



San Benito County Workforce Development Board (WDB)

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

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

Full WDB Meeting

Minutes

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

Present: Karen Para, Kendra Bobsin, Duane Bradford, Randy Brown, James Dion, Al Gonzalez, Jose Rodriguez,
Absent: *Excused:* Richard Bianchi, Richard Perez, Kristi Alarid, Kristina Chavez Wyatt, Andy Hartman, James Rydingsword, *Unexcused:* Carrie Fosdick
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacques, Ruby Soto
Guests: Stephen Amezuca

I. GENERAL INFORMATION:

II. Public Comment Period: Introductions were made by everyone 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 chair.
- B. **Meeting Minutes:** May 8, 2018 Executive Committee and Audit Committee meeting minutes are enclosed for info only.
- C. The April 10, 2018 full WDB meeting minutes are enclosed for review and approval. *Due to the lack of a quorum, this item was tabled.*

IV. CONSENT AGENDA: Motion/Second/Concur (M/S/C) *Due to the lack of a quorum, there was not action taken.*

- A. **Board Announcements:** None
- B. **Rapid Response and Lay-Off Aversion Services:** Enclosed was the Layoff Aversion Activities Report for May, 2018.
- C. **Board Membership:** No applications were received to be reviewed for appointment to the board. The current vacancies are: Business Representatives (5).
- D. **Programs Expenditure Report:** Enclosed was the YTD expenditure report for your information.
- E. **Workforce Services Directives and Information Notices:** Enclosed were summaries for the most recent Workforce Services Directives [WSD 17-10](#) and Information Notices [WSIN29 thru WSIN17-46](#). Please click hyperlink to read full description.

V. DISCUSSION/ACTION ITEMS:

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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OPPORTUNITY**

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- A. **Election of Officers:** The Nominating Committee presented the slate of officers for the upcoming fiscal year and stated it would remain the same slate as previous year and to add Kristina Chavez Wyatt as an Executive Committee member. *Due to the lack of a quorum, there was not action taken.*
- B. **Meeting of the Minds Conference:** Enclosed was information for the [Meeting of the Minds Conference in Monterey](#) scheduled for September 2-4, 2018. Request approval to send 2-4 Staff and WDB Members. *Due to the lack of a quorum, there was not action taken.*
- C. **Americas Job Center of California (AJCC) Operator:** The Contract for the AJCC Operator is due to expire. Request the WDB approve extending the contract for 1 year. *Due to the lack of a quorum, there was not action taken.*
- D. **AJCC Certification:** Staff updated the board on the Continuous Improvement Plan and the AJCC Certification Hallmark of Excellence. Enrique Arreola reported that State extended the deadline to submit the certification by the end of June and that the Certification of Hallmark of Excellence has been submitted along with the report. Staff is providing input on the matrix. The AJCC would contract with another agency to complete the matrix so there is no conflict of interest. This will be revisited in September.
- E. **WDB Member Recruitment Flier:** Attached was the WDB Recruitment Flier for board feedback and direction: 1) Board members felt it was too busy, 2) Correct the phone number, 3) Change to Enrique's phone & email. The board was requested to provide input why are they are serving on the board and include that information. Tap into those reasons and use those as a way to recruit members. Suggested using bullet points.
- F. **Partnerships To Unlock Social Mobility 2.0:** Staff provided 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 was a summary of the Corrections Workforce Partnership Prison to Employment Initiative. The funding is intended to help those being released from the prison system. The local WDB needs a clear vision and goals and hopes to receive more direction in the near future on moving forward. Discussed was how Gavilan College is working within the jails and providing career exploration and transition services. This initiative will hopefully be the missing piece to those being released. There needs to be a safety net and support for individuals to be successful.
- G. **Prop 39 (Pre-Apprenticeship Program):** Staff provided an update on the monitoring and the Building & Construction Trades training scheduled begin July 9, 2018 in San Benito County. 22 applications received. 18 showed up for the class. Day classes are 7am-3pm M-F. Due to end August 1. Graduation is scheduled for August 15, 2018. Staff will keep the board updated.
- H. **Committee Updates:** Updates may be provided on the following committees:
1. **Executive Committee:** Meets monthly and open to all board members.
 2. **Audit Committee:** The Fiscal & Procurement Review was held the week of May 21-25, 2018. Once the State report is received staff will provide an update.
 3. **Youth Committee:** Richard Perez has been working with the Youth Alliance. They are recruiting members and hopeful the Youth Alliance will join the committee.

4. **Job Fairs:**
 - a. **Job Fair Committee:** Staff provided an update on the Job Fair scheduled for August 30, 2018 from 3-6 P.M. at the Veteran's Memorial Building. A save the date flier has been distributed. Please provide updates to board members. The event will include a community resource fair and non-profit services.
 - b. **2018 Young Adult Job Fair:** Staff updated the board on the Young Adult Job Fair held on May 31, 2018. Overall the job fair was larger than original expected. There were 33 employers. Initial target was young adults but it was opened to the public. Received good feedback from employers and one thing they mentioned was having more job seekers.
5. **One-Stop and Business Services Websites Committee:** Karen Para provided an update on the redesign of the WDB websites: www.sbcjobs.org. At the last Ex committee meeting the board approved \$10,000 to update the sites. Enrique indicated that staff has been instructed to start the redesign at the county level using the local IT department. Staff met with IT and they are preparing a mock website so the board could have a potential sample. Once completed it will be provided to the board for their review and input. If the WDB likes what they see, then the board can move forward with having IT complete the site. If not, then the WDB can move forward with an RFP for an outside source.

IV. **Additional Information:**

- A. **2018/2019 Roundtables:** Staff provided an update on next year's roundtables which was included in the agenda packet as a tentative schedule. Staff requests board input on needs so that the roundtables can be tailored to their needs.
- B. **Agricultural Workforce Development Report and Training Needs:** Attached was the final report along with the recommended training needs. Staff updated the board on the meeting with Ag employers held on May 30th. West Valley College has been meeting with employers and is still working on follow-up to determine the needs in order to be able to provide training services.
- C. **Bay Peninsula Regional Update:**
 1. **Regional Trainings MOU:** Staff provided an update on the regional grant received for staff development and capacity. The WDB will be eligible for \$ _____ in funding for trainings for local boards.
 2. **Regional Business Services MOU:** Staff provided an update on the Regional Business Services grant received. This is a Partnership with NOVA. \$150,000 was awarded and SBC will receive a portion of that. The focus will be on healthcare. There is a meeting scheduled for the end of the month.
- D. **Goodwill Commercial Training** Staff reported on the visit to the Goodwill Commercial Training Center on Friday, May 18, 2018. It was very interesting from recycling – hiring/training. There has been an interest locally to see if this training can be brought to San Benito County on a smaller scale. Logistics were discussed on how to provide services and trainings. One thing discussed was getting our clients to the San Jose location as they already have resources to provide services.
- E. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified.
- F. **Unemployment:** The Unemployment Report for May 2018 is enclosed.

V. **Adjournment:** *M/S/C Kendra Bobsin/ James Dion 4:08 P.M.*

The next Executive Committee meeting is scheduled on August 14, 2018, **Ste. 108** – 3 P.M.