



**San Benito County Workforce Development Board (WDB)**

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

**August 14, 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, Richard Perez, Karen Para, Kristina Chavez Wyatt, James Rydingsword
- Absent: Kendra Bobsin
- Guests: Gabriel Garcia, Antonio Mendez, Sacramento Villacara
- Staff: Sylvia Jacquez

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

**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 review and approval. The June 14, 2018 meeting was cancelled. ***Motion/Second/Concur (M/S/C) Richard Perez/Karen Para.***

**IV. CONSENT AGENDA: *M/S/C Richard Perez/Karen Para***

- A. **Board Announcements:**
- B. **Rapid Response and Lay-Off Aversion Services:** Enclosed was the Layoff Aversion Activities Report for July, 2018. Regional level sector meetings will be held to determine sector gaps. Members offered to assist with Round Tables.
- C. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: Business Representatives (5).
- D. **Programs Expenditure Report:** Enclosed is the expenditure report for your information.
- E. **Workforce Services Directives and Information Notices:** Enclosed are summaries for the most recent Workforce Services Directives [WSD 18-01 thru 18-02](#) and Information Notices [WSIN 18-01 thru 18-02](#). Please click hyperlink to read full description.

**V. DISCUSSION/ACTION ITEMS:**

- A. **One-Stop and Business Services Websites:** County IT Department presented a mock website for your review and input. Board members indicated the site needed to

**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.

- be easy to navigate, managed by staff include widget for employers to access CalJOBS. County IT will train staff on how to keep the site updated. Recommended staff forward WDB logo and revisit this item at the October full WDB board for ratification. *M/S/C Richard Perez/Karen Para.*
- B. **Election of Officers:** The Nominating Committee presented the slate of officers for the current fiscal year. Staff will update the Roster. The Ex Committee approved the slate of officers as presented pending the agreement of Randy Brown. *M/S/C Richard Perez/Kristina Chavez Wyatt*
- C. **Meeting of the Minds Conference:** Enclosed is information for the [Meeting of the Minds Conference in Monterey](#) scheduled for September 4-6, 2018. Staff have been register to attend. Kristina Chavez Wyatt will be registered to attend. Request approval to send 2-4 Staff and WDB Members. *M/S/C Karen Para/Richard Perez.*
- D. **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. *M/S/C Richard Perez/Richard Bianchi.*
- E. **WDB Member Recruitment Flier:** Attached was the WDB Recruitment Flier for board feedback and direction. There were a few corrections noted on the flier and it will be updated to be presented The Ex Committed approved the flier with the noted correction. *M/S/C Kristina Chavez Wyatt/Karen Para.*
- F. **WIOA Work Experience Program (WEP) Placements:** Provide guidance to staff whether to limit the number of training placements to specific industry sectors. West Valley College is not well known in San Benito County. WDB members requested the Ag Committee convene a meeting to discuss next steps before taking action. Re-evaluate monthly consent agenda WEP placement draft. *M/S/C Richard Perez/Karen Para.*
- G. **Prison to Employment Initiative Planning Grant:** Staff provided the Board an update on the California Workforce Development Board (CWDB) funding available to serve the formerly incarcerated population. The total amount of planning funds available is \$1,750,000. Staff reported that \$150,000 was allocated to RPU to convene meetings and identify \_\_\_\_\_. There should be programs already in the County. There will be an RFP process. It was proposed the an RFQ or submittal of interest/intent to apply. It was asked if the RFP is for employment services. Several tours have taken place Goodwill Industries and staff is hoping to work with them within the next two years. It was suggested that Goodwill Industries be asked to provide a letter of support. It was also recommended the WDB connect with EDC for EDA and SDA.
- H. **Prop 39 (Pre-Apprenticeship Program):** Staff will provide an update on the Building & Construction Trades training which began July 9, 2018 and ended on August 1, 2018. Graduation is set for August 15, 2018 at the Veteran's Building at 5:00 p.m. Members are welcome to attend.
- I. **Committee Updates:** Updates may be provided on the following committees:
1. **Executive Committee:** Meets monthly and is open to all board members. There is one vacancy which needs to be filled.
  2. **Audit Committee:** Waiting to receive the Fiscal & Procurement Review Report to be issued by the State.

3. **Youth Committee**: Staff and Committee members may provide an update on activities and the committee make- up.
  4. **Job Fair Committee**: Staff will provide an update on the Employment and Community Resource Fair scheduled for August 30, 2018 from 3-6 P.M. at the Veteran’s Memorial Building. Flyer was enclosed for your information.
- IV. **Additional Information**:
- A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
  - B. **Unemployment**: The Unemployment Report for June, 2018 is enclosed.
- V. **Adjournment**: The meeting adjourned at 4:20 P.M. *M/S/C Kristina Chavez Wyatt/Jim Rydingsword*

The next Executive Committee meeting is scheduled on October 9, 2018, Ste. 107– 3 P.M.