



San Benito County Workforce Investment Board (WIB)

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

March 10, 2015 @ 3:00 P.M

AGENDA

FOR HEALTH REASONS ALL MEETINGS ARE SMOKE AND FRAGRANCE FREE

I. GENERAL INFORMATION:

A. **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 call will be taken to determine excused absences for attendance requirements.

B. **Approval of Minutes:** The minutes of the September 9, 2014 and the notes from the February 10, 2015 Executive Committee are **enclosed** for review and approval.

III. CONSENT AGENDA:

A. **Board Announcements:**

B. **WIB Membership:** Any applications received may be considered for appointment to the full WIB.

1. **Term Expiration:** The term of Sherrean Carr is ending March 20, 2015 and she has agreed to continue on the board. Staff requests board approval to reappointment Sherrean to this mandated position. **Action Required.**

2. **Vacancies:** There are currently 6 Private Sector and 5 Public Sector (Representatives from Economic Development-1, Labor Union-3, and Peninsula Family Services (NCOA)-1) vacancies.

3. **YEP Council Membership/Vacancies:** There are currently 2 vacancies: Out-of-School Youth-1, and Private Sector-1 representatives. WIB members with interest in youth are encouraged to serve on this board.

IV. DISCUSSION/ACTION ITEMS:

A. **Committee Updates:**

1. **Ad Hoc Membership Committee:** Members (Soila Rojas, Arturo Contreras, Alex Arias & Jim Rydingsword) will provide an update on the recommended revisions to the WIB membership materials. With WIOA the membership roster may be reduced to 19 so the committee elected to hold off until further notice



2. **Programs/Planning Committee**: Planning Committee Members may provide an update.
 - B. **Youth Employment Program (YEP) Council**: The next YEP Council meeting is March 17, 2015 at 3:30 P.M. at the Veteran's Memorial Building.
 - C. **Layoff Aversion**: Board members will discuss the proposal submitted by CSU Monterey Small Business Development Center for Layoff Aversion Assistance.
 - D. **Annual Spring Conference**: May 12-14, 2015 in Orange County. Any WIB members who want to attend please inform staff as soon as possible. Early bird registration ends March 15, 2015. http://calworkforce.org/spring_conference.html. Agenda is **enclosed**.
 - E. **2015-2016 Local Area Designation**: The Draft Application for Initial Local Area Designation and Initial Local Board Certification under the WIOA is **attached** for review and discussion. Action will be taken at the April 14th Full WIB Meeting.
- V. **Grant Applications**:
- A. **CDBG Employment Services**: Staff will provide an update on employment services.
 - B. **Slingshot Application**: Staff will provide an update..
 - C. **Career Pathways Regional Application**: Staff will provide an update on the regional collaboration.
 - D. **Prop 39 Pre-Apprenticeship Grant**: Staff will provide an update on Phase II.
- VI. **Additional Information**:
- A. **Unemployment Report (UR)**: The CA UR for February 2015 is enclosed.
 - B. **Member Roster**: The updated member roster is enclosed. Highlighted on the roster are members who must complete the:
 1. **AB124 Ethics Training** and
 2. **Form 700-Conflict of Interest Statement**:Members are reminded to complete their Form 700 if they have not in order to prevent fees. The website for filing is: <https://care.cosb.us/edisclosure>.
- VII. **Adjournment**
- The next full WIB meeting is scheduled for April 9, 2015 @ 3:00 P.M., Ste. 207
The next Executive Committee meeting to beheld on May 12, 2015, Ste. 107

Health & Human Services AgencyCOMMUNITY SERVICES & WORKFORCE DEVELOPMENT
1111 SAN FELIPE ROAD, SUITE 108 • HOLLISTER, CA 95023
(831) 637-9293 • FAX (831) 637-0996**San Benito County Workforce Investment Board (WIB)**
1111 San Felipe Road, Ste. 107 * Hollister, CA 95023
September 9, 2014 @ 3:00 P.M
Executive Committee Minutes**FOR HEALTH REASONS ALL MEETINGS ARE SMOKE AND FRAGRANCE FREE**

Present: Alex Arias, Yuko Duckworth, Carrie Fosdick, Kathy Hough, Soila Rojas
Absent: **Excused:** Kendra Bobsin, Gary McIntire
Guest: Al De Vos, Gary Knight, Abby Ortiz-Baldwin, Eileen Rolfing
Staff: Andi Anderson, Sylvia Jacquez

Chair, Soila Rojas, called the meeting to order at 3:00 P.M.

I. GENERAL INFORMATION:

A. **Public Comment Period:** Introductions were made by everyone present. Eileen Rohlffing introduced herself as the EDD Regional Advisor. Gary Knight, Apprenticeships Program.

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 Minutes:

1. **Executive Committee:** Minutes from the June 10, 2014 meeting were enclosed for review & approval. No other Executive Committee members at today's meeting were present at the last Executive Committee meeting except for Kathy Hough, therefore, this item was tabled to the next meeting.
2. **Programs/Planning Committee:** August 26, 2014 minutes were approved as presented. *M/S/C Kathy Hough/Abby Ortiz-Baldwin.*
3. **Full WIB Minutes:** July 8, 2014 full WIB minutes were enclosed for information.

C. **Board Announcements:** None.

III. CONSENT AGENDA:

A. **WIB Membership/Vacancies:** Any applications received may be considered for appointment

B. Membership Applications:

1. **WIB Membership:**



- a. **Private Sector**: An application was received from Emery Smith for a Private Sector vacancy. After review the application was approved and will be submitted to the Board of Supervisors for final appointment to the Workforce Investment Board. *M/S/C Yuko Duckworth/Alex Arias.*
 - b. **Labor Sector**: An application was received from Gary Knight for a Labor Sector vacancy. Discussed was whether or not an endorsement letter from the Monterey Bay Central Labor Council is needed for Gary to serve on this board or on the Youth Employment Program (YEP) Council to represent the apprenticeship programs. Staff will follow-up. Gary stated his office promotes apprenticeship throughout the state and he oversees 5 counties and gives presentations on their programs at local employment fairs, schools, etc. Most are in building trades and but they are working on branching out, i.e. San Trans, transit bus mechanic, hair salons (Lipsticks & Bullets). Reaching out based on California Assembly Bill 554 which requires the local WIB to ensure that programs and services funded by WIA and directed to apprenticeable occupations are conducted in coordination with apprenticeship programs approved by the Division of Apprenticeship Standards. *Table membership application until further information obtained.*
 - c. **Senior Employment**: With the retirement of Marie Slater from Peninsula Family Services (PFS), there has been no representative recommended as her replacement. PFS has suggested that Jackie Lamontia, Employment Specialist, represent the agency. Eileen explained the requirement for membership on the board. She will have to research to see if Jackie is eligible for membership. *Table to next meeting.*
2. **Youth Employment Program (YEP) Council**: YEP Council approved an application from Kim Washington, to represent JobCorps and requested WIB ratification. After review the application was approved and will be submitted to the Board of Supervisors for final appointment to the Youth Employment Program (YEP) Council. *M/S/C Yuko Duckworth/Alex Arias.*
 3. **Resignation**: A letter of resignation was received from Donald Dixon, Labor Union representative.
 4. **Membership Committee**: Soila Rojas attended the “Meeting of the Minds” and stated it was great to see everyone on fire for WIB and feels all members should be recruiting. Eileen talked about how other WIB's recruit and have waiting lists for membership.
 5. **Dept of Rehab**: Abby Ortiz-Baldwin stated the new person to replace Mimi Laurent has been appointed and she will follow-up.
 6. **Vacancies**:
 - a. **Workforce Investment Board**: There are currently **7** Private Sector and **6** Public Sector (Representatives from Economic Development-**1**, Labor Union-**3**, Department of Rehabilitation-**1** and Peninsula Family Services (NCOA)-**1**) vacancies.
 - b. **YEP Council Membership/Vacancies**: There are currently **3** vacancies: Out-of-School Youth-**1**, Education-**1** and Private Sector-**1** representatives.

IV. **DISCUSSION/ACTION ITEMS**:

A. **Committee Updates:**

1. **Ad Hoc Membership Committee:** There is a need to schedule a meeting to discuss possible members. If all members work on talking to their contacts then the board could get a waiting list going.
2. **Programs/Planning Committee:** Kathy Hough reported that the committee met on August 26, 2014 to review several policy changes and the Program/Planning Committee requests Executive Committee ratification of the following:
 - a. **WIA Youth RFP:** The Youth RFP Policy as presented and containing the WIB's recommendations. *To be tabled to the full WIB meeting.*
 - b. **WIA 5% Eligibility Exceptions:** Discussed was staff's recommendation to serve Youth under the 5% Window. A memo explaining the policies & procedures was provided. Throughout the years staff has found that there been youth who haven't met the low-income guidelines and deemed it beneficial to serve these youth because, although they may not be low-income, they still have barriers. There may be only 2-5 youth during program year who qualify under this change. This item was approved by YEP Council and ratified by the Executive Committee. *M/S/C Alex Arias/Carrie Fosdick.*
 - c. **WIA Eligibility Determinations:** Discussed was staff's recommendation to amend the current eligibility policy/procedure. A memo was enclosed indicating the new CalJobs system directive by the State which requires that participant data be entered into the system within 30-days. Previously this timeframe was 45 days. Needs to be updated to give 10 days to conduct intake & 5 days to review to determine eligibility. After discussion the Executive Committee approved the recommendation to amend the directives and change from 45 days to 30 days. *M/S/C Kathy Hough/Alex Arias.*
 - d. **WorkKeys:** Discussed was staff's recommendation to discontinue the WorkKeys National Certificate program from the Central Coast Career Readiness Consortium (CCCRC). A memo was enclosed for board review. Discussed were fees paid and the lack of funding and staff for another 3-year license which would be \$7,000+ \$28/participant. If funds become available in the future then this could be reinstated. Soila stated that at the Meeting of the Minds this was discussed and questions arose as to who do you focus on first, Employer/Participant? The answer is Employer, however; without jobs it is a disservices to the participant. Kathy Hough also discussed the lack of a Spanish component of the WorkKeys. Also, local employers have not been accepting the WorkKeys so hasn't been beneficial. After discussion the Ex Com approved to discontinue WorkKeys and leave it open ended to reinstate in the future should funding and staff changes occur. *M/S/C Alex Arias/Kathy Hough.*
 - e. **ITA, Work Experience and OJT Policies:** With the approval of staff's recommendation to discontinue WorkKeys, these policies will need to be amended to remove the requirement of enrollment and completion of the WorkKeys/WIN Assessment Program, which the WIB previously approved on January 8, 2013. *M/S/C Kathy Hough/Alex Arias.*

3. WIA Performance Measures: Discuss with the board the local negotiated performance measures as proposed by the CA Workforce Investment Board and the need to strategize increased enrollments. Staff requests the Executive Committee approve this year's performance measures. Distributed was a memo on WIA performance measures. Eileen explained the method for determining the local goals. All WIBs were invited in discussion in determining their goals. Eileen met with Enrique Arreola & Sylvia Jacquez and she stated that San Benito has met and exceed goals. She discussed the concerns with the low enrollments which skews performance measures making it appear higher than it actually is. Recommendation to receive more realistic goals is to decrease the performance goals. Discussion went well and staff is requesting WIB accept the updated performance measures as presented. Sylvia explained the enrollment process and ways to increase enrollments over the next few years. She added that with the new CalJobs in place, there is a need to increase enrollments as there are only 30 days allowed to enter enrollments which affects eligibility determination. With the high performance rate, there is an expectation of higher performance in the future which can be misleading. Approved proposed State recommendation as presented. *M/S/C Kathy Hough/Alex Arias*

4. **State Monitoring Visit:** Staff provided an update on the WIB Compliance Review Division held during the week of August 11-15, 2014. Sylvia Jacquez stated focus was on the Youth Programs. Discussed findings: 1) Lack of membership on WIB & YEP 2) Ensure activities provided to youth & adults are entered into CalJobs in a timely manner, 3) Ok with selective service upon turning 18. 4) Some questions on work permits. Staff is looking into ensuring permits were correct. A final report is due today. Staff will respond to findings and report back.

5. **Youth Employment Program (YEP) Council:** YEP Council member Al De Vos, Gang Prevention Coordinator, presented at the meeting to request the use of WIA Youth for the "Safe Communities & Neighborhood" project. Discussed was an opportunity to partner with Hollister Hills "Vocational Life Science Training Program" and that Hollister Hills would be the a sponsor employer for 2-3 positions for youth to work and to see there are other employment avenues available to them. There is a meeting tomorrow to select 6 possible youth who may fit the criteria and eligibility. The Youth Employment Program (YEP) Council approved the proposed allocating up to 3 positions for the Youth Program and the Executive Committee ratified the recommendation. *M/S/C Alex Arias/Carrie Fosdick.*

C. **Job Fest San Benito 2014:** Flyer was enclosed. Yuko provided an update stating that there are 15 confirmed employer registrations. Staff is meeting with CMAP tomorrow. Poster approved and will be posted. Mass e-mail went out today and will also be posted on the Teleprompts at the local theater. Staff will continue outreach with the local newspapers & Facebook, downtown association, etc.

V. **Grant Applications:**

A. **CDBG Employment Services:** 34 enrolled, nearing the completion of the program. 4-6 due to complete in early 2015. Expended \$114,000 of the \$200,000.

- B. **Prop 39 Pre-Apprenticeship Grant**: The grants will fund projects that create opportunities for California job seekers to earn industry-valued credentials and enter into apprenticeship or direct employment in the energy efficiency construction sector. The goal is for members of the tri-county receive training in pre-apprenticeship.

VI. **Additional Information**:

- A. **Constant Contact**: Staff will be launching a Constant Contact e-blast/newsletter
- B. **Unemployment Report (UR)**: The CA UR for July 2014 is enclosed.
- C. **Meeting of the Minds**: Staff and board members gave a brief summary. Soila Rojas, Abby Ortiz-Baldwin, Sylvia Jacquez & Enrique Arreola attended. Lots of changes coming in Youth Services and the changes seem positive. Local WIBs will need to make some changes to their program and recruitment of more youth. There were about 500 participants in attendance. Soila & Enrique attended one focused on youth coming out of jail (Arizona pilot program) and a program that supports them and gets them employed. Important to connect with parolees.
- D. **Community Dashboard**: Visit San Benito Link Dashboard for easy to follow information on how to access Census data. <http://benitolink.com/community-dashboard>. See enclosed. Julie from Community Foundation would be willin to attend meeting to give presentation on navigating the census information. Kathy will follow-up.
- E. **Member Roster**: The updated member roster was enclosed. Highlighted on the roster are members who must complete the:
1. **AB124 Ethics Training** and
 2. **Form 700-Conflict of Interest Statement**. Members were reminded to complete their Form 700 if they have not. The Elections Department is now going after board members who have not submitted their forms and assessing fees. **One previous board member was fined \$5000!** So get those in if you haven't.

VII. **Adjournment**: *M/S/C Kathy Hough/Alex Arias* 4:19 P.M.

The next full WIB meeting is scheduled for October 14, 2014 @ 3:00 P.M., Ste. 207

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT
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San Benito County Workforce Investment Board (WIB)

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

February 10, 2015 @ 3:00 P.M

NOTES

FOR HEALTH REASONS ALL MEETINGS ARE SMOKE AND FRAGRANCE FREE

Present: Carrie Fosdick, Yuko Duckworth, Gary McIntire,
Absent: Alex Arias, Kendra Bobsin, Kathy Hough, Soila Rojas
Guest: Abby Ortiz-Baldwin, Jim Rydingsword
Staff: Andi Anderson, Enrique Arreola, Sonya Espinola, Sylvia Jacquez

Secretary, Yuko Duckworth, called meeting to order 3:09

I. **GENERAL INFORMATION:**A. **Public Comment Period:** No public comments were receivedII. **Regular Agenda:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in may be excused by the chair. Individuals who called in were excused by the chair.
- B. **Approval of Minutes:** The minutes of the September 9, 2014 Executive Committee are enclosed for review and approval. *No action taken due to the lack of a quorum.*

III. **CONSENT AGENDA:**A. **Board Announcements:**B. **WIB Membership:** No new applications were received.

1. **Term Expiration:** The term of Sherrean Carr is ending March 20, 2015 and she has agreed to continue on the board. Staff requests board approval to reappointment Sherrean to this mandated position. *Tabled to next meeting due to lack of quorum.*
2. **Vacancies:** There are currently 6 Private Sector and 5 Public Sector (Representatives from Economic Development-1, Labor Union-3, and Peninsula Family Services (NCOA)-1) vacancies.
3. **YEP Council Membership/Vacancies:** There are currently 2 vacancies: Out-of-School Youth-1, and Private Sector-1 representatives. WIB members with interest in youth are encouraged to serve on this board.

IV. **DISCUSSION/ACTION ITEMS:**A. **Committee Updates:**

1. **Ad Hoc Membership Committee**: No update provided. Current mandates indicate 51% must be from Private Sector, and 49% mandated Public Sectors which equates to 27-30 members. With WIOA it may be reduced to 19 so the committee elected to hold off until further notice. James Rydingsword requested a list of the mandated board members.
2. **Programs/Planning Committee**: Planning Committee Members indicated there was no update at this time.
3. **Youth Employment Program (YEP) Council**: Staff provided an update on YEP Council activities/programs. Sylvia Jacquez stated at the last meeting quotes were presented for the printing of new directories. Members decided to put a hold on printing. An ad-hoc committee was formed to discuss printing & web postings and determine whether it will be an on-line directory or just a PDF format of the directory.
4. **Workforce Innovation and Opportunity Act (WIOA)**: Staff provided an update which was enclosed. Sonya Espinola attended the workshops on Performance Measures and attached her notes on the topics discussed. Below is a side by side chart that compares the Workforce Investment Act (WIA) performance measures vs. the new Workforce Innovation and Opportunities Act (WIOA) measures:

<u>WIA</u>	<u>WIOA</u>
<ul style="list-style-type: none"> • 'Services' based participation and exit • Data Validation required • Reporting Cohort primarily 1st& 3rd Qtr. after exit • Nine Common Measures • Reporting Participant Information • Sequence of Services – Core, Intensive, Training 	<ul style="list-style-type: none"> • 'Services' based participation and exit • Data validation codified • Reporting Cohort extended to 2nd& 4th Qtr. after exit • Twelve primary Indicators of performance • Expanded reporting participant Information • 'Career Services' and Training

5. **WIA Training Expenditure Analysis**: A training expenditure analysis letter was enclosed for board information. Enrique provided a brief overview and the AJCC exceeded the minimum training expenditures set by the State.

V. **Grant Applications:**

- A. **CDBG Employment Services**: Staff provided an update on employment services provided. **34** - Enrolled Individual Training Accounts (ITA), **1** - Remains in training and is due to complete on 3/13/15, **3** – Did not complete due to school closing (BioHealth College filed bankruptcy). Sylvia explained that when a school closes staff attempts to recoup funds and works with the clients to see if other training is available), **4** – Did not complete for other various reasons, **34** enrolled – **7** who did not complete – **1** still in training = **26** individuals completed, **13** – Confirmed working, several others said to be working but not confirmed.
- B. **Slingshot Application**: Enrique stated in an attempt to bring additional funds to the county, Monterey, San Benito, San Luis Obispo & Santa Cruz Counties are working together to strategize the approach for providing more intervention services for at-risk youth in order to try to get them into employment training, Part of the strategy is utilizing WorkKeys. Staff will continue to provide updates.
- C. **Career Pathways Regional Application**: Staff provided an update on the regional collaboration which includes Gavilan College, Cabrillo College, West Valley College and water companies. One of the requirements is to reach out to WIB's and workforce systems to act as the convener. This is a 2 year grant and collaborators are looking at trainings that are in high demand.
- D. **Prop 39 Pre-Apprenticeship Grant**: Phase I has been completed. This is a pre-apprentice program. Santa Cruz County is the lead and will be completing the application for Phase II.

The goal is to have trainings for youth & veterans in the green construction trades. The WIB's role will be the lead to make sure the trainings take place in the prospective counties and to conduct the training, marketing, etc.

VI. **Additional Information:**

- A. **Unemployment Report (UR):** The CA UR for January 2015 is enclosed.
- B. **Member Roster:** The updated member roster was enclosed. Highlighted on the roster are members who must complete the:
1. **AB124 Ethics Training** and
 2. **Form 700-Conflict of Interest Statement:** Members are reminded to complete their Form 700 if they have not in order to prevent fees. The website for filing is: <https://care.cosb.us/edisclosure>.
 3. **Annual Spring Conference:** May 12-14 in Orange County. Any WIB members who want to attend please let staff know. Yuko Duckworth indicated she would like to go. Place on next WIB agenda for approval to send WIB members as an action item. http://calworkforce.org/spring_conference.html Earlybird registration ends March 15, 2015.
 4. **Panoche Valley Solar Project:** That staff at AJCC were contacted by Panoche Valley Solar Project and they are looking to hold local job fairs in order to hire 500 locals, i.e., Engineers to laborers. An open house was held last Thursday at the Vault. AJCC staff is excited about the partnership with them. Staff has discussed possible partnerships for subsidized employment. Right now the Solar Project wants to conduct direct hires and they have stated they will have priority to hire San Benito County residents. There may be a need for training and Enrique explained the discussions that have taken place to possibly to provide that training locally. Hoping to begin hiring in April or May.
 5. **New Businesses & Community Growth:** Discussed Ace Hardware moving to a bigger location, Grocery Outlet coming to Hollister, Dollar Store expansion, Starbucks moving to a new location. James. A Rydingsword stated that with all the new houses being built, there is the possibility of providing training in house cleaning, yard maintenance, etc.
 6. **Previous Employee:** Former employee passed away yesterday. She worked as an Employment Services and Training Counselor for about 15 years.

VII. **Adjournment: 3:47 P.M.**

The next Executive Committee meeting to be held on March 10, 2015, Ste. 107

The next full WIB meeting is scheduled for April 9, 2015 @ 3:00 P.M., Ste. 207

CWA 2015 Regional Spring Workforce Development Conference

Innovations and Opportunities: The New Game Plan

May 12 - 14, 2015

Hyatt Regency Orange County

CONFERENCE FOCUS

This year's Conference will focus on innovations and opportunities in successfully implementing the Workforce Innovation and Opportunity Act (WIOA) and increasing the efficiency and effectiveness of America's Job Centers.

Specific sessions will highlight successful industry sector partnerships; regional planning and regional work; industry recognized certifications and credentials; adult education, literacy, work ethic and soft skills; innovation by design and through evidenced based initiatives; the new work of the Workforce Development Boards; the employment of individuals with disabilities, and recruitment and engagement of out-of-school youth.

Other sessions will feature career pathway initiatives; pay for performance strategies; bridge programs that link secondary and post secondary training; high school dropout recovery efforts; work based learning opportunities; strengthening program evaluation, and new program performance measures and accountability.

CONFERENCE SCHEDULE

Tuesday, May 12, 2015

- | | |
|--------------|---|
| 9:00 – 11:30 | PRECONFERENCE SESSIONS
<i>(sessions pending but times will vary)</i> |
| 12:45 – 2:00 | OPENING PLENARY |
| 2:00 – 2:30 | Exhibits/ Refreshment Break |
| 2:30 – 4:00 | Training Sessions I |
| 4:15 – 5:15 | DISCUSSION FORUM
<i>Enhancing Employment Outcomes for Individuals with Disabilities under WIOA</i> |
| 5:30 – 7:00 | Networking Reception |

Wednesday, May 13, 2015

- | | |
|-------------|-----------------------|
| 7:30 – 8:30 | Continental Breakfast |
|-------------|-----------------------|

8:30 – 10:00	MORNING PLENARY <i>WIOA: New Partners...New Opportunities</i>
10:00 – 10:30	Exhibits/ Refreshment Break
10:30 – 11:45	Training Sessions II
Noon – 1:15	Charlie Brown Professional of the Year Awards Luncheon
1:45 – 2:45	Training Sessions III
2:45 – 3:15	Exhibits/ Refreshment Break
3:15 – 4:15	Training Sessions IV
4:30 – 5:30	REGIONAL MEETINGS

Thursday, May 14, 2015

7:30 – 8:30	Continental Breakfast
8:30 – 9:30	DISCUSSION FORUM <i>Regional Industry Partnerships: Becoming Demand Driven</i>
9:45 – 11:00	Training Sessions V
11:15 – Noon	CLOSING PLENARY

2015 Conference Information

CWA's Annual Spring Workforce Development Conference will take place in Anaheim at the Hyatt Orange County on May 12-14.

For a rough draft agenda of the conference, please [click here!](#)

Registration Information

To register for the CWA Spring Conference, [please click here!](#) Please see our rates below:

EARLY BIRD PAYMENT & OUT OF STATE (Payment Postmarked by 3/15/15) -

MEMBER & OUT OF STATE - \$475

NON MEMBER - \$525

NORMAL ONLINE REGISTRATION RATE (Payment Postmarked from 3/15/15 through 5/7/15) -

MEMBER RATE & OUT OF STATE- \$525

NON MEMBER RATE- \$575

ONSITE REGISTRATION RATE- \$650

PRESENTER NOT ATTENDING ANY CONFERENCE FUNCTIONS - \$0.00

PRESENTER ONE DAY REGISTRATION - \$300

PRESENTER FULL CONFERENCE REGISTRATION - \$475

BECOME A MEMBER TODAY TO ENJOY DISCOUNTED RATES! [JOIN HERE](#)

Hotel Information

The room block for the conference is [already available here!](#)

Existing Local Area

**Application for Initial Local Area Designation
and Initial Local Board Certification
Program Year 2015-16**

Local Workforce Investment Area

San Benito County Workforce Investment Board

Local Area Levels of Performance

Instructions: Enter your local area's negotiated levels of performance and actual levels of performance for PYs 2012-13 and 2013-14.

Performance Table				
Name of Local Area: <u>San Benito County WIB</u>				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
Adult				
Entered Employment Rate	73.0%	100%	80.0%	85.7%
Employment Retention Rate	75.5%	91.7%	85.0%	81.8%
Average Earnings	\$10,500	\$7,476	\$13,500	\$15,305
Dislocated Worker				
Entered Employment Rate	70.0	92.3	82.5	75.0
Employment Retention Rate	77.0	89.7	89.5	96.6
Average Earnings	13,500	14,860	15,570	15,198
Youth (ages 14-21)*				
Placement in Employment or Education	72%	81.8	74.0	66.7
Attainment of a Degree or Certificate	60%	81.8	69.0	71.4
Literacy and Numeracy Gains	54%	0	48.4	25.0

*Note: For PY 2012-13, each local area's youth performance goals were the same as the State level goals.

Sustained Fiscal Integrity

The local area hereby certifies that it has not been found in violation of any of the following during either PYs 2012-13 or 2013-14:

- **Final determination finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or mis-expended funds due to the willful disregard or failure to comply with any Workforce Investment Act (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** - defined as a conscious and voluntary disregard for the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 Code of Federal Regulations (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance.

Highlights of these responsibilities include:

- Timely reporting of WIA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

[In alignment with WIOA Section 106(e)(2)]

Local Area Assurances

Through PY 2015-16, the local area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget [WIOA Section 184(a)(2) and (3)].

Highlights of this assurance include the following:

- The local area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The local area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the local area to potential cash hold(Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

Note that failure to comply with financial reporting requirements will subject the local area to potential cash hold(Title 2 CFR Section 200.338).

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The local area will meet the requirements of State Senate Bill 734, to spend a minimum of 25 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section 14211).
- The local area will not use funds to assist, promote, or deter union organizing [WIOA Section 181(b)(7)].

- D. The local board will select the America's Job Center of CaliforniaSM(AJCC) Operator(s), with the agreement of the local Chief Elected Official (CEO), through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state [WIOA Section 121(d)(2)(A) and 107(g)(2)].
- E. The local board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The local board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding [WIOA Section 134(c)(3)(E) and Training and Employment Guidance Letter 10-09].

Application Signature Page

Instructions: The local CEO and local board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and local board chair request initial designation of the existing local area and initial certification of the existing local board. They certify that the local area has performed successfully and sustained fiscal integrity during PYs 2012-13 and 2013-14. Additionally, they agree to abide by the local area assurances included in this application.

Local Workforce Investment Board Chair

Local Chief Elected Official

Signature

Signature

Soila Rojas

Margie Barrios

Name

Name

WIB Chair

Chair, County Board of Supervisors

Title

Title

Date

Date

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: INITIAL LOCAL AREA DESIGNATION AND LOCAL BOARD
CERTIFICATION UNDER WIOA

EXECUTIVE SUMMARY

Purpose

This directive communicates policy and procedures regarding the initial designation of Local Workforce Development Areas (local areas) and the initial certification of Local Workforce Development Boards (local boards) under the Workforce Innovation and Opportunity Act (WIOA).

Scope

This directive applies to all current local areas interested in receiving designation and local board certification under the new WIOA.

Effective Date

This directive is effective on the date of its issuance.

REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- *Workforce Investment Act (WIA)* Section 116
- Title 2 *Code of Federal Regulations (CFR)* Chapter I, Chapter II, Part 200, et al., “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;” Final Rule (Uniform Guidance)
- Title 2 CFR Part 2900 et al., “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 29 CFR Part 95: “Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations”

- Title 29 CFR Part 97: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
- Title 20 CFR Part 652 et. al: WIA; Final Rules
- *California Unemployment Insurance Code* Section 14202(c)
- Workforce Services Directive WSD12-14, Subject: *Program Year (PY) 2013-17 Local Plans and Board Certification (Biennial and High Performing)* (May 22, 2013)
- WIA Directive WIAD06-10, Subject: *Local Area Nonperformance Policy* (November 14, 2006)
- WIA Directive WIAD02-6, Subject: *Subsequent Designation of Temporary and State Board Recommended Local Areas* (September 18, 2002)
- Workforce Services Information Notice WSIN12-62, Subject: *Late Monthly, Quarterly, Closeout, Audit and Participant Reports* (May 23, 2013)

STATE-IMPOSED REQUIREMENTS

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS

This directive finalizes Workforce Services Draft Directive WSDD-111, issued for comment on January 16, 2015. The Workforce Services Division received 61 comments during the draft comment period. These comments resulted in substantive changes to the directive which can be viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. A summary of the comments is provided as Attachment 3. Retain this directive until further notice.

BACKGROUND

The WIOA Sections 106 and 107 provide the criteria for the initial designation of local areas and initial certification of local boards. Specifically, the WIOA Section 106 requires the Governor to designate local areas within the state, while Section 107 requires the Governor to certify one local board for each local area in the state. The California Workforce Investment Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, have established policies and procedures within this directive for the initial designation of local areas and the initial certification of local boards. These policies are intended to provide maximum flexibility to local areas so they may have sufficient time to prepare for and fully comply with the new WIOA requirements for subsequent local area designation and local board recertification.

POLICY AND PROCEDURES

Initial Local Area Designation

As stated in WIOA Section 106, the Governor shall approve a request made for initial designation by any local area if the area did the following during PYs 2012-13 and 2013-14:

- Was designated as a local area under WIA
- Performed successfully
- Sustained fiscal integrity

Initial designation is effective July 1, 2015, through June 30, 2017. Local areas must apply for initial designation using the process included in this directive. Local areas that would like to modify their current geographical boundaries are eligible to apply under their new structure.

Subsequent designation will be effective July 1, 2017. Local areas should be planning and preparing to meet the WIOA requirements for subsequent designation (i.e., perform successfully, sustain fiscal integrity, and in the case of a local area in a planning region, meet the regional planning requirements in WIOA Section 106[c][1]) during the initial designation period. Additionally, local areas should be preparing to meet the new Office of Management and Budget (OMB) and Department of Labor Uniform Guidance in 2 CFR 200 and 2 CFR 2900, which applies to new awards and additional funding (funding increments) to existing awards made after December 26, 2014 (i.e., the youth allocations beginning April 1, 2015, and all subsequent allocations).

Local areas will be expected to develop new services, enter new collaborative partnerships, and/or create innovative workforce development strategies in alignment with WIOA during the initial designation period. The EDD and the State Board will provide technical assistance and guidance to local boards implementing WIOA activities and assess the extent to which local boards are designing a better system for customers. The assessment of local performance goals during the initial designation period will consider the extent to which local boards implement WIOA, and the potential impact on customer outcomes. During local area performance negotiations, the State Board will work with local boards who undertake activities that result in new services, partnerships, and/or service redesign or other WIOA transitional activities to ensure that local areas have the opportunity to set goals that enable them to perform successfully.

Definitions

Performed Successfully - a local area has achieved at least 80 percent of their local performance goal on each performance measure for PYs 2012-13 and 2013-14. (WIOA Section 106[e][1]).

The state has provided the following flexibility to the definition of performed successfully, for purposes of initial local area designation only. This flexibility is in

alignment with WIA Directive [WIA06-10](#) and the local board recertification criteria in Workforce Services Directive [WSD12-14](#).

A local area is still eligible for initial designation if it achieved at least 80 percent of its local performance goal on seven or more of the performance measures during either PY 2012-13 or PY 2013-14. To remain eligible, the local area must attach a Corrective Action and Technical Assistance Plan (as required in WIA Directive WIA06-10) to its initial local area designation and initial local board certification application.

A local area is ineligible for initial designation if it did not achieve at least 80 percent of its local performance goal on two or more performance measures during both PY 2012-13 and 2013-14.

Sustained fiscal integrity – the local area has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- Final determination of significant finding(s) from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- Gross Negligence - defined as a conscious and voluntary disregard for the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration. Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 CFR Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - **Have not been placed on cash hold for longer than 30 days**

(In alignment with WIOA Section 106[e][2])

Existing Local Area – A local area that was designated as a local area under WIA.

Modified Local Area – A local area that is considering local area modification as part of its initial designation application. Examples include the following: two areas proposing to merge into a new combined single local area, various local areas that will be combined in a new single local area, or a local area that will be expanded to include part or parts of another current local area.

effective July 1, 2015, through June 30, 2017. If denied, the local CEO may contest the decision using the appeal process below.

Appeal Process for Initial Designation

A unit of local government (or combination of units) which has requested and been denied initial designation as a local area under WIOA may appeal the denial to the State Board, in accordance with WIOA Section 106.

An entity which has been denied initial designation may appeal the decision and request a hearing. An appeal and request for hearing must be mailed to the State Board within 20 calendar days from the mailing date of the notice of denial of initial designation. The appeal must (1) be in writing and state the grounds for the appeal, and (2) state the reasons why the appellant should be initially designated.

The State Board will contact the appellant to schedule a hearing date within five calendar days of the receipt of the appeal. The State Board will conduct the appeal hearing process and provide a written decision to the appellant no later than five calendar days after the hearing.

Appeal of State Board Decision

A unit or combination of units of general government whose appeal has not resulted in designation as a local area may also appeal the denial to the Department of Labor. (WIOA Section[b][5])

Initial Local Board Certification

The WIOA Section 107 requires the Governor to certify one local board for each local area in the state. Local boards will be initially certified as follows, in order to provide local areas an opportunity to restructure their local boards in accordance with WIOA requirements:

- Local Boards within Existing Local Areas
Complete the [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 1). Note that this application is used for both initial local area designation and initial local board certification.
The existing local board will be automatically initially certified through PY 2015-16 upon approval of initial designation of a local area.
- Local Boards for Local Areas requesting designation as new, modified, Local Areas
Complete the [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 2). Note that this application is used for both initial local area designation and initial local board certification.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial local board certification.

Initial local board certification will be effective July 1, 2015, through June 30, 2016.

Local board recertification will be effective July 1, 2016. Therefore, local boards will be expected to complete all necessary tasks to meet the local board recertification requirements during the initial certification period. These recertification requirements will include the recertification criteria under WIOA (i.e., meet WIOA local board membership requirements, meet or exceed performance requirements, and sustain fiscal integrity), and an assessment of the local board's progress on key WIOA implementation tasks (e.g., new youth service requirements, procurement of one-stop operators unless granted an exemption under WIOA Section 107[g][2]). The assessment of local performance goals during the certification period will consider the extent to which local boards implement WIOA, and the potential impact on local performance levels.

ACTION

Please bring this directive to the attention of the local CEO, local board, and other relevant parties.

INQUIRIES

Contact your assigned [Regional Advisor](#) if you have questions concerning this directive.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments are available on the Internet:

1. [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#)
2. [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#)
3. [Summary of Comments](#)

LABOR FORCE INFORMATION THROUGH DECEMBER 2014

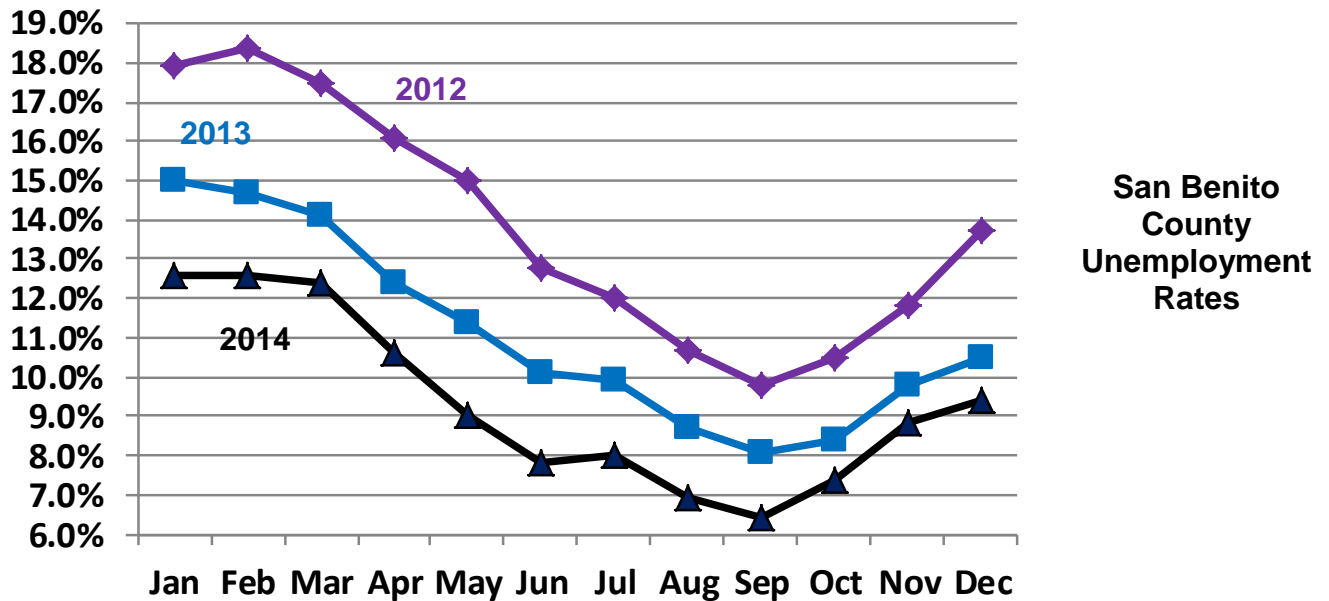
Residents of San Benito County

	December 2013	November 2014 Revised	December 2014 Prelim
Labor Force	26,800	27,100	27,400
Employment	24,000	24,700	24,900
Unemployment	2,800	2,400	2,600

Unemployment Rates

	December 2013	November 2014 Revised	December 2014 Prelim
San Benito County	10.5%	8.8%	9.4%
California	7.9%	7.1%	7.0%
United States	6.5%	5.5%	5.4%

The jobless rate in San Benito County this December stood 1.1 percentage points below the year-earlier rate, with the number of unemployed falling by 200 over the year. This December's 9.4 percent rate was the county's lowest December rate since 2007, when it stood at 9.0 percent.



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
408-216-6183
Janice.Shriver@EDD.ca.gov



Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 108 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

SAN BENITO COUNTY
WORKFORCE INVESTMENT BOARD (WIB)
PRIVATE SECTOR REPRESENTATIVES
MEMBERSHIP ROSTER

<u>NAME & TITLE</u>	<u>AGENCY</u>	<u>PHONE & E-Mail</u>	<u>TERM EXP.</u>
1. Arias, Alex, Branch Manager	Manpower 1111 San Felipe Road, Ste. 201 Hollister, CA 95023	(831) 636-0550 alejandro.arias@manpower.com Form 700: filed 1/28/14 – Need Update Ethics: NEED	07/28/15
2. Bianchi, Richard Ranch Manager	Sabor Farms 7060 Lovers Lane Hollister, CA 95023	(831) 682-8302 richard@saborfarms.com Form 700: filed 07/23/14 Ethics: NEED	02/07/15 Reappointment pending
3. Fosdick, Carrie Office Manager	State Farm Insurance 581 McCray Street, Suite G Hollister, CA 95023	637-4442-w carrie.fosdick.ik2o@statefarm.com Form 700: filed 01/22/14 Ethics: 10/09/13-10/09/15	03/19/16
4. Hough, Katherine** Corporate Secretary WIB Co-Chair	Hough Construction Co., Inc. 303 Linda Drive Hollister, CA 95023	831-801-0265 kathy@houghconstructioninc.com Form 700: filed: 01/28/14 Ethics: 01/27/14-01/27/16	03/19/16
5. Ramirez, Michelle HR Manager	Brent Redmond Transportation 1800 Lana Way Hollister, CA 95023	831-212-7397 michelle@brentredmond.com Form 700: Ethics: 01/09/15-01/09/17	Appointment pending
6. Prado Jr., Ramiro HR Manager	Peninsula Packing 2401 Bert Drive Hollister, CA 95023	(831) 634-0940 ext. 304 rprado@penpack.net Form 700: Ethics: 01/14/15-01/14/17	3/4/17
7. Rodriguez, Robert Owner	San Benito Heating 1771 San Felipe Rd Hollister, CA 95023 Ethics: 02/19/13-02/19/15	(831) 673-1112 sanbenitoheating@gmail.com Form 700: filed: 01/26/14 Ethics: 02/19/13-02/19/15	11/06/15
8. Rojas, Soila* Recruiting Manager WIB CHAIR	West Marine 2395 Bert Drive Hollister, CA 95023	(831) 761-4244 soilar@westmarine.com Form 700: filed: 02/17/14 Ethics: 12/05/13-12/05/15	07/31/17
9. Smith, Emery Financial Advisor	350 Sixth Street, Ste. 101 Hollister, CA 95023	(831) 245-6235 emeryhsmithii@live.com Form 700: 01/20/15 Ethics: 01/24/15 – 01/24/17	09/23/17



Ethics training can be completed at: <http://www.fppc.ca.gov/index.php?id=477>

SAN BENITO COUNTY
WORKFORCE INVESTMENT BOARD (WIB)
PUBLIC SECTOR REPRESENTATIVES
MEMBERSHIP ROSTER

<u>NAME & TITLE</u>	<u>AGENCY</u>	<u>PHONE & E-Mail</u>	<u>TERM EXP.</u>
10. Alarid, Kristi Director	HOPE Services 650 San Benito Street Suite120 Hollister, CA 95023	(831) 637-8283 ext. 6885 kristialarid@hopeservices.org Form 700: filed: 04/08/14 Ethics: 04/12/15 (on file at Co. Admin)	12/17/16
11. Bobsin, Kendra**** Resource & Referral Coordinator WIB Treasurer	Go Kids, Inc. Childcare Info. & Referral Svcs. 1101 Community Parkway Hollister, CA 95023	637-9205-w kendrab@gokids.org Form 700: filed: 04/04/14 Ethics: 09/11/13-09/11/15	05/06/17
12. Bradford, Duane Supervisor	Dept of Rehabilitation 8060 Santa Teresa Blvd, Ste 200 Gilroy, CA 95020	(408) 846-8576 Duane.bradford@cor.ca.gov Form 700: Ethics:	Pending Appointment
13. Carr, Sherrean Dean Career Technical Education	Gavilan College 5055 Santa Teresa Blvd. Gilroy, CA 95020	(408) 848-4757 scarr@gavilan.edu Form 700: 01/14/15 Ethics: 02/14/15-02/04/17	03/20/15
14. Contreras, Arturo Business Advisor	SBDC 2440 Bert Drive, Bldg. 100, Ste 100 Hollister, CA 95023	(831) 229-3287-w arcontreras@csumb.edu Form 700: filed: 04/14/14 Ethics: 01/08/13-01/08/15	06/05/15
15. Duckworth, Yuko*** Employment Program Manager WIB SECRETARY	Employment Development Dept. 1111 San Felipe Road, Ste. 107 Hollister, CA 95023	(831) 796-3632 (Salinas) (831) 638-3324 (Hollister) yuko.duckworth@edd.ca.gov Form 700: filed: 02/11/14 Ethics: 10/13/13-10/13/15	11/5/16
16. McIntire, Gary L. Superintendent	Hollister School District 2690 Cienega Road Hollister, CA 95023	(831) 630-6306-w gmcintire@hesd.org Form 700: filed: 03/24.14 Ethics: 08/24/14-08/24/16	02/04/17
17. Ortiz-Baldwin, Abby Manager, Career & Workforce Development WorkAbility II	South County Regional Occupational Program 700 W. 6 th St, Ste L Gilroy, CA 95020	(408) 842-0361 abby_ortiz-baldwin@sccoe.org Form 700: filed: 04/11/14 Ethics: 02/04/15-02/04/17	11/06/15
18. Rydingsword, James Director	Health & Human Services 1111 San Felipe Road #206 Hollister, CA 95023	(831) 636-4180-w jrydingsword@cosb.us Form 700: filed: 03/27/14 Ethics: 06/05/15-06/05/17	12/3/2016

Ethics training can be completed at: <http://www.fppc.ca.gov/index.php?id=477>

STAFF:

Arreola, Enrique Deputy Director	CSWD 1111 San Felipe Road, Ste. 108 Hollister, CA 95023	(831) 637-9293 earreola@cosb.us	STAFF HHSA/CSWD
Jacquez, Sylvia Employment & Training Supervisor	CSWD 1111 San Felipe Road, Ste. 107 Hollister, CA 95023	(831) 637-5627 sjacquez@cosb.us	STAFF HHSA/CSWD
Anderson, Andi Staff Services Specialist	CSWD 1111 San Felipe Road, Ste. 108 Hollister, CA 95023	(831) 637-9293 aanderson@cosb.us	STAFF HHSA/CSWD