



SAN BENITO COUNTY

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COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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San Benito County Workforce Investment Board (WIB)

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

March 11, 2014 @ 3:00 P.M

Executive Committee Notes

FOR HEALTH REASONS ALL MEETING ARE SMOKE AND FRAGRANCE FREE

Present: Kathy Hough, Kendra Bobsin, Yuko Duckworth
Absent: *Excused:* Carrie Fosdick, Gary McIntire, Soila Rojas
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, James. A Rydingsword

Kathy Hough called to order at 3:06 P.M.

I. **GENERAL INFORMATION: Public Comment Period:** Introductions were made by everyone present. Enrique Arreola discussed the CWA Spring Conference that is coming up in April and asked if there is a WIB member who would like to attend. Staff needs to know right away so arrangements need to be made.

B. **Roll Call:** Roll was taken for attendance requirements. Carrie Fosdick, Gary McIntire and Soila Rojas informed staff they couldn't attend.

Approval of Minutes: Minutes for the following meetings are enclosed for review, approval, or information.

1. **Executive Committee:** February 11, 2014-*Table to next meeting due to lack of quorum.*
2. **Full WIB:** January 14, 2014

C. **Board Announcements:** None received

II. **CONSENT AGENDA:**

A. **WIB Membership:**

1. Any applications received will be considered for appointment to the board. There are currently 6 Private Sector and 3 Public Sector (Economic Development Representative & Union Representative) vacancies. *No applications received.*

1. The term for Kendra Bobsin will expire on March 31, 2014. *Table to next meeting due to lack of quorum.*

B. **YEP Council Vacancies:** There are currently 4 vacancies; Private Non-Profit Agency Serving Youth (1), Out-of-School Youth (1) and In-School Youth Parent or Grandparent (1). Enrique will contact Al De Vos, Gang Activities Coordinator and Officer Bo Leland, middle school campus officer to see if they are interested in filling the law enforcement vacancy.

C. **WIB Member Orientation:** WIB member orientation for new and existing members has been scheduled for April 8, 2014 at 1:00 P.M.

II. **REGULAR AGENDA:**

A. **Committee Updates:** Reports will be provided as needed.

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD

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1. **Audit/Evaluation Committee:** None
 2. **Executive Committee:** There is still a need for a private sector member in order to fill vacancy. Kathy Hough will connect with Carrie Fosdick about contacting members and appointing someone.
 3. **Programs/Planning Committee:** Staff provided an update on the Youth Request for Proposal. Enclosed is a letter that was mailed to Youth Alliance regarding their Notice of Intent to Submit a proposal. Their letter of intent was mailed late so CSWD was the only applicant. State Compliance review division reviewed the RFP and everything was in order. Hopefully the previous finding will be taken care of by CSWD completing the RFP process. Regional advisor stated the RFP needs to be done every 2 years. Kendra asked if their needs to be an RFP operating procedure established. Staff will research and draft policy if necessary.
 4. **Youth Employment Program (YEP) Council Youth Committee:**
 - a. **Chocolate Factory Tour:** Sylvia reported the Youth Committee toured DeBrito's Chocolate Factory. 9 youth attended and considered the tour a very fun activity. This is just one step in showing youth that there are more different types of jobs available than just fast food or office work. Props to Sandra Romero for organizing.
 - b. **4H Meeting:** The meeting with 4H is on currently hold because 4H is in the process of moving. 4H wants to collaborate with YEP Council and the director is interested in submitting an application for the non-profit vacancy.
 - c. **College Prep Financial Management Workshop:** Has been postponed due to management transition at the local Wells Fargo Bank.
 - d. **Youth Rally:** Sandra Romero organized meeting with CMAP to discuss creating advertisement video for the Youth Rally. Discussion is in the works.
 5. **Ad Hoc Membership Committee:** The Executive Committee approved the formation of a Membership Ad Hoc Committee at the February meeting. Carrie Fosdick was to appoint of members to the committee. *Table to next meeting due to lack of quorum.*
 6. **Other Committee Updates:** None
- B. **WIA 5-Year Local Plan:** Letter of Recertification was enclosed. The letter was submitted last July and staff received notification that San Benito Workforce Investment Board received recertification on Jan 15, 2014. Although we are certified we are not considered a high performance Workforce Investment Board as San Benito County didn't meet the criteria. Enrique spoke with Regional Advisor, Eileen Rolfing to discuss the scoring but he hasn't received any word back. San Benito County scored 16 out of 26 points. In seeking status as a high performance Workforce Investment Board, the board needs to consider what the benefits are, what does that really mean? Year after year the One-Stop Career Center has met performance goals and incentives were received but those incentives are no longer distributed. Enrique plans on putting something together stating the pros/cons of becoming a high performance Workforce Investment Board and will table this for next month to discuss further whether or not to pursue applying again as a High Performance WIB.
- C. **Employment Zone Initiative:** Staff provided an update on the draft Employment Zone Strategy document and solicited board feedback. Staff solicited feedback on the change from last draft, however; none was received.
- D. **Virtual Job Fair:** The leads on this project are Sonya Espinola/AJCC staff & Mark Rianda/EDD staff. Sylvia reported on conference call last Thursday. Next steps are the regional group, Monterey County, Ventura, Santa Barbara, (waiting for Santa Cruz). Staff met with CMAP and discussed scheduling, videoing, etc. to obtain a new price quote. Still under discussion is holding it online versus a televised job fair but are leaning towards a

televised event. Tentative dated October 8th or 15th. Currently the vision is in place however, with the planning in process and new concept Sonya feels that the other Regional Counties may be stalling because of insecurities as to who the right person to represent the agencies. Will be aired on local channels and streaming. Last quote was \$1000 for 1 hour production. 2-3 hours total.

E. Grant Applications:

1. **25% WIA DW Additional Assistance Grant (CA Multi-Sector Grant):** Staff provided an update on the contract and corrective action to the most recent performance report. In addition, staff is requesting the termination of the contract due to the many restrictions resulting in non-performance. Enrique stated that a letter was received stating acceptance of veterans, however; this only applies to post 911, recently discharged (48 months) and those currently on unemployed. Staff has been having difficulty targeting this population of veterans who meet the criteria. Of the over 100 letters mailed, only 1 responded and he didn't meet criteria. Staff stated it is too difficult to meet the requirements and get those enrolled so the only option is to cancel the contract. The original plan was to provide services to 50 clients and with all of the recruitment efforts made only 2 enrollments have completed. The more this is prolonged, the worse it looks. Contract was for \$390,000. *Table to full WIB meeting for action*
2. **Community Development Block Grant (CDBG)-Employment Services:** Staff provided an update on enrollments and files pending. 23 approved enrollments. 10 still attending, 12 completed. 8 pending approval. So far, of the \$118,000 grant, \$80,000 has been obligated.

F. Additional Information:

1. **Unemployment Report (UR):** The CA UR for January 2014 was enclosed.
2. **WIA Monitoring Visit:** Staff provided an update on the WIA Fiscal and Procurement Monitoring visit the week of February 24th. Pleased with the outcome. Most of the outstanding previous finding should be cleared. Some of the findings go so far back that files no longer exist making it difficult to clear them.
3. **AB 1234 Ethics Training:** <http://www.fppc.ca.gov/index.php?id=477>:

<u>NAME & TITLE</u>	<u>AGENCY</u>
Arrizon, Esequiel	Ethics: 01/04/10-01/04/12 (Expired)
Bianchi, Richard	Ethics: NEED

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. Please complete them by the April 1st Deadline or you may be fined.

III. Adjournment: 3:53 Yuko/Kendra

The next FULL WIB meeting is scheduled for April 8, 2014 @ 3:00 P.M. in Suite 207