



San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 108 * Hollister, CA 95023

April 10, 2018 @ 3:00 P.M.

Workforce Development Board Meeting

AGENDA

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

I. GENERAL INFORMATION:

II. Public Comment Period:

- A. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to five minutes per guest unless the board determines that more time is needed.
- B. **Success Stories:** Gabriel Torres, CHISPA, will share client success story.
- C. **Guest Speaker:**
 - 1. **America's Job Center of California (AJCC) Operator:** David Mirrione will provide an update.
 - 2. **Local Procurement:** Adam Goldstone will discuss the County's local procurement process on local contract projects.

III. Regular Agenda:

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Full WDB Meeting Minutes:** January 9, 2018 full WDB meeting minutes are enclosed for review and approval. **Action Required.**
- C. **Executive Committee Meeting:** March 13, 2018 Executive Committee meeting minutes are enclosed for board information.

IV. CONSENT AGENDA:

- A. **Board Announcements:**
- B. **Rapid Response and Lay-Off Aversion Services:** Enclosed is the Layoff Aversion Activities Report for February, 2018.
- C. **Board Membership:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representatives (4).

V. DISCUSSION/ACTION ITEMS:

- A. **CWA 2018:** Request 3-4 staff and/or board members to attend the CWA 2018 Conference scheduled for May 2-4 in San Diego. **Action Required**
- B. **Grant Expenditure Report:** Enclosed is the quarterly expenditure report of the CSWD workforce services grants.
- C. **Bay Peninsula Regional Planning Unit:** Staff will provide an update on the visit held on April 6th at 10:30 A.M. at NOVA.

COMMUNITY ACTION BOARD & WORKFORCE Development 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.

D. **Prop 39 (Pre-Apprenticeship Program)**: Staff will provide an update on the training scheduled to begin July 9, 2018 in San Benito County.

E. **Committee Updates**: Updates were provided on the following committees:

1. **Executive Committee**:

2. **Audit Committee**:

3. **Youth Committee**: A Youth Committee meeting is scheduled for April 12, 2018 at 11 A.M. at Mars Hill.

4. **Job Fair Committee**:

a. **Chamber of Commerce Job Fair**: Scheduled on April 12, 2018 from 3-7 P.M. at the Veteran's Bldg.

b. **WDB Job Fair**: Staff will provide an update on the Job Fair scheduled for August 30, 2018 from 3-7 pm.

5. **One-Stop and Business Services Websites Committee**: Staff will provide an update on revamping/redesigning the websites: www.sbcjobs.org - www.sanbenitobsc.org.

IV. **Additional Information**:

A. **Annual Filing of Form 700**: Annual filing due April 15, 2018. All board members should have received an e-mail reminder from e-disclosure.

B. **Workforce Services Directives and Information Notices**: Provided for WDB information were links to the most recent Workforce Services Directives. There are now updates for 2018. [WSD 17-08](#) and Information Notices [WSIN27 thru WSIN17-29](#). Summary **enclosed**.

C. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified. NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>.

V. **Adjournment**:

VI. The next Executive Committee meeting is scheduled on May 8, 2018, **Ste. 107** – 3 P.M.

The next Full WDB meeting is July 10, 2018, **Ste. 108** at 3 P.M.



San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 108 * Hollister, CA 95023

January 9, 2018 @ 3:00 P.M.

Full Workforce Development Board Meeting

MINUTES

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

- Present: Kristi Alarid, Richard Bianchi, Kendra Bobsin, Duane Bradford, Sherrean Carr, Kristina Chavez Wyatt, James Dion, Al Gonzalez, Andy Hartman, Jose Rodriquez, James Rydingsword
- Absent: Carrie Fosdick, Albert Orosco, Karen Para, Richard Perez
- Staff: Andi Anderson, Enrique Arreola

Co-Chair, Richard Bianchi, called the meeting to order at 3:05 P.M.

I. **GENERAL INFORMATION:**

II. **Public Comment Period:**

- A. **County Jail:** Al Gonzalez spoke about the new County Jail and construction that began in August 2017. He stated his concerns about the lack of locals being hired for the project. He stressed the importance of the WDB taking a more hands on approach in future building projects to ensure that contractors are hiring locally and paying the prevailing wage. Many locals are expressing their interest in working locally and how they are missing out on an opportunity to work locally. Andy Hartman stated it isn't so much about who the contractor is, but more about locals being hired to do the work. Kristina Chavez Wyatt suggested this be revisited at the next full WDB meeting and in the meantime request to have staff meet with Adam Goldstone to discuss local preference for local hiring and contracting to be added to any future contracts. There needs to be more local communication and possibly Policy & Procedures for hiring locally implemented.
- B. **ATT Pro AM:** Andy Hartman stated there is need for 38 individuals working in electrical are several positions available Feb 5-11, 2018 at the AT&T Pro AM. Pay is \$32hr. Staff will help promote the event through the AJCC Facebook page and in-house.
- C. **Regional Meeting Prop 39:** Andy Hartman reported additional funding has been received in the amount \$385,000 for the Tri-County. This will provide another round of local training. Jim Rydingsword will email BOS and request to announce to the BOS at the January 23rd meeting. Have Andy Hartman attend to speak briefly. Individuals interested in applying can do so at the website www.apprenticeprep.org.

III. **Regular Agenda:**

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.

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.
- B. **Full WDB Meeting Minutes:** October 10, 2017 full WDB meeting minutes were approved. *M/S/C Kristi Alarid/Al Gonzalez.*
- C. **Executive Committee Meeting:** December 12, 2018 Executive Committee meeting minutes are enclosed for board information.

IV. **CONSENT AGENDA:**

- A. **Board Announcements:**

V. **DISCUSSION/ACTION ITEMS:**

- A. **Adult & Dislocated Worker Career Services Provider:** Enrique Arreola stated this was an action item on last month's meeting and was approved by the WDB. The letter, which was inadvertently left off the agenda and is now enclosed, was submitted to the State WDB requesting CSWD to be the provider of Adult and DW Career Services. Once final approval has been submitted by the State the WDB will be updated.
- B. **Board Membership:** Any applications received may be reviewed for appointment to the board. Current vacancies: Business Representatives (4). Requesting assistance from all Board members with recruitments.
 - 1. **Resignation:** Enclosed was a letter of resignation from Alex Arias. Enrique did speak with Alex and it was a difficult decision for him to leave the WDB and stated he was very apologetic. Kristina Chavez Wyatt suggesting the board ask when he may be in the area for those available to join him for lunch and thank him for his service on the board. Due to Alex's resignation there is a need to appoint a new Chair. Kristina nominated Richard Bianchi and he accepted. *M/S/C Kristina/Kendra.* The WDB approved the appointment of Richard Perez as Vice-chair *M/S/C Kendra/Andy.*
- C. **Rapid Response and Lay-Off Aversion Services:** Staff provided an update. Services will be provided in-house on the following: Business engagement, employment readiness workshops and _____. Megan Crable, AJCC Business Representative, will be engaging with local businesses to develop workshops. There is about \$30,000 to provide these services.
- D. **Committee Updates:** Updates may be provided on the following committees:
 - 1. **Executive Committee:** Staff contacted Karen Para and she agreed to replace Carrie Fosdick on the Executive Committee. **(Carrie is the Secretary of the WDB. Will she remain the Secretary or does Karen need to appointed?)**
 - 2. **Youth Committee:** Richard and Sylvia are at the Youth Training this week with Sylvia. They will report back next month.
 - 3. **Job Fair Committee:** Enclosed was the email sent to the Chamber of Commerce regarding WDB participation at their job fair. AJCC will help with the job seeker component of the job fair by providing laptops for online applications.
 - 4. **One-Stop and Business Services Websites Committee:** Kristina reported that a brief meeting was held with HHS IT to review the sites on January 8, 2018. They viewed www.sbcjobs.org - www.sanbenitobsc.org. Before moving forward the WDB wants to see where County is with their website update and how the

new site would jive with the County & HHSa umbrella. Also discussed is whether the site would function independently but have a similar layout and feel. Also discussed was the need for an updated logo. There were some drafts submitted that were close to meeting the need. If a sight is designed we could include that in a proposal as part of the contract.

5. **Agricultural AdHoc Committee**: An update was provided on the proposed trainings and several meetings have been held to discuss next steps for determining the appropriate trainings for our community. A PowerPoint presentation was enclosed.
- E. **America's Job Center of California (AJCC) Operator**: Enclosed was the presentation and meeting minutes provided by David Mirrione during the December 6, 2017 meeting. Enrique stated David Mirrione is attempting to identify needs of the center to include: technology, WiFi access, partners, wider range of clients, families, children in the center. There is also a need to update the computers and quotes are being sought.

IV. **Additional Information**:

- A. **California Workforce Association (CWA) Youth Conference**: Ruby Soto Sylvia Jacquez and Richard Perez are attending the conference January 9th thru 11th, 2018 in Sacramento and will report back at the next meeting.
- B. **Workforce Services Directives and Information Notices**: Provided for WDB information were links to the most recent Workforce Services Directives **WSD17-06** and Information Notices **WSIN17-18 thru WSIN17-20**. Summary enclosed. Discussed were the funds for Veterans and if CSWD is applying for them. Enrique shared on the NEG grant that was received several years ago and it was very challenging finding the veterans to be able to provide services to. This may be something the local Veteran's office may already be providing.
- C. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified. NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>
- D. **Success Story**: A client success story was shared.

V. **Adjournment**: *M/S/C Kristina/Kendra 3:49 P.M.*

The next Executive Committee meeting is scheduled on February 13, 2018, **Ste. 107** – 3 P.M.

The next Full WDB meeting is April 10, 2018, **Ste. 108** at 3 P.M.



San Benito County Workforce Development Board (WDB)

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

March 13, 2018 @ 3:00 P.M.

Executive Committee Workforce Development Board Meeting

AGENDA

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

Present: Kendra Bobsin, Kristina Chavez Wyatt, Karen Para, Richard Perez, James Rydingsword

Absent: **Excused:** Richard Bianchi, Albert Orosco

Guests: Steve Amezcua

Staff: Andi Anderson, Sylvia Jacquez

CTO, Kendra Bobsin, called the meeting to order at 3:08 P.M.

I. **GENERAL INFORMATION:**

II. **Public Comment Period:** Introductions were made by everyone present. No public was 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 Co-Chair.

B. **Executive Committee Meeting:** February 13, 2018 Executive Committee meeting minutes are enclosed for review and approval. *M/S/C Karen Para/Kendra Bobsin*

C. **Full WDB Meeting Minutes:** January 9, 2018 full WDB meeting minutes are enclosed for board information.

IV. **CONSENT AGENDA:** *M/S/C Karen Para/Kendra Bobsin.*

A. **Board Announcements:** None

B. **Rapid Response and Lay-Off Aversion Services:** Sylvia Jacquez provided an overview of the enclosed Layoff Aversion Activities Report for February, 2018.

V. **DISCUSSION/ACTION ITEMS:**

A. **Board Membership:**

1. **Appointments:** No applications were received to be reviewed for appointment to the board. Current vacancies: Business Representatives (3). Staff and WDB members are working on recruitments.

2. **Resignation:** Al Orozco submitted a letter of resignation on Monday, March 12, 2018. He stated that his company is going through transition and all his time is required for this.



3. **Re-Appointment:** The term of Sherrean Carr is due to expire on March 20, 2018. She would like to step down and has requested to have Randy Brown represent the mandated positions of Gavilan College Adult Education and the Federally Funded Post-Secondary Vocational Education. Kristina Chavez Wyatt asked about filling two mandated positions as she has a private business. Since Steve Amezcua, the Regional Director for EDD, was present he indicated that he didn't believe so because the vacancies she would represent would be split between Private and Public Sector, whereas, Randy Brown is representing only one sector. This question was posed when Kristina Chavez Wyatt originally applied and Kristina Chavez Wyatt was placed in the Public Sector because there was a great need to have the Public Sector positions filled. After discussion the Ex Committee approved Randy Brown to represent both the Adult Education and Higher Education (Federally funded Post-Secondary Vocational Education Gavilan Community College) which are mandated positions on the board. *M/S/C Jim Rydingsword/Karen Para.*
- B. **Bay Peninsula Regional Planning Unit:** San Benito County's allocation is \$79,925 (earmarked for staff & benefits) to provide Business Services. A face-to-face visit is scheduled for March 30, 2018 at 11:00 A.M. Sylvia Jacquez explained the program and indicated that Work2Future has received funds and is willing to offer funds for training for staff in the local region.
- C. **Prop 39 (Pre-Apprenticeship Program):** Sylvia Jacquez indicated that AJCC has collaborated with Santa Cruz and Monterey Counties. Training is scheduled to begin July 9, 2018 in San Benito County. The training will be held at the Veterans Memorial Building. In order to complete the classes by the funding end date of December 31, 2018, all training will be held during the day with no evening classes so. The classes are scheduled in other counties and attendees can attend any location of their choice.
- D. **Committee Updates:** Updates were provided on the following committees:
 1. **Executive Committee:** Enclosed was the updated Committee's Roster.
 2. **Youth Committee:** Richard Perez has reached out to Goodwill to discuss partnering with their program for helping with resume writing, job interviewing, etc. Since they already have programs in place, it would be good to partner with them and possibly bring more funding to San Benito County. James Rydingsword stated that he has a meeting scheduled with Goodwill on April 9, 2018. Looking at having them also partner with the homeless population and employment training. Richard Perez will also ask if they have a Financial Literacy program. Richard will convene a youth committee meeting on April 12, 2018 at 11 A.M. at Mars Hill, to begin moving forward once they have more information on Goodwill.
 3. **Job Fair Committee:**
 - a. **Chamber of Commerce Job Fair:** Scheduled April 12, 2018 from 3-7 P.M. at the Veteran's Bldg. Get more info: juli@sanbenitocountychamber.com. Kendra suggested bringing WDB membership applications to the job fair. At a previous meeting WDB members asked about being able to sponsor employers for a booth space. Sylvia reported sponsorships are disallowed if the event isn't _____.

- b. **WDB Job Fair:** The WDB continued discussion for the WDB & AJCC to host a Job Fair. Sylvia stated that staff has organized previous job fairs and would be available to assist to create a list of potential employers. This would be a collaborative partnership with EDD, Probation, etc. Staff will set up meetings to begin moving. After discussion it was decided to hold the event on August 30th 3-7 pm. *M/S/C Kendra Bobsin/Kristina Chavez Wyatt.*
- 4. **One-Stop and Business Services Websites Committee:** Staff provided an update on revamping/redesigning the websites: www.sbcjobs.org - www.sanbenitobsc.org and moving forward with logo development. Sylvia Jacquez stated that IT is waiting to hear from the WDB on their decision to leave the website as a standalone site with a link to HHSa and it was agreed that the WDB should have its own site. Kristina Chavez Wyatt stated that the members have viewed other websites and found some that they like the look and feel of. James Rydingsword asked if there has been discussion on using WordPress, which is what the HHSa is currently using, as there are staff trained on WordPress. James also stated that it may be an option to have Jeremy, who did the HHSa website, to help with this. The Website Committee will continue discussion on how to make this happen and will invite IT can attend meetings to answer questions. Added James Rydingsword to the Website Committee.
- E. **America's Job Center of California (AJCC) Operator:** David Mirrione will be a guest speaker at the next Full WDB meeting on April 10, 2018. At the full WDB meeting in January, WDB members requested that staff invite Adam Goldstone to the April meeting to discuss local procurement and fair consideration on local contract projects. Sylvia Jacquez will reach out to Adam on his availability.

IV. **Additional Information:**

- A. **Annual Filing of Form 700:** Annual filing due April 15, 2018. All board members should have received an e-mail reminder from e-disclosure.
- B. **Workforce Services Directives and Information Notices:** Provided for WDB information were links to the most recent Workforce Services Directives. There are now updates for 2018. [WSD17-06-07](#) and Information Notices [WSIN24 thru WSIN17-26](#). Summary enclosed.
- C. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified. NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>.
- D. **CWA 2018:** Members were invited to view information on the CWA 2018 Conference is scheduled for May 2-4 in San Diego and let staff know if they may be interested in attending. <http://calworkforce.org/WORKCON2018>.
- E. **Ag in the Classroom:** 835 3rd graders attended Farm Day and learned how food is made and prepared.
- F. **Economic Development Administration (EDA):** Kristina Chavez Wyatt is having a meeting this week to discuss bringing back Economic Development back to Hollister and grants procurement and development. 10:30 at Marriott. Grants range from \$75,000 to several million. It is important for the local economy to procure these types of funds. Many local companies are looking to grow and it's important to keep these business locally and help them to grow.

V. **Adjournment:** *M/S/C James Rydingsword/Karen Para 4:05 P.M.*

The next Full WDB meeting is April 10, 2018, Ste. 108 at 3 P.M.

The next Executive Committee meeting is scheduled on May 8, 2018, Ste. 107 – 3 P.M.



March 27, 2018

To: Workforce Development Board

From: Megan Crable, Business Services Representative

Re: Layoff Aversion Activities for March 2018

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

- 1) **Business Services Workshops:** Potential date for Fair Chance Hiring Summit October 2018. Phone conference with presenters “Root & Rebound” 3/13/18 @ 10 am. Organization will provide a quote for event and rough outline was established.
- 2) **Job Search Assistance & Resume Writing Workshops:** 4/12/18 3:00 – 7:00 pm Job Fair & Business Expo. Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

- | | |
|--|-------------------|
| a. UNFI Job Recruitment on 3/21/18 2-4:30 pm | multiple openings |
| b. Shop N Save | 3 Openings |
| c. Quick Stop | 3 Openings |

- 3) **Business Engagement:**
 - a. Monthly Business Services Team Meetings are taking place. The last one held was on March 26, 2018 with EDD/Vet Rep representatives.
 - b. Chamber of Commerce Ambassador Meeting- 3/6/18
 - c. TekNOVA business tour 3/14/18
 - d. Amycel business 3/15/18.
 - e. 2018 Hollister Networking Reception 3/21/18

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.

EXPENSES THROUGH DECEMBER 2017

LIHEAP 2015 15B-3031 **FULLY SPENT**			\$ 119,621.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Assurance 16	\$ 28,898.00	\$ 28,898.00	\$ -
Admin	\$ 18,578.00	\$ 18,578.00	\$ -
Intake	\$ 28,858.00	\$ 28,858.00	\$ -
Outreach	\$ 18,036.00	\$ 18,036.00	\$ -
Training	\$ 7,214.00	\$ 7,214.00	\$ -
SWEATS	\$ 4,884.00	\$ 4,884.00	\$ -
HEAP - WPO	\$ 4,134.00	\$ 4,134.00	\$ -
Total	\$ 110,602.00	\$ 110,602.00	\$ -

LIHEAP 2016 16B-4030			\$ 111,576.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Assurance 16	\$ 29,090.00	\$ 29,090.00	\$ -
Admin	\$ 18,618.00	\$ 18,618.00	\$ -
Intake	\$ 28,839.00	\$ 28,839.00	\$ -
Outreach	\$ 18,025.00	\$ 18,025.00	\$ -
Training	\$ 7,210.00	\$ 7,210.00	\$ -
SWEATS	\$ 4,876.00	\$ 4,893.00	\$ (17.00)
ECIP - WPO	\$ 4,918.00	\$ 4,901.00	\$ 17.00
Total	\$ 111,576.00	\$ 111,576.00	\$ -

LIHEAP 2017 17B-3030			\$ 108,745.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Assurance 16	\$ 28,844.00	\$ 28,844.00	\$ -
Admin	\$ 18,567.00	\$ 15,434.00	\$ 3,133.00
Intake	\$ 28,863.00	\$ 28,863.00	\$ -
Outreach	\$ 18,039.00	\$ 18,039.00	\$ -
Training	\$ 7,216.00	\$ 6,465.00	\$ 751.00
SWEATS	\$ -	\$ -	\$ -
ECIP - WPO	\$ 7,216.00	\$ 1,662.00	\$ 5,554.00
	\$ -	\$ -	\$ -
Total	\$ 108,745.00	\$ 99,307.00	\$ 9,438.00

CSBG 2017 17F-2034			\$ 266,639.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
ADMIN			
Salaries	\$ 27,053.00	\$ 28,580.62	\$ (1,527.62)
Benefits	\$ 13,256.00	\$ 11,195.17	\$ 2,060.83
Op. Exp.	\$ 27,896.00	\$ 25,090.01	\$ 2,805.99
PROGRAM			
Salaries	\$ 80,384.00	\$ 84,916.58	\$ (4,532.58)
Benefits	\$ 34,179.00	\$ 27,854.83	\$ 6,324.17
Op. Exp.	\$ 36,371.00	\$ 38,918.34	\$ (2,547.34)
Oth. Costs	\$ 47,500.00	\$ 50,083.45	\$ (2,583.45)
Total	\$ 266,639.00	\$ 266,639.00	\$ -

CDBG 16-CDBG-11153			\$ 2,000,000.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Homeless Facil.	\$ 1,245,847.00	\$ -	\$ 1,245,847.00
Act. Delivery	\$ 149,502.00	\$ 100,000.00	\$ 49,502.00
Op. Costs Homeless	\$ 200,000.00	\$ 1,252.27	\$ 198,747.73
Emmaus House	\$ 200,000.00	\$ 28,923.63	\$ 171,076.37
Youth Svcs.	\$ 65,116.00	\$ 39,186.73	\$ 25,929.27
Admin	\$ 139,535.00	\$ 11,660.49	\$ 127,874.51
Total	\$ 2,000,000.00	\$ 181,023.12	\$ 1,818,976.88

CDBG 14-CDBG-9898			\$ 1,500,000.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
ADMIN			
ADMIN	\$ 104,651.00	\$ 104,651.00	\$ -
Act. Deliver	\$ 103,359.00	\$ 103,359.00	\$ -
Homeless Facil.	\$ 1,291,990.00	\$ 1,291,990.00	\$ -
Total	\$ 1,500,000.00	\$ 1,500,000.00	\$ -

ESG			\$ 90,000.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Salaries & Benefits	\$ 16,353.00	\$ 3,298.00	\$ 13,055.00
Indirect	\$ 9,000.00	\$ 612.00	\$ 8,388.00
TBRA	\$ 64,647.00	\$ 49,290.00	\$ 15,357.00
Total	\$ 90,000.00	\$ 53,200.00	\$ 28,412.00

CDBG 14-HOME-10044 (\$181,000 PI)			\$ 681,000.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Admin	\$ 12,500.00	\$ 3,016.44	\$ 9,483.56
TBRA	\$ 668,500.00	\$ 209,733.72	\$ 458,766.28
			\$ -
Total	\$ 681,000.00	\$ 212,750.16	\$ 468,249.84

Helping Hands CA1072L9T061604			\$ 237,518.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Leasing	\$ 176,471.00	\$ 78,470.29	\$ 98,000.71
Supp. Services	\$ 31,692.00	\$ 32,190.33	\$ (498.33)
Operating Costs	\$ 15,491.00	\$ 9,714.05	\$ 5,776.95
Sub. Rec. Admin	\$ 6,932.00	\$ 2,722.24	\$ 4,209.76
CSWD Admin	\$ 6,932.00	\$ 7,122.38	\$ (190.38)
Total	\$ 237,518.00	\$ 130,219.29	\$ 107,298.71

PROP 39			\$ 65,244.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Admin S&B	\$ 5,932.00	\$ 5,932.00	\$ -
Program Sal.	\$ 7,556.00	\$ 7,946.00	\$ (390.00)
Program Ben.	\$ 4,156.00	\$ 2,966.00	\$ 1,190.00
Travel	\$ 500.00	\$ 26.32	\$ 473.68
Tools & Supp.	\$ 5,700.00	\$ -	\$ 5,700.00
Comm. Programs	\$ 41,400.00	\$ 24,116.00	\$ 17,284.00
Total	\$ 65,244.00	\$ 40,986.32	\$ 24,257.68

HOPWA			\$ 50,000.00
	Budget	Exp. \$ thru Dec	Unspent Bal.
Personnel	\$ 8,570.00	\$ 6,318.34	\$ 2,251.66
Benefits	\$ 3,430.00	\$ 3,295.84	\$ 134.16
Rental Assistance	\$ 13,400.00	\$ 4,270.00	\$ 9,130.00
Supp. Svcs.	\$ 17,600.00	\$ 2,526.95	\$ 15,073.05
Common Costs			
Personnel - Indir.	\$ 5,000.00	\$ 2,932.27	\$ 2,067.73
Exp.	\$ 2,000.00	\$ 1,294.45	\$ 705.55
Total	\$ 50,000.00	\$ 20,637.85	\$ 29,362.15

EXPENSES THROUGH DECEMBER 2017

K7102062

L/O AVSN 292 & 293 (\$4,906 & 26,198)	\$	31,104.00
	Exp. \$ thru Dec	Unspent Bal.
Program	\$ 18,724.00	\$ 12,380.00
Total	\$ 18,724.00	\$ 12,380.00

ADULT 201/2 (24,293) & 202 (166,484)	\$	190,777.00
	Exp. \$ thru Dec	
Core Reg	\$ 390.00	
Intensive	\$ 32,032.00	
Other - Training	\$ 24,549.00	
Supp. Svcs.	\$ -	
Other	\$ 32,247.00	
ITA - Training	\$ 11,652.00	
OJT - Training	\$ 73,106.00	45%
Admin	\$ 16,801.00	
Total	\$ 190,777.00	\$ -

WIA YOUTH 301	\$	202,210.00
	Exp. \$ thru Dec	
In-School	\$ 1,660.00	
Out of School	\$ 141,099.00	
Youth In School	\$ -	
Youth Out of School	\$ 39,241.00	
Admin	\$ 20,210.00	
Total	\$ 202,210.00	\$ -

D.W. 501/2 (37,211) & (198,454)	\$	235,665.00
	Exp. \$ thru Dec	
Core Reg.	\$ 7,735.00	
Intensive	\$ 55,755.00	
Other - Training	\$ 65,725.00	
Supp. Svcs.	\$ 1,006.00	
Other	\$ 31,257.00	
ITA - Training	\$ 27,174.00	
OJT - Training	\$ 23,455.00	23%
Admin	\$ 23,558.00	
Total	\$ 235,665.00	\$ -

R.R. 540/1 (17,322) & 541 (92,400)	\$	109,722.00
	Exp. \$ thru Dec	
Other	\$ 109,722.00	
Total	\$ 109,722.00	\$ -

CalWorks ESE	\$	-
	Exp. \$ thru Dec	Unspent Bal.
Work Exp. Salaries	\$ 68,618.00	
Work Exp. Soc. Sec.	\$ 4,254.00	
Work Exp. Medicare	\$ 995.00	
Work Exp. Wire Fee	\$ 59.00	
Clothing Assist.	\$ -	
Mileage	\$ 557.00	
Veh. Repair	\$ -	
Supp. Svcs.	\$ -	
Program Supp.	\$ 499.00	
CSWD Charge	\$ 17,572.00	
Total	\$ 92,554.00	\$ (92,554.00)

K8106658

L/O AVERSION 292 (4,379) & 293 (11,889)	\$	16,268.00
	Exp. \$ thru Dec	Unspent Bal.
Program	\$ -	\$ 16,268.00
Total	\$ -	\$ 16,268.00

ADULT 201/2 (24,858) & (169,187)	\$	194,045.00
	Exp. \$ thru Dec	
Core Reg	\$ 2,151.00	
Intensive	\$ 27,997.00	
Other - Training	\$ 19,598.00	
Supp. Svcs.	\$ 140.00	
Other	\$ 10,124.00	
ITA - Training	\$ 4,696.00	7%
OJT - Training	\$ 8,292.00	
Admin	\$ 12,923.00	
Total	\$ 85,921.00	\$ 108,124.00

WIA YOUTH 301	\$	206,482.00
	Exp. \$ thru Dec	
In-School	\$ 121.00	
Out of School	\$ 5,788.00	
Youth In School	\$ -	
Youth Out of School	\$ -	3%
Admin	\$ 13,482.00	
Total	\$ 19,391.00	\$ 187,091.00

D.W. 501/2 (33,580) & (177,692)	\$	211,272.00
	Exp. \$ thru Dec	
Core Reg	\$ 513.00	
Intensive	\$ 10,712.00	
Other - Training	\$ 9,772.00	
Supp. Svcs.	\$ -	
Other	\$ 3,266.00	
ITA - Training	\$ -	0%
OJT - Training	\$ -	
Admin	\$ 12,546.00	
Total	\$ 36,809.00	\$ 174,463.00

R.R. 540/1 (15,526) & 541 (81,516)	\$	97,042.00
	Exp. \$ thru Dec	
Other	\$ 20,784.00	
Total	\$ 20,784.00	\$ 76,258.00

MEMORANDUM

April 10, 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, CalJOBSSM, 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	
WSD17-07	PROCUREMENT OF EQUIPMENT AND RELATED SERVICES This policy provides the guidance and establishes the procedures regarding procurement for goods and services with Workforce Innovation and Opportunity Act (WIOA) funds. This policy applies to WIOA subrecipients and is effective on the date of issuance. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This policy supersedes Workforce Services Directive Procurement (WSD12-10) dated November 30, 2012. Retain this directive until further notice.
WSIN17-27	DISABILITY EMPLOYMENT ACCELERATOR 2017-18 AWARDS The Employment Development Department (EDD), in coordination with the California Workforce Development Board, and on behalf of the Labor and Workforce Development Agency, is pleased to announce the awarding of \$2 million in grants for the Disability Employment Accelerator (DEA) program. The DEA program will focus on creating linkages and engaging businesses in high-growth industries. Funds will connect applicants and employers in nine California regions: Amador, Calaveras, Contra Costa, Los Angeles, Mariposa, Merced, Santa Barbara, Solano, and Tuolumne. Seven workforce development agencies were selected for funding
WSIN17-28	RESOURCES FOR VETERANS INTERESTED IN FARMING OR RANCHING CAREERS The United States Department of Agriculture (USDA) has coordinated with various agencies and partners to assist California's veterans in entering farming or ranching careers. Recognizing the decrease in the number of farmers and ranchers nationwide, the rising age of America's farm operators, and the low proportions of beginning farmers and ranchers, the USDA has identified veterans as a promising population to help fill these roles.
WSIN17-29	NEW USAJOBS LOGIN USAJOBS connects job seekers with federal employment opportunities across the United States and around the world. As the Federal Government's official employment site, USAJOBS provides resources to help the

right people find the right jobs. As a part of the U.S. Office of Personnel Management (OPM), USAJOBS helps recruit, retain, and honor a world-class government workforce for the American people. Federal agencies use USAJOBS to facilitate their hiring processes and match qualified applicants to job openings. Therefore, USAJOBS serves as the central location to find job openings within hundreds of federal agencies and organizations. On February 27, 2018, it was announced that USAJOBS log in procedures have migrated to a new service that offers secure and private online access to government programs, such as federal benefits, services, and applications. With a login.gov account, you can sign into multiple government websites with the same email address and password.



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

04/10/18

Date