



# 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 MINUTES

Draft

**Present:** Kristi Alarid, Esequiel Arrizon, Mary Damm, Todd Farr, Maria Fehl, Ruben Garcia, Kay Gibson, Nancy Martin, Jerry Muenzer, Stan Rose, Steven Tuma Loree VanBebber, David Wright

**Absent:** Warren Barry (Excused), Kendra Bobsin (Excused), Sherrean Carr (Excused), Mandi Culala (Excused), Nicholas DeLorenzo (Excused), Carrie Fosdick (Excused), Connie Herndon (Excused), Kathy Hough (Excused), Mimi Laurent (Excused), Soila Rojas (Excused), Sylvia Sanchez (Excused), Mike Walters (Excused), Brenda Weatherly (Excused)

**Staff:** Andi Anderson, Kathy Flores, Sylvia Jacquez

**Guests:** Samantha Johnson, MaryAnn Leffel

Chair, Esequiel Arrizon, called the meeting to order at 3:06 P.M.

I. **Public Comment Period:** There was no public.

II. **Agenda Items:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. The chair excused individuals who called in.

B. **Approval of Minutes:** *Due to the lack of a quorum, this item was agenized to the next meeting.* 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 presented to the board the advantages to using the WorkKeys and WIN system. After the PowerPoint presentation a Q&A session was held.

D. **Committee Updates:**

1. **Youth Employment Program (YEP) Council:** Staff & YEP Council Members provided an update on the YEP Council meetings held on September 15 and 29, 2009. David Wright reported that the new chair is Mike Walters. The YEP Council is now meeting at San Benito High School at 3:15 pm. Two new in-school youth representatives have been appointed to the board, Sandra Romero of YEOP and Kylie Sullivan a freshman at SBHS. A special meeting was held to

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2. review and approve the staff recommendations for in-school youth services. The YEP Council approved the staff recommendation and forwarded the recommendation for ratification by the WIB. Discussed presenting a skit at the high school assemblies to advertise YEP council. No applications were received to be considered for appointment to the YEP Council. Current vacancies for:
  - a. Out of School Youth
  - b. Out-of-School parent or grandparent
  - a. Individuals or former participant's w/experience in youth services agencies
3. **Board Committees:** Esequiel Arrizon provided updates on the meetings held on September 3, 2009.
  - a. **WIB Planning Committee:** Notes were included in the agenda packet for board review.
  - b. **Audit/Evaluation Committee:** Notes were included in agenda packet for review
  - c. **Bylaws Committee:** Notes were included in the agenda packet for review. There are a few items the bylaw committee will be bringing to full WIB for implementation.

**E. WIB Membership:**

1. Board Member, Kay Gibson has submitted a letter of resignation due to retirement. Kathy Flores, Director of HHSA has submitted her membership application for consideration on the San Benito County WIB representing the Pubic Sector. *Due to the lack of a quorum, this item was agenized to the next meeting.*
2. An application was received for consideration on the San Benito County WIB from David Mirrione of Evergreen Solutions to represent the Private Sector. *Due to the lack of a quorum, this item was agenized to the next meeting.*
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. *Due to the lack of a quorum, this item was agenized to the next meeting.*
4. No other applications were received to 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.

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. *Due to the lack of a quorum, this item was agenized to the next meeting.*
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. *Due to the lack of a quorum, this item was agenized to the next meeting.*

3. **In-School Youth Amendment**: This policy allows youth to enter Work Experience throughout the year. The Policy Amendment is attached. *Due to the lack of a quorum, this item was agenzized to the next meeting.*
  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. *Due to the lack of a quorum, this item was agenzized to the next meeting.*
- G. **The American Recovery and Reinvestment Act of 2009 (ARRA)**:
1. **Summer Youth Employment Program**: The One-Stop Career Center Newsletter included an article on the Summer Youth Employment program and for those who did not receive a copy; it is available on the website at [www.sbcjobs.org](http://www.sbcjobs.org). Summer youth program placed 141 youth with 30 employers. 10 of the youth were hired on after the program ended while most returned to school. The program was a great success. Several youth were not placed but did attend the Employment Readiness Workshop.
- A. **Adult and Dislocated Worker Services**: Juan Rodriguez & David Montes have been visiting employers and are finding it challenging to get employers to buy in. As a result of employers unwillingness to commit to hiring individuals once the contract is complete, staff is recruiting out of county. Five individuals attended “Solar Training” and staff is hoping they will be able to be placed in the green industry. WIB members requested clients give a presentation at the next quarterly meeting. The San Benito County IT department hired one of our summer youth participants through the OJT program.
2. **ARRA Rapid Response**: The Planning Committee met on Friday, October 9, 2009 for a presentation meeting for the individuals who submitted proposals for the Rapid Response Request for Proposal (RFP) for Marketing Strategies. Kay Gibson provided gave an overview of said meeting.
    - a. **Lure Advertising & Design**: Did not give a good presentation
    - b. **VisionXmedia**: Gave an OK presentation.
    - c. **Schipper Design**: Gave an excellent presentation and actually provided three layout/format options.

After discussion, the Planning Committee selected Schipper Design as the best proposal. RFP states that CSWD will announce the selected proposal on October 28, 2009. Due to the lack of a quorum, a special meeting will need to be held in order for the full WIB to review and approve this item. A meeting is scheduled for October 21, 2009 at 10:00 am at the EDC conference room at 2440 Bert Drive Bldg 300.
- H. **SBC One Stop Career Center Resource Sharing Agreement (RSA)**: The RSA has been signed and approved by Board of Supervisors.
- I. **Workforce Collaborative of California’s Central Coast (WCCCC) Update**: An update was enclosed in the agenda packet.
- J. **CA New Start Program – Prison-to-Employment**: Sylvia Jacquez updated the board on the CA New Start Program - Prison-to-Employment. CSWD received small

grant in the amount of \$3000. The State has provided no direction on how those funds are to be utilized. Staff will report as information becomes available.

- K. **2009 CWA Meeting of the Minds Conference:** Board member Todd Farr gave an overview of the Meeting of the Minds conference that was held 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 was a copy of the preliminary report for your information.
- M. **Grant Update:** The grant update was distributed at the meeting for board review.
- N. **Unemployment Report:** The Unemployment Report for September 2009 unemployment report attached for information. Current rate 12.5%. Hollister 14%. A New labor market analyst has been hired and Ruben will invite him/her to the next meeting. State is discussing changing unemployment to 72 weeks additional 13 weeks.
- O. **One Stop Career Center Quarterly Newsletter:** The One Stop Career Center Quarterly Newsletter was 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:** None.

The meeting adjourned at 4:36. P.M.

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