPA	5	78,500	73,000	5,500	7.0%
NEVADA	16	51,320	46,910	4,420	8.6%
ORANGE	4	1,635,900	1,528,900	107,100	6.5%
PLACER	15	179,200	164,300	14,900	8.3%
PLUMAS	54	9,280	7,740	1,540	16.6%
RIVERSIDE	26	953,800	850,000	103,800	10.9%
SACRAMENTO	21	682,300	617,200	65,200	9.5%
SAN BENITO	45	27,700	23,500	4,200	15.0%
SAN BERNARDINO	25	870,900	777,300	93,600	10.7%
SAN DIEGO	10	1,614,000	1,485,400	128,600	8.0%
SAN FRANCISCO	3	483,400	453,100	30,400	6.3%
SAN JOAQUIN	43	299,200	255,400	43,900	14.7%
SAN LUIS OBISPO	5	145,400	135,100	10,200	7.0%
SAN MATEO	2	399,800	376,300	23,500	5.9%
SANTA BARBARA	9	230,900	213,200	17,700	7.7%
SANTA CLARA	7	924,300	856,000	68,300	7.4%
SANTA CRUZ	31	154,400	136,200	18,300	11.8%
SHASTA	35	79,900	69,600	10,400	13.0%
SIERRA	47	1,540	1,300	240	15.3%
SISKIYOU	53	18,800	15,720	3,080	16.4%
SOLANO	18	218,700	198,400	20,300	9.3%
SONOMA	8	259,100	239,400	19,700	7.6%
STANISLAUS	44	237,900	202,400	35,500	14.9%
SUTTER	56	42,800	34,800	8,000	18.7%
TEHAMA	38	25,210	21,850	3,360	13.3%
TRINITY	52	4,770	4,000	770	16.1%
TULARE	50	209,000	175,700	33,300	15.9%
TUOLUMNE	27	25,570	22,720	2,850	11.1%
VENTURA	12	446,900	410,600	36,300	8.1%
YOLO	32	100,600	88,400	12,100	12.1%
YUBA	50	27,100	22,800	4,300	15.9%

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 2012 benchmark and Census 2010 population controls at the state level.

UNEMPLOYMENT RATES
www.labormarketinfo.edd.ca.gov
March 2012 Benchmark

Data for the latest month shown are preliminary

	Seas Adjusted				Rates on this side of the table have NOT been adjusted for seasonal factors.																								
	US		CALIF		US		CALIF		SF METRO*		SF COUNTY		S MATEO COUNTY		MARIN COUNTY		SJ METRO**		S CLARA COUNTY		S BENITO COUNTY		OAK METRO***		ALAMEDA COUNTY		C COSTA COUNTY		
	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12	'13	'12
Jan	8.3	7.9	11.0	9.8	8.8	8.5	11.4	10.4	7.6	6.5	8.1	6.9	7.3	6.3	6.7	5.9	9.3	8.2	9.0	8.0	17.8	15.1	9.6	8.6	9.6	8.6	9.7	8.7	
Feb	8.3	7.7	10.8	9.6	8.7	8.1	11.3	9.7	7.5	6.0	7.9	6.3	7.2	5.9	6.7	5.4	9.2	7.6	8.9	7.4	18.3	15.0	9.5	8.0	9.5	8.0	9.6	8.1	
Mar	8.2		10.7		8.4		11.1		7.4		7.8		7.2		6.8		9.1		8.8		17.4		9.5		9.4		9.6		
Apr	8.1		10.7		7.7		10.3		6.8		7.2		6.6		6.3		8.4		8.2		16.0		8.8		8.7		8.9		
May	8.2		10.7		7.9		10.3		6.9		7.3		6.7		6.3		8.5		8.3		15.0		8.9		8.9		8.9		
June	8.2		10.6		8.4		10.7		7.3		7.7		7.0		6.7		8.9		8.8		12.8		9.4		9.4		9.4		
July	8.2		10.6		8.6		11.0		7.4		7.7		7.1		6.8		9.0		8.9		11.9		9.6		9.6		9.5		
Aug	8.1		10.4		8.2		10.5		7.1		7.4		6.9		6.4		8.7		8.7		10.7		9.2		9.3		9.1		
Sept	7.8		10.2		7.6		9.8		6.5		6.8		6.3		5.9		8.1		8.0		9.8		8.5		8.6		8.4		
Oct	7.9		10.1		7.5		9.8		6.5		6.8		6.3		5.8		8.0		8.0		10.5		8.5		8.6		8.4		
Nov	7.8		9.9		7.4		9.6		6.3		6.6		6.1		5.7		7.8		7.7		11.7		8.3		8.3		8.2		
Dec	7.8		9.8		7.6		9.8		6.1		6.4		6.0		5.6		7.8		7.6		13.8		8.2		8.2		8.2		
Ann Avg					8.1		10.5		6.9		7.3		6.7		6.3		8.6		8.4		13.9		9.0		9.0		9.0		

* SF Metro: Marin, San Francisco, and San Mateo counties combined

** SJ Metro: Santa Clara and San Benito counties combined

*** Oak Metro: Alameda and Contra Costa counties combined

Source: Employment Development Department, Labor Market Information Division



**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 February 2013 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Santa Clara County	924,300	856,000	68,300	7.4%	1.000000	1.000000
Campbell city	23,700	22,200	1,500	6.3%	0.025973	0.022024
Cupertino city	25,700	24,500	1,200	4.8%	0.028588	0.017874
East Foothills CDP	4,500	4,100	400	9.2%	0.004753	0.006064
Gilroy city	22,000	19,600	2,500	11.2%	0.022880	0.036068
Los Altos city	13,500	13,000	500	3.7%	0.015154	0.007341
Los Gatos town	16,300	15,500	800	4.8%	0.018068	0.011491
Milpitas city	33,500	30,900	2,600	7.6%	0.036100	0.037344
Morgan Hill city	18,400	16,700	1,800	9.6%	0.019453	0.025854
Mountain View city	44,400	42,000	2,400	5.4%	0.049045	0.035429
Palo Alto city	33,300	32,000	1,300	3.9%	0.037425	0.019151
San Jose city	484,200	444,300	39,900	8.2%	0.519047	0.584105
San Martin CDP	2,300	1,900	400	17.6%	0.002257	0.006064
Santa Clara city	59,600	55,600	4,000	6.8%	0.064951	0.059049
Saratoga city	14,200	13,600	500	3.7%	0.015930	0.007660
Sunnyvale city	79,300	74,300	5,000	6.3%	0.086792	0.073412

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

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp

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.