



San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 107 * Hollister, CA 95023

March 13, 2018 @ 3:00 P.M.

Executive Committee Workforce Development Board Meeting

AGENDA

FOR THE HEALTH AND SAFETY OF STAFF & GUESTS ALL MEETINGS ARE FRAGRANCE FREE

I. GENERAL INFORMATION:

II. 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.

III. Regular Agenda:

A. Roll Call: Roll will be taken to determine excused absences for attendance requirements.

B. Executive Committee Meeting: February 13, 2018 Executive Committee meeting minutes are **enclosed** for review and approval.

C. Full WDB Meeting Minutes: January 9, 2018 full WDB meeting minutes are **enclosed** for board information.

IV. CONSENT AGENDA:

A. Board Announcements:

B. Rapid Response and Lay-Off Aversion Services: **Enclosed** is the Layoff Aversion Activities Report for February, 2018, per Board member's request to include the businesses that received contact/engagement activities.

V. DISCUSSION/ACTION ITEMS:

A. Board Membership:

1. Any applications received may be reviewed for appointment to the board. Current vacancies: Business Representatives (3). Requesting assistance from all Board members with recruitments.

2. **Re-Appointment:** The term of Sherrean Carr is due to expire on March 20, 2018. She would like to step down and has requested to have Randy Brown represent the mandated positions of Gavilan College Adult Education and the Federally Funded Post-Secondary Vocational Education. **Action Required.**

B. Bay Peninsula Regional Planning Unit: San Benito County's allocation is \$79,925 (earmarked for staff & benefits) to provide Business Services. A face-to-face visit is scheduled for March 30, 2018 at 11:00 A.M.

C. Prop 39 (Pre-Apprenticeship Program): Staff and members will provide an update on the training scheduled to begin July 9, 2018 in San Benito County.

D. Committee Updates: Updates were provided on the following committees:

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1. **Executive Committee:** **Enclosed** is the updated Committee's Roster.
 2. **Youth Committee:** Members will provide an update on activities.
 3. **Job Fair Committee:**
 - a. **Chamber of Commerce Job Fair:** Scheduled April 12, 2018 from 3-7 P.M. at the Veteran's Bldg. Get more info: juli@sanbenitocountychamber.com.
 - b. **WDB Job Fair:** Continue discussion on the intent for the WDB & AJCC to host a Job Fair on August – 29th or 30th.
 4. **One-Stop and Business Services Websites Committee:** Staff and members will provide an update on the follow-up with HHSa IT on updating the sites: www.sbcjobs.org - www.sanbenitobsc.org. and moving forward with logo development.
- E. **America's Job Center of California (AJCC) Operator:** David Mirrione will be a guest speaker at the next Full WDB meeting on April 10, 2018.
- IV. **Additional Information:**
- A. **Annual Filing of Form 700:** Annual filing due April 15, 2018. All board members should have received an e-mail reminder from e-disclosure.
 - B. **Workforce Services Directives and Information Notices:** Provided for WDB information were links to the most recent Workforce Services Directives. There are now updates for 2018. [WSD17-06-07](#) and Information Notices [WSIN24 thru WSIN17-26](#). Summary **enclosed**.
 - C. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified. NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>.
- V. **Adjournment:**

The next Full WDB meeting is April 10, 2018, **Ste. 108** at 3 P.M.

The next Executive Committee meeting is scheduled on May 8, 2018, **Ste. 107** – 3 P.M.



San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 107 * Hollister, CA 95023

February 13, 2018 @ 3:00 P.M.

Executive Committee Workforce Development Board Meeting

MINUTES

FOR THE HEALTH AND SAFETY OF STAFF & GUESTS ALL MEETINGS ARE FRAGRANCE FREE

Present: Richard Bianchi, Kristina Chavez Wyatt, Karen Para, Richard Perez, James Rydingsword
Absent: *Excused:* Kendra Bobsin, *Unexcused:* Albert Orosco
Guests: Paula Balbontin
Staff: Andi Anderson, Sylvia Jacquez, Ruby Soto

Chair, Richard Bianchi, called the meeting to order at 3:00 P.M.

I. GENERAL INFORMATION:

II. **Public Comment Period:** Introductions were made by everyone present. Paula Balbontin, Agricultural Sector Coordinator, from West Valley College introduced herself and reported on the Agriculture needs assessment in San Benito County. She stated that the California Community Colleges have been working on gathering input from companies in San Benito County (SBC) and moving forward on developing training based on surveys collected from the agricultural community. Top skills identified are: 1) food and safety, 2) data management & analysis, 3) water systems management, 4) horticulture & seed science, and 5) HR and banking & accounting. Discussed whether or not to separate HR and Banking/Accounting since they are two different areas of expertise and it was the consensus of the board that they should be separate. Discussed other resources that may be helpful in partnering and providing the training as one goal is to utilize local resources first.

III. **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. **Executive Committee Meeting:** December 12, 2018 Executive Committee meeting minutes were approved as presented. *M/S/C Kristina Chavez Wyatt/Karen Para.*
- C. **Full WDB Meeting Minutes:** January 9, 2018 full WDB meeting minutes are enclosed for board information.

IV. **CONSENT AGENDA:**

- A. **Board Announcements:** Kristina Chavez Wyatt reported that the San Benito County Business Council's Comprehensive Economic Strategy was approved which opens SBC up to receive EDA matching grants.

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V. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** Any applications received may be reviewed for appointment to the board. Current vacancies: Business Representatives (4). Requesting assistance from all Board members with recruitments. No applications were received. WDB members requested staff to mail the list of who was invited to the board and they can follow-up.
- B. **Policies & Procedures:** Enclosed were the Non-Discrimination and Reasonable Accommodation Policies & Procedures to be reviewed and approved by the board. Ruby Soto reported that these are now policies that need to be included under WIOA. This was a finding of the monitoring. Clients need to be informed on discrimination procedures. All letterhead and fliers must include ADA information. Change letterhead footer to Workforce Development Board. Staff is also working on updating some of our other documents so that we are in compliance. *M/S/C Karen Para/ Kristina Chavez Wyatt.*
- C. **Rapid Response and Lay-Off Aversion Services:** Enclosed was a summary report for board information. Sylvia Jacquez stated the services will be forwarded to board members for their information. Board members requested Rapid Response updates as part of the report for the WDB info. Also requested was an updated list of businesses in SBC. This list was provided by the Economic Development; however, it is extremely outdated. Kristina Chavez Wyatt stated that the Monterey Bay Economic Partnership and the Hispanic Chamber of the Central Coast may be another resource to have Megan Crable contact as possible supports/partners for rapid response and lay-off aversion. It was requested that fliers be provided to board members on all openings posted through the AJCC (like and follow us on Facebook by searching @AJCCofSBC). The intent is for WDB & AJCC to host job Job Fair, maybe late August – 29th or 30th.
- D. **Bay Peninsula Regional Planning Unit:** The Region was awarded \$500,000 for the Regional Plan Implementation (RPI) Application submitted. San Benito County's allocation will be \$79,925 (earmarked for staff & benefits) to provide Business Services throughout the regional area. Enclosed was the award letter. In March staff will have face-to-face visits with surrounding counties and will be learning about business services provided at other AJCCs.
- E. **Prop 39 (Pre-Apprenticeship Program):** A second round of funding has been awarded to Monterey, Santa Cruz and San Benito Counties in the amount of \$385,000. San Benito County's allocation will be \$28,922. Enclosed is the budget. Staff is working on solidifying location (Vet's Bldg) to be able to hold training session during the day from July 9-Aug 1, Mon-Fri. Because of the contract cut-off, the training session will be full days and only offered during the day.
- F. **Committee Updates:** Updates were provided on the following committees:
1. **Executive Committee:** Request approval for Karen Para to serve as Secretary and Richard Perez Sr. to serve as Vice-Chair. *M/S/C James Rydingsword/ Kristina Chavez Wyatt.*
 2. **Youth Committee:** Staff and members reported on the California Workforce Association (CWA) Youth Conference attended by Ruby Soto, Sylvia Jacquez and Richard Perez Sr. on January 9th thru 11th, 2018 in Sacramento. Richard Perez stated it was a great conference. He stated that the need for the youth services is to provide structure for youth service and develop partnerships. He would like to see

some program implemented locally. It was good to network and gain insight on what other communities are doing. Ruby and Sylvia also attended and will provide a summary of the workshops they attended and what they learned. The youth allocation is \$250,000 for the year. Must spend over 75% on Out-of-School youth. Sylvia provided information on the current programs available for youth.

3. **Job Fair Committee**: AJCC will assist with the job seeker component of the job fair by providing laptops for online applications. Enclosed is information on this event scheduled for April 12, 2018 from 3:00 pm to 7:00 pm at the Veteran's Bldg. Get more info: juli@sanbenitocountychamber.com. The intent is for WDB & AJCC to host a job Job Fair, maybe late August – 29th or 30th. Table for future discussion.
 4. **WIOA Section 188 Annual On-Site Compliance Monitoring Review**: Staff provided an update on the review that was conducted on January 25, 2018.
 5. **One-Stop and Business Services Websites Committee**: Kristina Chavez Wyatt stated provided an update on the follow-up with HHS IT on updating the sites: www.sbcjobs.org - www.sanbenitobsc.org. The County is in the process of re-doing their website and therefore it was decided to wait to see if WDB can be an offshoot or if the WDB would want to go with their own site. Also need to move forward with logo development.
 6. **Agricultural AdHoc Committee**: Covered under public comment.
- G. **America's Job Center of California (AJCC) Operator**: Enclosed was a summary report from David Mirrione, AJCC Operator. Next meeting is March 7th.

IV. **Additional Information**:

- A. **2018 Meeting Calendar**: Enclosed for WDB info.
 - B. **Annual Filing of Form 700**: Annual filing due April 15, 2018. All board members should have received an e-mail reminder from e-disclosure.
 - C. **Workforce Services Directives and Information Notices**: Provided for WDB information were links to the most recent Workforce Services Directives. There are now updates for 2018. [WSD17-06-07](#) and Information Notices [WSIN20 thru WSIN17-23](#). Summary enclosed. There were a few updates included since staff ran this report and they were e-mail to all board member.
 - D. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified. NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>.
- V. **Adjournment**: *M/S/C Richard Perez/Karen Para 4:11 P.M.*

The next Executive Committee meeting is scheduled on March 13, 2018, **Ste. 107** – 3 P.M.

The next Full WDB meeting is April 10, 2018, **Ste. 108** at 3 P.M.



SAN BENITO COUNTY

JAMES A. RYDINGSWORD
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

San Benito County Workforce Development Board (WDB)

Running Rooster, 800 San Benito Street * Hollister, CA 95023

January 20, 2017 @ 8:30 A.M.

Full Workforce Development Board

MINUTES

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- Present: Kristi Alarid, Jeffrey Anyeneh, Alex Arias, Richard Bianchi, Kendra Bobsin, Duane Bradford, Sherrean Carr, Carrie Fosdick, Albert Orosco, Richard Perez, Jose Rodriguez, Karen Para, Kristina Chavez Wyatt,
- Absent: *Excused:* Al Gonzalez, Andy Hartman, James Rydingsword, *Unexcused:* Michelle Ramirez
- Guests: James Dion, Nick Loret de Mola, Janice Schriver, Gabriel Garcia
- Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto

Chair, Alex Arias, called the meeting to order at 8:40 a.m.

I. **GENERAL INFORMATION:**

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

III. **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. **Executive Committee Meeting:** The minutes of the December 13, 2016 Executive Committee meeting are enclosed for board information.
- C. **Full WDB Meeting Minutes:** The October 11, 2016 full WDB meeting minutes were approved as presented. *Motion/Second/Concur (M/S/C) Kendra Bobsin/Carrie Fosdick.*

IV. **CONSENT AGENDA:** *M/S/C Kendra Bobsin/Carrie Fosdick.*

- A. **Board Announcements:** Kristina Chavez Wyatt announced that an Economic Development Leadership Roundtable will be held at San Juan Oaks on January 25, 2017 from 11:30 am – 3:30pm (Lunch is provided. Seating is limited.). RSVP: Brenda Weatherly – info@downtownhollister.org or 636-8406 by January 19th.
- B. **Workforce Services Directives:** Provided for WDB information were links to the most recent directive [WSD16-13](#) and [16-14](#). A summary of these directives was enclosed. Sylvia Jacquez gave a brief overview of the WSDs.

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C. **Workforce Services Information Notices**: Provided for WDB information are links to the most recent information notices [WSIN16-24 thru 16-27](#). A summary of these directives was enclosed. Sylvia Jacquez gave a brief overview of the WSINs.

D. **DISCUSSION/ACTION ITEMS**:

1. **Workforce Development Board Logo**: The draft WDB logos were enclosed board discussion and approval. Several members liked #1 and #5. It was suggested on Logo #1 to change the dot to a leaf to reflect agriculture. After discussion it was decided to modernize logo #1 and the board is open to additional submissions. Also discussed was cost for printing and whether or not it should be color: burgundy, teal or green. Revisit at next meeting.
2. **Board Membership**:
 - a. **New Applications**: An application was received by James Dion, the new EDD Manager for the Hollister Office. *M/S/C Kristina Chavez Wyatt/Kendra Bobsin*.
 - b. **Reappointments**: The term of Richard Bianchi is due to expire on February 7, 2017 he has agreed to another 3 year term. After discussion the board approved the reappointment of Richard Bianchi. *M/S/C Kristi Alarid/Carrie Fosdick*.
 - c. **Recognition of Kathy Hough**: At their January 24, 2017, meeting The BOS will recognize Kathy Hough for 9 years of service on the WDB. Alex Arias thanked her for her service and commitment to the board. Board members were invited to attend the meeting.
3. **Local & Regional Plans**: California Workforce Association (CWA) and staff will provide an update to the Board on the Local Plan. Enrique stated that for the past month and a half planning has been moving forward. Nick Loret de Mola from CWA will provide more info on the plan at the retreat. Nick is very happy to be working with us. It is in draft form and elements of the regional plan will be incorporated into the local plan and vice versa. SBC has very large partners in this region that could overshadow the work that is being done in SBC and he wants to make sure SBC doesn't get overlooked. He has additional meetings locally and which will help him get a good grasp of the surrounding communities and the needs locally and is hoping to have a good local draft in the next few weeks. The timeline is very aggressive and SBC is ahead of the game having a local plan already in the works. Nick said that staff has done exceptional work on the plan.

E. **Committee Updates**:

1. **Audit & Evaluation**: Staff received notice that WIOA programs will be audited the week of January 23rd. Any audit committee members may want to touch base with staff.
2. **Bylaws Committee**: The Executive Committee approved the amended Bylaws and requested WDB ratification so they may be submitted to the BOS for final approval. Enrique clarified that the bylaws were drafted to reflect the changes from the WIA to WIOA and the changes in the committees. The Bylaws have been submitted to County Counsel for review. Sylvia stated there was a suggestion by County Counsel on formatting of the membership to make the categories more easily identified. Once

the formatting has been completed, they will be forwarded to the Board of Supervisors for final approval.

3. **Layoff Aversion Services**: The Layoff Aversion report will be presented to the Board of Supervisors at their January 24, 2017. Enrique invited members to attend or to view the live stream. Kristina Chavez Wyatt also wants to reach out county-wide to make businesses more aware of the services available and maintaining momentum. Janice Shriver stated the State has adopted EconoView and there is a feature called Market Insight which allows you to rate companies that are at risk. She will try to use that feature for SBC as a test run and will help identify even more than one-on-one outreach and word of mouth. Staff was asked to keep this item on the agenda and Enrique will see what funds may be available for layoff aversion to assist with any additional services.

IV. **Additional Information**:

- A. **Meeting Calendar**: Meeting Calendar for 2017 was enclosed.
- B. **Member Roster**: The updated member and committees roster was enclosed. Highlighted on the roster are members who must complete the following:
 1. **AB124 Ethics Training**: **NEW LINK** to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>
- C. **Success stories**: Ruby shared some success stories.

V. **Adjournment**: *M/S/C Kendra Bobsin/Karen Para. 9:12 am.*

The next Executive Committee meeting is scheduled on February 14, 2017, Ste. 107 - 3.00 P.M.

The next Full WDB meeting is scheduled on April 11, 2017, Ste. 108 – 3 P.M.



February 8, 2018

To: Workforce Development Board

From: Megan Crable, Business Services Representative

Re: Layoff Aversion Activities for February 2018

At the direction of the Workforce Development Board the following top 3 priorities for the layoff aversion activities are:

- 1) **Business Services Workshops:** Potential date for Fair Chance Hiring Summit October 2018. Phone conference with presenters “Root & Rebound” 3/13/18 @ 10 am
- 2) **Job Search Assistance & Resume Writing Workshops:** 4/12/18 3:00 – 7:00 pm Job Fair & Business Expo. Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

- | | |
|--|-------------------|
| a. UNFI Job Recruitment on 3/21/18 2-4:30 pm | multiple openings |
| b. Willis Construction | 1 opening |
| c. Shop N Save | 3 openings |

- 3) **Business Engagement:**
 - a. Monthly Business Services Team Meetings are taking place. The last one held was on February 22, 2018 with EDD/Vet Rep/County representatives.
 - b. Chamber of Commerce Ambassador Meeting- 2/6/18 Unable to attend due to Building Workforce Partnership Conference.
 - c. TekNOVA business tour re-scheduled for 3/14/18
 - d. Amycel business tour scheduled for 3/15/18.



WDB COMMITTEES

7/1/17 through 6/30/18

EXECUTIVE COMMITTEE (WDB Chair-private sector, 3 private sector, 3 other)

Richard Bianchi, Chair

Private Sector:	Other:
Richard Perez, Sr, Vice-Chair	Kristina Chavez-Wyatt
Karen Para, Secretary	Albert Orosco
Kendra Bobsin, Treasurer	James Rydingsword

BUSINESS SERVICES COMMITTEE

Jose Rodriquez, Committee Chair

Private Sector:	Other:
Karen Para	Kristina Chavez Wyatt
Richard Perez	

BYLAWS COMMITTEE (Chair & Vice-Chair to be from private sector and shall include the Chairperson of the WDB – Total of 4-7 members)

Private Sector:	Other:
Chair: Richard Perez	Sherrean Carr
Vice-Chair: Richard Bianchi	Kendra Bobsin

AUDIT/EVALUATION COMMITTEE (WDB Treasurer is committee chair, 4-7 members balanced between private sector and non-private sector members)

Kendra Bobsin, Committee Chair

Private Sector	Other:
Richard Bianchi	Kristina Chavez-Wyatt
Richard Perez	

YOUTH COMMITTEE:

Private Sector	
Richard Perez	Karen Para

WDB SUB-COMMITTEES

<u>Nominating Committee</u>	<u>Ag Committee</u>	<u>Web-Site Committee</u>	<u>Job Fair Committee</u>	<u>Membership Committee</u>
Alex Arias (R) Karen Para Richard Perez	Richard Bianchi Richard Perez Kristina Chavez Wyatt	Alex Arias (R) Richard Bianchi Kristina Chavez Wyatt	Andy Hartman	Alex Arias (R) Jim Rydingsword Kristina Chavez Wyatt

MEMORANDUM

March 13, 2018

TO: Workforce Development Board (WDB) Members

FROM: Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director

SUBJECT: Summary of EDD Workforce Services Directives and Workforce Services Information Notices

Background/Summary: Directives provide policy and guidance regarding various Workforce Services program requirements, funding and activities for EDD Workforce Services Staff and Workforce Partners.

Background/Summary (Information Notices): The Employment Development Department (EDD) issues Workforce Services Information Notices (WSIN) to disseminate announcements, general information, and procedural guidance on departmental programs for EDD staff, workforce partners, stakeholders, and other individuals in the workforce development system. Through the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act, the EDD administers program for veterans, youth, dislocated workers, people with disabilities; including Trade Adjustment Assistance, CalJOBSSM, employer incentives and more. Directives provide policy and guidance regarding various Workforce Services program requirements, funding, and activities for EDD Workforce Services Staff and Workforce Partners.

Workforce Service Directives	
WSD17-06	DISABILITY EMPLOYMENT ACCELERATOR – SFP The DEA program will focus on creating linkages and engaging businesses in high-growth industries. Entities will strive to use these business linkages to develop “earn and learn” service strategies (e.g., On-the-Job Training, Transitional Jobs, Work Experience, etc.) that ensure people with disabilities, including college students who are close to fulfilling their degree requirements and/or college graduates, have the necessary skills to obtain and retain competitive, integrated employment.
WSD17-07	WORKFORCE ACCELERATOR FUND 6.0– REQUEST FOR APPLICATIONS The Workforce Accelerator Fund (WAF) 6.0 will support projects that bridge education and workforce gaps for target populations and build workforce system capacity through the following: • Collaboration among partners in the development of service delivery strategies and alignment of resources to better connect disadvantaged and disconnected job seekers to employment. • Innovation that creates new or adapts existing approaches or accelerates application of promising practices in workforce development and skill attainment. • System change that uses these subgrants to incentivize adoption of proven strategies and innovations that are sustained beyond the grant period.
WSIN17-24	PUBLIC COMMENT PERIOD – MODIFICATIONS TO CALIFORNIA’S STATE PLAN The California Workforce Development Board (State Board) is seeking public comments on modifications to California’s Unified Strategic Workforce Development Plan (State Plan). As required under the Workforce Innovation and Opportunity Act (WIOA), after the first two-year period of the State Plan’s implementation, the State Board must modify the plan to reflect changes in labor market and economic conditions, and any other factors affecting the implementation of the plan. The four-year State Plan represents agreement among the core partners identified in the WIOA and serves as the framework for the development of public policy, fiscal investment, and operation of all state labor exchange, workforce

	education, and training programs.
WSIN17-25	CalJOBSSM System Upgrade to Version 18.0 On Tuesday, February 20, 2018, the CalJOBS system will be fully upgraded from Version 17.2 to 18.0. The following are key dates for the implementation of Version 18.0.
WSIN17-26	PRISON TO EMPLOYMENT INITIATIVE As part of Governor Brown's efforts to improve California's criminal and juvenile justice systems and reduce recidivism through increased rehabilitation, the California Workforce Development Board (State Board), California Department of Corrections and Rehabilitation (CDCR), California Prison Industry Authority, and California Workforce Association have finalized a partnership agreement that is included in amendments to the California WIOA Unified Strategic Workforce Development Plan 2016-2020.



Enrique Arreola, Deputy Director
San Benito County Workforce Development Board (WDB)

03/13/18

Date