



SAN BENITO COUNTY

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San Benito County Workforce Investment Board (WIB)

November 10, 2009, 3:00 p.m.

Executive Committee

Minutes

Present: Esequiel Arrizon, Mary Damm, Ruben Garcia, Kathy Hough, Nancy Martin

Absent: Carrie Fosdick (Excused), Kendra Bobsin (Excused)

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Juan Rodriguez

Guests: Jesse Bosquez

Chair, Esequiel Arrizon, called the meeting to order at 3:02 P.M.

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

II. Agenda Items:

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements and those who called in were excused by the chair.

B. **Approval of Minutes:** The minutes of the October 9, 2009 full WIB and the October 21, 2009 special full WIB meeting were approved as presented. *M/S/C* Ruben Garcia/Nancy Martin.*

C. **Committee Updates:**

1. **Youth Employment Program (YEP) Council:**

a. **Next Meeting:** The next YEP Council meeting is scheduled for November 17, 2009 at 3:15 P.M. at the High School. David Montes & Sandra Romero have been working together to draw youth. They have good energy and are bringing enthusiasm to the program. The YEP directories are currently available and ready for distribution.

b. **Programs/Planning Committee:** The Programs/Planning Committee provided an update on the RFP and next steps. Enrique Arreola stated that at the special full WIB held on meeting October 21, 2009 the WIB approved moving forward with Schipper Design. He stated that the contract is currently under negotiation and not final. The contract will be presented to the County Board of Supervisors at the December 1, 2009 BOS meeting. Staff and members met with Schipper design in order to go over the project and logistics and to develop a roadmap in order to obtain a solid quote. Schipper Design is well experienced and once the final quote is received the RFP will be presented to the BOS for final approval on moving forward. The Hollister Downtown Association (HDA) also has a need for a county-wide brochure and Nancy spoke with them on the possibility of coordinating services, leveraging funds

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- c. and including them in the project. This would be a good partnership and will provide a comprehensive glimpse of the county.
- d. **Bylaws Committee**: Enrique Arreola stated that the Bylaws Committee update will be a standing agenda item. He indicated the need for some committees meet more often. The Bylaws Committee will need to meet to discuss any items needing revisions. Staff will schedule a meeting of the bylaws committee and report back next month.
- e. **Evaluation/Audit Committee**: Staff will schedule a meeting and report back next month.

D. WIB Membership:

- 1. Staff reported that two applications were received for consideration for appointment to the WIB to fill the mandated public and private sector positions and they have been forwarded to the BOS for final appointment.
- 2. Staff received a letter resignation from Nicholas DeLorenzo. Jess Bosquez has been attending the WIB meetings for quite sometime now and Mr. DeLorenzo has suggested he be appointed as his replacement. After reviewing the application of Jesse Bosquez the board approved forwarding his application to the BOS for final appointment to the full WIB. *M/S/C Mary Damm/Kathy Hough.*

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

- 1. **Adult and Dislocated Worker Services**: Staff will provide an update on services.
- 2. **OJT**: Juan Rodriguez provided an update on the OJT workshops which include: interviewing, resume writing, cover letters, etc. Also discussed was how staff is providing assistance to client's whose skills are lacking and efforts to secure OJT job slots for participants.
- 3. **ITA**: Sylvia reported on the grant 307 funds and stated that staff is working on enrollments which need to be completed by December 31, 2009. Once those enrollments are completed, staff will continue to place clients under ARRA funding.
- 4. **Work Experience**: Enrique Arreola explained the Work Experience policy which was approved a few years ago and the need for work experience slots. Some clients lack basic skill sets and have been somewhat challenging to place through OJT. By providing work experience, clients will gain those skill sets, as well as self confidence, and will benefit from work experience.
- 5. **Rapid Response**: The Rapid Response team, consisting of staff feom EDD and CSWD, conducted a presentation at El Modino Gardens on the services being offered through the One-Stop Career Center and discussed issues there with staff not being paid. Former employees are in the process of reporting to the Labor Commission. Ruben Garcia discussed the EDD complaint process and how EDD staff should assist with filing the complaint. David Montes is working on making a list if items needed to conduct the RR workshops.
- 6. **Job Fair**: Staff held a planning meeting last week to discuss organizing a job fair for next year that may coincide with the Expo. Nancy Martin stated that the Expo planning will begin in December. Nancy stated there are some things she is planning to do differently to maximize services and make the Expo more visible to employers. Discussed was "alternate energy" and how alternate energy will affect on the county. The Expo is coordinated by EDC, Hollister Downtown Association and the Chamber of Commerce.

7. **Employer Round Table:** Staff has discussed organizing six employer round tables, inviting employers and providing valuable information. Staff is finding out that many employers are unaware of the services provided by the One- Stop Career Center. The main goal of the round tables is to get the WIBs connected to the community through partnerships and being a valuable resource to the local workforce needs. Tentative dates for 1st round table is the 4th week of January 2010. EDC has offered their conference room which holds approximately 20 people.
8. **ARRA Rapid Response:** Staff will provide an update on the Rapid Response Request for Proposal (RFP) for Marketing Strategies. Discussed in item C.1.b.
9. **TANF ECF:** Enrique Arreola gave an update on TANF ECF (Temporary Aid to Needy Families Emergency Contingency Fund) local plan. This is not a part of WIA; however, staff would like to keep WIB informed of other ARRA funding. A meeting held with the BOS this morning to present ideas for the TANF ECF funds that would provide: Employment funds for 70 slots at 30-40 hrs/week, assistance with food, security deposit, short term rental assistance, stop eviction, emergency shelter (hotel), utility assistance, car repair, back-to-school clothes, emergency clothes, etc. \$1.66 million with a 20% match. This is a work in progress. Employer services can be counted at 20% match. Working with local retail to provide 20% discount.
- F. **CA New Start Program – Prison-to-Employment:** Enrique Arreola updated the board on the CA New Start Program - Prison-to-Employment. CSWD received a grant in the amount of \$3,900 After discussion with State, the Department of Corrections is allowing counties to submit applications for a full program. CSWD staff submitted a request, in the amount of \$190,000, for the ¡JobZONE! to serve parolees with employment and to leverage services through the One-Stop. Propose to serve 20 parolees with 1 staff person.
- G. **State Monitoring:** The State’s Compliance Review Division conducted a fiscal/procurement and ARRA Summer Youth Program monitoring during the week of July 20-23, 2009. Included in the agenda packet was CSWDs response for the fiscal and procurement monitoring and a copy of the preliminary ARRA Summer Youth monitoring report for your information.
- H. **Grant Update:** The grant update will be distributed at the January 12, 2010 meeting.
- I. **Unemployment Report:** For information only, the Unemployment Report for October 2009 was included in the agenda packet. Discussed the trends from 2008/2009. Andi did a great job on the graph.
- J. **Ethics Training:** Several members have not submitted their Ethics Training Certificates and would need to have those completed and submitted to Andi Anderson.
- K. **Additional Information:** None.

The meeting adjourned at 3:48 P.M. *M/S/C Ruben Garcia/Nancy Martin*

Next Meeting: December 8, 2009 at 3:00 p.m.

** Motion/Second/Concur*