



Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT  
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San Benito County Workforce Investment Board (WIB)  
1111 San Felipe Road, Ste. 207 \* Hollister, CA 95023

January 14, 2014 @ 3:00 P.M.

WORKFORCE INVESTMENT BOARD MINUTES

FOR HEALTH REASONS ALL MEETING ARE SMOKE AND FRAGRANCE FREE

**Present:** Kristi Alarid, Alex Arias, Kendra Bobsin, Sherrean Carr, Carrie Fosdick, Kathy Hough, Mimi Laurent, Gary McIntire, Abby Ortiz-Baldwin, Robert Rodriguez, Soila Rojas, James. A Rydingsword, Marie Slater

**Absent:** **Excused:** Richard Bianchi, Anthony Evans, Paul Farmer, Donald Dixon,  
**Unexcused:** Esequiel Arrizon, Arturo Conteras

**Staff:** Andi Anderson, Enrique Arreola, Sylvia Jacquez, Byran Gordon

Chair, Carrie Fosdick, called the meeting to order at 3:09 P.M.

I. **Public Comment Period:** Introductions were made by everyone 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. **Meeting Minutes:**

1. **Full Workforce Investment Board (WIB) Minutes:** The minutes of the October 8, 2013 meeting approved as presented *M/S/C Gary McIntire/Kendra Bobsin*
2. **Executive Committee Meeting Minutes:** The minutes of the December 10, 2013 meeting are enclosed for your information.

C. **Guest:** Bryan Gordon, shared his experience with the One-Stop Career Center stating that 2 ½ years ago he was laid off. After being in sales for many years he decided to make a career change. He stated that the staff at the One-Stop guided him and after reviewing his options and completing some testing, he chose the Information Technology (IT) field. Through various grants he was able to attend tech school, computer repair and entry level networking. Certification took 8 months In the meantime he did a volunteer internship with the County. After he received the certification he became marketable. Within 3 weeks he was hired at Hazel Hawkins Memorial Hospital. He thanked the One-Stop staff stating he was provided good direction to possibilities and he has encouraged others to explore the opportunity as well. When he had completed the certification he had hoped to work for the County and in November was hired to work at Health & Human Services Agency as IT staff.

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD  
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**D. WIB Membership:**

1. **Receipt of Applications:** No applications were received to be considered for appointment to the board. There are currently 6 Private Sector and 2 Public Sector (Economic Development Representative & Union Representative) vacancies.
2. **Gary L. McIntire:** The term will expire on January 11, 2014. Gary has agreed to continue on the board. After discussion the full WIB approved application be forwarded to the Board of Supervisors (BOS) for reappointment to the full WIB for another 3-year term. *M/S/C Kendra Bobsin/Soila Rojas*
3. **Donald Dixon:** The term will expire on January 25, 2014. After discussion the full WIB approved the application be forwarded to the BOS for reappointment to the full WIB for another 3-year term. *M/S/C Gary McIntire/Kendra Bobsin.*
4. **Anthony C. Evans:** The term will expire on January 11, 2014 and he has stated he is unable to serve for another term.
5. **Warren Barry:** Warren Barry is no longer an officer of the union. Kathy Hough spoke to Bill Myer in their office and they have not appointed a replacement for him. He is working on it and will get back to staff soon.

**E. YEP Council Membership:**

1. **YEP Council Membership Application:** An application was received from Krissie DeLeon for Local Housing Authority Representative and was approved by the YEP Council on November 19, 2013. After discussion, the WIB ratified the application which will be forwarded to the BOS review and appointment to the YEP Council. *M/S/C Kendra Bobsin/Gary McIntire.*
2. **Vacancies:** There are currently 4 vacancies; Private Non-Profit Agency Serving Youth, Private Sector Member, Out-of-School Youth and In-School Youth Parent or Grandparent.

**F. Committee Updates:**

1. **Audit/Evaluation Committee:** No report
2. **Programs/Planning Committee:** The Workforce Investment Board Planning Committee & YEP Council met on Monday, January 13, 2014 to review the Draft RFP to procure for Youth Services. A draft was presented to the full WIB for review & approval. Sylvia gave a brief overview of the items in question and reviewed the timeline. Sylvia answered questions on the timeline and how that may affect any summer youth program. Right now there aren't funds for a summer youth program and staff would be working with youth already enrolled in the year round youth program. Discussed question on "Consideration for Selection" to limited providers, i.e. must have at least 3 year experience in WIA. If not, they must have 5 years of workforce experience. Funding availability, staff is still determining the amount of funds to be allocated to the subcontractor. Some funds will be held back to provide certain services. Fiscal is working on crunching numbers to provide feedback on allocations. At least 30% of youth need to be out-of-school youth. Youth will be able to work up to 400 hours. Discussed was the proposal process and how to apply. A bidders conference will be held and discussion in progress to determine if it allowable to have prospective bidders attend a mandatory training. Once the proposals are received will need to decide

who will review them, Planning Committee or AdHoc committee. Another item of concern is their client tracking system and if they have one in place. Q&A: After review & discussion the full WIB approved the recommendations of staff and the draft RFP. Approved with conditions which are awaiting response and pending the actual budget. *M/S/C Soila Rojas/Alex Arias*

3. **Youth Employment Program (YEP) Council Youth Committee:** Staff and Council members will provide an update on activities.
  - a. **Holiday Celebration:** attended by over 20 youth. Encouraged their participation in the YEP Council.
  - b. **Financial Workshop:** In the works for February
  - c. **Youth Rally:**
  - d. **Calendar of Events:** creating a calendar to promote the YEP Council
4. **Other Committee Updates:** There is a need to appoint new members to various committees due to the recent WIB Membership vacancies. Current roster is enclosed for your review and discussion. Andi mail out updated Roster.
  - a. Program/Planning Committee: Soila will take the place of David Wright on the Planning Committee. Private Sector vacancy, Warren Barry resigned due to retirement, Public Sector.
  - b. Executive Committee private sector vacated by David Wright.
- G. **Americas Job Center of California (AJCC) Network:** Yuko Duckworth continued discussion on branding & name change of the One-Stop Career Center and how the State is requiring branding. The Executive Committee requests full WIB approval for the name change to America's Job Center of California. One immediate change to the public would be to answer the phones AJCC. Printed materials can continued to be utilized as long as we have reference to be a proud partner of AJCC. *M/S/C Motion to transition from One-Stop Career Center to AJCC as promotional materials are phased out, the new name will be phased in. Gary McIntire/Kathy Hough.*
- H. **Jobs In Your Jammies Virtual Job Fair:** Staff will provide an update on the planning of a regional virtual job fair to take place sometime in the fall 2014. Conference call with neighboring counting and the only county not on board is Santa Cruz. Working with Monterey County, San OLuis Obosipbol. Follow-up meeting scheduled for next week, Jan 22, will involve more staff & partners. A planning committee will be developed and hope to have the virtual job fair in October. Staff will continue to provide updates. Have Enrique provide me the more updated powerpoint.
- I. **Lay-Off Aversion/Business Services:** A decision for funding consideration to CSUMB Small Business Development Center will be made once the budgets for next FY are completed sometime in March or April. Staff will bring this back to the board until then.
- J. **WIA Monitoring Visit:** Staff will provide an update on the WIA PY 2013-14 Monitoring Visit for the 85% Program Activities. Letter was enclosed. No Findings! Indicated once again we need to recruit members for WIB & YEP. Continues from previous monitoring's as a finding.
- K. **Grant Applications:**

1. **25% WIA DW Additional Assistance Grant (CA Multi-Sector Grant)**: The State EDD has approved the modification of the grant with South Bay WIB as the lead WIB. The modification will allow us to serve veterans. Discussion on cancelling the grant. Staff requested including Veteran's and it has been approved. South Bay WIB asked Dept of Labor or State to include veteran's, they must be unemployed, recent veterans and post 911. Staff will conduct more outreach. Local representative sits on our CAB board and she will assist with referrals. She has a list of 48 possible clients.
2. **Community Development Block Grant (CDBG)-Employment Services**: Staff will provide an update on enrollments and files pending. Moving right along. 17 enrolled, another 3 contracts awaiting State approval, 9 files in process (visiting school, etc.). Plan to serve 25-30 dependant on training costs. \$4000 avail to each client. If they don't utilize the full amount the additional funds can used for supportive services, childcare, vehicle, employment clothing, etc. Grant expires in 2017.

L. **Additional Information:**

1. **Unemployment Report**: The CA Unemployment Report for November enclosed.
2. **Youth Rally**: Meetings for the Youth Rally are scheduled on the 1<sup>st</sup> & 3<sup>rd</sup> Monday of the month at 5:30 P.M. at Mars Hill Coffee. For those interested in more information please check out their website at:

[www.hollisteryouthrally.wix.com/hollisteryouthrally](http://www.hollisteryouthrally.wix.com/hollisteryouthrally)

3. **AB 1234 Ethics Training**: <http://www.fppc.ca.gov/index.php?id=477>:

<b><u>NAME &amp; TITLE</u></b>	<b><u>AGENCY</u></b>
Arias, Alex	<b>Ethics: 06/21/10-06/21/12 (Expired)</b>
Arrizon, Esequiel	<b>Ethics: 01/04/10-01/04/12 (Expired)</b>
Bianchi, Richard	<b>Ethics: NEED</b>
Farmer, Paul	<b>Ethics: NEED</b>
Barry, Warren	<b>Ethics: NEED</b>

4. **Form 700**: The Elections Department now has an online program so members can submit their Form 700. WIB members should have received an e-mail from them requesting it.

II. **Adjournment**: Sherrean Carr/ Mimi Laurent. 4:25 P.M.

The next meeting is February 11, 2014 at 3:00 P.M. at the One-Stop Career Center, Suite 107  
 The next FULL WIB meeting is scheduled for April 8, 2014 @ 3:00 P.M. in Suite 207