



**San Benito County Workforce Development Board (WDB)**

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

**September 11, 2018 @ 3:00 P.M.**

**WDB Executive Committee Meeting**

**AGENDA**

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

- I. **GENERAL INFORMATION:**
- II. **Public Comment Period:** Introductions were made by everyone present
- III. **Regular Agenda:**
  - A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
  - B. **Meeting Minutes:** August 14, 2018 Executive Committee are enclosed for review and approval. *Action Required.*
- IV. **CONSENT AGENDA:**
  - A. **Board Announcements:**
  - B. **Rapid Response and Lay-Off Aversion Services:** Enclosed was the Layoff Aversion Activities Report for August, 2018.
  - C. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: Business Representatives (5).
  - D. **Programs Expenditure Report:** Enclosed is the expenditure report for board information.
  - E. **Workforce Services Directives and Information Notices:** Enclosed are summaries for the most recent Workforce Services Directives [WSD 18-03 thru 18-06](#) and Information Notices [WSIN 18-03 thru 18-05](#). Please click hyperlink to read full description.
- V. **DISCUSSION/ACTION ITEMS:**
  - A. **One-Stop and Business Services Websites:** Staff will provide an update.
  - B. **Election of Officers:** The Nominating Committee presented the slate of officers for the current fiscal year. Action required on any open committee vacancies.
  - C. **Meeting of the Minds Conference:** Staff and board members will report on the [Meeting of the Minds Conference in Monterey](#) held September 2-4, 2018.
  - D. **Prison to Employment Initiative Planning Grant:** Staff will provide an update on the application submitted to serve the formerly incarcerated population.
  - E. **Prop 39 (Pre-Apprenticeship Program):** Staff will provide an update on the Graduation that took place on August 15, 2018 at the Veteran's Building.
  - F. **Committee Updates:** Updates may be provided on the following committees:

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**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.

1. **Executive Committee**: Meets monthly and is open to all board members. There is one vacancy which needs to be filled.
  2. **Audit Committee**: Waiting to receive the Fiscal & Procurement Review Report to be issued by the State.
  3. **Youth Committee**: Staff and Committee members may provide an update on activities and the committee make- up.
  4. **Job Fair Committee**: Staff will provide an update on the Employment and Community Resource Fair held August 30, 2018 from 3-6 P.M. at the Veteran's Memorial Building.
- IV. **Additional Information**:
- A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
- V. **Adjournment**:
- The next Full Board meeting is scheduled on October 9, 2018, **Ste. 108**– 3 P.M.



**San Benito County Workforce Development Board (WDB)**

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

**August 14, 2018 @ 3:00 P.M.**

**WDB Executive Committee Meeting**

**MINUTES**

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

Present: Richard Bianchi, Richard Perez, Karen Para, Kristina Chavez Wyatt, James Rydingsword  
Absent: Kendra Bobsin  
Guests: Gabriel Garcia, Antonio Mendez, Sacramento Villacara  
Staff: Sylvia Jacquez

Chair, Richard Bianchi, called the meeting to order at 3:04 P.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. **Meeting Minutes:** May 8, 2018 Executive Committee and Audit Committee meeting minutes are enclosed for review and approval. The June 14, 2018 meeting was cancelled. ***Motion/Second/Concur (M/S/C) Richard Perez/Karen Para.***

**IV. CONSENT AGENDA: *M/S/C Richard Perez/Karen Para***

A. **Board Announcements:**

B. **Rapid Response and Lay-Off Aversion Services:** Enclosed was the Layoff Aversion Activities Report for July, 2018. Regional level sector meetings will be held to determine sector gaps. Members offered to assist with Round Tables.

C. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: Business Representatives (5).

D. **Programs Expenditure Report:** Enclosed is the expenditure report for your information.

E. **Workforce Services Directives and Information Notices:** Enclosed are summaries for the most recent Workforce Services Directives [WSD 18-01 thru 18-02](#) and Information Notices [WSIN 18-01 thru 18-02](#). Please click hyperlink to read full description.

**V. DISCUSSION/ACTION ITEMS:**

A. **One-Stop and Business Services Websites:** County IT Department presented a mock website for your review and input. Board members indicated the site needed to

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- be easy to navigate, managed by staff include widget for employers to access CalJOBS. County IT will train staff on how to keep the site updated. Recommended staff forward WDB logo and revisit this item at the October full WDB board for ratification. *M/S/C Richard Perez/Karen Para.*
- B. **Election of Officers:** The Nominating Committee presented the slate of officers for the current fiscal year. Staff will update the Roster. The Ex Committee approved the slate of officers as presented pending the agreement of Randy Brown. *M/S/C Richard Perez/Kristina Chavez Wyatt*
- C. **Meeting of the Minds Conference:** Enclosed is information for the [Meeting of the Minds Conference in Monterey](#) scheduled for September 4-6, 2018. Staff have been register to attend. Kristina Chavez Wyatt will be registered to attend. Request approval to send 2-4 Staff and WDB Members. *M/S/C Karen Para/Richard Perez.*
- D. **Americas Job Center of California (AJCC) Operator:** The Contract for the AJCC Operator is due to expire. Request the WDB approve extending the contract for 1 year. *M/S/C Richard Perez/Richard Bianchi.*
- E. **WDB Member Recruitment Flier:** Attached was the WDB Recruitment Flier for board feedback and direction. There were a few corrections noted on the flier and it will be updated to be presented The Ex Committed approved the flier with the noted correction. *M/S/C Kristina Chavez Wyatt/Karen Para.*
- F. **WIOA Work Experience Program (WEP) Placements:** Provide guidance to staff whether to limit the number of training placements to specific industry sectors. West Valley College is not well known in San Benito County. WDB members requested the Ag Committee convene a meeting to discuss next steps before taking action. Re-evaluate monthly consent agenda WEP placement draft. *M/S/C Richard Perez/Karen Para.*
- G. **Prison to Employment Initiative Planning Grant:** Staff provided the Board an update on the California Workforce Development Board (CWDB) funding available to serve the formerly incarcerated population. The total amount of planning funds available is \$1,750,000. Staff reported that \$150,000 was allocated to RPU to convene meetings and identify \_\_\_\_\_. There should be programs already in the County. There will be an RFP process. It was proposed the an RFQ or submittal of interest/intent to apply. It was asked if the RFP is for employment services. Several tours have taken place Goodwill Industries and staff is hoping to work with them within the next two years. It was suggested that Goodwill Industries be asked to provide a letter of support. It was also recommended the WDB connect with EDC for EDA and SDA.
- H. **Prop 39 (Pre-Apprenticeship Program):** Staff will provide an update on the Building & Construction Trades training which began July 9, 2018 and ended on August 1, 2018. Graduation is set for August 15, 2018 at the Veteran's Building at 5:00 p.m. Members are welcome to attend.
- I. **Committee Updates:** Updates may be provided on the following committees:
1. **Executive Committee:** Meets monthly and is open to all board members. There is one vacancy which needs to be filled.
  2. **Audit Committee:** Waiting to receive the Fiscal & Procurement Review Report to be issued by the State.

3. **Youth Committee**: Staff and Committee members may provide an update on activities and the committee make- up.
  4. **Job Fair Committee**: Staff will provide an update on the Employment and Community Resource Fair scheduled for August 30, 2018 from 3-6 P.M. at the Veteran’s Memorial Building. Flyer was enclosed for your information.
- IV. **Additional Information**:
- A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
  - B. **Unemployment**: The Unemployment Report for June, 2018 is enclosed.
- V. **Adjournment**: The meeting adjourned at 4:20 P.M. *M/S/C Kristina Chavez Wyatt/Jim Rydingsword*

The next Executive Committee meeting is scheduled on October 9, 2018, Ste. 107– 3 P.M.



August 30, 2018

To: Workforce Development Board

From: Megan Crable, Business Services Representative

Re: Layoff Aversion Activities for August 2018

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

- 1) **Business Services Workshops:** Fair Chance Hiring Summit October 25, 2018. Veteran's Memorial Building reserved, Root and Rebound Trainer confirmed \$2,500 quote. EDD Tax Seminar 11/15/18 @ 8:30 am
- 2) **Job Search Assistance & Resume Writing Workshops:** Job Fair Community Resource Event August 30, 2018/Veteran's Memorial Building reserved. Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

a) Foster Farms

Inseminator/Gatherer

- 3) **Business Engagement:**
  - a. Chamber of Commerce Ambassador Meetings starting 8/7/18 @ noon
  - b. SBC AJCC Business Services Team Meeting 7/9/18 & 7/30/18 @ SBC AJCC
  - c. Employer Seminars Tentative Schedule:
    - a) Fair Chance Employer Summit **October 2018**
  - d. 2018 HR Start Conference San Francisco 7/11/18
  - e. Business Roundtable
    - a. Healthcare October 2018
    - b. Construction February 2019
    - c. Agriculture June 2019
    - d. Manufacturing October 2019

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**MEMORANDUM**

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Sept 9, 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, CalJOBS<sup>SM</sup>, 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**

<a href="#"><u>WSD18-03</u></a>	PATHWAY TO SERVICES, REFERRAL, AND ENROLLMENT This policy provides the guidance and establishes the procedures regarding verifying authorization to work and making services accessible to all populations. This policy applies to all Local Workforce Development Areas (Local Area), and is effective immediately.
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<a href="#"><u>WSD18-04</u></a>	70 PERCENT LLSIL AND POVERTY GUIDELINES FOR 2018 This policy provides the guidance and establishes the procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) for 2018 published by the U.S. Department of Labor (DOL) in the Federal Register on May 29, 2018. This policy also issues the 2018 poverty guidelines published by the U.S. Department of Health and Human Services (HHS) in the Federal Register on January 18, 2018. This policy applies to all Local Workforce Development Areas (Local Area) and is effective on their dates of publication in the Federal Register, May 29, 2018, and January 18, 2018 respectively.
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<a href="#"><u>WSD18-05</u></a>	WIOA GRIEVANCE AND COMPLAINT RESOLUTION PROCEDURES This policy provides the guidance and establishes the procedures regarding grievances and complaints alleging noncriminal violations of Workforce Innovation and Opportunity Act (WIOA) Title I requirements. This policy applies to all WIOA Title I recipients and subrecipients, and is effective immediately
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<a href="#"><u>WSD18-06</u></a>	SUBRECIPIENT AND CONTRACTOR DISTINCTIONS This policy provides the guidance and establishes the procedures regarding the distinction between subrecipients and contractors as well as the roles and responsibilities for all parties of an agreement. This policy applies to all entities contracted with the Employment Development Department (EDD), and is effective on the date of issuance.
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**Information Notices**

<a href="#"><u>WSIN18-03</u></a>	PRISON TO EMPLOYMENT – REGIONAL PLANNING GRANTS The California Workforce Development Board (State Board) and the Employment Development Department are pleased to announce local assistance grants of up to \$1,750,000 in state General Funds for collaborative development of regional partnerships and plans to serve the formerly incarcerated and other justice involved individuals in California. In July 2018, the California Legislature approved \$37 million in state General Funds for the Prison to Employment Initiative proposed by Governor Jerry Brown in his 2018 budget proposal. Funding for the Prison to
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	Employment Initiative is intended to support regional planning efforts, fund regional plan implementation, and provide resources for direct services to the formerly incarcerated and other justice-involved individuals. It also sets aside specific resources for both supportive services and earn and learn activities. The State Board is interested in funding applications that further advance the goals of the California WIOA Unified Strategic Workforce Development Plan 2016-2020 and build workforce system infrastructure and capacity
<a href="#">WSIN18-04</a>	CAAL-SKILLS – LETTER OF INTENT TO APPLY EVALUATION AND ASSESSMENT The California Workforce Development Board (State Board) is interested in contracting with a research organization(s) to help evaluate and assess workforce development and related education and human service programs in California. The purpose of this Intent to Award is to gather pertinent information about the research organization and its associated qualified individuals’ technical skill and proficiency, education and workforce development system knowledge, relevant published works, expertise for performing statistically rigorous quantitative analysis that builds on existing methods and research relevant to the field, and overall capability to utilize and securely handle confidential data. As well as meeting federal and state-mandated evaluation and assessment, the State Board is interested in showing the impact of how types of training and services effect labor market outcomes for served populations across California’s Workforce Innovation and Opportunity Act regional planning units
<a href="#">WSIN18-05</a>	CalJOBSSM LOCAL GRANT CODES CalJOBS local grant codes have been provided to Local Workforce Development Areas (Local Areas) so that city, county, or other non-state funding can be used to co-enroll participants and to track services provided using the Workforce Innovation and Opportunity Act (WIOA) case management module. Local grant codes do not effect WIOA performance, but do facilitate a method by which Local Areas can track services provided to participants while utilizing the WIOA - Title I Application. Enrolling participants in a clock-restarting service, using a locally funded grant code, will restart the exit clock.



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

**08.05.18**

Date