



SAN BENITO COUNTY

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COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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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.

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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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](http://www.wsd17-06-07) and Information Notices [WSIN24](http://www.wsin24) thru [WSIN17-26](http://www.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.