



**San Benito County Workforce Development Board (WDB)**  
**1111 San Felipe Road, Suite 107 \* Hollister, CA 95023**

**May 14, 2019 @ 3:00 P.M.**

**Executive Committee Meeting**

**MINUTES**

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

Present: Chuck Frowein, Karen Para, Richard Perez, Kristina Chavez Wyatt  
Absent: Tracey Belton, Richard Bianchi, Kendra Bobsin  
Guests: Gabriel Torres  
Staff: Andi Anderson, Ruby Soto

Co-Chair, Richard Perez, called the meeting to order at 3:00 P.M.

I. **GENERAL INFORMATION:**

A. **Public Comment Period:** Introductions were made by everyone present.

II. **Regular Agenda:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. .

B. **Meeting Minutes:**

1. **Executive Committee:** Due to the February 12, 2019 and the March 9, 2019 meeting cancellations, the December 11, 2018 Executive Committee minutes were approved as presented. *M/S/C Karen Para/Kristina Para.*
2. **Full WDB:** The January 8, 2019 and April 9, 2019 full WDB meeting minutes are **enclosed** for board info and will be tabled to the full WDB meeting in July for action.

III. **CONSENT AGENDA:** Items as a whole will be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items: *M/S/C Karen Para/Chuck Frowein.*

A. **Board Announcements:**

B. **Workforce Services Directives and Information Notices:** There were no new summaries for the most recent Workforce Services Directives except WSD 18-12 which is a discussion item this month. Information Notices [WSIN 18-31 thru 18-33](#) are enclosed.

C. **Unemployment:** The Unemployment Report for March 2019 was enclosed.

D. **Budget Expenditure Report:** **Enclosed** for your information.

IV. **DISCUSSION/ACTION ITEMS:**

A. **Lay-Off Aversion Services and Rapid Response Report:** **Enclosed** was the Report for May 2019. Kristina pulled this item for discussion and asked questions on recruitment and services for board members. Discussed was creating a central location for all employers to post jobs and assist with recruitments. It was requested at the last meeting that if staff learns of large employers closing their doors that the WDB would meet with them to let them know about



the services available to them. There is also an opportunity to let employers know about services when they pay taxes.

- B. **WIOA Memorandums Of Understanding (MOU): WSD18-12** Directive was released April 30, 2019 indicating the need to update the MOUs. The MOU time line, Required Partners and MOU Content were **enclosed**. MOU is due to the State on June 30, 2019. Gabriel Torres stated is this is an update. The only difference is there was an Infrastructure Funding Agreement (IFA) MOU Phase I & II, this is now for the local area Two docs one submittal requiring separate signatures. The purpose is the MOU is 3year period the IFA requires annual review. Gabriel Torres indicated the local JobCorp Center Directors have been authorized to sign the MOU.
- C. **Website:** The revamped website was launched on May 10, 2019. Any updates or additional recommendations may be sent to Sylvia Jacquez. One issue noted is that there is no link for employers to post positions on CalJOBS, and if there is where is it located? The link for Employers is opens to a video for GeoSolutions. Will local employers be able to post their local announcements on the website and add a link to staff who are assisting with the CalJobs postings? Also discussed was looking into the purchase [sanbenitojobs.com/org](http://sanbenitojobs.com/org), etc. Discussed using layoff aversion funds for Outreach to make a video to promote services. Regional advisor indicated this is possible. It was also suggested that a search engine optimization with key words be set up. On the website Ca Manufacturing Technology should be “Consulting”.
- D. **Board Membership:** Applications received will be reviewed for appointment to the board. The current vacancies are: Business Representatives (3).
1. **New Applications:** The **enclosed** application was received from Tracey Belton to fill the vacancy of James Rydingsword. After discussion the application of Tracey Belton was approved and will be forwarded to the BOS for final appointment. *M/S/C Kristina Chavez Wyatt/Karen Para .*
- E. **Regional Business Services/Prison 2 Employment (P2E) Agreement Modification #2:** The agreement is being increased to include Prison to Employment P2E. **Enclosed** was the amendment for board review. An RFP was released on April 23, 2019 for the P2E implementation process with a due date of May 8, 2019. There were no submissions. There is no choice but to operate as the County. Staff met with Renee Hankla from the Probation Department, Community Transitions Center (CTC) and she stated that they will be hiring a case manager for this population. They will be posting the vacancy in a few months. Discussed was having another conversation with Rene on how the funds can be appropriated as and to establish a partnership. Gavilan College also has services at the CTC Yolanda Leon was hired at CSWD and is looking to see if it is possible to hire a temp staff to assist Whole Person Care (WPC) to work with this demographic. Staff will also connect with Goodwill. The County jail has their own funds for vocational training. Revisit working with Victor Gomez who is on the board at Goodwill and bringing them to SBC. The problem is not getting those in transition employment; the issue is social skills, behavioral health, soft skills, etc. There is a need a for life skills coach, because until the underlying issues are dealt with recidivism continues. Yolanda Leon will present at the next meeting. Teen Challenge has contacted our county to see if there is a way to bring their services to SBC. Also discussed was whether or not the WDB could help to develop a job description/work plan for the \$25,000 for the temporary worker? Motion to approve the modification as presented. *M/S/C Karen Para/Chuck Frowein.*
- F. **Regional and Local Plans PY 17-21 – Two Year Modification:** Staff provided an update on the Regional and Local Plan modifications which were submitted to the State by March 15,

2019. Both plans were provided via a [link](#) due to the size of the documents. WDB approved the Local and Regional Plan modification. *M/S/C Kristina/Karen*

G. **Local Area Designation and Local Board Certification for PY 2019/21:** The local area designation and board certification are due to the State by May 30, 2019. **Enclosed** was the application staff will be completing. After discussion the board approved the submission of the Local Area Designation and Local Board Certification. *M/S/C Karen Para/Kristina Chavez Wyatt.*

H. **Second Chance Event:** Staff will send a Save the Date invitation to all board members once the date has been confirmed with the organizer. Tentative date is scheduled for July 16, 2019.

I. **Committee Updates:** Updates may be provided on the following committees:

1. **Audit Committee** A Fiscal and Procurement review is scheduled for the week of June 10, 2019.

2. **Ag Committee:** The Ag Committee met on May 8, 2019 and requested discussion on the [Beginning Farmer Rancher Program](#). Richard Perez reported on the project to enhance the local Ag and the possible partnership with Gavilan College. There will be a chance to apply in February 2019 and the WDB is interested in applying for the funds meeting with Randy Brown in to discuss program needs. A meeting was scheduled for June 25 2:30 P.M. at Mars Hill. Invite Mindy Sotelo from Farm Bureau.

3. **Bylaws Committee:** The Bylaws committee needs to meet for the annual review. Possibly change bylaws to add the new location.

4. **Youth Committee:** Richard Perez is working with San Andreas youth on a gardening project. The goal is to promote the program through the summer to have youth participate. Also discussed bringing in hospitality and training youth in that area. Chuck is working with Mike Fisher teaching youth culinary and hospitality to include farm to table occupations. Looking at legalities of hiring youth in facilities serving alcohol. There is a huge need for hospitality and back of the house staff. It was suggested that invites be sent out to any hospitality meetings to Gavilan College, Chamber of Commerce and CSUMB.

5. **Membership Committee:** The membership committee will need to meet to strategize the recruitment of new members due to previous members no longer serving on the board. Staff is working to identify new members as well. Need someone from manufacturing, PacSci, TechNova, etc. Kristina willing to host a lunch to invite them to give a presentation on the WDB.

IV. **Additional Information:**

A. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified.

B. **Form 700:** Reminder that it is time to submit your annual Form 700. The deadline was April 15<sup>th</sup> deadline.

C. **Next meeting location:** Have the next meeting at Grillin & Chillin make sure we are compliant with Brown Act.

D. **California Manufacturing Technology Consulting:** Kristina Chavez Wyatt will give a presentation at the July meeting.

V. **Adjournment:** *M/S/C Karen Para/Chuck Forwein 4:36 P.M.*

The next Executive Committee is scheduled for June 11, 2019, Ste. 107 at 3 P.M. at Grillin & Chillin Ale House, 401 McCray St, Suite B24, Hollister, CA 95023

The next Full Board meeting is scheduled on July 9, 2019, Ste. 205 at 3 P.M.