



**San Benito County Workforce Development Board (WDB)**  
**Grillin & Chillin Ale House, 401 McCray St, Suite B24**  
**Hollister, CA 95023**

**June 11, 2019 @ 3:00 P.M.**

**Executive Committee Meeting**

**MINUTES**

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

Present: Richard Bianchi, Kendra Bobsin, Kristina Chavez Wyatt, Chuck Frowein, Karen Para,  
Absent: **Excused:** Tracey Belton **Unexcused:** Richard Perez  
Guests: Michelle Leonard  
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto

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

**I. GENERAL INFORMATION:**

A. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed. Introductions were made by everyone present. No public were present.

**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. Excused Tracey Belton. Unexcused Richard Perez.

B. **Meeting Minutes:** *Motion/Second Concur (M/S/C)*

1. **Executive Committee:** The May 14, 2019 Ex Com minutes were approved as presented. *M/S/C Karen Para/Kristina Chavez Wyatt*
2. **Full WDB:** The January 8, 2019 and April 9, 2019 full WDB meeting minutes were 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 Kendra Bobsin/Karen Para.*

A. **Board Announcements:**

B. **WIOA Allocations:** **Enclosed** for board information are the WIOA allocations for PY 2019-2020 and PY 2018-2019.

C. **Workforce Services Directives and Information Notices:** The most recent Workforce Services Directives [WSD18-13-14](#) and Information Notices [WSIN 18-33 thru 18-38](#) are **enclosed**.



- D. **Unemployment:** The Unemployment Report for April 2019 was enclosed.
- E. **Budget Expenditure Report:** Enclosed for your information.
- F. **Lay-Off Aversion Services and Rapid Response Report:** Enclosed is the report for May 2019.
- G. **Board Membership:** Pulled memberships for discussion

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** No applications were received for appointment to the board. The current vacancies are: Business Representatives (4). Several individuals have been contacted about membership to include: Shelley Gaincola from Casa De Fruta, Michelle Leonard from San Benito County Chamber. Other suggestions were San Juan Bautista City Council Member Leslie Jordan. Staff has looked at the Econovue system to research employers and invite members to serve on the WDB. Discussed was hosting a breakfast/lunch to give a brief orientation on WDB to identify potential members and create exposure to the board. Staff will poll membership committee with dates and times Wednesday August 21<sup>st</sup>. Suggest lunch /breakfast.
- B. **Meeting of the Minds Monterey:** Scheduled for September 1-5, 2019. Staff requested approval to send up to 4 staff and board members to this conference. Early Bird Member-\$600.00, rate ends Saturday, July 20, 2019 <https://calworkforce.org/mmm-registration/> Sylvia was asked to give a presentation at the Boot camp and with that we will get a reduced rate. Approximately \$400. After discussion the WDB Ex Committee approved the \$2400 for up to 4 people to attend (2staff 2board) *M/S/C Karen Para/Kendra Bobsin.*
- C. **AB1111 Breaking Barriers to Employment Initiative:** The Breaking Barriers to Employment Initiative is intended to supplement existing workforce and education programs by providing services to ensure the success of individuals either preparing to enter or already enrolled in workforce and education programs. The CWDB is issuing a request for Letters of Intent to Apply. <https://cwdb.ca.gov/ab1111/>. Staff explained the funds and how it would be utilized. After discussion the board approved staff to submit letter of intent. *M/S.C Kendra Bobsin/Karen Para.*
- D. **Prison 2 Employment (P2E) Grant:** AJCC was funded \$74,000. A Request for Proposal (RFP) was released and there were no submissions. Staff provided an update on discussion held with the Probation Department on their needs, possible funding to meet those needs and to see if the probation and sheriff departments would like to be the provider. The probation could provide re-entry services along with a case manage/employment counselor to assist with client referrals to supportive services, i.e. post custody life skills training, Behavioral Health, housing navigation, etc. with the main goal of addressing barriers and assisting to formerly incarcerated to become employable. Provide assessment results at the next meeting. Another resource is Donna Haynes is a prospective employer as she hires formerly incarcerated. Just to clarify, this item required no action and was information only.
- E. **WIOA Memorandums Of Understanding (MOU):** Staff provided an update on the [WSD18-12](#) Directive was released April 30, 2019 indicating the need to update the MOUs. The MOU is due to the State on June 30, 2019. Enrique explained the 3 phases of the updated MOU's and the role of the partner agencies. Each partner is required to pay their fair share to operate at the AJCC. In most cases non-profit cases left due to lack of funding. Partners bring value to workforce. Phase III is to update the MOU and reflect the partners and describe shared customers, partners, costs and resign the MOU.
- F. **Website:** The revamped website was launched on May 10, 2019. Any updates or additional recommendations may be sent to Sylvia Jacquez. It was noted that today's meeting agenda isn't on the website. Staff will begin adding the agenda when they are release. Send out a

press release that the site exists and call for employers to post directly there. It was also suggested that employers receive training on navigating CalJobs to post positions.

- G. **Extension of Approval to Act as Career Service Provider:** A letter indicating approval for the Local Workforce Area to continue to act as the WIOA Adult and Dislocated Worker Career Service Provider has been extended through June 30, 2021 was enclosed for board information.
- H. **Second Chance Event:** Flier was distributed for the July 16, 2019 for the Second Chance Reentry program: <https://www.secondchanceprogram.org/>.
- I. **Committee Updates:** Updates may be provided on the following committees:
  - 1. **Audit Committee** A Fiscal and Procurement review is taking place this week. Staff indicated there will possibly be some findings and gave the board a heads-up on the monitoring.
  - 2. **Ag Committee:** A meeting is scheduled for June 25 2:30 P.M. at Mars Hill. Ag Committee will identify at least one training for ag workers. Include this in their discussion.
  - 3. **Bylaws Committee:**The Bylaws committee meet prior to the Executive Committee meeting for the annual review. Change bylaws to reflect the new meeting location at 1161 San Felipe Road. Also updated to post the meeting location at least 72 hours in advance of the meeting. **M/S/C was action taken or need to be taken?**
  - 4. **Youth Committee:** Committee members didn't have an update.
  - 5. **Membership Committee:** The membership committee will need to meet to strategize the recruitment of new members. Previously discussed.
  - 6. **Nominating Committee:** The Nominating Committee meet just prior to the Executive Committee and the slate of officers will remain the same. Add to the July meeting for approval for the new fiscal year.
- IV. **Additional Information:**
  - A. **California Manufacturing Technology Consulting:** Kristina Chavez Wyatt will give a presentation at the July meeting.
  - B. **Sling Shot Project:** Staff indicated that the region received funding \$12,000 for tech apprenticeships to assist with costs for committees in bay area. Once programs are developed there may be funds available for a local resident. FYI only.
  - C. **Worforce program apprenticeship:** Add to next agenda.
- V. **Adjournment:** *M/S/C Kendra Bobsin/Chuck Frowein. 3:47 P.M.*

The next Full Board meeting is scheduled on July 9, 2019, at 1161 San Felipe Road, Hollister, CA 95023 at 3 P.M.