



San Benito County Workforce Development Board (WDB)

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

June 12, 2018 @ 3:00 P.M.

WDB Executive Committee Meeting

AGENDA

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

- I. **GENERAL INFORMATION:**
- II. **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 board determines that more time is needed.
- III. **Regular Agenda:**
 - A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
 - B. **Executive Committee Meeting:** May 8, 2018 Executive Committee and Audit Committee meeting minutes are enclosed for review and approval. **Action Required.**
- IV. **CONSENT AGENDA:**
 - A. **Board Announcements:**
 - B. **Rapid Response and Lay-Off Aversion Services:** **Enclosed** is the Layoff Aversion Activities Report for May, 2018.
 - C. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: Business Representatives (5).
 - D. **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 17-09](#) and Information Notices [WSIN29 thru WSIN17-33](#). Summary is **enclosed** and board members are encouraged to read the summaries.
- V. **DISCUSSION/ACTION ITEMS:**
 - A. **WDB Member Recruitment Flier:** **Attached** is the WDB Recruitment Flier for board feedback and direction.
 - B. **Partnerships To Unlock Social Mobility 2.0:** Staff will provide an update on the [Partnerships to Unlock Social Mobility](#) workshop held for the Bay Peninsula Region on Thursday June 7, 2018 in San Mateo. **Enclosed** is a summary of the Corrections Workforce Partnership Prison to Employment Initiative.
 - C. **Prop 39 (Pre-Apprenticeship Program):** Staff will provide an update on the monitoring and the Building & Construction Trades training scheduled to begin July 9, 2018 in San Benito County.
 - D. **Committee Updates:** Updates may be provided on the following committees:
 1. **Executive Committee:** Meets monthly and open to all board members.

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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OPPORTUNITY

2. **Audit Committee**: The Fiscal & Procurement Review was held the week of May 21-25, 2018. Staff will provide an update.
3. **Youth Committee**: Committee members may provide an update.
4. **Job Fairs**:
 - a. **Job Fair Committee**: Staff will provide an update on the Job Fair scheduled for August 30, 2018 from 3-6 P.M. at the Veteran's Memorial Building.
 - b. **2018 Young Adult Job Fair**: Staff will update the board on the Young Adult Job Fair held on May 31, 2018. **Enclosed** is the employer survey results for your information.
5. **One-Stop and Business Services Websites Committee**: Staff will provide an update on the RFP to redesign the WDB websites: www.sbcjobs.org - www.sanbenitobsc.org.

IV. **Additional Information**:

- A. **Manufacturing Roundtable**: Members and staff will report on the Small and medium manufacturing companies held at San Juan Oaks on Thursday, June 7, 2018.
- B. **2018/2019 Roundtables**: Staff will provide an update on next year's roundtables. **Attached** is a tentative schedule.
- C. **Agricultural Workforce Development Report and Training Needs**: **Attached** is the final report along with the recommended training needs. Staff will update the board on the meeting with Ag employers held on May 30th.
- D. **Programs Expenditure Report**: **Enclosed** is the YTD expenditure report for your information.
- E. **Bay Peninsula Regional Update**:
 1. **Regional Trainings MOU**: Staff will provide an update on the regional grant received for staff development and capacity.
 2. **Regional Business Services MOU**: Staff will provide an update on the Regional Business Services grant received.
- F. **Goodwill Commercial Training**: Staff may report on the visit to the Goodwill Commercial Training Center on Friday, May 18, 2018.
- G. **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>. Send reminders to everyone.

V. **Adjournment**:

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

The next Executive Committee meeting is scheduled on September 11, 2018, **Ste. 107** – 3 P.M.



San Benito County Workforce Development Board (WDB)

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

May 8, 2018 @ 3:00 P.M.

WDB Executive Committee Meeting

Minutes

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

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

Absent: N/A

Staff: Andi Anderson, Sylvia Jacquez, Megan Crable

Chair, Richard Bianchi, called the meeting to order at: 3:04 P.M.

I. **GENERAL INFORMATION:**

II. **Public Comment Period:** None

III. **Regular Agenda:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Everyone was present.
- B. **Executive Committee Meeting:** March 13, 2018 Executive Committee meeting minutes were approved as presented. *M/S.C Karen Para/Richard Perez.*
- C. **Full WDB Meeting Minutes:** The April 10, 2018 full WDB meeting minutes are enclosed for board information.

IV. **CONSENT AGENDA:** *M/S.C Kendra Bobsin/Richard Perez.*

- A. **Board Announcements:** Kristina Chavez-Wyatt reported the following items 1-3
 - 1. **Business Council:** Main meeting will focus on Gavilan College master plan. The meeting is Thursday, May 10, 2017 at noon at San Juan Oakes.
 - 2. **Monterey Bay Economic Partnership (MBEP):** The Business Council Housing Committee is collaborating with the MBEP to host a Housing 101 Workshop from 6-8 P.M. on Wednesday, May 30, 2018 at the Veterans Memorial Hall. The purpose of the forum is to bring more information and voices to the community conversation around housing, to build more awareness of the housing efforts of the City and local agencies and MBEP's housing initiative aimed at increasing housing supply across our region that addresses all income levels.
 - 3. **Manufacturing Roundtable:** Small and medium manufacturing companies are invited to a presentation by Gil Gonzales of [California Manufacturing Technology Consulting](#). Scheduled at San Juan Oaks on Thursday June 7, 2018 at noon the cost is \$22.



4. **Goodwill Commercial Training** Jim Rydingsword invited WDB members to join staff to visit the Goodwill Commercial Training Center on Friday, May 18, 2018. A tour will be provided to see their operation and to continue a conversation on the possibility on having a commercial training center in Hollister.
5. **AB300 Childcare Pilot Bill:** Kendra Bobsin reported on the bill to expand the eligibility criteria on subsidized childcare in San Benito County
- B. **Rapid Response and Lay-Off Aversion Services:** Enclosed was the Layoff Aversion Activities Report for April, 2018.
- C. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: Business Representatives (5). Staff met and identified companies to reach out to. Hopefully there will be applications at the next meeting. New owner of the UPS stated their interest. Discussed was updating WDB membership marketing materials.

V. **DISCUSSION/ACTION ITEMS:**

- A. **Partnerships To Unlock Social Mobility 2.0:** WDB members are encouraged to attend the [Partnerships to Unlock Social Mobility](#) workshop scheduled for the Bay Peninsula Region on Thursday June 7, 2018. Information was enclosed. Sylvia Jacquez provided a summary on the collaboration between Adult Ed, Community Colleges and Re-Entry. Staff will be attending and board members are invited as well.
- B. **Prop 39 (Pre-Apprenticeship Program):** Staff provided an update on the Building & Construction Trades training scheduled to begin July 9, 2018 in San Benito County. See enclosed. Sylvia stated that a monitoring visit was held the week of May 7-11, 2018 with Monterey County WDB and results will be shared once the report becomes available.
- C. **Committee Updates:** Updates may be provided on the following committees:
 1. **Executive Committee:** Meets monthly and open to all board members.
 2. **Audit Committee:** Kendra Bobsin, Committee Chair, reported the audit committee met prior to this meeting and shared the corrective actions the board is taking on the findings from the last monitoring.
 3. **Youth Committee:** Richard Perez reported that Youth Committee met on April 12, 2018 and they are working on recruiting Youth Committee members and for the WDB as well. They would like to have applications in hand when meeting with potential members. Andi Anderson is working on updating board information packet and will provide that and the youth committee applications to Karen and Richard. Richard Perez attended WORKCON and shared how he networked with various organizations to get ideas for local services. He was impressed with the Fresno County's Re-Entry Program is is hoping to get additional resources from them.
 4. **Job Fair Committee:**
 - a. **Chamber of Commerce Job Fair:** Staff and members reported on the Job Fair held on April 12, 2018 at the Veteran's Bldg. Staff assisted with computer lab for applications and resume assistance. Megan Crable reported that the lab was utilized by quite a few people. Discussed that not enough marketing was done to promote this event.

- b. **WDB Job Fair**: Staff provided an update on the Job Fair scheduled for August 30, 2018 from 3-7 P.M. at the Veteran's Memorial Building. Staff is recommending changing the time from 3-6 P.M. due to past attendance at job fairs. There will be no charge to employers. The event will have not only community resources but also business resources. Megan discussed the current struggle employers are experiencing to get employers in and the ability to provide incentives to get people to attend such as gift cards or raffles.
5. **One-Stop and Business Services Websites Committee**: Continued discussion on the need to redesign the WDB websites: www.sbcjobs.org - www.sanbenitobsc.org and to initiate a procurement for the development and redesign of the website. The WDB approved the request of up to \$10,000 to update the websites and develop a logo. *M/S/C Kristina Chavez Wyatt/Richard Perez. Jim Rydingsword abstained.*
- D. **CWA WORKCON 2018**: Sylvia Jacquez, Megan Crable and Richard Perez attended the CWA 2018 Conference held May 2-4 in San Diego. This year's conference focused on "Unlocking the Power of Partnerships". Sylvia stated that it was a good review of performance measures. Megan attended most of the sessions on the reentry programs Prison to Workforce. Richard is going to follow-up on the green jobs and the possibilities available to entrepreneurs.
- E. **Business Engagement & Services**: Discussed was the business engagement and approval of the Sector Based Round Tables for FY 2018/19. Business Council has taken the lead and staff would like to move forward with offering/hosting round tables for the new FY. Kristina Chavez Wyatt gave an explanation of what the roundtables would include and who should attend. After discussion the Ex Committee approved moving forward with the Business Council taking the lead and scheduling events. *M/S/C Richard Perez/Kendra Bobsin.*
- IV. **Additional Information**:
- A. **Annual Filing of Form 700**: All Form 700's have been submitted!
- 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 17-09](#) and Information Notices [WSIN29 thru WSIN17-33](#). Summary is **enclosed** and board members are encouraged to read the summaries.
- 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>. *Send reminders to everyone.*
- V. **Adjournment**: *M/S/C 3:57 Kristina Chavez Wyatt/Karen Para P.M.*
- The next Executive Committee meeting is scheduled on June 12, 2018, **Ste. 107** – 3 P.M.

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

MEMORANDUM

June 12, 2018

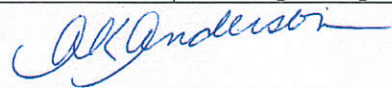
TO: Workforce Development Board (WDB) Members
FROM: Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director
SUBJECT: Summary of EDD Workforce Services Directives and Workforce Services Information Notices

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	
<u>WSD17-10</u>	Changes to the Title III – Wagner-Peyser Application The Wagner-Peyser application now identifies new eligibility types on the “Intro” tab (first tab of the application). There are four different eligibility types: Registered Individual, WagnerPeyser, Jobs for Veterans State Grant (JVSG), and Employment Service Migrant Seasonal Farmworker (MSFW). Local Area staff may create a Wagner-Peyser application with the Registered Individual eligibility. The other three eligibility types (Wagner-Peyser, JVSG, and MSFW) are not applicable to Local Area staff.
Information Notices	
<u>WSIN17-34</u>	HILTON HHONORS™ MILITARY REWARDS PROGRAM In November of 2017, the Employment Development Department joined forces with the National Association of State Workforce Agencies and Hilton Worldwide to launch the Hilton HHonors Military Rewards Program. The program will provide 100,000 Hilton HHonors points to use for hotel stays when a qualified employment-related travel is required and outside of their local area (over 50 miles). Eligible veterans can receive the reward once per year. The Hilton HHonors Military Rewards Program is now available to eligible California Veterans, Active Reservists/Guard Members, and Transitioning Service Members who meet the eligibility requirements. Workforce community partners are encouraged to share this information with staff and provide program information to all eligible individuals that may benefit from the program. Eligibility criteria and steps to complete the referral process can be found in the EDD Hilton Military Program Process.
<u>WSIN17-35</u>	PATHWAY TO CITIZENSHIP PROGRAM FOR VETERANS In partnership with the Governor’s Office and the California Department of Social Services, the California Department of Veterans Affairs (CalVet) launched an outreach initiative to educate unnaturalized veterans regarding state and federal benefits they earned based on their military service. For certain veterans, these benefits include expedited naturalization services. As part of this initiative, the CalVet Minority Division is hosting veteran citizen workshops throughout California. These workshops offer no-cost legal assistance to veterans, service members, and their families to assist them with obtaining U.S. citizenship
<u>WSIN17-36</u>	FI\$Cal IMPLEMENTATION Since 2005, the State of California has been engaged

	<p>in the design, development, and implementation of the Financial System for California (FI\$Cal) Project. The core of the project is to replace the state's aging decentralized IT financial systems with a new system that will integrate the state's budgeting, accounting, cash management, and procurement processes. It will allow for greater transparency and standardize the state's financial practices. In 2013, small state entities such as small boards, commissions, departments, and agencies slowly began the transition to the FI\$Cal system. Beginning July 1, 2018, the last "release" will occur which includes onboarding more than 60 of the state's largest departments. The Employment Development Department will be part of the July 2018 release and has been working closely with the Department of FI\$Cal and other state project sponsors to ensure as smooth a transition as possible. At this time, it is not anticipated that the subrecipients of Workforce Innovation and Opportunity Act funds will be impacted by this transition. Subrecipients will continue to request cash and submit expenditure reports through CalJOBS.</p>
WSIN17-37	<p>VEAP 17-18 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 \$5 million of Workforce Innovation and Opportunity Act (WIOA) funds in the Veterans' Employment-Related Assistance Program (VEAP). These career development grants are part of the EDD's VEAP, in grant funding to 10 organizations throughout the state to help implement veteran's assistance programs, this year adding a new focus on women veterans</p>
WSIN17-38	<p>GRANT APPLICATION OPPORTUNITY – EDA-2018-DISASTER The Economic Development Administration (EDA) has published the Fiscal Year 2018 Disaster Supplemental Notice of Funding Opportunity making \$587 million available to eligible grantees in communities where a Presidential declaration of a major disaster was issued under the Stafford Act as a result of Hurricanes Harvey, Irma, and Maria, as well as wildfires and other natural disasters in 2017. The EDA disaster grants will be made by regional offices under the Economic Adjustment Assistance (EAA) program, which can support a wide range of construction and nonconstruction activities. Through this program, the EDA can support disaster recovery planning strategies as well as the implementation of disaster recovery projects. Projects must have a nexus to applicable disaster recovery and resilience efforts and be consistent with at least one of the U.S. Department of Commerce (DOC) Disaster Recovery Investment Priorities. The EDA plans to accept proposals on a rolling basis until all funds are obligated.</p>
WSIN17-39	<p>PY 17 PARTICIPANT AND PERFORMANCE REPORTING Consistent with the Department of Labor's (DOL) guidance published in Training and Employment Guidance Letter (TEGL) 10-16, Change 1, the Employment Development Department established the participant reporting timeline for the Program Year (PY) 2017 Workforce Innovation and Opportunity Act (WIOA) Annual Report. As a reminder, the performance reporting requirements referenced in Section 116 of the WIOA were fully implemented as of July 1, 2016. The following are key dates for PY 17 participant data reporting in CalJOBSSM and to the DOL:</p>



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

06.12.18

Date



SAN BENITO COUNTY

JAMES A. RYDINGSWORD
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

June 7, 2018

To: Workforce Development Board

From: Megan Crable, Business Services Representative

Re: Layoff Aversion Activities for May 2018

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

- 1) **Business Services Workshops:** Fair Chance Hiring Summit October 25, 2018. Veteran's Memorial Building reserved, Root and Rebound Trainer confirmed \$2,500 quote. EDD Tax Seminar 11/15/18 @ 8:30 am
- 2) **Job Search Assistance & Resume Writing Workshops:** Young Adult Job Fair @ AJCC 5/31/18 Survey attached. Job Fair Community Resource Event August 30, 2018/Veteran's Memorial Building reserved. Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

- | | |
|---------------------------------|-------------------|
| a) Young Adult Job Fair 5/31/18 | 33 Employers |
| b) Spectrum Charter Cable | Multiple Openings |

- 3) **Business Engagement:**
 - a. Chamber of Commerce Ambassador Meetings canceled until fully staffed
 - b. Chamber of Commerce Mixer 5/9/18 @ Garden Mart
 - c. Contra Costa Fair Chance Hiring Summit 5/16/18 @ Antioch
 - d. Goodwill Industries Silicon Valley Tour 5/18/18 re: local training
 - e. SBC AJCC Business Services Team Meeting 5/24/18 @ SBC AJCC
 - f. Agriculture Training Information Session w/ West Valley College 5/30/18
 - g. Young Adult Job Fair 5/31/18 @ SBC AJCC
 - h. Employer Seminars Tentative Schedule:
 - a) Fair Chance Employer Summit **October 2018**
 - b) Become a Veteran Friendly Employer **March 2019**
Returning Heroes Tax Credit (RHTC), Work Opportunity Tax Credit (WOTC), Wounded Warriors Tax Credit (WWTC), On-The-Job Training (OTJ) Credit
 - c) Sexual Harassment Training **July 2019**
 - d) Social Media for Small Business **November 2019**

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD

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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.

Page 8



Become a Member of the **Workforce Development Board**

Workforce Development Boards (WDB) receive federal, state, and local funding for workforce development programs. They also oversee the local American's Job Center, where job seekers can get employment information, find out about career development training opportunities and connect to various programs in their area.

- FREE access to Internet
- Scholarships up to \$4,000 paid for tuition
- Employment Placement Assistance
- Employment Services for young adults age 16-24
- Work Experience Program
- On-the Job Training Program



Vision: San Benito County will have a trained, skilled and relevant workforce that meets the needs of employers and increases the quality of life in our community.

Mission: The mission of the San Benito County Workforce Development Board is to provide a variety of trainings, services and resources to unemployed, under-employed and dislocated workers which will raise their education and skill levels to ensure their success in the workforce.

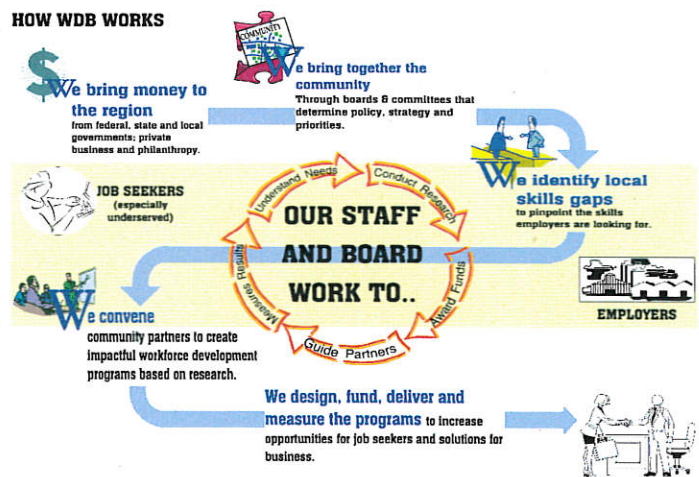
San Benito County Workforce Development Board

You can save training costs by connecting with other businesses in your area that have similar training needs. Workforce Development Boards (WDBs) facilitate these connections to maximize the productivity and success of businesses in their region.

What are Workforce Development Boards (WDBs)?

WDBs are part of the Public Workforce System, a network of federal, state, and local offices that support economic expansion and develop the talent of the nation's workforce. State and local WDBs serve as connectors between the U.S. Department of Labor and more than 2,500 local American Job Centers that deliver services to workers and employers. The WDBs' role is to develop regional strategic plans and set funding priorities for their area.

HOW WDB WORKS



If you are you interested in becoming a WDB member to address the needs identified in Manufacturing, Health, Agriculture, Hospitality and Retail call:

(831) 637-JOBS 95627) or
 e-mail: sjacquez@cosb.us
 get an application on-line at:
www.sbcjobs.org/wdb

More than 50 percent of each WDB's members must come from the business community. In addition, WDBs are required to have representation from local community colleges and other training providers, as well as elected officials and workforce program leaders. This ensures that current skill needs of local businesses are communicated to relevant training programs.



PARTNERSHIPS TO UNLOCK SOCIAL MOBILITY 2.0

PURPOSE

- To introduce the field to the Governor's first-of-its-kind General Fund Request for \$37 million to serve re-entry populations
- To bring key workforce and corrections partners together to catalogue their successful strategies for serving these populations
- To elevate a vision on how we serve these populations
- To discuss regional workforce development successes, which will be collected in a publication, and displayed at an educational event for legislators, staff, media, and other stakeholders.
- To identify services and partnerships that are needed to connect proven supply-side strategies for the re-entry population with demand-side regional workforce successes

WHO'S INVITED

Workforce Board Leadership Staff, Community College Regional Workforce Leadership, Adult Education Regional Workforce Leadership, Corrections and Rehabilitation Leadership

AGENDA

- 9:30 – 9:45 Introductions and Icebreaker
9:45 – 10:00 Framing for the Day, **by CWA**
10:00 – 10:30 State Presentation on CDCR Budget Ask and Q&A, **by CWDB**
10:30 – 11:00 Scenarios on Service Pathways for Re-Entry Participants, **led by CWA**
11:00 – 11:15 Report Outs on Service Pathways, **led by CWA**
11:15 – 12:00 Regional Shared Understanding and Strategy Discussion, with definitions of regional success given **by CWDB** and examples of regional success shared **by group**
12:00 – 12:30 Lunch Provided, continued discussion on developing a regional shared understanding with local service delivery, **led by CWA**
12:30 – 1:00 Next steps and wrap, **by CWA**

Register now at <http://calworkforce.org/PUSM-2-0/>

LOCATIONS

MAY, 2018

Northern LA County – Tuesday, 5/8
Sheraton Pasadena - 303 Cordova St,
Pasadena, CA 91101

Ventura – Wednesday, 5/9
Courtyard by Marriott Oxnard - 600 E
Esplanade Dr, Oxnard, CA 93036

Humboldt – Tuesday, 5/15
Holiday Inn and Suites Eureka - 815 W
Wabash Ave, Eureka, CA 95501

Mother Lode – Tuesday, 5/22
Best Western Plus Sonora Oaks - 19551 Hess
Ave, Sonora, CA 95370

Southeast LA County – Thursday, 5/24
Renaissance Long Beach - 111 E Ocean Blvd,
Long Beach, CA 90802

North State – Tuesday, 5/29
Sheraton Redding - 820 Sundial Bridge Drive,
Redding, CA 96001

Capitol – Wednesday, 5/30
Hilton Sacramento Arden - 2200 Harvard St,
Sacramento, CA 95815

Central Valley North – Thursday, 5/31
Stanislaus County Library – 4835 Sisk Rd,
Salida, CA 95368

JUNE, 2018

East Bay Area – Wednesday, 6/6 –
Chabot-Las Positas Community College
District, 7600 Dublin Avenue, Dublin,
CA 94568

Bay Peninsula – Thursday, 6/7
San Mateo Marriott - 1770 S Amphlett Blvd,
San Mateo, CA 94402

Inland Empire – Tuesday, 6/12
Hilton Garden Inn Fontana - 10543 Sierra Ave,
Fontana, CA 92337

Orange County – Wednesday, 6/13
Anaheim Marriott Suites - 12015 Harbor Blvd,
Garden Grove, CA 92840

Southern Border – Thursday, 6/14
Courtyard Old Town San Diego - 2435
Jefferson St, San Diego, CA 92110

Central Los Angeles – Tuesday, 6/19
Hospitality Training Academy – 130 S
Alvarado St, 2nd Floor, Los Angeles, CA 90057

Central Coast – Thursday, 6/21
Cuesta College (Dallons Hall) – 2800 Buena
Vista Dr, Paso Robles, CA 93446

Central Valley South – Tuesday, 6/26
DoubleTree by Hilton – 3100 Camino del Rio
Ct, Bakersfield, CA 93308

North Bay Area – Thursday, 6/28
Napa Valley Marriott Hotel & Spa - 3425
Solano Ave, Napa, CA 94558

Michael Rossi, Chair ▪ Tim Rainey, Executive Director ▪ Edmund G. Brown, Jr., Governor

Corrections Workforce Partnership Prison to Employment Initiative

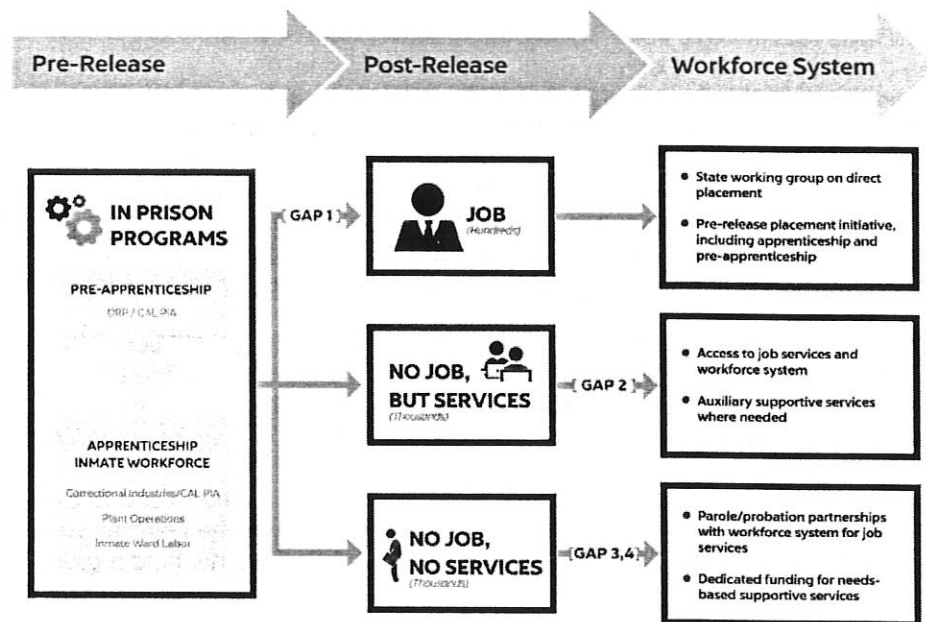
SUMMARY

The Corrections Workforce Partnership Agreement is intended to strengthen linkages between the workforce and corrections systems in order to improve the process by which the former incarcerated and justice-involved¹ individuals reenter society and the labor force. The Prison to Employment Initiative is included in the Governor's 2018 Budget proposal and includes \$37 million over three budget years to operationalize integration of workforce and reentry services in the state's 14 labor regions. The goal is to improve labor market outcomes by creating a systemic and ongoing partnership between rehabilitative programs within California Department of Corrections and Rehabilitation (CDCR) and the state workforce system by bringing CDCR under the policy umbrella of the State Workforce Plan.

BACKGROUND

California releases approximately 36,000 people from the state prison each year, a portion of whom have received in-prison job-training rehabilitative services such as Career Technical Education (CTE) or have participated in CALPIA programs. Concurrently, California manages federal Workforce Innovation and Opportunity Act (WIOA) funds through its State Plan developed by the State Board, and implemented by Local Workforce Development Boards (Local Boards) across the state.

While there is some, often informal, interaction between these two systems there is no formal, sustained, and systemic, relationship between them. Some reentry and workforce programs have been created to target certain subpopulations of the state's supervised population, as discussed below, and while these programs have provided good data and lessons learned, an ongoing marriage of the two systems is needed to better integrate services operating in isolation, and to fill gaps and provide holistic and long-term outcomes to reduce recidivism.



As part of Governor Brown's efforts to improve California's criminal and juvenile justice systems and reduce recidivism through increased rehabilitation, the California Workforce Development Board (State Board), CDCR, California Prison Industry Authority (CALPIA), and California Workforce Association (CWA) have finalized a partnership agreement which is included in amendments to the California WIOA Unified Strategic Workforce Development Plan 2016-2020.

¹ "Justice-involved" refers to individuals who are on parole, probation, mandatory supervision, or postrelease community supervision and are supervised by, or are under the jurisdiction of, a county or the CDCR.

The partnership agreement will better link education, job training, and work experience in prison to post-release jobs by fostering a system of coordinated service delivery to a population that faces a variety of barriers. It serves as a blueprint for building local and regional partnerships to improve labor market outcomes and reduce recidivism. Policy strategies outlined in this agreement include:

1. Sector Strategies
2. Career Pathways
3. Organizing Regionally
4. Earn and Learn
5. Supportive Services
6. Integrated Service Delivery and Braided Resources
7. Building Cross-System Data Capacity



Produced by:
California Workforce Development Board
Policy, Legislation, and Research Branch

The partnership agreement will inform policies specific to California’s 14 Labor Regions, 45 Local Workforce Development Boards, and 200 contracted America’s Job Centers of California (AJCCs), and how they serve the state’s formerly incarcerated and justice-involved population.

The partnership agreement and Prison to Employment Initiative build off of existing grants and initiatives administered by the State Board that targets the formerly incarcerated and justice-involved population. These programs include Workforce Accelerator Fund, ForwardFocus: AB 2060 Supervised Population Workforce Training, and Proposition 39 Pre-Apprenticeship. This new approach takes the best of the existing initiatives; and amalgamates these into systemic and ongoing change through the development of regional plans to coordinate service delivery based on local labor conditions, resources, and partners.

PENDING REGIONAL AND LOCAL PLANNING GUIDANCE

The State Board will be issuing draft Local and Regional Planning Guidance spelling out new planning requirements in the Spring of 2018, and final guidance in the Summer of 2018. The new planning guidance will require that regional plans specify how Local Boards and RPU’s will partner with Community Based Organizations (CBOs), CDCR contracted reentry service providers, and representatives of Parole and Probation to provide seamless, integrated services to the formerly incarcerated and other justice-involved individuals in each of the 14 RPU’s. RPU’s will be encouraged to build on existing regional partnerships, including existing Community Corrections Partnerships (CCPs) to develop a comprehensive regional vision and plan for successfully integrating the formerly incarcerated and other justice-involved individuals into the labor market.

PENDING PRISON TO EMPLOYMENT INITIATIVE BUDGET RESOURCES

The Governor’s 2018 Budget proposal includes \$37 million over three budget years to fund the integration of workforce and reentry services in the state’s 14 regions. Known as the “Prison to Employment Initiative,” the proposal is briefly mentioned in the Governor’s Budget Summary on page 74 (page 6 of the linked document).

	2018-19	2019-20	2020-21
Regional Planning Grants	\$1.75m		
Implementation and Direct Service Grants	\$6m	\$8m	
Needs-Based Supportive Services	\$8m	\$12m	
Program Evaluation and Assessment			\$1m
Total Funds	\$16m	\$20m	\$1m

Funding for the Prison to Employment Initiative is contingent on approval by the Legislature and is intended to support regional planning efforts, fund regional plan implementation, and provide resources for direct services to the formerly incarcerated and other justice-involved individuals. It also sets aside specific resources for both supportive services and earn and learn activities which were identified as a major gap by current grantees and local service providers.

QUESTIONS

reentry@cwdb.ca.gov

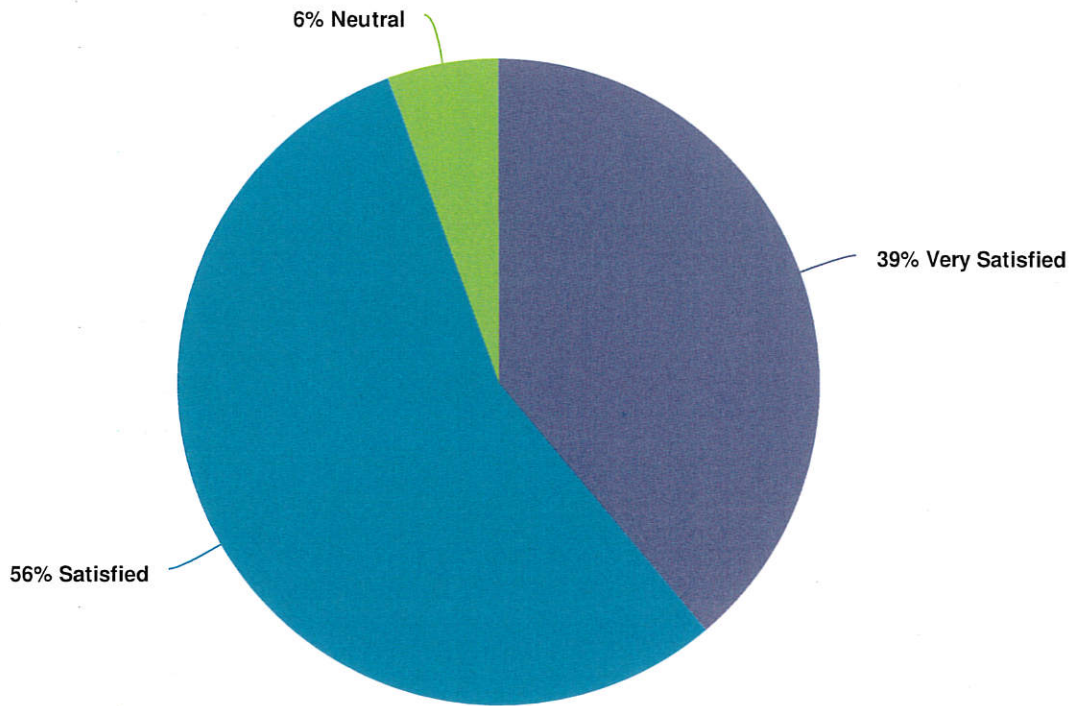
Report for 2018 Young Adult Job Fair

Response Counts

Completion Rate:	100%	
	Complete	 18

Totals: 18

1. Overall, how satisfied were you with the event?

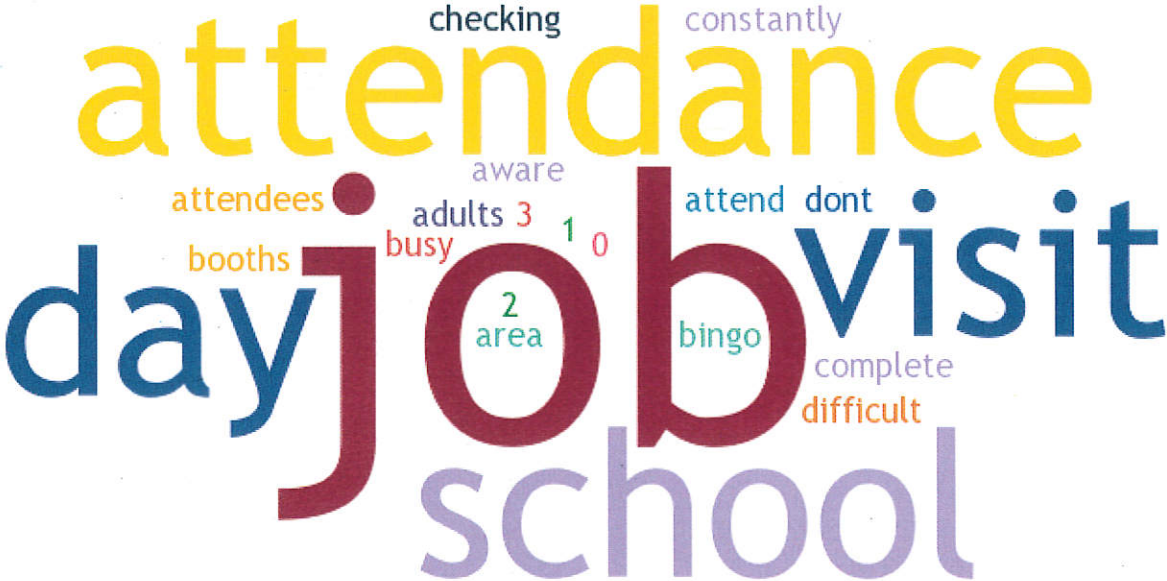


Value	Percent	Responses
Very Satisfied	38.9%	7
Satisfied	55.6%	10
Neutral	5.6%	1
		Totals: 18

2. Please rate your experience for each of the following:

	Event
Venue	★★★★☆ Count: 18 Not Applicable: 0
Parking	★★★★☆ Count: 18 Not Applicable: 0
Job Seeker Attendance	★★★★☆ Count: 18 Not Applicable: 0
Length Of Event	★★★★☆ Count: 18 Not Applicable: 0
Marketing/Advertisement Of Event	★★★★☆ Count: 18 Not Applicable: 0
Overall Experience With Staff (County/EDD)	★★★★★ Count: 18 Not Applicable: 0

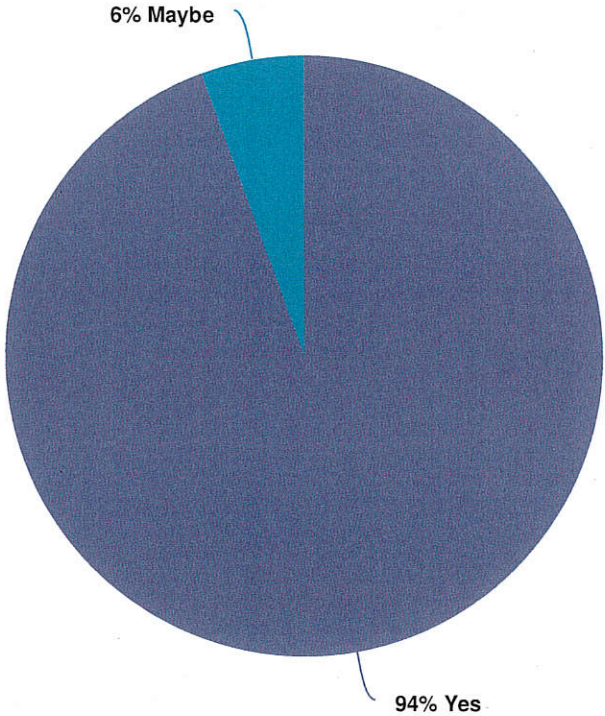
3. Additional Feedback/Comments



ResponseID Response

- 6 Maybe have the event in town, there are many young job seekers who dont have transportation. The time was 2-4 many young adults are still in school during that time.
- 8 Maybe do a Bingo Game for all participants to visit all booths and get information about services. After all sheet is complete enter to WIN a Raffle Prize. Make it Fun and engaging with employers and participants.
- 9 Starting around lunch time to improve job seeker's attendance.
- 11 Market event to 16-25 year olds. Longer event running later in the day for school kids to be able to attend. Maybe hold the event earlier in May? Most young people are busy right now with school, finals, graduation, etc.
- 12 I had a great time.
- 13 The government entities representation was good.
- 14 The venue area was extremely windy and seemed like a wind tunnel at times. It was difficult to maintain paperwork on table and try to speak to attendees.
- 17 Staff was very friendly and helpful. Constantly checking if we needed any help and offering help.
- 19 I wasn't aware of the event until the day before when I just happened to visit the EDD. I was also expecting a larger job seeker attendance.

4. Would you be interested in participating in our next event?



Value	Percent	Responses
Yes	94.4%	17
Maybe	5.6%	1

Totals: 18

5. Would you like to post a testimonial that we can share? You can enter it here:



ResponseID Response

4	Loved everybody's enthusiasm! Great location!
8	NO
14	The Youth Job Fair in Hollister produced many great candidates for us. Thank you for your invitation to participate.
17	Very happy to attend this job fair. The staff and event organization was awesome!
19	The County/EDD staff is absolutely fantastic. I really can't say enough good things about them all. They really care and value the relationships they build. Nelda has maintained a great relationship with myself since the job fair the EDD hosted for our hotel upon opening last summer which had an amazing turnout in which we hired about 20 employees.



SAN BENITO COUNTY

JAMES A. RYDINGSWORD
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

June 7, 2018

To: Workforce Development Board

From: Megan Crable, Business Services Representative

Re: Proposed Employer Roundtables FY 2018-2019

1) Employer Roundtable Tentative Schedule:

- a. Construction October 2018
- b. Healthcare February 2019
- c. Agriculture June 2019
- d. Manufacturing October 2019

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.

Page 22

Curriculum Validation Process - San Benito County

In December 2017, five training topics were identified based on the Agricultural Workforce Development Survey findings and anecdotal data gathered from local agricultural organizations. Training topics include:

1. Food Safety
2. Data Management & Analysis
3. Water Systems Management
4. Horticulture & Seed Science
5. Human Resources, Banking & Accounting

With the goal to frame the proposed training's length and depth, members of the San Benito Workforce Investment Board (WIB) completed a short online questionnaire about the **appropriateness** of each topic to fit the needs of the agricultural sector in San Benito County.

Results from this questionnaire are presented in Table 1 (page2). Percentage of approval corresponds to the percentage of respondents that agreed that a specific topic should be taught. Additionally, respondents proposed changes and improvements for each training.

Based on recommendations from our industry leaders, topics such as *"Introduction to Food Microbiology"* are not a priority for the proposed curriculum, while topic such as *"Presentation Management for Agriculture"* should be included in the curriculum.

Table 1: Training Topics & Respondents' Percentage of Approval (%)

Training	Topics	%	Other suggested Topics to include
1. Food Safety	1.1 Introduction to Food Safety	80%	No topics suggested by respondents
	1.2 Environmental Effects of Food-Borne Pathogens	100%	
	1.3 Agricultural Practices for Food Safety	80%	
	1.4 Facility Management for Food Safety	80%	
	1.5 Food Safety Management	80%	
	1.6 Introduction to Food Microbiology	40%	
2. Data Management & Analysis	2.1 Introduction to the Computer	60%	"Some of these seem like we are teaching them how to use a computer " Word processing.... Introduction to computer, should they not already have knowledge so they will understand the other parts of the class? If not then I think a separate class on how to use a computer (the basics) is needed'
	2.2 The Internet, World Wide Web, and Agricultural Telecommunications	80%	
	2.3 Word-processing Applications in Agriculture	80%	
	2.4 Spreadsheet Applications in Agriculture	60%	
	2.5 Presentation Management for Agriculture	100%	
	2.6 Other Software Applications in Agriculture	100%	
	2.7 Evaluate Computer Systems	100%	
	2.8 Database Applications in Agriculture	100%	
3. Water Systems Management	3.1 California Water	60%	No topics suggested by respondents
	3.2 Irrigation	80%	
	3.3 Computer Programming Irrigation Efficiency	80%	
4. Horticulture & Seed Science	4.1 Introduction to Plant Science	80%	No topics suggested by respondents
	4.2 Introduction to Environmental Horticulture	80%	
	4.3 Plant Identification and Nomenclature	100%	
	4.4 Common Turf and Landscape Practices	80%	
	4.5 Basic Floral Design	60%	
	4.6 Horticulture Business Management	100%	
5. Human Resources, Banking & Accounting 101	5.1 Contractor Laws & Regulations	60%	"Payroll is a whole different animal. I think you need to keep any HR items separate from Accounting 101, Basic Accounting"
	5.2 Basic Accounting & Record Keeping	60%	
	5.3 Agricultural Accounting Cycle	80%	
	5.4 Principles of Agricultural Accounting	60%	
	5.5 Agricultural Contracts	100%	
	5.6 Agricultural Liabilities and Debt	60%	
	5.7 Payroll Accounting	80%	
	5.8 Social Security	100%	
	5.9 Federal Income Tax	100%	



CALIFORNIA COMMUNITY COLLEGES

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AGRICULTURE / WATER / ENVIRONMENTAL TECHNOLOGY

2018

**AGRICULTURAL
WORKFORCE
DEVELOPMENT
REPORT**

San Benito, California

Index

About	1
Acknowledgements	2
Executive Summary	3
Introduction	4
San Benito's Agricultural Industry	4
Survey Overview	5
Survey Results	6
Most In-Demand Occupations	7
Skills Assessment	8
Workforce Recruitment Methods & Challenges	9
Workforce Retention & Improvement Methods	10
Conclusions	11
Recommendations	12
Appendix A – Survey Form	14

About

The Agricultural Workforce Development Report was conducted by the Agriculture, Water, and Environmental Technologies Program (AWET) and hosted at West Valley College.



AWET is an initiative of the *Doing What Matters Framework*, which stimulates statewide collaboration of secondary, community college and university educators.

Learn more about AWET:
<http://www.calagcc.org>



David Esmaili,
Deputy Sector Navigator AWET
David.Esmaili@westvalley.edu
14000 Fruitvale Ave, Saratoga,
CA 95070

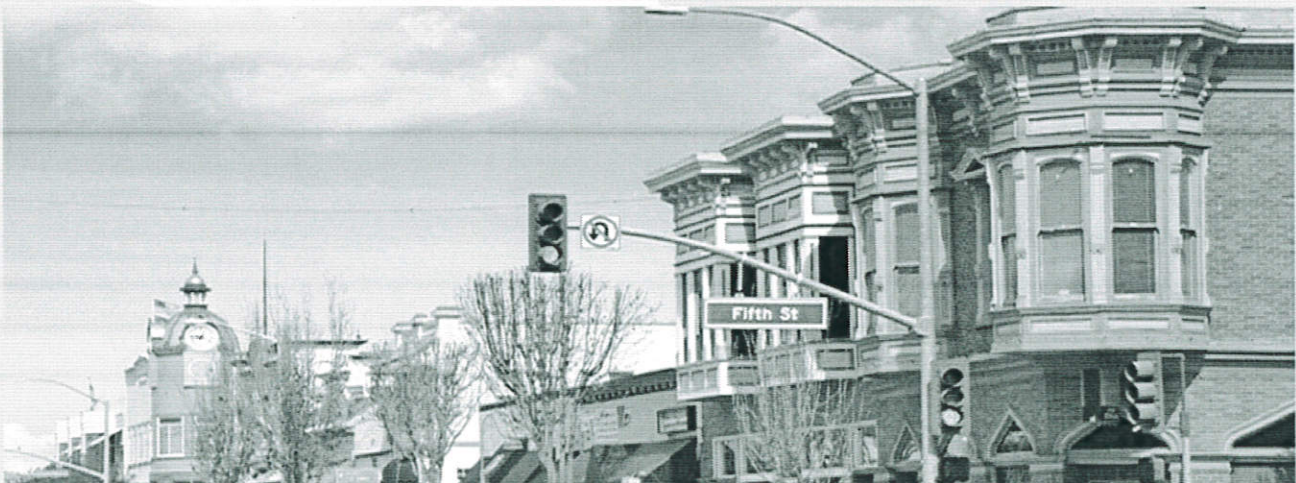


Acknowledgements

The **Agricultural Workforce Development Survey** would not have been possible without the support of the following local organizations and community leaders that opened the doors for us to invite their community members to participate:

- San Benito County Workforce Development Office (WIB) – Enrique Arreola
- California Farm Bureau Federation – Bryan Little, Paul Wenger's Office
- San Benito County Farm Bureau – Mindy Sotelo
- San Benito Business Council – Kristina Chavez-Wyatt, CEO
- San Benito Chamber of Commerce – Juli Viera, CEO
- BenitoLink – Leslie Davis, Executive Director
- California FarmLink – Mika Maekawa
- Western Growers Association (WGA) – Jason Resnick, Vice President
- Grower-Shipper Association (GSA) – James Bogart, President

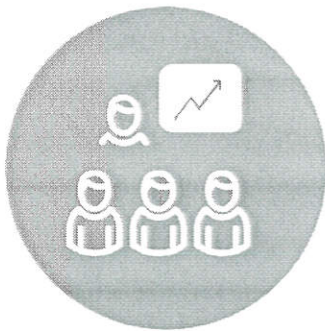
We also appreciate the openness of the **60 agricultural businesses** who completed the survey, for sharing their needs and allowing us to gather important information for further training development.



Executive Summary

In 2017, the Agriculture, Water, and Environmental Technologies Program (AWET) partnered with the San Benito Workforce Development Office to track and measure the current employment landscape in San Benito County's agricultural sector. The **Agricultural Workforce Development Survey** research tool was developed to align community colleges and other workforce development resources with the needs of agricultural businesses located in San Benito County.

According to the *USDA County Summary and Highlights Data*, there are **628** agricultural businesses in San Benito County. A representative sample of **60 responses** was collected from agricultural employers of all sizes (determined by the current number of full-time employees) and sub-sectors. In terms of employment, survey respondents provide a total of **3,089 full-time job positions**, which represent **73.67%** of the total number of agricultural employees working full-time in the regions surveyed.



This research study approached the availability of **skilled labor** and **knowledge** by measuring the current demand for skilled applicants to fill 16 job positions and possess 20 STEM skills. Survey results are presented by employers' location, size, agricultural cluster (production, processing, distribution, and support), and sub-sector.

Overall Survey Results Indicate That...

- **Job vacancies** most in need of applicants are in the areas of Maintenance, Administrative, Equipment Operations, Sales and Marketing, and Field workers. These results vary by agricultural sub-sector as well as business size.
- **Most in-demand skills** include Food Safety, Data Management & Analysis, Water Systems Management, Horticulture, and Seed Science.
- Results from the this research study also validate employers' stated difficulty to find skilled-labor and provides data regarding their main challenges, most-used workforce recruitment, improvement, and retention methods.

Introduction

Agricultural businesses are facing increasing statewide regulations in food safety, water use, etc., and are, therefore, in demand of new knowledge. There is also concern about the availability of skilled workforce to operate existing and emerging technologies. Technologies such as drones, new irrigation systems, harvesting machinery, among other hardware and software innovations require specific knowledge to make the best use of them.

From an educational standpoint, the challenge consists of **how to provide better access to education** for the existing agricultural workforce while **increasing the future workforce pipeline** by steering qualified applicants toward choosing careers in the agricultural sector. By documenting the current knowledge gaps and lack of skilled labor throughout the Food Chain, this report invites regional stakeholders to develop new training strategies that **increase California's agricultural competitiveness through education**.



Agriculture is San Benito's largest industry with fertile valley soil supporting some of the most productive farmland in the state. The moderate climate, sunny days and average 10-inch rainfall allow year-round farming and a total value of agricultural production of \$367,453,000 in 2016. (Ag. Commissioners' Report)

In terms of employment, according to the State of California Employment Development Department and local data, the agricultural sector provides to San Benito's economy with 4,193 jobs, which corresponds to 16.4% of the total employment in this region, becoming San Benito's largest industry.

According to the USDA County Summary and Highlights data, there are **628** farms in San Benito County and 78 of them are organic. (CDFA) However, as we will revise further in this report, San Benito's agricultural sector is diverse and includes not only producers but also other agricultural clusters such as processing, distribution, and support.

Survey Overview

The Agricultural Workforce Development Survey consisted of a twelve-question web-based questionnaire, designed to collect quantitative and qualitative data from agricultural employers regarding their operations, employment needs, and skill requirements.

Data collected through this survey included:

1. Company Overview
2. Employment Status
3. Occupational Overview
4. Skill Requirements
5. Workforce Recruitment Methods & Challenges
6. Workforce Retention & Improvement Resources & Methods

A first draft of the **Agricultural Workforce Development Survey** was designed by AWET and later improved with feedback from the San Benito County Workforce Development Office and the San Benito County Farm Bureau.

The population of study consisted of agricultural employers of all sizes operating within the San Benito County's Food Chain. Employers from the four agricultural clusters of **production, processing, distribution, and support** were invited to participate.

Local organizations such as the California Farm Bureau Federation, the California Certified Organic Farmers (CCOF), and the Western Growers Association (WGA), among other local organizations administered the survey during the outreach campaign.

Survey Results

Characterization of Agricultural Employers

One goal of the Agricultural Workforce Development Survey was to gain a better understanding of the distribution of employers along the San Benito's Food Chain.

Distribution of Employers By Agricultural Sub-sector

Sub-sector

Survey respondents came from a wide spectrum of agricultural sub-sectors.

In **Chart 1**, producers, including crop farmers (20 employers), livestock Producers (6 employers), and landscape contractors or nurseries (8 employers), represented 57% of the total population surveyed.

(100% = 59 employers)

Chart 1. Agricultural Sub-sectors

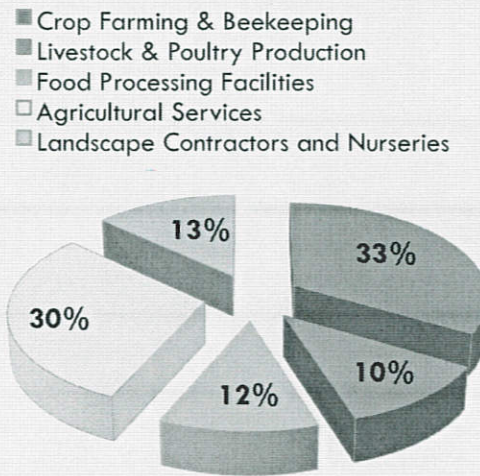


Table 1. Distribution of Employers and Employees by Employers' Size

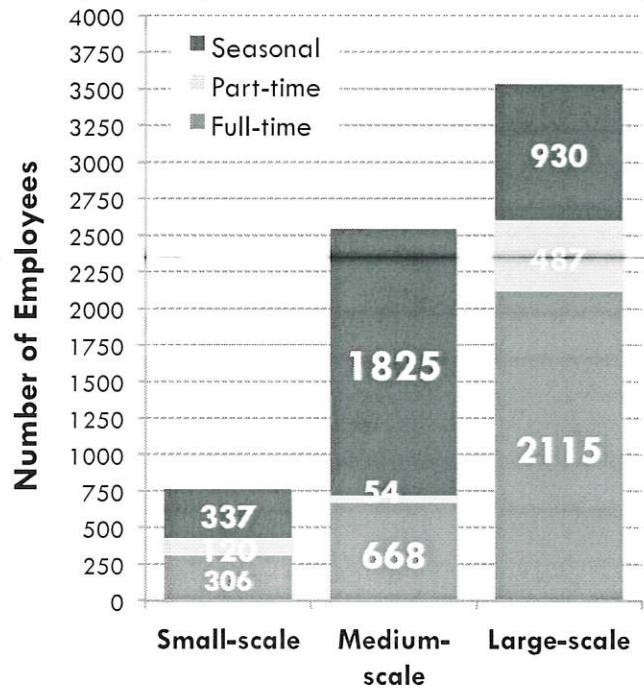
Table 1 below shows the distribution of companies and number of full-time employees by company size and county.

Employers' Size	Number of Companies	Full-time Employees	Part-time Employees	Seasonal Employees	Total
0 to 4 employees	22	51	34	146	231
5 to 9 employees	4	24	4	48	76
10 to 30 employees	11	231	82	143	456
31 to 99 employees	13	668	54	1825	2547
100 to 199 employees	5	645	67	396	1108
200 to 250 employees	4	970	420	520	1910
More than 250 employees	1	500	0	14	514
TOTAL	60	3089	661	3092	6842

Based on data collected, a total of **60** agricultural businesses contribute with **6,842** jobs to the local economy of San Benito. Large-scale companies, with one hundred or more employees, provide more than 50% of total employment.

Bar Chart 1. Distribution of Employees By Business Size Category

Small-scale employers (30 or less full-time employees) provide a total of **763** jobs (11.2%), medium-scale employers (31 to 99 full-time employees) provide **2,547** jobs (37.2%), and large-scale employers (100 or more) provide a total of **3,532** jobs (51.6%) to the local economy of San Benito.



Most In-Demand Occupations By Agricultural Sub-sector

To identify high-demand occupations, survey respondents were asked which occupations were frequently left vacant. Table 2 below presents a list of 16 occupations demanded by the agricultural sector. Most in-demand occupations include Maintenance, Administrative, Equipment Operations, Sales and Marketing, and Field workers.

For the most-common occupations in the agricultural industry, the first column in Table 2 corresponds to the total number of employers who demand each occupation. Because in different agricultural sub-sectors there might be more or less demand for each occupation, the rest of the columns in Table 2 show the number of employers surveyed by sub-sector and the percentage of employers who at the time of the survey had a specific job position vacant.

Table 2. List Of Demanded Occupations & Agricultural Sub-sectors

OCCUPATIONS	Total	Crop Farms (20)	Livestock (7)	Food Processing (7)	Agricultural Services (18)	Landscape/Nurseries (8)
Maintenance	45	13%	50%	50%	31%	17%
Front Office / Administrative	42	14%	0%	20%	7%	20%
Equipment Operations	39	13%	50%	50%	25%	67%
Sales / Marketing	37	25%	0%	0%	15%	25%
Operations	37	0%	33%	33%	8%	20%

OCCUPATIONS	Total	Crop Farms (20)	Livestock (7)	Food Processing (7)	Agricultural Services (18)	Landscape/Nurseries (8)
Field Workers	32	36%	40%	50%	40%	33%
Distribution / Logistics	30	10%	0%	20%	8%	100%
Packing Shed / Warehouse	28	17%	67%	43%	40%	0%
Nutrient / Soil / Water / Irrigation	26	0%	0%	0%	43%	0%
Information Tech & Data Analysis	25	29%	0%	0%	29%	0%
Food Safety	22	18%	0%	40%	40%	100%
Pest Management	21	0%	0%	25%	29%	0%
Human Resources	19	43%	0%	33%	43%	100%
Accounting / Finance	17	20%	0%	0%	14%	0%
Refrigeration	16	25%	100%	25%	50%	0%
Engineering	15	40%	0%	0%	20%	0%

Skills Assessment

Survey respondents were asked to select the skills they thought would be required by their businesses to improve their future profitability and performance. Table 3 displays the number of agricultural employers interested in acquiring a specific skill set and the distribution of these companies by their size.

Table 3. Skills and Knowledge Required

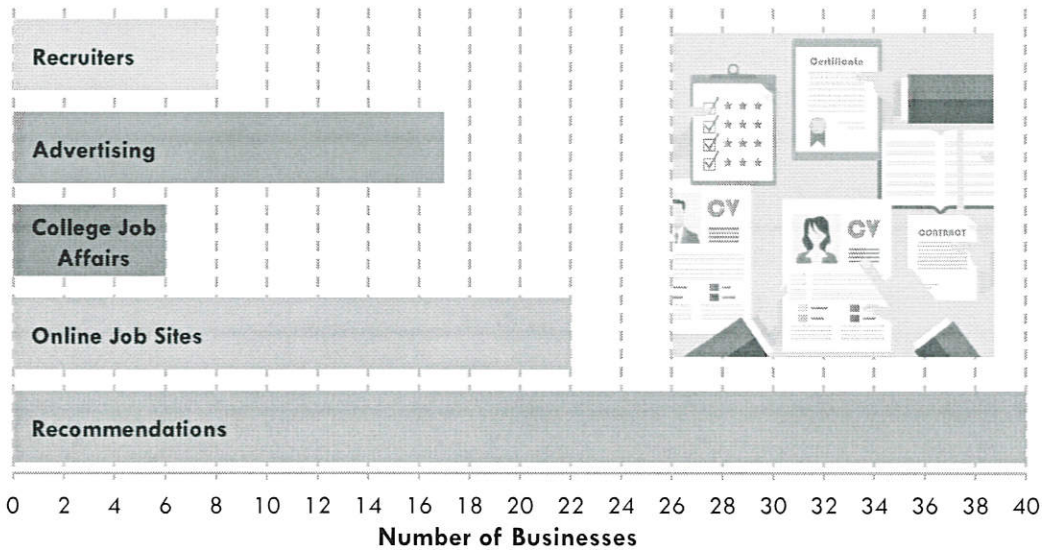
List of STEM Skills	Number of Businesses			Total (100%)
	Small-scale Businesses	Medium-scale Businesses	Large-scale Businesses	
Food Safety	75%	6%	19%	16
Data Management and Analysis	69%	23%	8%	13
Water Systems Management	62%	15%	23%	13
Horticulture	90%	0%	10%	10
Seed Science	90%	10%	0%	10
Computer Programming Irrigation Efficiency	56%	22%	22%	9
Computer-aided Design & Use of Social Platforms	78%	11%	11%	9
Engineering	63%	25%	13%	8
Pest Management	75%	13%	13%	8
Laboratory and Scientific Analysis	63%	25%	13%	8
Biology-genetics	57%	29%	14%	7
Geography and GPS	83%	17%	0%	6
Accounting	100%	0%	0%	6
Chemistry	100%	0%	0%	6
Geology / Soil Science	100%	0%	0%	6
Management	20%	20%	60%	5
Refrigeration	100%	0%	0%	4
Environmental Sciences	100%	0%	0%	3
Crop Systems Management	100%	0%	0%	3
Pasture Management	100%	0%	0%	1

Respondents also named other skills needed including Animal Science and General Maintenance (equipment, building).

Workforce Recruitment Methods & Challenges

Respondents were asked which recruitment methods were used within their companies. Bar Chart 2 shows that most-common recruitment methods were recommendations and word-of-mouth (66.7%), online job sites such as LinkedIn (36.7%), and advertising (28.3%).

Bar Chart 2. Recruitment Methods



Difficulty Level Finding Qualified Labor



According to survey results, **85 %** of the survey respondents experience some level of difficulty during the recruitment process. Regarding the main factors contributing to the difficulty finding and hiring skilled labor in the regions under study, factors included: Lack of skilled labor, Labor-intensive Industry, Seasonal labor shortages, unattractive sector for youth, and location (near Silicon Valley).

Workforce Retention & Improvement Methods

To foster upward mobility, successful strategies include providing employees with continuous training opportunities to develop new skills for job positions with more responsibilities, while also increasing overall employee engagement. It seems to be that survey participants agree on this statement since 85% of them provide different types of training to their employees. Table 4 shows the different types of training and distribution of responses:

Table 4. Sources of Training

Training Source	Percentage	Number of Responses
Incumbent Worker Training	81.67%	49
Community College	8.34%	5
Online Courses	6.67%	4
College	6.67%	4
University	3.34%	2
High School	1.67%	1
Technical School	3.34%	2

Other training sources mentioned by respondents included: seminars and workshops held locally by farmers' associations, UC Cooperative Extension courses, courses and workshops organized by the county government, and consultants or outside specialists and experts.

Student Engagement Opportunities

Internships and other student opportunities are smart strategies that employers can adopt to build a strong workforce pipeline. In total, 24 out of the 60 respondents (40%) provide internship opportunities and 12 respondents (20%) provide other experiences.



Gregory Urquiaga/UC Davis photo

Conclusions

As long as the appropriate workforce training is developed to meet the needs of the private sector, a re-invented agricultural value chain will offer more opportunities for their workforce to apply their skills toward more sustainable food systems.

In 2017, community colleges needed more data about the demand for appropriate training. The **Agricultural Workforce Development Survey** was designed by AWET, the San Benito Workforce Development Office, and the San Benito County Farm Bureau to better understand the training needs of the agricultural workforce in the county of San Benito. Partnerships with multiple local organizations were also established to represent the needs of the industry.

By August 2017, 60 survey responses provided sufficient data to move forward and identify the right training for San Benito County's agricultural sector. The next section of the report offers a set of recommendations that can be followed by educators to best determine what training agricultural companies require.

The **Agricultural Workforce Development Survey** contributes with evidence-based data that validates the perception of the current growing demand for workforce training in San Benito's agricultural industry. We invite decision-makers to use this report as a community-based tool for developing the appropriate training for the agricultural industry, resulting in highly specialized industry training, a better prepared workforce, greater interest from youth in choosing agricultural career pathways, as well as regional economic development.

We acknowledge the diversity of the agricultural sector; this is why we understand that employers' size and sub-sector need to be included when designing new training. Moreover, employers have used the survey to communicate their internship opportunities. This is also information that could be used to develop internship programs for college students looking to pursue a career in agriculture.



Based on data from the **Agricultural Workforce Development Survey**, as well as anecdotal information gathered during the “*Results & Discussion Meetings*” held with local partners, AWET suggests the following training for agricultural employers and their incumbent employees:

1. *Food Safety*
2. *Data Management & Analysis*
3. *Water Systems & Analysis*
4. *Horticulture & Seed Science*
5. *Human Resources*
6. *Banking*
7. *Accounting 101*

With the goal of framing the proposed trainings’ length and depth, members of the San Benito Workforce Investment Board (WIB) completed a short online questionnaire about the **appropriateness** of each topic to match the needs of the agricultural sector in San Benito County.

Results from this questionnaire are presented in Table 5. Percentage of approval corresponds to the percentage of respondents who agreed that a specific topic should be taught. Additionally, respondents proposed changes and improvements for each training.

Table 5: Training Topics & Respondents' Percentage of Approval (%)

Training	Topics	%	Other Comments and Topics suggested
1. Food Safety	1.1 Introduction to Food Safety	80%	No topics suggested by respondents
	1.2 Environmental Effects of Food-Borne Pathogens	100%	
	1.3 Agricultural Practices for Food Safety	80%	
	1.4 Facility Management for Food Safety	80%	
	1.5 Food Safety Management	80%	
	1.6 Introduction to Food Microbiology	40%	
2. Data Management & Analysis	2.1 Introduction to the Computer	60%	"Some of these seem like we are teaching them how to use a computer." Word processing.... Introduction to computer, should they not already have knowledge so they will understand the other parts of the class? If not, then I think a separate class on how to use a computer (the basics) is needed."
	2.2 The Internet, World Wide Web, and Agricultural Telecommunications	80%	
	2.3 Word-processing Applications in Agriculture	80%	
	2.4 Spreadsheet Applications in Agriculture	60%	
	2.5 Presentation Management for Agriculture	100%	
	2.6 Other Software Applications in Agriculture	100%	
	2.7 Evaluate Computer Systems	100%	
	2.8 Database Applications in Agriculture	100%	
3. Water Systems Management	3.1 California Water	60%	No topics suggested by respondents
	3.2 Irrigation	80%	
	3.3 Computer Programming Irrigation Efficiency	80%	
4. Horticulture & Seed Science	4.1 Introduction to Plant Science	80%	No topics suggested by respondents
	4.2 Introduction to Environmental Horticulture	80%	
	4.3 Plant Identification and Nomenclature	100%	
	4.4 Common Turf and Landscape Practices	80%	
	4.5 Basic Floral Design	60%	
	4.6 Horticulture Business Management	100%	
5. Human Resources, Banking & Accounting 101	5.1 Contractor Laws & Regulations	60%	"Payroll is a whole different animal. I think you need to keep any HR items separate from Accounting 101, Basic Accounting."
	5.2 Basic Accounting & Record Keeping	60%	
	5.3 Agricultural Accounting Cycle	80%	
	5.4 Principles of Agricultural Accounting	60%	
	5.5 Agricultural Contracts	100%	
	5.6 Agricultural Liabilities and Debt	60%	
	5.7 Payroll Accounting	80%	
	5.8 Social Security	100%	
	5.9 Federal Income Tax	100%	

Appendix A – Survey Form

Agricultural Workforce Development Survey

The goal of the Agricultural Workforce Development Survey is to **identify** and **measure** the current employment, training needs, and knowledge gaps to be bridged in the counties of San Benito, Santa Clara, Santa Cruz, and San Mateo.

Please complete the following questions to reflect your opinions as accurately as possible.

1. Company Overview: Please enter your contact information below (optional)

Your Name: _____

Your Company's Name: _____

Your Email Address: _____

2. What services does your company provides to the Agriculture Sector in California?

- Landscape / Nursery Contractor
- Producer (Grower or Rancher – Livestock Producer)
- Ag Supplier
- Food Processor
- Food Safety Services
- Seed Company
- Labor Contractor
- Distributions & Logistics Services
- Other Services. Please specify _____

3. How many of the following job positions do you have in your company?

- _____ Full-time
- _____ Part-time
- _____ Seasonal (approximate number)

4. How many budgeted, permanent positions does your organization have?

Please write down the number of permanent positions here: _____

5. What is the current status for each of the following job positions in your organization? Please mark with an "X" your best answer:

Job Positions (Listed Below)	We don't need this job position	We need this position and we have it covered	We need this position but we don't have it covered
Field Workers			
Packing Shed / Warehouse			

Front Office / Administrative			
Equipment Operations			
Operations			
Maintenance			
Distributions / Logistics			
Sales / Marketing			
Accounting / Finance			
Human Resources			
Pest Management			
Laboratory / Scientific			
Food Safety			
Nutrient, soil, water management			
Information Technology and Data Analysis			
Refrigeration			
Engineering			
Other non-identified positions			

6. Which of the following skills ARE NOT available in your business right now, and you think are critical to acquire in the future to improve your business' performance and sustainability:

- | | | |
|--|--|--|
| <input type="radio"/> Management | <input type="radio"/> Water System Management | <input type="radio"/> Horticulture |
| <input type="radio"/> Data Management and Analysis | <input type="radio"/> Seed Science | <input type="radio"/> Environmental Sciences |
| <input type="radio"/> Food Safety | <input type="radio"/> Use of Technologies and Social Media | <input type="radio"/> Crop Systems |
| <input type="radio"/> Accounting | <input type="radio"/> Biology-genetics | <input type="radio"/> Refrigeration |
| <input type="radio"/> Pest Management | <input type="radio"/> Engineering | <input type="radio"/> Pasture Management |
| <input type="radio"/> Laboratory and Scientific Analysis | <input type="radio"/> Geography and GPS | <input type="radio"/> None |
| <input type="radio"/> Computer Applications | <input type="radio"/> Geology / Soil Science | <input type="radio"/> Other: _____ |
| | <input type="radio"/> Chemistry | |

7. Do your hired job positions receive training?

- Yes, they do receive training
 No, they do not receive training

8. If you answered "Yes" to question #7, who provides workforce training?

- | | |
|---|---|
| <input type="radio"/> Within the company through on job training program (s). | <input type="radio"/> High school |
| <input type="radio"/> Technical school ' course | <input type="radio"/> College |
| <input type="radio"/> Community college | <input type="radio"/> University |
| <input type="radio"/> Online courses | <input type="radio"/> Other, please specify:
_____ |

9. Does your organization have "great difficulty," "some difficulty," or "no difficulty" finding applicants who meet the organization's hiring standards for each occupation?

- Great difficulty Some difficulty No difficulty

10. Please circle which of the following recruitment methods that are mainly used in your company:

- Recommendations Advertising Other. Please
 Online job sites Recruiters specify: _____
 College job affairs _____

11. If there are difficulties in recruiting fully qualified candidates, what factors do you think are contributing to this difficulty?

12. Do you provide internships or offer other experiences such as mentoring and/or shadowing programs? Please circle your best answer:

- Yes, we provide Internships
 No, we don't provide Internships
 Yes, we provide other experiences
 No, we don't provide other experiences

Please leave us any comments, ideas or suggestions in this text box:

Thank you for completing this Survey!

WIO EXPENDITURES THROUGH MARCH 2018

K8106658

L/O AVERSION 292 (4,379) & 293 (11,889)		\$ 16,268.00
	Exp. \$ thru Mar	Unspent Bal.
Program	\$ 522.00	\$ 15,746.00
Total	\$ 522.00	\$ 15,746.00

ADULT 201/2 (24,858) & (169,187)		\$ 194,045.00	
	Exp. \$ thru Mar		
Core Reg	\$ 2,151.00	24%	
Intensive	\$ 37,444.00		
Other - Training	\$ 33,196.00		
Supp. Svcs.	\$ 992.00		
Other	\$ 13,421.00		
ITA - Training	\$ 22,138.00		
OJT - Training	\$ 20,201.00		
Admin	\$ 17,621.00		
Total	\$ 147,164.00		\$ 46,881.00

WIA YOUTH 301		\$ 206,482.00
	Exp. \$ thru Mar	
In-School	\$ 121.00	0%
Out of School	\$ 54,913.00	
Youth In School	\$ -	
Youth Out of School	\$ -	
Admin	\$ 15,913.00	
Total	\$ 70,947.00	

D.W. 501/2 (33,580) & (177,692)		\$ 211,272.00	
	Exp. \$ thru Mar		
Core Reg	\$ 513.00	8%	
Intensive	\$ 24,808.00		
Other - Training	\$ 33,476.00		
Supp. Svcs.	\$ 852.00		
Other	\$ 9,157.00		
ITA - Training	\$ 10,800.00		
OJT - Training	\$ 4,118.00		
Admin	\$ 17,143.00		
Total	\$ 100,867.00		\$ 110,405.00

R.R. 540/1 (15,526) & 541 (81,516)		\$ 97,042.00
	Exp. \$ thru Mar	
Other	\$ 36,470.00	
Total	\$ 36,470.00	\$ 60,572.00

Allocation		
ADULT 201	\$ 24,858.00	
ADULT 202	\$ 169,187.00	
D.W. 501	\$ 33,580.00	
D.W. 502	\$ 177,692.00	
Subtotal	\$ 405,317.00	
Less Admin	\$ (40,532.00)	
Total Adlt/DW less Admn.	\$ 364,785.00	
YTD Training thru March 2018	\$ 57,257.00	16%
**SBCWDB is not using Leveraged Resources during PY 2017-18 to meet minimum training requirement		

Allocation		
Youth 301	\$ 206,482.00	
Subtotal	\$ 206,482.00	
Less Admin	\$ 20,648.00	
Total Youth less Admn.	\$ 227,130.00	
YTD Training thru March 2018	\$ -	0%
**SBCWDB is not using Leveraged Resources during PY 2017-18 to meet minimum training requirement		