



SAN BENITO COUNTY

KATHRYN FLORES
DIRECTOR

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)

October 13 2009, 3:00 p.m.

Full WIB AGENDA

- I. **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 WIB determine that more time is needed.
- II. **Agenda Items:**
 - A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
 - B. **Approval of Minutes:** The minutes of the September 8, 2009 Executive Committee meeting are enclosed for board review and approval.
 - C. **Guest Presenter:** Mary Anne Leffel and Samantha Johnson from WorkKeys will present to the board the advantages to using the WorkKeys and WIN system.
 - D. **Committee Updates:**
 1. **Youth Employment Program (YEP) Council:** Staff & YEP Council Members will provide and update on the YEP Council meetings held on September 15 and 29, 2009.
 2. **WIB Planning Committee:** Committee Members will give an update on the meeting held on 9/3/09.
 3. **Audit/Evaluation Committee:** Committee Members will give an update on the meeting held on 9/3/09.
 4. **Bylaws Committee:** Committee Members will give an update on the meeting held on 9/3/09.
 - E. **WIB Membership:**
 1. Board Member, Kay Gibson has submitted a letter of resignation due to retirement. Kathy Flores, Director of HHS has submitted her membership application for consideration on the San Benito County WIB representing the Public Sector. Action is required.
 2. An application was received for consideration on the San Benito County WIB from David Mirrione of Evergreen Solutions to represent the Private Sector. Action is required.
 3. Alice Rivera has submitted a letter of resignation from the YEP Council. To take her place, the YEP Council is recommending Nelda Escamilla from EDD for consideration for the appointment to the YEP Council. Action is required.
 4. Any applications received may be considered for appointment to the WIB to fill the mandated public and private sector positions.
 - F. **Approval of Policy's:** According to the bylaws, the Full WIB must approve all policies. The preceding policy's have been approved by the Executive Committee, but must be approved by the Full WIB.

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD
SERVING SAN BENITO COUNTY SINCE 1978



The County CSWD is an equal opportunity employer/program

EQUAL HOUSING
OPPORTUNITY

The County CSWD is an equal opportunity employer/program. - The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

1. **On-the-Job-Training (OJT) Policy:** This policy allows the WIB to enter in OJT with employers for a maximum reimbursement of up to 50% for training costs. Action is required.
 2. **Stipend Policy and Amendment:** This policy and amendment was approved by the YEP Counsel and Executive Committee which provides a stipend of \$75 to youth that complete the employment readiness component to the Summer Youth Employment and Training Program. The policy and amendment is attached. Action is required.
 3. **In-School Youth Amendment:** This policy allows youth to enter Work Experience throughout the year. The Policy Amendment is attached. Action is required.
 4. **Procurement Policy:** The attached procurement policy must be approved to reflect the state policy requirement to obtain more than one quote for any purchase. Action is required.
- G. **The American Recovery and Reinvestment Act of 2009 (ARRA):**
1. **Summer Youth Employment Program:** Staff will provide an update.
 2. **Adult and Dislocated Worker Services:** Staff will provide an update on the services being provided for the adult and dislocated worker allocation.
 3. **ARRA Rapid Response:** Staff and Planning Committee members will provide an update on Rapid Response Request for Proposal (RFP) for Marketing Strategies. A recommendation will be presented for approval. Action is required.
- H. **SBC One Stop Career Center Resource Sharing Agreement (RSA):** Staff will provide an update on the status of the RSA.
- I. **Workforce Collaborative of California's Central Coast (WCCCC) Update:** Staff will provide an update on WCCCC activities.
- J. **CA New Start Program – Prison-to-Employment:** Staff will update the board on the CA New Start Program - Prison-to-Employment.
- K. **2009 CWA Meeting of the Minds Conference:** Board member Todd Farr will give an overview of the Meeting of the Minds conference on September 8-10, 2009 in Monterey.
- L. **State Monitoring:** The State's Compliance Review Division conducted a fiscal and procurement monitoring during the week of July 20-23, 2009. Attached is a copy of the preliminary report for your information.
- M. **Grant Update:** For your information, attached is the quarterly grant update.
- N. **Unemployment Report:** The EDD Unemployment Report for September 2009 is attached for your review and information.
- O. **One Stop Career Center Quarterly Newsletter:** The One Stop Career Center Quarterly Newsletter is attached for your information.
- P. **Ethics Training:** Several members have not submitted their Ethics Training Certificates and are encouraged to have those completed and submitted to Andi Anderson.
- Q. **Additional Information:** Additional information may be discussed at this time.

Next Meeting: November 10, 2009 at 3:00 p.m.