



San Benito County Workforce Development Board (WDB)

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

May 8, 2018 @ 2:00 P.M.

WDB AUDIT Committee Meeting

Minutes

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

Present: Richard Bianchi, Kendra Bobsin, Kristina Chavez Wyatt

Absent: (Excused) Richard Perez

Staff: Andi Anderson, Sylvia Jacquez

Committee Chair, Kendra Bobsin, called the meeting to order at 2:05 P.M.

- I. **Upcoming Fiscal & Procurement Review Confirmation Letter:** For committee information, enclosed was the letter confirming the upcoming Fiscal & Procurement Review scheduled for May 21-25, 2018. The Audit Committee was invited to join the entrance conference at 1:00 P.M. on May 21, and the exit conference which is usually held at 10:00 or 11:00 A.M. on May 25, 2018.
- II. **Section 188/EEO Final Report:** For board information, enclosed was the Final Report for Section 188/EEO. Sylvia indicated that this is the first time in her 28 years with the agency to be monitored by EEO. There are some changes which have been implemented and all issues have been addressed. One item needing corrections was the lack of disability information being included in the pre-application questionnaire. For confidentiality it was requested that disability status be kept in a different file. Annual monitoring will now be conducted. Once the website is updated, the ADA info can be added to the website.
- III. **Fiscal & Procurement Final Report for PY 2016-2017:** Attached was the final Fiscal & Procurement monitoring response. Sylvia went over the corrective actions and stated moving forward staff will procure out the required programs. Example: One-Stop Operator was procured, will need to procure youth services and for career services.
- IV. **Adjournment:** *M/S/C Richard Bianchi/ Kristine Chavez-Wyatt. 2:17 P.M.*

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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**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.