



SAN BENITO COUNTY

TRACEY BELTON
INTERIM DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

San Benito County Workforce Development Board (WDB)

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

September 10, 2019 @ 3:00 P.M.

Executive Committee Meeting

Agenda

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

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Representing the Private Sector (PR)			Representing the Public		
<input type="checkbox"/>	Bianchi, Richard, <i>Chair</i>	<input type="checkbox"/>	Para, Karen, <i>Secretary</i>	<input type="checkbox"/>	Belton, Tracey
<input type="checkbox"/>	Chavez Wyatt, Kristina	<input type="checkbox"/>	Perez, Richard, Sr, <i>V-Chair</i>	<input type="checkbox"/>	Bobsin, Kendra, <i>Treasurer</i>
<input type="checkbox"/>	Frowein, Chuck	<input type="checkbox"/>		<input type="checkbox"/>	

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.

II. Regular Agenda:

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

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

1. **Executive Committee:** The June 11, 2019 Ex Com minutes are enclosed for board review and approval. There was no August 2019 meeting.

2. **Full WDB:** The July 9, 2019 full WDB meeting minutes are enclosed for board information.

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:

A. **Board Announcements:**

B. **Workforce Services Directives and Information Notices:** The most recent Workforce Services Directives [WSD19-02-03](#) and Information Notices [WSIN 19-01 thru 19-03](#) are enclosed.

C. **Unemployment:** Enclosed is the Unemployment Report for July 2019.

D. **Lay-Off Aversion Services and Rapid Response Report:** Enclosed is the report for July and August 2019.

IV. DISCUSSION/ACTION ITEMS:

A. **Conflict of Interest and Code of Conduct Policy:** Review and approve the enclosed policy presented by staff.

B. **Board Membership:** Welcome new board members, Shelly Giancola and Michelle Leonard.

1. **Application Received:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representatives (2). Public, Union Rep (1)



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

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.

An application was received from Jose A. Perez Jr. to fill the Public-Union Representative vacancy of Andy Hartman. **Action Required**

2. **Re-Appointments:** The terms of Karen Para, Richard Perez, Sr. and Jose Rodriguez are due to expire on September 27, 2019. **Action Required**
3. **Orientation/Recruitment:** Staff and members will provide an update on the orientation provided to existing, new and potential members, which was held on August 22, 2019.
- C. **California Workforce Association (CWA) Monterey Meeting of the Minds (MMM):** Staff and board members may report on the MMM Conference held September 3-5, 2019.
- D. **Prison 2 Employment (P2E) Implementatin Grant:** Staff may provide an update.
- E. **AB 1111 Application:** Staff will provide an update on Breaking Barriers to Employment application which was submitted on August 26, 2019.
- F. **WIOA Memorandum Of Understanding (MOU):** Staff may provide an update on the submittal of the updated MOU, which was due to the State on June 30, 2019. There has been an extension until October as this item must go to the BOS.
- G. **WDB Strategic Plan:** Discuss holding a Strategic Planning meeting with board members and select a date.
- H. **Committee Updates:** Updates may be provided on the following committees:
 1. **Bylaws Committee:** Staff will provide an update to the changes in the Bylaws.
 2. **Executive Committee:** There is a need to make changes to the committees due to Kristina Chavez Wyatt being moved from Public Sector to Private Sector.
 3. **Ag Committee:** Staff and committee members may provide an update on providing Food Safety training.
 4. **Audit Committee** Staff and the Audit Committee will share the WIOA Section 188 Monitoring Review Final Letter and the Fiscal and Procurement Review Draft Letter received from the State.
 5. **Youth Committee:**
- IV. **Additional Information:**
- V. **Adjournment:**

The next full WDB meeting is scheduled for October 8, 2019 at 3 P.M., 1161 San Felipe Road, Hollister, CA 95023



**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 21st. 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.



San Benito County Workforce Development Board (WDB)

1161 San Felipe Road - Hollister, CA 95023

July 9, 2019 @ 3:00 P.M.

Full WDB Meeting

MINUTES

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

Present: Richard Bianchi, Jose Rodriguez, Kristi Alarid, Tracey Belton, Kendra Bobsin, Duane Bradford, Randy Brown, Kristina Chavez Wyatt, Al Gonzalez, Jr., Andy Hartmann, Nelson Leonor

Absent: Chuck Frowein, Karen Para, Richard Perez, Sr., Joe Giacalone

Guests: Shelley Giancola, Michelle Leonard, Susana Juarez

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto

Chair, Richard Bianchi, called the meeting to order at 3:00 P.M.

I. **GENERAL INFORMATION:**

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

B. **California Manufacturing Technology Consulting (CMTC):** Board member, Kristina Chavez Wyatt, provided an overview and distributed information on the services provided at CMTC for small manufacturing companies. Currently there are 20 companies in San Benito County that are a part of the network. Additional info available at: <https://www.cmtc.com/>.

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

1. **Full WDB:** The January 8, 2019 and April 9, 2019 full WDB meeting minutes are enclosed review and approval. *M/S/C Kendra Bobsin/Randy Brown.*

2. **Executive Committee:** The June 11, 2019 Ex Com minutes are enclosed for board info.

3. **Success Stories:** Susana Juarez stated she was a participant through the Work Experience Program and was working at CSWD. She was recently hired as a Vocational Assistant at the Whole Person Care office. She stated that she was very grateful for all she learn at CSWD and how the skills she learned will help her to be able to be a great asset in her new position. Staff also read several success stories from other participants.

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/Kristina Chavez Wyatt.*

A. **Board Announcements:**

1. **Apprenticeship for Workforce Professionals:** Enclosed is an informational flier.

2. **Slingshot Memorandum of Understanding:** Enclosed for board information.



3. **California Workforce Association (CWA) Meeting of the Minds in Monterey (MMM)**: The WDB approved sending up to 4 (staff/board members) to this conference. It is scheduled for September 3-5, 2019. Early Bird Member special rate of \$600.00 ends Saturday, July 20, 2019 <https://calworkforce.org/mmm-registration/>.
- B. **AB1111 Breaking Barriers to Employment Initiative**: Enclosed is the letter of intent submitted for the Breaking Barriers to Employment Initiative.
- C. **Website**: Enclosed is a copy of the press release on the updated website.
- D. **Workforce Services Directives and Information Notices**: The most recent Workforce Services Directives [WSD18-15-17](#) and [WSD19-91](#) and Information Notices [WSIN 18-39 thru 18-45](#) are enclosed.
- E. **Unemployment**: Enclosed is the Unemployment Report for June 2019.
- F. **Budget Expenditure Report**: Enclosed for board information.
- G. **Lay-Off Aversion Services and Rapid Response Report**: Enclosed is the report for June 2019.

IV. **DISCUSSION/ACTION ITEMS:**

A. **Board Membership:**

1. **Application Received**: Any other applications received may be reviewed for appointment to the board. The current vacancies are: Business Representatives (4).
 - a. The request for board approval to take action to switch Kristina Chavez Wyatt from the Public Sector to the Private Sector was granted. *M/S/C Kendra Bobson/Andy Hartmann.*
 - b. The enclosed application from Shelley Giancola, Casa de Fruta to represent the Private Sector was approved by the WDB and will be forwarded to the Board of Supervisors (BOS) for appointment to the WDB. *M/S/C Kristina Chavez Wyatt/Kendra Bobsin.*
 - c. The enclosed application from Michelle Leonard, CEO, San Benito County Chamber, a mandatory public sector position was approved by the WDB and will be forwarded to the BOS for appointment to the WDB. *M/S/C Kendra Bobsin/Kristina Chavez Wyatt.*
 2. **Recruitment**: Staff will provide an update on the lunch tentatively scheduled on August 22, 2019 at Grillin & Chillin Alehouse from 12-1:30 P.M. to conduct an orientation to new members and for potential members. This may help create exposure to this Board.
- B. **Cancel August Meeting**: The WDB approved the cancellation of the August meeting. *M/S/C Kendra Bobsin/Randy Brown.*
 - C. **Request to Transfer WIOA funds**: Staff requests Board approval to transfer Dislocated Worker funds to the Adult allocation in the amount of \$30,000 for PY 2018-2019. There was an increase in eligible Adults requesting training services during this PY. The request must be submitted and approved by the State. See attachment. After discussion the board approved the transfer of WIOA funds in the amount of \$30,000 per staff recommendation. *M/S/C Kristina Chavez Wyatt/Kendra Bobsin .*
 - D. **Contract Extension for America's Job Center of CA (AJCC) Operator**: The WDB approved David Mirrione's contract extension as the AJCC Operator for another year. *M/S/C Andy Hartmann/Duane Bradford.*
 - E. **Bylaws Committee**: Staff provided an update to changes the Bylaws committee suggested to reflect the new meeting location at 1161 San Felipe Road and to post the meeting location at least 72 hours in advance of the meeting. The WDB ratified the changes as amended. *M/S/C Kristina Chavez Wyatt/Leonor Nelson.*
 - F. **Nominating Committee**: The Nominating Committee stated the slate of officers will remain the same for the new fiscal year. The WDB approved the slate of officers as presented. *M/S/C Randy Brown/Jose Rodriguez.*

- G. **Ag Committee:** Meeting notes were enclosed. Committee members meet on June 25, 2019 at 2:30 P.M. at Mars Hill. Several topics for training were discussed and it was suggested that Enrique contact Susan Sweeny and request she submit a proposal. It was also suggested that when training is approved that staff contact employers so that they can send their staff who should be receiving the training. The WDB motioned to approve Food Safety training. *M/S/C Kristina Chavez Wyatt/Leonor Nelson.*
- H. **Prison 2 Employment (P2E) Grant:** Staff provide an updated on the Prison to Employment Implementation Grant and our partnership with the Probation Department. Staff stated a survey was completed and individuals in the justice system indicated the largest barrier to employment was lack of driver's license. Staff has partnered with probation and the local sheriff and are working on moving forward. So far, no expenditures have been accrued.
- I. **Second Chance Event:** The event is scheduled on July 16, 2019 from 9am to 11:30am. Those interested in attending can register [here](#) Second Chance Reentry program: <https://www.secondchanceprogram.org/>. Info only.
- J. **WIOA Memorandum Of Understanding (MOU):** Staff provided an update on the submittal of the updated MOU, which was due to the State on June 30, 2019. There has been an extension until October as this item must go to the BOS.
- K. **Employment Development Department (EDD) CalJOBS Training:** Staff provided an update on the request made to EDD to provide training for employers on how to learn to navigate the CalJOBS System. Nelson Leonor stated that training is possible. It was suggested that staff use ZOOM or some other video platform to record the training so that it could be posted on the website as a training tool.
- L. **Committee Updates:** Updates may be provided on the following committees:
 - 1. **Audit Committee** Staff provided an update on the Fiscal and Procurement review that took place the week of June 10, 2019.
 - 2. **Youth Committee:** Committee members were not present to provide an update.
- IV. **Additional Information: Board Recognition:** Staff is working on scheduling a Board Recognition event for later in the summer. More info to come.
- V. **Adjournment:** The meeting adjourned at 4:13 P.M. *M/S/C Kendra Bobsin/Andy Hartmann*

The next full WDB meeting is scheduled for October 8, 2019 at 3 P.M., 1161 San Felipe Road, Hollister, CA 95023

MEMORANDUM

September 10, 2019

TO: Workforce Development Board (WDB) Members

FROM: Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director

SUBJECT: Summary of EDD Workforce Services Directives and Workforce Services Information Notices

Background/Summary: Directives provide policy and guidance regarding various Workforce Services program requirements, funding and activities for EDD Workforce Services Staff and Workforce Partners.

Background/Summary (Information Notices): The Employment Development Department (EDD) issues Workforce Services Information Notices (WSIN) to disseminate announcements, general information, and procedural guidance on departmental programs for EDD staff, workforce partners, stakeholders, and other individuals in the workforce development system. Through the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act, the EDD administers program for veterans, youth, dislocated workers, people with disabilities; including Trade Adjustment Assistance, CalJOBSSM, employer incentives and more. Directives provide policy and guidance regarding various Workforce Services program requirements, funding, and activities for EDD Workforce Services Staff and Workforce Partners.

Workforce Service Directives

<u>WSD19-02</u>	WORKER DISPLACEMENT PROHIBITION EXECUTIVE SUMMARY This policy provides the guidance and establishes the procedures regarding the prohibition on the replacing of regular employees with Workforce Innovation and Opportunity Act (WIOA) participants, and against infringing on the promotional opportunities of currently employed individuals. This policy applies to Local Workforce Development Areas (Local Area) and other recipients of WIOA funds, and is effective immediately. This policy contains no state-imposed requirements. This Directive finalizes Workforce Services Draft Directive Worker Displacement Prohibition WSDD-194, issued for comment on February 1, 2019. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1.
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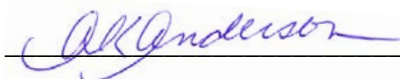
<u>WSD19-03</u>	PERFORMANCE GUIDANCE EXECUTIVE SUMMARY This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) six primary indicators of performance. This policy applies to all Title I subrecipients, Title III staff, Jobs for Veterans State (JVSG) staff, National Dislocated Worker Grant (NDWG) project operators, and Trade Adjustment Assistance (TAA) staff, and is effective immediately. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive Performance Guidance for WIOA Title I and III Programs (WSDD-185), issued for comment on June 27, 2018. The Workforce Development Community submitted 74 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 5. Retain this Directive until further notice.
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Information Notices

<u>WSIN19-01</u>	ENHANCEMENTS TO ETPL MODULE IN CalJOBS - On July 11, 2019, the CalJOBSSM Eligible Training Provider List (ETPL) module will be upgraded to make it easier for providers and staff to create and manage programs. The changes will occur after business hours and will be visible to staff on Friday, July 12, 2019. The availability of CalJOBS will not be impacted by this event
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<u>WSIN19-02</u>	APPRENTICESHIPS: CLOSING THE SKILLS GAPS GRANT OPPORTUNITY - The U.S. Department of Labor (DOL), Employment and Training Administration (ETA), published a Funding Opportunity Announcement (FOA) of approximately \$100 million for the Apprenticeship: Closing the Skill Gap grant program. The
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	<p>purpose of this grant program is to promote apprenticeships as a significant workforce solution in filling current job vacancies and closing the skills gap between employer workforce needs and the skills of the current workforce. The overarching goals of this grant are threefold: (1) to accelerate the expansion of apprenticeships to industry sectors and occupations that have not traditionally deployed apprenticeships for building a skilled workforce; (2) to promote the large-scale expansion of apprenticeships across the nation to a range of employers, including small and medium-sized employers; and (3) to increase apprenticeship opportunities for all Americans. Grant funds will be awarded to an apprenticeship partnership of public and private sector entities which together seek to develop and implement new apprenticeship models, or expand an existing apprenticeship program to a new industry sector or occupation, a new population, on a local, regional, statewide, or national scale. For more information about the grant opportunity, please visit the grants.gov website using opportunity # FOA-ETA-19-09-Apprenticeships: Closing the Skill Gap. For a complete description of the funds available, funders, eligibility requirement, and links to the grant application, please visit the DOL/ETA website. The closing date for receipt of applications under this grant opportunity is September 24, 2019.</p>
<p>WSIN19-03</p>	<p>AB 1111: BREAKING BARRIERS TO EMPLOYMENT INITIATIVE REQUEST FOR APPLICATIONS -The California Workforce Development Board (CWDB) is pleased to announce the availability of approximately \$11 million in state funds for the AB 1111: Breaking Barriers to Employment Initiative. These funds will support projects to serve individuals who face the greatest barriers to employment through a joint collaboration with Local Workforce Development Boards (Local Board) and community-based organizations (CBO). The CWDB is interested in funding projects that advance the goals of the Unified Strategic Plan (PDF) and build workforce system infrastructure and capacity through the following efforts:</p>
<p>WSIN19-04</p>	<p>NORTHERN AND SOUTHERN CALIFORNIA DOL SMART 3.0 TRAINING - The U.S. Department of Labor (DOL), in partnership with the Employment Development Department, is offering a three-day SMART 3.0 Training for the workforce development community. The events will be held at the following dates and locations: Southern California SMART Training August 19 – 21, 2019 East San Gabriel Valley AJCC Hacienda—La Puente Learning Center, Multiple Purpose Room 14101 East Nelson Avenue, La Puente, CA 91746 Northern California SMART Training September 18 – 20, 2019 Employment Development Department Auditorium 722 Capitol Mall, Sacramento, CA 95814 The draft agenda and session overview are attached below. REGISTER NOW! Complete the appropriate online registration form to register for the DOL SMART Training event. You will receive a confirmation email from Eventbrite when registration is complete.</p> <p>Online Registration Form: Southern California SMART Training Registration Northern California SMART Training Registration</p>



Enrique Arreola, Deputy Director
San Benito County Workforce Development Board (WDB)

08/10/19

Date

REPORT 400 C
Monthly Labor Force Data for Counties
June 2019 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,293,700	18,493,300	800,500	4.1%
ALAMEDA	9	844,400	818,500	25,800	3.1%
ALPINE	52	480	450	40	7.4%
AMADOR	20	15,080	14,510	570	3.8%
BUTTE	39	101,300	96,000	5,300	5.2%
CALAVERAS	20	21,500	20,680	820	3.8%
COLUSA	57	11,240	10,060	1,180	10.5%
CONTRA COSTA	10	561,300	543,300	18,000	3.2%
DEL NORTE	40	9,790	9,270	520	5.4%
EL DORADO	18	91,000	87,700	3,300	3.7%
FRESNO	50	453,200	421,300	32,000	7.1%
GLENN	47	12,680	11,870	810	6.4%
HUMBOLDT	18	62,800	60,500	2,300	3.7%
IMPERIAL	58	70,100	57,100	13,000	18.6%
INYO	15	8,720	8,410	310	3.6%
KERN	54	390,400	359,100	31,300	8.0%
KINGS	53	57,600	53,000	4,500	7.9%
LAKE	34	29,260	27,840	1,420	4.8%
LASSEN	31	9,780	9,330	450	4.6%
LOS ANGELES	31	5,073,600	4,840,600	232,900	4.6%
MADERA	49	61,500	57,200	4,300	7.0%
MARIN	3	140,400	137,000	3,400	2.4%
MARIPOSA	23	8,190	7,870	320	3.9%
MENDOCINO	20	39,350	37,880	1,480	3.8%
MERCED	55	115,500	106,200	9,400	8.1%
MODOC	44	3,260	3,060	200	6.1%
MONO	15	8,850	8,530	320	3.6%
MONTEREY	34	233,000	221,900	11,100	4.8%
NAPA	5	75,300	73,200	2,100	2.8%
NEVADA	13	48,520	46,870	1,640	3.4%
ORANGE	7	1,604,000	1,556,500	47,400	3.0%
PLACER	11	184,400	178,400	6,000	3.3%
PLUMAS	46	8,260	7,750	520	6.2%
RIVERSIDE	29	1,085,300	1,037,800	47,500	4.4%
SACRAMENTO	23	708,000	680,600	27,400	3.9%
SAN BENITO	36	31,100	29,600	1,500	4.9%
SAN BERNARDINO	27	955,000	915,600	39,400	4.1%
SAN DIEGO	11	1,582,400	1,529,600	52,800	3.3%
SAN FRANCISCO	2	579,100	565,800	13,300	2.3%
SAN JOAQUIN	43	320,400	301,300	19,100	6.0%
SAN LUIS OBISPO	7	141,900	137,700	4,200	3.0%
SAN MATEO	1	457,100	447,200	9,900	2.2%
SANTA BARBARA	14	218,400	210,800	7,600	3.5%
SANTA CLARA	4	1,054,100	1,026,700	27,500	2.6%
SANTA CRUZ	28	145,400	139,200	6,200	4.2%
SHASTA	31	73,900	70,500	3,400	4.6%
SIERRA	38	1,340	1,270	70	5.1%
SISKIYOU	42	17,690	16,660	1,030	5.8%
SOLANO	23	206,600	198,500	8,100	3.9%
SONOMA	5	260,600	253,300	7,200	2.8%
STANISLAUS	48	239,800	224,300	15,500	6.5%
SUTTER	50	46,200	43,000	3,300	7.1%
TEHAMA	41	25,550	24,090	1,470	5.7%
TRINITY	36	4,800	4,570	240	4.9%
TULARE	56	206,500	187,700	18,800	9.1%
TUOLUMNE	29	21,490	20,540	950	4.4%
VENTURA	15	419,100	403,900	15,200	3.6%
YOLO	26	108,400	104,100	4,300	4.0%
YUBA	44	29,000	27,300	1,800	6.1%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2018 benchmark and Census 2010 population controls at the state level.

Data Not Seasonally Adjusted

	Jun 18	Apr 19	May 19	Jun 19	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,083,800	1,080,300	1,082,200	1,085,200	0.3%	0.1%
Civilian Employment	1,052,500	1,054,600	1,058,500	1,056,200	-0.2%	0.4%
Civilian Unemployment	31,200	25,700	23,700	29,000	22.4%	-7.1%
Civilian Unemployment Rate	2.9%	2.4%	2.2%	2.7%		
(CA Unemployment Rate)	4.4%	3.9%	3.5%	4.1%		
(U.S. Unemployment Rate)	4.2%	3.3%	3.4%	3.8%		

Total, All Industries (2)	1,140,800	1,154,300	1,158,600	1,168,300	0.8%	2.4%
Total Farm	6,400	6,000	6,200	6,500	4.8%	1.6%
Total Nonfarm	1,134,400	1,148,300	1,152,400	1,161,800	0.8%	2.4%
Total Private	1,035,600	1,046,600	1,050,300	1,060,200	0.9%	2.4%
Goods Producing	223,500	226,500	226,600	230,800	1.9%	3.3%
Mining, Logging, and Construction	50,200	49,600	49,300	50,300	2.0%	0.2%
Mining and Logging	200	200	200	200	0.0%	0.0%
Construction	50,000	49,400	49,100	50,100	2.0%	0.2%
Specialty Trade Contractors	35,700	36,000	36,000	36,900	2.5%	3.4%
Building Equipment Contractors	16,700	16,600	16,700	17,300	3.6%	3.6%
Manufacturing	173,300	176,900	177,300	180,500	1.8%	4.2%
Durable Goods	159,900	163,300	163,700	166,700	1.8%	4.3%
Machinery Manufacturing	10,500	10,600	10,600	10,700	0.9%	1.9%
Computer & Electronic Product Manufacturing	119,200	121,900	122,600	125,300	2.2%	5.1%
Computer & Peripheral Equipment Manufactur	53,800	56,000	56,500	57,600	1.9%	7.1%
Electronic Computer Manufacturing	50,900	53,200	53,600	54,600	1.9%	7.3%
Semiconductor & Electronic Component Mfg	42,100	41,900	41,900	43,200	3.1%	2.6%
Bare Printed Circuit Board Manufacturing	3,800	3,900	4,000	4,000	0.0%	5.3%
Semiconductor & Related Devices Manufac	29,400	29,200	29,100	30,200	3.8%	2.7%
Electronic Instrument Manufacturing	15,200	15,500	15,400	15,800	2.6%	3.9%
Transportation Equipment Manufacturing	6,000	5,900	6,000	6,000	0.0%	0.0%
Aerospace Product & Parts Manufacturing	4,700	4,500	4,500	4,500	0.0%	-4.3%
Nondurable Goods	13,400	13,600	13,600	13,800	1.5%	3.0%
Service Providing	910,900	921,800	925,800	931,000	0.6%	2.2%
Private Service Providing	812,100	820,100	823,700	829,400	0.7%	2.1%
Trade, Transportation & Utilities	133,100	131,900	131,700	133,600	1.4%	0.4%
Wholesale Trade	32,000	31,800	31,800	32,200	1.3%	0.6%
Merchant Wholesalers, Durable Goods	23,000	22,300	22,200	22,500	1.4%	-2.2%
Retail Trade	85,400	84,500	84,600	86,000	1.7%	0.7%
Electronics & Appliance Stores	4,500	4,500	4,400	4,500	2.3%	0.0%
Building Material & Garden Equipment Stores	6,000	5,700	5,800	5,800	0.0%	-3.3%
Food & Beverage Stores	17,500	17,600	17,600	17,800	1.1%	1.7%
Health & Personal Care Stores	5,200	4,900	4,900	4,900	0.0%	-5.8%
Clothing & Clothing Accessories Stores	11,600	11,200	11,100	11,300	1.8%	-2.6%
General Merchandise Stores	13,200	13,900	13,900	14,100	1.4%	6.8%
Transportation, Warehousing & Utilities	15,700	15,600	15,300	15,400	0.7%	-1.9%
Transportation & Warehousing	14,000	13,900	13,500	13,600	0.7%	-2.9%
Couriers & Messengers	3,600	3,700	3,600	3,700	2.8%	2.8%
Information	93,400	97,700	99,300	102,400	3.1%	9.6%
Publishing Industries (except Internet)	25,900	26,800	27,200	27,800	2.2%	7.3%
Telecommunications	5,200	5,200	5,200	5,500	5.8%	5.8%
Financial Activities	37,100	38,000	37,600	38,300	1.9%	3.2%
Finance & Insurance	21,800	22,400	22,000	22,300	1.4%	2.3%
Credit Intermediation & Related Activities	12,300	12,300	12,300	12,400	0.8%	0.8%
Real Estate & Rental & Leasing	15,300	15,600	15,600	16,000	2.6%	4.6%
Real Estate	12,500	12,800	12,700	12,900	1.6%	3.2%
Professional & Business Services	238,500	240,000	241,000	241,200	0.1%	1.1%
Professional, Scientific & Technical Services	156,400	159,900	159,300	159,200	-0.1%	1.8%
Architectural, Engineering & Related Services	17,800	18,100	18,000	18,200	1.1%	2.2%
Computer Systems Design & Related Services	82,900	86,400	86,400	86,100	-0.3%	3.9%
Scientific Research & Development Services	19,600	19,600	19,800	20,000	1.0%	2.0%

Data Not Seasonally Adjusted

	Jun 18	Apr 19	May 19 Revised	Jun 19 Prelim	Percent Change	
					Month	Year
Management of Companies & Enterprises	19,300	18,900	19,000	19,200	1.1%	-0.5%
Administrative & Support & Waste Services	62,800	61,200	62,700	62,800	0.2%	0.0%
Administrative & Support Services	59,700	58,300	59,700	59,700	0.0%	0.0%
Employment Services	23,500	22,500	22,800	22,700	-0.4%	-3.4%
Educational & Health Services	172,800	175,800	176,300	175,300	-0.6%	1.4%
Educational Services	47,700	48,400	48,600	48,000	-1.2%	0.6%
Colleges, Universities & Professional Schools	30,700	31,900	32,300	31,800	-1.5%	3.6%
Health Care & Social Assistance	125,100	127,400	127,700	127,300	-0.3%	1.8%
Ambulatory Health Care Services	41,000	41,100	41,300	41,000	-0.7%	0.0%
Hospitals	29,300	30,200	30,200	30,200	0.0%	3.1%
Nursing & Residential Care Facilities	13,700	13,800	13,800	13,700	-0.7%	0.0%
Social Assistance	41,100	42,300	42,400	42,400	0.0%	3.2%
Leisure & Hospitality	107,800	107,300	108,400	109,200	0.7%	1.3%
Accommodation & Food Services	90,600	89,600	90,400	91,800	1.5%	1.3%
Accommodation	9,500	9,400	9,600	9,800	2.1%	3.2%
Food Services & Drinking Places	81,100	80,200	80,800	82,000	1.5%	1.1%
Restaurants	69,100	69,200	69,600	70,200	0.9%	1.6%
Other Services	29,400	29,400	29,400	29,400	0.0%	0.0%
Government	98,800	101,700	102,100	101,600	-0.5%	2.8%
Federal Government	9,900	9,800	9,900	10,000	1.0%	1.0%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	88,900	91,900	92,200	91,600	-0.7%	3.0%
State Government	7,300	7,500	7,600	7,400	-2.6%	1.4%
State Government Education	5,400	5,600	5,700	5,500	-3.5%	1.9%
State Government Excluding Education	1,900	1,900	1,900	1,900	0.0%	0.0%
Local Government	81,600	84,400	84,600	84,200	-0.5%	3.2%
Local Government Education	42,500	44,400	44,500	43,600	-2.0%	2.6%
Local Government Excluding Education	39,100	40,000	40,100	40,600	1.2%	3.8%
County	20,200	21,300	21,300	21,400	0.5%	5.9%
City	14,100	13,700	13,900	14,300	2.9%	1.4%
Special Districts plus Indian Tribes	4,800	5,000	4,900	4,900	0.0%	2.1%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Nima Chhay 408-216-6183 or Jorge Villalobos 707-566-3882

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
1901 Zanker Road
San Jose, CA 95112

Contact: Nima Chhay
(408) 216-6183

**SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)
(SAN BENITO AND SANTA CLARA COUNTIES)**

Manufacturing posted the largest job gains for the month-over growth

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.7 percent in June 2019, up from a revised 2.2 percent in May 2019, and below the year-ago estimate of 2.9 percent. This compares with an unadjusted unemployment rate of 4.1 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 4.9 percent in San Benito County, and 2.6 percent in Santa Clara County.

Between May 2019 and June 2019, total employment in San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, increased by 9,700 jobs to reach 1,168,300.

- Manufacturing (up 3,200 jobs) registered the largest employment growth. Information followed with a hiring surge of 3,100 jobs added to payrolls.
- Trade, transportation, and utilities created 1,900 jobs. Most job hiring was concentrated in retail trade (up 1,400 jobs).
- Construction experienced a gain of 1,000 jobs for the month-over job change, with specialty trade contractors (up 900 jobs) driving the growth.
- On the downside, private educational and health services cut 1,000 jobs.

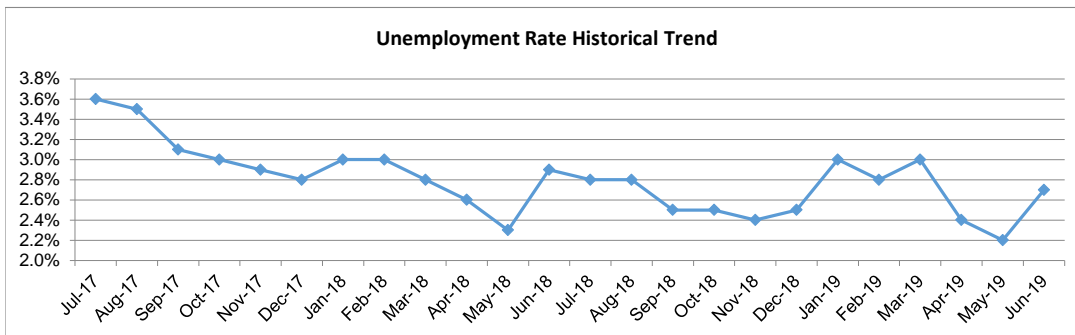
Between June 2018 and June 2019, combined employment in the South Bay counties of San Benito and Santa Clara, grew by 27,500 jobs, or 2.4 percent.

- Information (up 9,000 jobs) gained the most jobs over the year.
- Manufacturing experienced a growth of 7,200 jobs. Computer and electronic product manufacturing (up 6,100 jobs) accounted for a majority of the job gains.
- Three other major industries added more than 2,000 jobs: government (up 2,800 jobs), professional and business services (up 2,700 jobs), and private educational and health services (up 2,500 jobs).
- Leisure and hospitality registered a gain of 1,400 jobs, and financial activities posted growth of 1,200 jobs.

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IMMEDIATE RELEASE
 SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)
 (San Benito and Santa Clara Counties)

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.7 percent in June 2019, up from a revised 2.2 percent in May 2019, and below the year-ago estimate of 2.9 percent. This compares with an unadjusted unemployment rate of 4.1 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 4.9 percent in San Benito County, and 2.6 percent in Santa Clara County.



Industry	May-2019	Jun-2019	Change		Jun-2018	Jun-2019	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,158,600	1,168,300	9,700		1,140,800	1,168,300	27,500
Total Farm	6,200	6,500	300		6,400	6,500	100
Total Nonfarm	1,152,400	1,161,800	9,400		1,134,400	1,161,800	27,400
Mining, Logging, and Construction	49,300	50,300	1,000		50,200	50,300	100
Mining and Logging	200	200	0		200	200	0
Construction	49,100	50,100	1,000		50,000	50,100	100
Manufacturing	177,300	180,500	3,200		173,300	180,500	7,200
Trade, Transportation & Utilities	131,700	133,600	1,900		133,100	133,600	500
Information	99,300	102,400	3,100		93,400	102,400	9,000
Financial Activities	37,600	38,300	700		37,100	38,300	1,200
Professional & Business Services	241,000	241,200	200		238,500	241,200	2,700
Educational & Health Services	176,300	175,300	(1,000)		172,800	175,300	2,500
Leisure & Hospitality	108,400	109,200	800		107,800	109,200	1,400
Other Services	29,400	29,400	0		29,400	29,400	0
Government	102,100	101,600	(500)		98,800	101,600	2,800

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov



SAN BENITO COUNTY

TRACEY BELTON
INTERIM DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

August 30, 2019

To: Workforce Development Board

From: Megan Crable, Employment & Training Services Counselor II

Re: Layoff Aversion Activities for July and August 2019

At the direction of the Workforce Development Board the following top 3 priorities for the layoff aversion activities are:

1) **Business Services Workshops:**

- 7/10/19 2019 HR Star Conference
- 7/16/19 Second Chance Employer Workshop
 - 56 registered/55 attended
- 8/22/19 EDD Labor Law and Payroll Seminar
 - 27 registered/19 attended

2) **Job Search Assistance & Resume Writing Workshops:**

Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

a. Pacific Scientific	e. County of San Benito	j. Orta & Sons Co.
b. DD's Discounts	f. City of Hollister	k. Morgan Hill Supply
c. Employment Development Department	g. San Juan Oaks	l. Health Foundation
d. Hollister Police Dept.	h. Casa de Fruta	
	i. SBC Sheriff Dept.	

3) **Business Engagement:**

- a. Chamber Ambassador Meeting 7/2/19, 8/6/19
- b. Regional BST Branding www.workforcehub.org *attached material
- c. Chamber No Host Mixer @ Roundtable 7/15/19, 8/19/19 @ Heavenly Bakery
- d. Chamber After Hours Mixer 7/17/19 @ St. Francis Ret. @ Bolado Park 8/14/19

4) **Bay Area Rapid Response Roundtable**

- a. San Benito County Hosted meeting 7/9/19
 - i. SBC Business Council and EDD Labor Market to guest speakers



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

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.

5) **Rapid Response Events**

a. none to report.

6) **Workforce Tours**

9/4/19	Chamberlains Children Center
6/24/19	Pacific Scientific Tour
6/7/19	Casa de Fruta
4/23/19	American Casting
4/11/19	San Benito Health Foundation
3/14/19	Veolia Water Tour
3/15/18	Amycel Tour
3/14/18	TekNova
7/6/17	KMG Chemicals
5/16/17	United Natural Foods
5/4/17	Ozeki Sake
3/17/17	San Benito Foods

7) **Top Trending Post for June:** United States Postal Service **6,800 reached** *attached

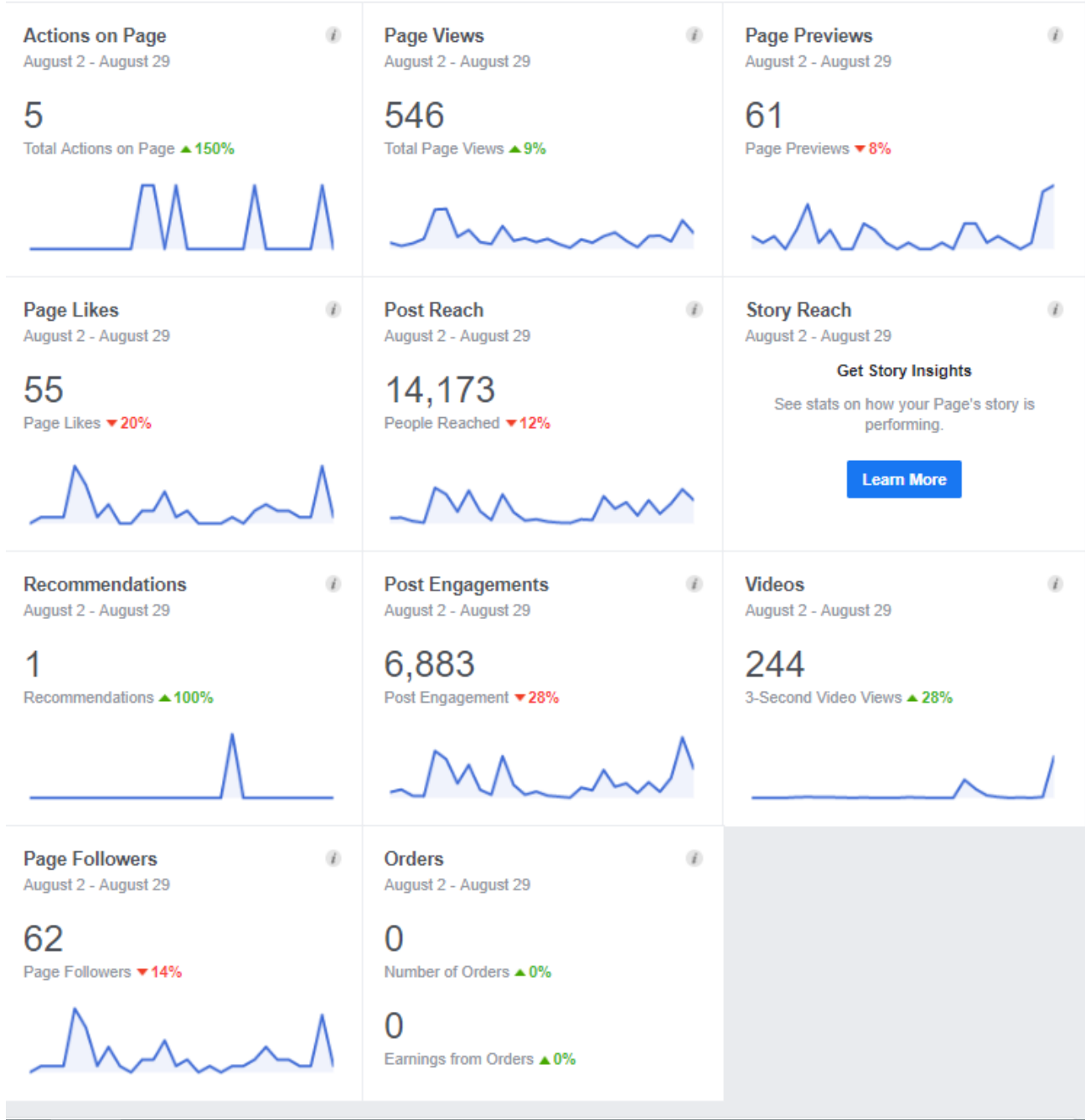
Page Summary Last 28 days +

Export Data 

Results from Aug 2, 2019 - Aug 29, 2019

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

■ Organic ■ Paid



CONFLICT OF INTEREST AND CODE OF CONDUCT POLICY

EXECUTIVE SUMMARY

Grantees and subrecipients funded under the Workforce Innovation and Opportunity Act (WIOA) of 2014 must implement standards of conduct and conflict of interest policies and procedures as provided in WIOA law, regulations and guidance; federal Office of Management and Budget (OMB) Circulars; state regulations; and state WIOA policies. The SBCWDB Bylaws provide that SBCWDB board members shall comply with applicable government ethics laws, including but not limited to the Political Reform Act, Government Code section 18100 et seq. and California Government Code section 1090 et seq.

The SBCWDB adopts this Conflict of Interest and Code of Conduct policy to ensure that its board members and employees, who are entrusted with oversight of WIOA funds, will not personally or professionally benefit from the award, administration, or expenditure of such funds and that they otherwise comply with applicable ethics laws. The SBCWDB further adopts this Conflict of Interest and Code of Conduct policy to ensure that board members and employees conduct themselves in a professional manner that safeguards WIOA system integrity and engenders public confidence in the SBCWDB.

Every SBCWDB board member and employee is expected to read and comply with this policy.

REFERENCES

WIOA –29 U.S.C. section 3122 (h) – Local Board Conflict of Interest; 20 C.F.R. section 683.200 California Fair Political Practices Commission (FPPC) regulations, 2 Cal. Code of Regulations section 18000 et seq.; Workforce Services Information Notice (WSIN) 15-17, Subject: Conflict of Interest Code Requirements for Local Boards (November 17, 2015); the Political Reform Act, Government Code section 18100 et seq.; and Government Code section 1090 et seq.

BACKGROUND

SBCWDB board members are selected based on their personal expertise in education, employment, employer services, training, and/or youth services. SBCWDB board members and employees also have professional and/or personal associations which further WIOA goals. This expertise and associations, while valuable to the SBCWDB, can lead to unfairness or self-dealing or the appearance of the same. This policy is intended to ensure that board members and employees can utilize their unique expertise and professional associations to achieve WIOA goals, while maintaining legal compliance.

PROCEDURAL GUIDANCE

Definitions:

1. **Conflict of Interest** – A conflict of interest exists if it is reasonably foreseeable that the outcome of participating in a governmental decision will have a material impact on a SBCWDB board member's or employee's economic interest, which is distinguishable from benefit to the public generally.
2. **Immediate Family** – Immediate Family consists of an individual's parents (including

step-parents), spouse, domestic partner, children (including step-children), siblings, grandchildren, grandparents, and any relative by marriage (an “in-law”).

3. **Meeting** – All meetings of the San Benito County Workforce Development Board and its subcommittees.
4. **Organization** – A for-profit or not-for-profit entity. An entity can be a partnership, association, trust, estate, joint stock company, insurance company, or corporation, whether domestic or foreign, or a sole proprietor. Organization does not include government entities.

- **PROHIBITED CONDUCT:**

- **Financial Benefit:** A SBCWDB board member or employee cannot cast a vote, cannot discuss, and cannot otherwise participate in a SBCWDB decision where the SBCWDB’s decision could provide financial benefit to the board member or employee. No SBCWDB board member or employee can have a personal financial interest in any SBCWDB contract or decision as further explained below.
 - This prohibition applies to the selection of service providers, to selection of WIOA grantees and operators, to selection of physical premises and locations for SBCWDB activities, and to all other SBCWDB decisions which financially benefit or could financially benefit the SBCWDB board member or employee.
 - This prohibition applies to decisions that financially benefit or could financially benefit a SBCWDB board member’s or employee’s economic interests, including real property, investments, and other sources of income.
 - This prohibition applies where a SBCWDB decision provides or could provide financial benefit to the immediate family of the SBCWDB board member or employee.
 - This prohibition applies when a SBCWDB decision provides or could provide financial benefit to an organization or the employee of an organization that the SBCWDB member or employee represents.
 - This prohibition applies to SBCWDB contracts and agreements of any nature, include contracts for grants or donations to the SBCWDB.
 - This prohibition does not prevent a SBCWDB board member from fulfilling his/her duty to speak on behalf of the constituencies that he or she is specifically appointed to represent, e.g., labor, business, education, etc., so long as a SBCWDB decision does not have a unique effect on the SBCWDB board member’s interests.
- It is the responsibility of each SBCWDB board member and employee to identify and disclose when financial benefit, as described above, is present or possible. Before public discussions take place at a SBCWDB meeting, the board member or employee must disclose that fact and shall recuse him or herself from voting, as required by law. The minutes of the meeting shall reflect the disclosure and recusal. The SBCWDB member or employee shall depart the meeting during the time in which the SBCWDB decision is discussed.

Identification and disclosure of financial benefit, as described above, may also be made through written correspondence to the Chair, as soon as practicable. SBCWDB employees

shall identify and disclose financial benefit, as described above, as soon as practicable to the Executive Director of the SBCWDB.

- **Gratuities:** SBCWDB board members and employees cannot solicit and cannot accept professional favors, gratuities, free services, discounts, or anything of monetary or professional value from an individual or entity conducting business with the SBCWDB or participating in SBCWDB activities.
 - This prohibition applies to things of monetary and professional value offered by SBCWDB awardees or potential awardees, offered by SBCWDB service providers or suppliers, offered by any party or potential party to a SBCWDB agreement, offered by WIOA or other SBCWDB program participants, and offered by recipients and potential recipients of SBCWDB services.
 - This prohibition does not apply where a gift to a SBCWDB member or employee is unsolicited and is of nominal value worth \$50.00 or less.

Where a SBCWDB Board member or employee is offered a thing of monetary or professional value, as described, he or she shall decline to accept, or, if already delivered, shall arrange to return the item to the donor. Further, he or she shall advise either the Chair or the SBCWDB Executive Director of the offer and his/her rejection of the offer.

- **Other Organization Leadership:** SBCWDB board members and employees shall not seek to serve on boards of directors, advisory boards, or other leadership positions of organizations which are existing SBCWDB sub-grantees or subrecipients or contractors, as those terms are defined under the WIOA.

If SBCWDB board members and employees currently serve in such capacities in other organizations, and if such organizations seek to become SBCWDB service providers, grantees, or similar, they shall disclose that relationship to the Chair or to the SBCWDB Executive Director as soon as practicable.

Further, SBCWDB board members and employees who serve on boards of directors, advisory boards, or other leadership positions of organizations which seek to become SBCWDB service providers, grantees, or similar, shall not cast a vote, shall not discuss, and shall not otherwise participate in a SBCWDB decision concerning these organizations.

- **Information Access:** SBCWDB board members and employees may become, in the course of performing their duties, aware of information which is not yet available to the public at large. Such information shall be utilized by SBCWDB board members and employees for official SBCWDB purposes only. Where information is not yet available to the public at large, SBCWDB board members and employees shall not use such information for their personal or professional gain.
 - This prohibition applies to the use of such information for the personal or professional gain of the immediate family of the SBCWDB board member or employee.
 - This prohibition applies to the use of such information for the benefit of any organization that the SBCWDB member or employee represents and to any organization on which the SBCWDB member or employee serves on the board of directors, advisory boards, or other leadership position.

SBCWDB board members and employees shall not divulge such information in advance of the time decided by the SBCWDB for its release.

- **Provision of Services:** SBCWDB board members and employees shall not directly participate in either the decision to provide, or in the actual provision of, SBCWDB services, programs and benefits to their immediate family or to members and employees of organizations which the SBCWDB employee represents. SBCWDB board members and employees shall advise the Executive Director of the SBCWDB promptly, if these circumstances are present so that another SBCWDB member or employee can make the determination to provide, or provide the SBCWDB service.

Where an SBCWDB board member or employee has a personal relationship with an actual or potential recipient of SBCWDB services, even if that relationship is not one of immediate family or association with an organization which the member or employee represents, he or she shall disclose the same to the Chair and/or to the Executive Director. The Chair and Executive Director will determine whether the decision to provide or actual provision of SBCWDB services to that individual should be made by another person, in order to preserve the integrity of SBCWDB in the public eye.

Examples of prohibited conduct include, but are not limited to, determining eligibility for SBCWDB services and making referrals to employers for possible employment.

CODE OF CONDUCT:

- **Civility:** In the performance of their duties, SBCWDB board member and employee actions reflect on the SBCWDB. To ensure public confidence in the SBCWDB, board members and employees shall interact with the public, program participants, government officials and members of associated organizations in a courteous, helpful and prompt manner.
- **Accountability:** SBCWDB board members and employees shall conduct themselves in an honest, open and transparent manner, including handling perceived and actual conflicts of interest as specified in this policy.
- **Legal Compliance:** SBCWDB board members and employees shall be knowledgeable about and shall comply with applicable WIOA laws and regulations. To familiarize themselves with the laws governing ethics in government, SBCWDB board members and employees shall take the ethics training specified in Government Code section 53234 et. seq. at least every two years.
- **Public Speaking:** Because there is interest in SBCWDB activities, SBCWDB board members and employees are encouraged to act in a public relations capacity for the SBCWDB. In public speaking engagements, SBCWDB board members and employees may describe and explain actions already taken by the SBCWDB, and may describe generally the possibility of future SBCWDB activities.

SBCWDB board members and employees shall not promise any particular SBCWDB decision or shall not assert their personal ability to deliver a particular SBCWDB decision.

- **Sharing Information:** SBCWDB board members and employees are encouraged to share information with the community about SBCWDB activities in a manner that ensures fair and equal access by all. For example, access to information regarding the SBCWDB's procurements for services shall be available at the same time and in the same manner to all potential bidders. Information shall not be individually provided to individual potential bidders because it could lead to that bidder's unfair advantage over others seeking to provide services.

Most documents reflecting the SBCWDB's activities is public and subject to disclosure under the California Public Records Act. Because that law imposes specific disclosure requirements and provides for exemptions from disclosure, requests for SBCWDB information received by SBCWDB members and employees shall be directed to the Chair, who will disclose requested SBCWDB records in accordance with the law, as guided by the advice of counsel.

SBCWDB board members and employees shall not reveal attorney-client privileged communications, personnel information, or other confidential or legally protected information to the public.

- **Disclosure of Associations:** SBCWDB board members and employees have professional and personal associations that yield significant benefit to the SBCWDB. When these associations raise the possibility of unfairness or conflict of interest in connection with a particular SBCWDB activity or decision, SBCWDB board members and employees shall take the initiative and shall disclose their association at a regularly convened, public SBCWDB meeting or committee meeting. Minutes of SBCWDB or committee meetings shall reflect such disclosures. If disclosure at a regularly scheduled SBCWDB or committee meeting is not practicable, such disclosures should be made in writing, as soon as possible, to the Chair.

If a SBCWDB board member or employee is in doubt about whether his or her association poses a fairness or conflict of interest issue, they shall err on the side of disclosure.

Disclosure of associations does not prohibit a SBCWDB member from voting or participating in other, unrelated SBCWDB business and decisions.

- **Sanctions:** Where SBCWDB board members violate this policy, disciplinary action may be imposed, up to and including termination of board membership. The SBCWDB Executive Committee shall evaluate possible violations on a case-by-case basis and shall recommend to the full SBCWDB, if and what penalties, sanctions or other disciplinary actions are appropriate. Discipline, if any, shall be implemented by a majority vote of the SBCWDB at a meeting at which a quorum is present.

Where SBCWDB employees violate this policy, the question of discipline, if any, shall be referred to the San Benito County Human Resources Department for appropriate action.

INQUIRIES

If you have questions please contact staff at (831) 637-5627. This policy is posted on the WDB website located at: www.sbcjobs.org

ENRIQUE ARREOLA, Executive Director

San Benito County Workforce Development Board



**San Benito County
Board and Commissions**

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Workforce Development Board (WDB)**

NAME: Jose A. Perez, Jr.

PHONE: 831 272 2186 E-MAIL: jperez@local890.org

BUSINESS ADDRESS: 207 N. Sycamore

CITY: Salinas ZIP: 93905

LENGTH OF RESIDENCY: 46 yrs

OCCUPATION: Business Agent

EDUCATION: B.A. - Communication UCSB; J.D. Monterey College of Law

AFFILIATIONS: Trustees Local 890

REASON(S) FOR SEEKING APPOINTMENT:
Union Rep, Social Activism, Community involvement

DATE: 8.21.19 SIGNATURE: Jose A. Perez, Jr.

Return completed form to:

San Benito County
Attention:
Clerk of the Board
481 Fourth Street
Hollister, CA 95023
Any Questions, Please Call:
(831) 636-4000

and/or

Community Services & Workforce Development
Attn: Andi Anderson
1111 San Felipe Road, Ste 107
Hollister, CA 95023
(831) 637-9293
(831) 637-0996 FAX
Email to: aanderson@cosb.us



July 10, 2019

Enrique Arreola, Deputy Director
San Benito County Workforce Development Board
1111 San Felipe Road, Suite 108
Hollister, CA 95023

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL ONSITE COMPLIANCE MONITORING REVIEW
FINAL MONITORING REPORT PROGRAM YEAR (PY) 2018-19**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office onsite compliance monitoring review of the San Benito County Workforce Development Board (SBCWDB) for compliance to the WIOA Section 188 for PY 2018-19. This review was conducted by Angie Lopez, EEO Specialist, on November 29, 2018.

Our review was conducted under the authority of WIOA Section 188 and Title 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of compliance by the SBCWDB with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2018-19.

We collected the information for this report through a desk review of the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, onsite visit, interviews with the SBCWDB's representatives, a review of applicable policies and procedures, and a review of documentation retained by the SBCWDB for PY 2018-19.

We received your response to our draft report on May 17, 2019 and reviewed your comments and documentation before finalizing this report.

COMPLIANCE MONITORING REVIEW RESULTS

We concluded that, overall, the SBCWDB is meeting applicable WIOA Section 188 and Title 29 CFR Part 38 requirements concerning nondiscrimination and EO provisions and we did not identify any new findings for PY 2018-19. However, we noted that PY 2017-18 Finding Two and Finding Three were still open as follows:

FINDING TWO

- Requirement:** 29 CFR Part 38, Section 38.36 (a)(1) and WSD 17-01
- Previous Finding:** During last program year's compliance monitoring review, we identified the same issue in that the EO Notice is the Law was not available on the San Benito County One-Stop Career Center Website.
- Recommendation:** We recommended that SBCWDB add the Equal Opportunity Notice to its San Benito County One-Stop Career Center website.
- SBCWDB's Response:** The SBCWDB stated that the EO Notice was posted on the new website on May 14, 2019.
- State Conclusion:** We consider this finding resolved.

FINDING THREE

- Requirement:** 29 CFR Part 38, Section 38.51-38.53 and WSD 17-05
- Previous Finding:** During PY 2017-18, it was determined that the SBCWDB did not monitor its service providers, including eligible training providers, for compliance with Section 188 of the WIOA and 29 CFR Part 38.
- Recommendation:** We recommended that the SBCWDB annually monitor its service providers, including eligible training providers, for the nondiscrimination and equal opportunity provisions of WIOA Section 188.
- SBCWDB's Response:** On May 1, 2019, the SBCWDB stated that it does not certify any training providers to go into the State Employment Training Provider List (ETPL). Therefore, the SBCWDB did not conduct monitoring of the ETPL training providers it uses. However, whenever the SBCWDB uses an ETPL training provider, it works with the Local Area that certifies that ETPL training provider to obtain compliance monitoring

Enrique Arreola
July 10, 2019
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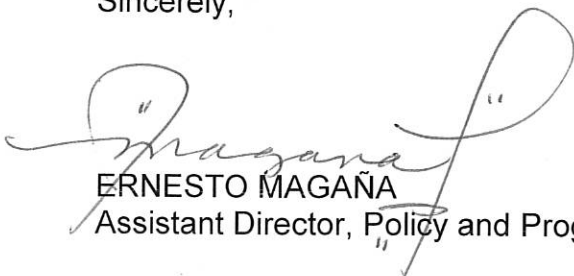
reports. The SBCWDB provided a list of 13 training providers, including the dates SBCWDB requested compliance monitoring reports from the Local Areas that certified those providers to go into the ETPL.

State Conclusion: The SBCWDB stated corrective action should be sufficient to resolve this finding; however, we cannot close this finding until we verify the SBCWDB's successful implementation of its stated corrective action.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included in our review. It is the SBCWDB's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain the SBCWDB's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Angie Lopez at 916-657-9575 or Kimberly Clinton, EEO Office Manager, at 916-654-4595.

Sincerely,



ERNESTO MAGAÑA
Assistant Director, Policy and Programs/State-level EO Officer

cc: Gabriel Garcia, Workforce Services Branch, MIC 50
Mark Medina, Chairperson of the San Benito Board of Supervisors
Ruby Soto, SBCWDB EO Officer



August 21, 2019

Mr. Enrique Arreola
Deputy Director
San Benito County Workforce Development Board
1111 San Felipe Road, Suite 108
Hollister, CA 95023

WORKFORCE INNOVATION AND OPPORTUNITY ACT
FISCAL AND PROCUREMENT REVIEW
DRAFT MONITORING REPORT
PROGRAM YEAR 2017-18

Dear Mr. Arreola:

This draft monitoring report is to inform you of the results of our review for Program Year (PY) 2017-18 of the San Benito County Workforce Development Board's (SBCWDB) financial management and procurement activities funded by the Workforce Innovation and Opportunity Act (WIOA). This review was conducted by the Employment Development Department (EDD), Compliance Review Office's Mr. Kevin Fewell from May 21, 2018 through May 25, 2018. For the fiscal portion of the review we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, oversight of your subrecipients, subrecipient audits, Workforce Development Board (WDB) composition, and debt collection. For the procurement portion of the review we examined procurement transactions and property management.

Our review was conducted under the authority of WIOA Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by SBCWDB with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant specific to financial management and procurement for PY 2017-18.

We collected the information for this report through interviews with representatives of SBCWDB, a review of applicable policies and procedures, a review of a sample of expenditures and procurements for PY 2016-17 and PY 2017-18, and your response to Sections I and II of the WIOA Fiscal and Procurement On-Site Monitoring Guide.

BACKGROUND

The SBCWDB was awarded WIOA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of CaliforniaSM (AJCC) delivery system. For PY 2017-18, SBCWDB was allocated: \$196,195 to serve adult participants; \$207,539 to serve youth participants; and \$213,569 to serve dislocated worker participants.

For the quarter ending March 31, 2018, SBCWDB reported the following WIOA expenditures: \$77,657 for adult participants; \$19,391 for youth participants; and \$36,809 for dislocated worker participants.

FISCAL REVIEW RESULTS

While we conclude that overall SBCWDB is meeting applicable WIOA requirements concerning financial management, we noted an instance of noncompliance in the area of Local WDB composition. The finding that we identified in this area and our recommendation are specified below.

FINDING ONE

Requirement: WIOA § 107(b)(2)(A) states, in part, a majority of the members of each local board shall be representatives of business in the local area, who:

- (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

20 CFR § 679.320(b) states, in part, a majority of the members of the Local WDB must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local WDBs also may serve

on the State WDB. Each business representative must meet the following criteria:

- (1) Be an owner, chief executive officer, chief operating officer, or other individual with optimum policy-making or hiring authority; and
- (2) Provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA § 3(23).

Observation:

We observed the SBCWDB Membership Roster had 14 total board members. Five of the 14 board members were business members which reflects only 36 percent of business representation. Additionally, approved minutes from SBCWDB full board meetings on July 11, 2017; October 10, 2017; and January 9, 2018, and approved minutes from SBCWDB executive committee meetings on September 12, 2017; February 13, 2018; May 8, 2018; and May 13, 2018, each demonstrate vacancies ranging from either three to five individuals for business representative membership. Based on our review, SBCWDB is not meeting compliance requirements for the Local WDB composition in the area of business representatives' majority membership.

Recommendation:

We recommend that SBCWDB provide the Compliance Review Office with a Corrective Action Plan to ensure, in the future, it will fill vacancies to meet the WIOA requirement concerning Local WDB business majority membership.

PROCUREMENT REVIEW RESULTS

While we conclude that overall SBCWDB is meeting applicable WIOA requirements concerning procurement, we noted an instance of noncompliance in the area of Request for Proposal (RFP) Procurement Solicitation. The finding that we identified in this area and our recommendation are specified below.

FINDING ONE

Requirement:

2 CFR §200.318(k) states, in part, the non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation,

Mr. Enrique Arreola
August 21, 2019
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protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts.

EDD Directive Number WSD17-08, *Procurement of Equipment and Related Services*, references California State Contracting Manual, Subject: Chapter 5: "Competitive Bidding Methods," which states in part, that protest procedures are required language in all competitive bid proposal packages.

The SBCWDB Procurement Policy, in the Section titled Methods of Procurement, Procedures and Appeals, Part A titled RFP states, in part, that RFPs shall include the appeals methodology.

Observation: We reviewed the RFP solicitation issued March 14, 2017 that procured SBCWDB's AJCC One-Stop Operator for PY 2017-2018. We observed the solicitation did not contain the appeals methodology, which is not in accordance with the SBCWDB Procurement Policy. Based on our review of the RFP solicitation, we determined that the SBCWDB is not meeting procurement compliance requirements.

Recommendation: We recommend that the SBCWDB provide the Compliance Review Office with a Corrective Action Plan detailing how it will ensure, in the future, all RFP solicitations will include the appeals methodology in accordance with the 2 CFR §200.318 (k) and SBCWDB Procurement Policy.

We provide you up to 25 working days after receipt of this report to submit your response to the Compliance Review Office. Therefore, please submit your response by October 1, 2019 to Kulpreet Chand, Compliance Monitoring Unit Manager at Kulpreet.Chand@edd.ca.gov via email. If we do not receive a response by this date, we will release this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included in our review. It is SBCWDB's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SBCWDB's responsibility.

Mr. Enrique Arreola
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Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Ms. Kulpreet Chand at (916) 654-9587 or Kulpreet.Chand@edd.ca.gov via email.

Sincerely,



SCHENELLE FLORES, Chief
Compliance Monitoring Section 2
Compliance Review Office

cc: Kulpreet Chand, MIC 22M
Jessica Encarnacion, MIC 22
Jaime Gutierrez, MIC 50
Jennifer Gouvaia, MIC 50
MaryLiz Kerecman, MIC 50