



**San Benito County Workforce Investment Board (WIB)**  
**1111 San Felipe Road, Ste. 207 \* Hollister, CA 95023**  
**April 8, 2014 @ 3:00 P.M**

**Full WIB MINUTES**

**FOR HEALTH REASONS ALL MEETING ARE SMOKE AND FRAGRANCE FREE**

**Present:** Alex Arias, Kristi Alarid, Kendra Bobsin, Carrie Fosdick, Arturo Contreras, Mimi Laurent, Abby Ortiz-Baldwin, Soila Rojas, Jim Rydingsword, Ramiro Prado

**Absent:** *Excused:* Sherrean Carr, Richard Bianchi, Yuko Duckworth, Kathy Hough, Gary McIntire, Robert Rodriguez

*Unexcused:* Esequiel Arrizon, Donald Dixon

**Guest:** Janice Schriver, Mark Rianda, Michael Parsons, Gary Knight

**Staff:** Andi Anderson, Enrique Arreola, Sonya Espinola, Sylvia Jacquez

Chair, Carrie Fosdick, called meeting to order at 3:03 P.M.

**I. GENERAL INFORMATION:**

**A. Public Comment Period:** Introductions were made by everyone present.

1. **Work Experience Program Success Story:** Michael Parsons, Information Systems Deputy from the San Benito County Clerk-Auditor-Recorder-Elections shared how he was enrolled in the JobLINK program through CalWORKS, then in the Work Experience program through the WIA program at the One-Stop Career Center. He was placed at various agencies throughout the county. An employee at CSWD noticed his potential and referred him to Health & Human Services Agency to assist with Information Technology (IT) through the work experience program after an IT staff person retired. After his hours ended through the work experience programs he was hired by the County IT Department and then transferred to Elections where he currently is employed as a county employee. He is very thankful for the program and the ability to find permanent employment.
2. **Assembly Bill AB554.** Gary Knight, Dept. of Industrial Relations, Division of Apprenticeship Standards, stated he is attending the meeting today on the direction of Assembly Bill AB 554: To encourage the coordination of WIA funded training with approved apprenticeship programs and to foster collaboration between educational and job-training entities.

**II. REGULAR AGENDA:**

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.

- 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:** Minutes for the following meetings are enclosed for review, approval, or information.
  - 1. **Full WIB:** January 14, 2014. *M/S/C\* Kristi Alarid/Arturo Contreras*
  - 2. **Executive Committee:** February 14, 2014 & March 11, 2014 – enclosed for information only.
- C. **Board Announcements:** None
- D. **Guest Presenter:** Anna Fata from the Latino Advisory Committee (LAC), Charter of the Community Foundation for SBC conducted a presentation on the LAC to inform the WIB of the goals of this committee. San Benito County's Community Foundation is small but growing and last year they granted \$307,000 in funds to SBC, including summer youth funding for the One Stop Career Center. The goals of LAC is to be the voice in the community and to impact funding opportunities in order to encourage areas of: 1) leadership 2) education 3) health & wellness, 4) **workforce/skills development** & 5) immigration information/awareness.

### III. **CONSENT AGENDA:**

- A. **WIB Membership:** Welcomed new WIB Members Ana Jimenez from Earth Bound Farms and Ramiro Prado Jr. from Peninsula Packaging Co.
  - 1. No applications were received will be considered for appointment to the board. There are currently 6 Private Sector and 3 Public Sector (Representatives from Economic Development (1) and Labor Union (2)) vacancies.
  - 2. The term for Kendra Bobsin expired on March 31, 2014. She has agreed to serve for another 3-year term. After discussion the full Workforce Investment Board approved Kendra Bobsin's name be forwarded to the Board of Supervisors for re-appointment to the WIB. *M/S/C Soila Rojas/Kristi Alarid*
  - 3. The term for Mimi Laurent will expire on April 21, 2014. She will no longer be able to continue to serve on the board due to her employment re-assignment in Monterey County. Once her position is filled Department of Rehabilitation will designate a board member. This is mandated board position.
  - 4. Staff received the enclosed letter resignation from Marie Slater, Peninsula Family Service. This is also a mandated board position and Marie indicated there is no staff replacement recommendation at this time.
- B. **YEP Council Vacancies:** There are 4 vacancies; Private Non-Profit Serving Youth (1), Out-of-School (1) and In-School Youth (1), Parent or Grandparent (1) & Law Enforcement or Juvenile Justice Commission (1). Mike Walters has resigned from the Council. Sylvia stated there was no quorum at the last meeting and a special meeting will be held to vote on the 2 applications which have been received for: Private Non-Profit Serving Youth & Law Enforcement or Juvenile Justice Commission representatives. Also, there is a need a private sector WIB member so if any current WIB member is interested in serving please let staff know. Currently the YEP

Council meets every other month but are discussing moving to monthly meetings in order to accomplish more activities.

- C. **WIB Member Orientation:** WIB member orientation for new and existing members has been re-scheduled to May 13, 2014 at 1:30 p.m.

IV. **DISCUSSION/ACTION ITEMS:**

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

1. **Ad Hoc Membership Committee:** The Executive Committee approved the formation of a Membership Ad Hoc Committee at the February meeting. Carrie Fosdick requested members to volunteer. Jim Rydingsword and Alex Arias agreed to serve on this committee. Staff will convene a meeting to discuss recruitment of new members. After discussion a motion was made to accept Jim Rydingsword and Alex Arias as ad hoc committee members. *M/S/C Kendra Bobsin/Soila Rojas*
2. **Executive Committee:** Alex Arias volunteered to be on the Executive Committee to fill the private sector vacancy. The full WIB approved Alex Arias' appointment to the Executive Committee. *M/S/C Kendra Bobsin/Carrie Fosdick.*
3. **Programs/Planning Committee:** Staff provided an update on the outcome of the Youth Request for Proposal. Only 1 application was received but it was submitted late. CSWD will continue to operate the youth program as usual. State approved this action. Executive Committee members requested staff to draft an operating procedure for future RFP process for Youth Services.
4. **Youth Employment Program (YEP) Council Youth Committee:** Staff will provide an update.
  - a. **Youth activities:** Sylvia reported that the collaboration with 4-H is on hold at this time due to moving into new office space. There is also a hold on the College Prep Program to be conducted by Wells Fargo Bank because they are re-organizing their local branch.
  - b. **Youth Rally:** Andi Anderson reported on planning of the event and the needs of the rally. Information on the rally and activities planned can be obtained at [www.hollisteryouthrally.wix.com/hollisteryouthrally](http://www.hollisteryouthrally.wix.com/hollisteryouthrally). The Youth Rally is still in need of volunteers, monetary donations for raffle prizes, tax deductible donations which can be made at: [www.cffsbc.org](http://www.cffsbc.org).
5. **Audit/Evaluation Committee:** none
6. **Other Committee Updates:** none

- B. **WIA 5-Year Local Plan:** Reviewed the comments from the California Workforce Investment Board and discussed whether to pursue re-applying as a High Performance WIB. The local San Benito County WIB was recertified for the 5-year plan but not as a high performing WIB. Enrique Arreola explained that currently there are 49 WIBs in California and approximately 20 WIBs are considered high performance. Enrique explained that if the WIB wants to resubmit the request we have 2 months to resubmit otherwise the WIB can then apply in 2 years. Enrique stated the pro/cons and suggested that due to the time constraints that we hold off for now and try to become a high performance WIB in 2 years. SBC is 2<sup>nd</sup> smallest WIB in the state. After discussion but full WIB decided it was best to have the Planning Committee meet in the next few months to review the current plan focus on vamping

up the application and resubmit it in 2 years. *M/S/C Arturo Contreras/Kendra Bobsin.*

- C. **Americas Job Center of California (AJCC):** Staff attached a brief summary which indicates the State wants California to rename/co-brand One-Stop Career Centers, however; no additional funds have been allocated to pay for this, thus making local WIBS responsible to complete the branding within their means. Discussed was “What are local WIBS doing? Have they renamed? etc.” Previously the board voted to move forward with the name change but staff explained that EDD is the lease holder of our local One-Stop and Yuko is working on finding out about funds for signage. A name change is not mandatory at this point. The State doesn’t expect us to throw away current marketing material, but staff needs to decide on how to proceed. Options: change name to “AJCC” or “One-Stop in partnership with AJCC”.
- D. **Virtual Job Fair:** The leads on this project are Sonya Espinola/AJCC staff & Mark Rianda/EDD staff; they provided an update on the regional virtual job fair to take place on Oct 8, 2014. (Power Point presentation was provided to members). Mark and Sonya provided an overview. Staff is looking for 1-2 WIB members to be the host of the event and asked for volunteers. Alex Arias asked why staff was going this route and not with a traditional job fair and it was explained that San Benito County wanted to think outside the box and do something different and innovative. Enrique stated last year this was presented to the Workforce Collaborative of California’s Central Coast (WCCCC) and their discussion found that going this route has the ability to reach more than an onsite event. Alex stated that he recently attended a job fair and found that many of the applications he received he couldn’t use because the applicants did not meet the needs of the agency. Staff conducted a survey requesting suggestions for names for the Virtual Job Fair and distributed submission and asked members to select their favorites.
- E. **Grant Applications:**
1. **25% WIA DW Additional Assistance Grant (CA Multi-Sector Grant):** Enrique provided an update on the contract and corrective action to the most recent performance report. In addition, staff requested the termination of the contract due to the many restrictions resulting in non-performance. (See Attached) After discussion the full WIB approved the cancellation of the grant due to lack the many restrictions and, after much advertisement and effort on behalf of staff, the inability to recruit applicants who meet the eligibility requirements. *M/S/C Jim Rydingsword/Kendra Bobsin.*
  2. **Community Development Block Grant (CDBG)-Employment Services:** Staff provided an update on enrollments and files pending. Sylvia reported 26 contracts have approved. Clients attended classes and 13 have completed training in various courses. 3 more pending at the State level to receive the approval to get the contracts. Another 2 are visiting schools and working on referrals. \$104,000 are obligated and the goal was to reach \$118,000. There are enough remaining funds to enroll another few clients.
  3. **WIA Fiscal & Procurement Monitoring Report:** The report is enclosed for your review. Information only.
- F. **Additional Information:**

1. **Children at Risk**: Article enclosed for information. Information only.
2. **Workforce Board Solutions Website**: Enclosed is the Workforce Services Information Bulletin #WSIN13-48. This bulletin advises that the US Department of Labor, Employment and Training Administration announced the availability of this new website intended to assist local boards in maintaining WIA compliance, leveraging resources and implementing long-term innovations to improve communities. Sylvia provided a quick background on where staff receives guidance/policies. This is only information and is an online resource for local boards that members could use.
3. **Unemployment Report (UR)**: The CA UR for February 2014 is enclosed. Current unemployment rate for San Benito County is 12.6%
4. **AB 1234 Ethics Training**: <http://www.fppc.ca.gov/index.php?id=477>: The following have not completed their Ethics Training: **Arrizon, Esequiel, Bianchi, Richard.**
5. **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 1<sup>st</sup> Deadline or you may be fined.
6. **Gap at One-Stop**: With the termination of the 25% grant, One-Stop Career Center will place a larger focus on business services and networking with local businesses to inform them of the services available to them at the One-Stop Career Center.

V. **Adjournment**: *M/S/C Kendra Bobsin/Soila Rojas at 4:17 P.M.*

The next FULL WIB meeting is scheduled for July 10, 2014 @ 3:00 P.M. in Suite 207