



SAN BENITO COUNTY

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San Benito County
Workforce Investment Board (WIB)
September 8, 2009, 3:00 p.m.
Executive Committee

Minutes

Present: Esequiel Arrizon, Mary Damm, Carrie Fosdick, Ruben Garcia, Kathy Hough, Nancy Martin, Sylvia Sanchez

Absent: Kendra Bobsin (Excused)

Staff: Melissa Alva, Enrique Arreola, Sonia Espinola, Sylvia Jacquez, David Montes

Vice-Chair, Mary Damm, called the meeting to order at 3:02.

I. **Public Comment Period:** No public comments were received.

II. **Agenda Items:**

A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements. Kendra Bobsin called to say she couldn't make the meeting.

B. **Approval of Minutes:** Amend to show that Ruben Garcia was in attendance. On 2nd page ARRA items #D: "*Discussed combining items 2 & 4 for marketing: Should be B & D.*" The minutes of the August 11, 2009 Executive Committee were approved with the above mentioned corrections. *M/S/C Ruben Garcia/Nancy Martin.*

C. **Committee Slate of Officers:** The WIB Chair, Esequiel Arrizon presented a slate of officers for the required committees. Included in the agenda packet were the WIB Roster & the Committees for records. *M/S/C Kathy Hough/Nancy Martin.*

D. **WIB Membership:**

1. Members and staff reported on recruitment efforts being conducted to fill the vacant positions.

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2. No applications were received to be considered for appointment to the WIB to fill the mandated public and private sector positions.

E. **The American Recovery and Reinvestment Act of 2009 (ARRA):**

1. **Summer Youth Employment Program:** Melissa Alva provided an update on this years summer youth program. She stated that a 140 youth working at different sites in Hollister, San Juan Bautista, Watsonville and Gilroy. The last day of work was August 7, 2009. Of the 141 youth hired for the youth program, 10 were hired on at various agencies until the end of September: i.e., YMCA, West Marine, San Benito Shutters, Central Coast Energy Services, Hollister Youth Alliance, and Chamberlains. Twenty-four were referred to the year round WIA program. Nine have been referred to the OJT program. Top three employers were Hollister Youth Alliance (hired 16 youth), West Marine (hired 12) and Central Coast Energy Services (hired 22 youth). Central Coast Energy Services is located in Watsonville and they were gracious enough to provide transportation to and from Watsonville. They spent one day a week at the One-Stop providing workshops for the youth. Enrique Arreola stated that staff did an excellent job with the summer youth program and praised their efforts for a job well done.
2. **Adult and Dislocated Worker Services:** David Montes provided an update on the services being provided for the adult and dislocated worker allocation.
 - a. **OJT:** David stated that he is working with the OJT program and recruiting employers. They are currently finalizing contracts. Meeting with participants to update resumes and provide assistance with interview techniques, helping them to overcome barriers that may be an issue with gainful employment, etc. Hoping to place 26-30 positions. Staff is working on researching a good fit between employers & employee.
 - b. **The Rapid Response:** The Rapid Response team is working on identifying employers in the community developing the employer informational and presentation materials.
 - c. **Dislocated Workers:** Sonia Espinola reported on the dislocated workers. She currently has 29 clients enrolled in school; 21 have already begun classes, 5 have completed training.
3. **ARRA Rapid Response:** Staff provided a follow-up on Rapid Response ideas which were discussed at the August 11, 2009 Executive Committee meeting. A summary was enclosed in the agenda packet for your consideration. Enrique Arreola gave an overview of the status.
 - a. *GeoMAPPING Software*
 - b. *Marketing Strategies & SBC Workforce Booklet:* Staff is working on finalizing a Request for Proposal (RFP). Enrique Arreola met with Nancy Martin to brainstorm ideas. The goal is to issue the RFP on September 15, 2009. An informational forum will be held on September 23, 2009. Proposals are due October 6, 2009, Selection process will be held October 9, 2009. Selection Notification will be October 20, 2009. After review and discussion the Executive Committee approved moving forward with the RFP.
 - c. *RR/Workforce Conference or job fair:*
 - d. *Employer Round Tables*

- F. **Youth Employment Program (YEP) Council**: The next YEP Council meeting is scheduled for September 15, 2009 at their new time of 3:15 P.M. at the San Benito High School, Room 172. David Montes stated the he and Sandra Romero attended the previous YEP Council meeting. At that meeting members discussed marketing of the YEP Council. David and Sandra came up with some ideas and are working on assisting with the development of said materials. They discussed developing a skit on “How not to Interview” and “How to Interview” and to promote the YEP Council. The local schools have been receptive. They were hoping to give a presentation at the High School Rally, however; there have been barriers in being able to attend. The principal suggested attending Career Day, Job Fair at the school, etc. A flyer was developed targeted at youth that outlines several programs provided by the One-Stop Career Center, Hollister Youth Alliance, and Youth Employment Opportunity Program.
- G. **WIB Officers and Committees**: Meetings were held on September 3, 2009 with the WIB Planning/Programs Committee, the Audit/Evaluation Committee and the Bylaws Committee to discuss member’s roles and responsibilities. Esequiel Arrizon stated that each committee decided when and how often they would meet. The Bylaws haven’t been updated since June 2000 and will need to be reviewed and possible changes be instituted.
- H. **SBC One Stop Career Center Resource Sharing Agreement (RSA)**: The RSA has been updated to include new contact information and a few minor revisions. Staff requested approval of the attached RSA. After discussion the Executive Committee approved the RSA as presented. M/S/C (tape ran out) _____/Mary Damm.
- I. **Workforce Collaborative of California’s Central Coast (WCCCC) MOU**: Enrique Arreola updated the board on the opportunity for our WIB to join the WCCCC. Enclosed in the agenda packer were two proposals submitted for funding as part of this consortium. Enrique gave an overview of the consortium and explained the benefits of joining. After discussion the WIB Executive Committee moved to approve the San Benito County WIB to join the WCCCC. *M/S/C Ruben Garcia/Nancy Martin.*
- J. **On-the-Job Training (OJT) Procedures/Policy**: Enrique Arreola presented the updated OJT Procedures/Policy for board approval. Enrique gave an overview of the Procedures/Policy and answered questions about the policy. Discussed changes to the wording to state “Participants with experience of one year or more in any given career will be exempt from participating in the same type of On-the-Job Training.” After discussion the Executive Committee made a motion to accept the OJT Procedures/Policy pending the above stated change. *M/S/C Mary Damm/_____.*
- K. **CA New Start Program – Prison-to-Employment**: Enrique Arreola updated the board on the CA New Start Program - Prison-to-Employment. Their primary goal is to improve the vocational aptitude of offenders while in custody and increase the likelihood of their secured employment upon release from prison. CSWD received a contract for \$3,900. Staff has not been informed of the scope of services or the limitations of the grant. Once more information is obtained, staff will update the board.

- L. **2009 CWA Meeting of the Minds Conference:** Enrique Arreola will be attending the Meeting of the Minds after meeting. The conference is scheduled from September 8-10, 2009 in Monterey. Enrique will provide an update at the next meeting.
- M. **State Monitoring:** The State's Compliance Review Division conducted a fiscal and procurement monitoring during the week of July 20-23, 2009. Upon receipt, staff will provide a brief update on the official finding.
- N. **Unemployment Report:** The EDD Unemployment Report for August 2009 is attached for your review and information.
- O. **CWA Summer Youth Celebration:** Enrique Arreola reported that the California Youth @ Work Celebration, which was scheduled to be held in Sacramento, was canceled at the last minute.
- P. **Additional Information:**
 - 1. **Youth Stipend:** The YEP Council approved a stipend policy that would provide each youth participant who successfully completed the Employment Readiness Component to receive a \$75.00 stipend. An amendment to the Summer Youth Stipend was required due to the increase in the number of participants served. Originally it was anticipated that 114 youth would be served and actually 141 were served, increasing the total budget allocation. After discussion the Executive Committee ratified the YEP Council Youth Stipend. *M/S/C _____/_____.*
 - 2. **Ethics Training:** Reminder about the Ethics Training. Certificates expire every two years. Staff will notify those members needing to submit their certificates.
- Q. **Additional information:** None

The meeting adjourned at 4:19 P.M.

Next Meeting: October 13, 2009 at 3:00 p.m.