



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

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

**December 11, 2018 @ 3:00 P.M.**

**WDB Executive Committee Meeting**

**Minutes**

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

Present: Kendra Bobsin, Kristina Chavez Wyatt, Karen Para, Richard Perez  
Absent: Richard Bianchi, James Rydingsword  
Guests: Judith Munter  
Staff: Andi Anderson, Enrique Arreola, Ruby Soto

Richard Perez called the meeting to order at 3:02 P.M.

I. **GENERAL INFORMATION:**

A. **Public Comment Period:** Introductions were made by everyone present. Judith Munter, Professor at San Francisco State University, introduced herself and gave a brief presentation on the services she is providing through the College Career Transitions Program. She is bilingual and is working on developing a bilingual curriculum for adults for San Benito County and has partnered with the local schools to assist with school to college transition. All the programs are pilot and is moving in the area of starting a nonprofit locally. She has read the San Benito County local 2 year plan and stated there is a lot of overlap. She has been meeting with clients at the local library and her goal is to work in collaboration with local schools and high school students to help them discover opportunities in careers which are sustainable.

II. **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. **Executive Committee Meeting Minutes:** November 13, 2018 Executive Committee meeting minutes were approved as presented. *M/S/C Kendra Bobsin/Kristina Chavez Wyatt*

III. **CONSENT AGENDA:** M/S/C Karen Para/Kendra Bobsin.

A. **Board Announcements:**

B. **Rapid Response and Lay-Off Aversion Services:** **Enclosed** was the Layoff Aversion Activities Report for November, 2018.

C. **Workforce Services Directives and Information Notices:** **Enclosed** were the summaries for the most recent Workforce Services Directives [WSD 18-07 thru 18-08](#) and Information Notices [WSIN 18-10 thru 18-14](#). Please click hyperlink to read full description.

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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- D. **Unemployment**: The Unemployment Report for October, 2018 was enclosed.
- E. **Budget Expenditure Report**: Enclosed for your information.

IV. **DISCUSSION/ACTION ITEMS**:

- A. **Board Membership**: Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representative (5).
  - 1. **New Memberships**: An application was received from Joe Giacalone for appointment to the board. After discussion the Executive Committee approved the application of Joe Gaicalone and his application will be forwarded the Board of Supervisors for appointment to the board. *M/S/C Kendra Bobsin/Richard Perez.*
- B. **America's Job Center of California (AJCC) and Business Services Websites**: Antonio Mendez/IT will present the live website for board review and feedback. *Table to next meeting.*
- C. **Election of Officers**: The Nominating Committee presented the slate of officers for the current fiscal year at the July meeting. There is still a need to fill the vacancy for the Executive Committee replacing Albert Orosco, Private Sector Representative. *Action is required. Table*
- D. **Prison to Employment Initiative Planning Grant**: Staff provided an update on this project. NOVA has been identified as the lead. It is still unclear whether the regional lead or the local board will lead the contract requirements for procurement with non-profit. It is ideal that each local area establish their own procurement and contracts within their jurisdiction. If proposals are accepted it is expected to move forward in March.
- E. **Regional and Local Plans PY 17-21 – Two Year Modification**: Staff provided an update on the Regional and Local Plan modification due to the State by March 15, 2019. An evening session was held and the State has required individual sessions as well. They have been scheduled for next week on the 19<sup>th</sup>. Enrique distributed an informational flier of the various sessions. Goal is to get more feedback and to incorporate that into the plan. Suggested going into Juvenile Hall and having a session with the youth. Once the draft plan is completed there will be a 30-day public comment period for submission by the March 15, 2019 deadline. Discussed partnerships with Monterey EDC and the session Kristina attended. Enrique discussed other programs and presentations that have been presented to the staff, Youth Tech Prep, Apprenticeships, Unions, Health Care, etc.
- F. **Youth Request for Proposal (RFP)**: The WDB is required to procure for the Youth Services at least every 3 years. Board is to give direction to staff to initiate the RFP and to present the RFP at the next Full Board Meeting. Enrique, Richard Perez & Karen Para will schedule a meeting to discuss further. Motion to give direction with RFP *M/S/C Kendra Bobsin/Kristina Chavez Wyatt*
- G. **Committee Updates**: Updates were provided on the following committees:
  - 1. **Audit Committee**: Staff is still waiting to receive the Fiscal & Procurement Review Report to be issued by the State. There is a monitoring scheduled for the week of January 28<sup>th</sup>. Invite committee members to attend the entrance/exit meetings.

2. **Ag Committee**: Convene a meeting to revamp and layout a new program model to see if training can be offered to meet the local agricultural needs. Attempt to reconnect with Ag employers. Goal is get direction on what training to explore. Andi will help coordinate an Ag committee meeting. Revisit next month. Granit Rock would like to do something at the high school on Construction Management.
  3. **Youth Committee**: Committee members provided an update on recruitment efforts. Karen and Richard reached out to Lorena Fernandez, San Benito High School. There is a need to focus on what the youth services are and to identify what the local needs, location, etc. Richard, Karen, Enrique will Meet Dec 18<sup>th</sup> at Sam Mars Hill.
  4. **Membership Committee**: Committee members will update the board on efforts made to recruit new board members. Andi Anderson spoke with Chuck Frohwein, owner of Grillin & Chillin, and he is interested. Still will bring him an application.
- IV. **Additional Information**:
- A. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified.
- V. **Adjournment**: *M/S/C Karen Para / Kristina Chavez Wyatt* 4:02 P.M.

The next Full Board meeting is scheduled on January 8, 2019, **Ste. 207**– 3 P.M.

The next Ex Committee is scheduled for February 12, 2019, Ste. 107 at 3 P.M.