



San Benito County Workforce Development Board
Executive Committee Meeting
1111 San Felipe Road, Suite 107 - Hollister, CA 95023
February 14, 2023 @ 3:00 P.M.

AGENDA

NOTICE OF TEMPORARY PROCEDURES FOR THE WORKFORCE DEVELOPMENT BOARD

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the WDB Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present. The meetings are open to the public, under the following conditions: All Attendees may attend the Board meeting in person and follow the State guidelines. If an attendee is not fully vaccinated it is highly recommended that an attendee wears a face covering or face shield. All attendees must comply with any other rules of procedures/instructions announced by the WDB Board and/or County Staff.

Join via Zoom

https://us06web.zoom.us/j/84611179507?pwd=d3AyU0tHVEUzN1gwMkF3bnBLTmdUUT09

Meeting ID: 846 1117 9507 - Passcode: 007833

By Mobile: +16699006833,,84611179507#,,,,*007833# US (San Jose)
+14086380968,,84611179507#,,,,*007833# US (San Jose)

Join in Person: America’s Job Center: 1111 San Felipe Rd, Ste. 107, Hollister, CA 95023

I. Welcome, Introductions & Roll Call: Roll will be taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

Table with 2 main columns: Representing the Private Sector (PR) and Representing the Public. Rows list names and roles such as Chair, Secretary, Treasurer, and Vice Chair.

II. GENERAL INFORMATION:

A. Public Comment Period: Select the “Participants Tab” and click “Raise Hand” icon, the zoom facilitator will unmute you when your turn arrives. 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.



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities. Some conditions may apply. For TTY access call: (831) 637-3265



III. **CONSENT AGENDA**: Items as a whole may 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. **Layoff Aversion Services/Rapid Response Report/Business Services Report**: Receive the report for January 2023. (Enclosed).
- B. **Labor Market/Unemployment and Economic Summary**: Receive the California Unemployment Report for January 2023. (Enclosed).
- C. **Information Notices & Directives**: Receive most recent Workforce Services Directives [WSD22-08-WSD22-09](#), Information Notices [WSIN22-25-WSIN22-30](#). (Enclosed).
- D. **Meeting Minutes**:
 - 1. **Executive Committee**: Receive November 8, 2022, Ex Committee meeting minutes for board review and approval. (Enclosed) **Action Required.**
 - 2. **Full WDB**: Receive the January 10, 2022 full WDB meeting minutes are enclosed for board information. (Enclosed)

IV. **REGULAR AGENDA/ACTION ITEMS**:

- A. **Resolution for Remote Meetings**: Adopt AB361 Resolution to continue hybrid meetings. February is the last month for virtual meetings due to the expiration of the bill. The resolution for review and approval is Enclosed. **Action Required.**
- B. **Board Membership**: Any applications received will be reviewed for appointment to the board. The current vacancies are: (1) Private Sector Representatives: (1) Small Business and Public Sector Representatives: (1) Labor Organizations; (1) Department of Rehabilitation.
 - a. **Term Expiration**: The term of Richard Bianchi expired on January 14, 2023. He has agreed to another 3-year term. Review and approved application . **Action Required.**
- C. **Policy & Procedure- On the Job Training (OJT)**: Review and approve the amendment to the OJT policy to add the OJT Temporary Waiver WIOA Section 134 (c)(3)(H)(i), to allow reimbursement of up to 90 % of OJT costs for businesses with 50 or fewer employees effective 11.18.2022 and expires 6.30.2023. Enclosed **Action Required**
- D. **Regional Executive Committee Meeting**: Discuss potential dates in March to attend a regional executive committee meeting with the North Central Coast region.
- E. **Regional and Local Plan Update**: Receive an update from staff on the regional and local workforce plans that are due on March 31, 2023.
- F. **Committee Updates**: Committee List for FY 22/23 was enclosed.
 - 1. **Executive Committee**: Committee members will need to schedule a meeting to discuss next year's retreat and the strategic goals.
 - 2. **Business Services Committee (BSC)**: Staff or committee members will provide an update on scheduling a meeting to discuss strategic goals.
 - 3. **Youth Committee**: The next WDB Youth Committee meeting is scheduled for February 14, 2023 at 4pm following the Executive Committee meeting.

4. **Membership Committee:** Committee members provided an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION:**

- A. **Rock the Mock:** 4th Annual Rock the Mock with San Benito High School (SBHS) will take place March 21, 2023, from 10:30 am-12:30 pm. They are seeking professionals and community members to interview and provide feedback to our students in a mock interview setting. **Enclosed**
- B. **Youth Expo 2023:** Hollister Downtown Association is hosting Youth Expo on March 4, 2023, Staff will be attending to promote services. **Enclosed.**

VI. **ADJOURNMENT:** to the Executive Committee meeting scheduled for March 14, 2023, at 3 PM.



1111 San Felipe Road, Suite 107, Hollister, CA95023
Office: (831) 637-JOBS (5627) ● (831) 637-9293 ● FAX (831) 637-0996

February 10, 2023

To: Workforce Development Board
From: Lizz Sánchez Turner- Business Services Specialist/Rapid Response Coordinator
Re: Business Services, Layoff Aversion and Rapid Response Activities for January 2023

At the direction of the Workforce Development Board the following are the activities for January 2023:

1) Business Services Engagement:

- Business Recruitments:
 - San Benito County Office of Education—Multiple Positions Available
 - San Benito County—Ongoing/Multiple Positions Available
 - AirGas- Field Service Technician Recruitment
 - Footsteps US – Multiple positions, Marketing Assistance
 - Charles River Labs - Multiple Positions Available
 - REACH- San Benito Parks & Recreation- Business Services Assessment
 - LDA HELP, INC- Business Services Assessment
 - Food Angel Hollister Community Outreach- Business Services Assessment
- Meetings & Training:
 - Rapid Response Business Engagement Focus Group
 - EDD/Caljobs Training: CRM & Marketing Plans & Training
 - Business Services Team Meeting
 - Business Advocacy Committee Meeting
 - San Benito County Business Council
 - EDC Economic Development Partnership
 - Regional Rapid Response Roundtable
 - EDD/Caljobs Training: Making CalJobs work for you
 - Economic Vitality Meeting
 - Workforce GPS –Training
 - EconoVue – Training Series-Improving Business Outreach
 - Hollister Downtown Association (HDA)-Quarterly Business Breakfast
 - Central Coast Business Engagement Roundtable



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Area Profile for San Benito County, CA

Area Labor Force, Employment and Unemployment Data Table

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for San Benito County, CA in September 2022.

Area	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate
San Benito County	33,000	31,400	1,500	4.6%
California	19,221,000	18,504,700	716,200	3.7%%

Source: Labor Market Statistics, Local Area Unemployment Statistics Program
Downloaded: 2/10/2023 3:04 PM

2) Job Search Assistance & WIOA Workshops

- WIOA Orientations are being held virtually and in-person until the end of the year every Wednesdays and Fridays.
- AJCC continues to serve clients and provide access to computers so they can log in to their EDD and Cal JOBS accounts.
- The AJCC is currently providing Resume writing assistance to all clients that come to our office.
- Monthly Calendars released at the start of the month to display AJCC orientations and workshops.
- Social Media Post twice a week to promote workshops on Instagram and Facebook.
- Instagram Reels have been created to explain and promote the WIOA Training Programs.

3) Job Fairs:

- i. In discussion stages with Business Services Team – looking towards 2 this year (*Possibly 1 in spring and 1 in the fall*)

4) Success Stories:

- Continuously cultivating new relationships from the contacts made during In-person Business Centric meetings throughout the City and County

5) Rapid Response/WARN Events:

- Hazel Hawkins Hospital (HHH) - On December 20, 2022, HHH served the SBC Board of Supervisors with a WARN NOTICE which was made public knowledge by an article in the Benito Link Newspaper
- There has been any **Partial WARN NOTICE** Filed with the State of CA, it is currently Pending; Incomplete.
- After meeting with the Executive Director of HHH, 1/13/23 she stated that they will most likely be Extending the WARN notice period because they are in talks with Investors.

6) Social Media Insight:

- San Benito County Office of Education- Multiple Open Positions Posting
 - i. Post Impressions: 260 Post reach 3.3K Post Engagement 260
- San Benito County- Environmental Health Specialist III:
 - i. Post Impressions: 54 Post reach 811 Post Engagement 54
- Leal Vineyards: Organic Farmer:
 - i. Post Impressions 26 Post reach 449 Post Engagement 26

Page Overview

Followers: 2,100 Last 28 days

Facebook Post Reach 5,138 **down 19%** Post Engagement 292 New followers 8

Instagram Reach 331 Followers 331 **up 58.7%**

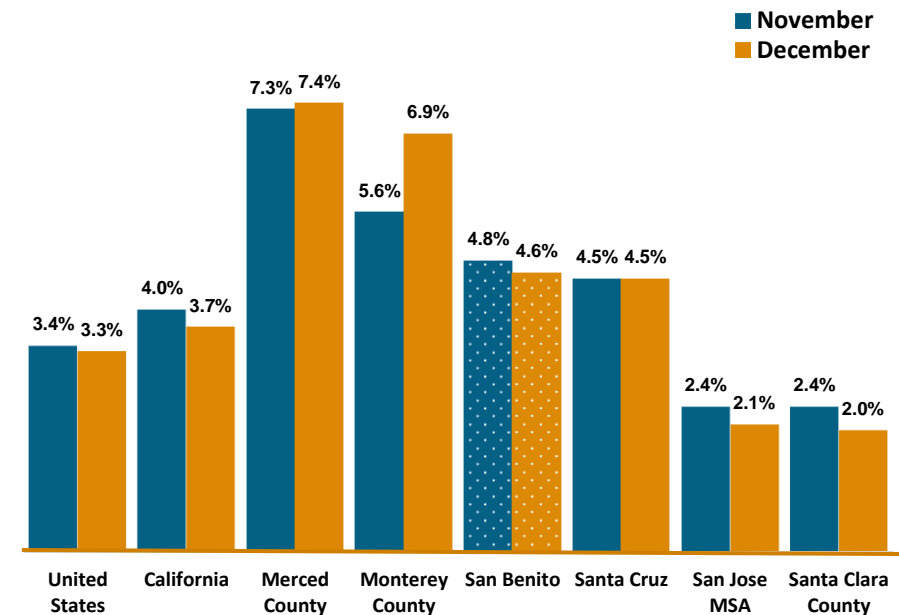
(Impressions: The number of times your post was on screen. **Reach:** The number of people who saw any of your posts at least once. Reach is different from *impressions*, which may include multiple views of your posts by the same people.

Post Engagement: The number of reactions, comments, shares and clicks on your posts.)

San Jose-Sunnyvale-Santa Clara MSA
December Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



San Benito County Online Job Advertisements – December 2022 Help Wanted OnLine³

Top 10 Employers

- Zeroavia – 21
- Fortive Corporation – 18
- Internal Revenue Service – 17
- Hazel Hawkins Memorial – 14
- Walgreens Boots Alliance Inc – 12
- The Save Mart Companies – 11
- San Benito County – 11
- Charles River Laboratories – 10
- Wellpath – 8
- San Benito Health Foundation – 8

Top 10 Occupations

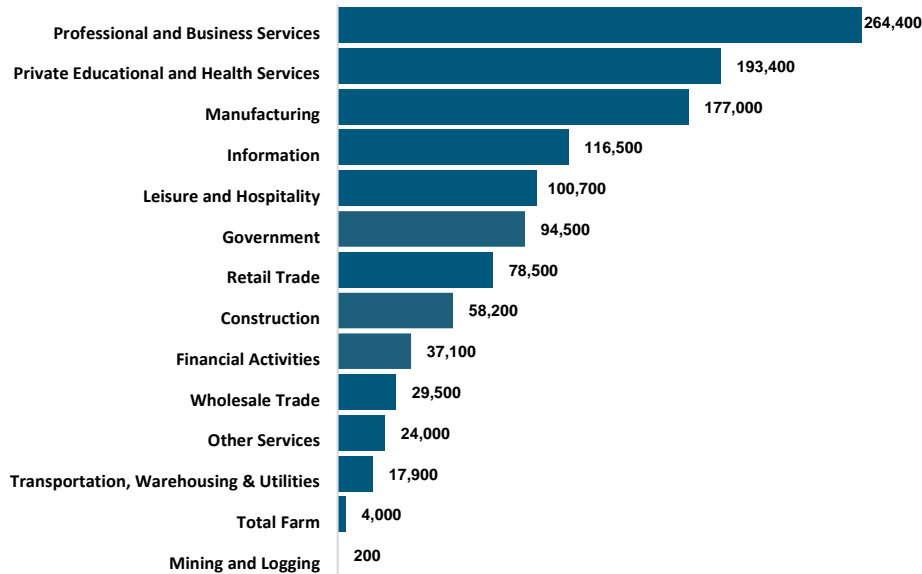
- Retail Salespersons – 17
- Managers, All Other – 10
- Medical Assistants – 9
- General and Operations Managers – 9
- Customer Service Representatives – 9
- Combined Food Preparation and Serving – 9
- Maintenance and Repair Workers, General – 8
- First-Line Supervisors of Retail Sales Workers – 7
- Shipping, Receiving, and Traffic Clerks – 6
- Registered Nurses – 6

Top Cities

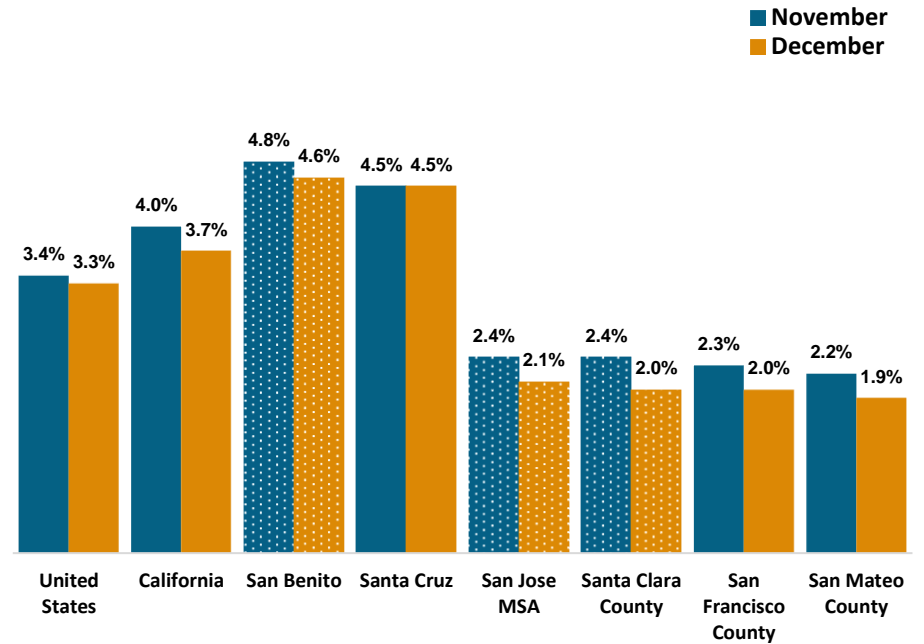
- Hollister – 425
- San Juan Bautista – 25
- Paicines – 4
- Tres Pinos – 1

Sources: ¹Current Employment Statistics (December 2022), ²Local Area Unemployment Statistics (December 2022), ³The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (December 2022)

December Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – December 2022 Help Wanted OnLine³

Top 10 Employers

- Apple – 1,380
- Google – 1,169
- Stanford University – 1,064
- Stanford Health Care – 484
- Nvidia – 430
- Amazon – 417
- KPMG – 355
- Sutter Health – 352
- Lucile Packard Hospital – 343
- Kaiser Permanente – 339

Top 10 Occupations

- Software Developers, Applications – 4,352
- Computer Occupations, All Other – 2,897
- Managers, All Other – 2,232
- Retail Salespersons – 1,558
- Registered Nurses – 1,351
- Marketing Managers – 1,298
- Sales Reps., Wholesale and Mfg., excl. Tech and Sci Products – 1,208
- First-Line Supervisors of Retail Sales Workers – 1,025
- General and Operations Managers – 786
- Engineers, All Other – 745

Top 10 Cities

- San Jose – 20,381
- Santa Clara – 8,682
- Palo Alto – 5,852
- Sunnyvale – 5,750
- Mountain View – 4,708
- Milpitas – 2,174
- Cupertino – 2,027
- Campbell – 1,098
- Los Gatos – 1,034
- Gilroy – 1,004

Sources: ¹ Current Employment Statistics (December 2022), ² Local Area Unemployment Statistics (December 2022), ³ Conference Board; Help Wanted Online (December 2022)

MEMORANDUM

February 2023

TO: Workforce Development Board (WDB) Members
FROM: Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director
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: https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm	
WSD22-09	Transfer of Funds – WIOA Adult/Dislocated Worker Programs- This policy provides the guidance and establishes the procedures regarding the transfer of Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker formula funds. This policy applies to all Local Workforce Development Areas (Local Area), 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 Transfer of Funds – WIOA Adult/Dislocated Worker Programs (WSDD-238), issued for comment on August 23, 2022. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 4. This policy supersedes Workforce Services Directive Transfer of Funds – WIOA Adult/Dislocated Work Programs (WSD15-23), dated March 29, 2016. Retain this Directive until further notice
WSD22-08	ETPL Reciprocal Agreements -This policy provides the guidance and establishes the procedures regarding the establishment and use of a reciprocal agreement with another state to permit the use of their Eligible Training Provider List (ETPL). This policy applies to Local Workforce Development Board (Local Boards), 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 ETPL Reciprocal Agreements WSDD239, issued for comment on November 21, 2022. The Workforce Development Community submitted seven comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1. Retain this Directive until further notice.
Information Notices: https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm	
WSIN22-30	California Youth Leadership Forum for Students with Disabilities - The Department of Rehabilitation (DOR) is inviting California students with disabilities who are high school sophomores, juniors, or seniors during the 2022-2023 school year, ending June 2023 to attend a six-day Youth Leadership Forum (YLF) program. This year’s YLF is tentatively scheduled for July 13 – July 19. YLF will give students the opportunity to learn advocacy and leadership skills from alumni and professionals with disabilities. Students will create a “Personal & Career Leadership Plan” to help reach their future education, independent living, and career goals. The YLF is scheduled to be held virtually and in person. The first session will be held virtually using Zoom from July 13 – July 15. The second session will be held in-person at California State University, Sacramento (CSUS) from July 17 – July 19. A one day break between sessions will allow the participating delegates time to travel to CSUS. This program will be at no cost to students who are selected. If any delegates need any additional technology and reasonable accommodations for the online sessions, this will be provided at no expense. All travel, lodging, meals, or any accommodations will be covered for the sessions in-person in Sacramento. To apply for the Youth Leadership Forum, please complete the application and email it to YLF@dor.ca.gov . The final deadline to apply for YLF is Friday, March 17, 2023 . For additional information about YLF, see YLF - Delegate Information for details on this Information Notice.

<p>WSIN22-29</p>	<p>ELL IET Fund SFP – PY 22-23- The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$18 million from the State of California General Fund for the English Language Learner (ELL) Integrated Education and Training (IET) Fund Program Year (PY) 2022-23 Solicitation for Proposal (SFP). The goal of this SFP is to support new or existing projects that incorporate an IET program model to prepare ELLs for in-demand, high quality jobs with sustainable wages. The grant focuses on utilizing sector-based strategies to develop new IET course offerings in partnership with employers and education providers, and utilizing documented best practices and evidence-based strategies to support ELLs with full wrap around services through their participation. Through this program, ELLs will obtain occupational skills for living wage jobs within in-demand industries in the project service areas. Proposals will be accepted from community-based organizations, adult education providers, California Community College districts or colleges, other education or training providers, labor organizations and labor-management partnerships, workforce intermediaries, and local workforce development areas. Individuals are not eligible to apply. Proposals must be received by 3 p.m. on Monday, March 6, 2023. An informational webinar will be held on Wednesday, February 15, 2023, at 10 a.m. Pre-registration is required for all participants. Please register through the Webinar Registration page by Tuesday, February 14, 2023. The EDD encourages applicants to submit a Notice of Intent to apply by February 22, 2023, at noon to WSBSFP2@edd.ca.gov. To view this SFP, visit the EDD Workforce Development Solicitations for Proposals webpage.</p>
<p>WSIN22-28</p>	<p>High Road Training Partnership – Resilient Workforce Program RFA- Issued: January 27, 2023 The California Workforce Development Board, in partnership with the Labor and Workforce Development Agency, is pleased to announce the High Road Training Partnerships (H RTP) Resilient Workforce Program (RWP). The goal of this initiative is to increase access to existing high road jobs for underserved populations and create pathways for job growth for incumbents already employed with high road employers. The RWP will fund training partnerships with high road employers to directly increase the number of skilled workers from underserved populations into high quality jobs. Additionally, the RWP seeks to advance a field of practice that addresses urgent issues of income inequality, economic competitiveness, and climate change through regional strategies designed to support economically and environmentally resilient communities across the state. Application Submission Process: Applications must be submitted through the Cal E-Grants portal. Applications will be accepted for one month per quarter and must be received on the designated due date of each quarter (January, April, July, and October) by 5 p.m. Visit the H RTP: RWP webpage for specific information about the program, grant application process, timeline, available funding, and other requirements. For questions about the RWP, contact the CWDB’s Solicitations team at Solicitations@CWDB.ca.gov. Please use “H RTP: RWP” in the email subject line.</p>
<p>WSIN22-27</p>	<p>CDBG-DR Workforce Development Program – Grant Application Opportunity- Issued: January 17, 2023 The California Department of Housing and Community Development (HCD) announces the Notice of Funding Availability (NOFA) of approximately \$40,695,960 in Community Development Block Grant- Disaster Recovery (CDBG-DR) Workforce Development (DR-Workforce) Program funds. The DR-Workforce Program supports job training in the 2018 disaster-impacted counties of Butte, Lake, Los Angeles, Shasta, and Ventura. The DR-Workforce NOFA will be released early March 2023. Open period for applications estimated late March to May 2023. A Pre-NOFA webinar will take place on the HCD DR-Workforce webpage on February 9, 2023. Links will be emailed to stakeholders and potential applicants. Eligible NOFA Applicants include any of the following: <ol style="list-style-type: none"> 1. Jurisdictions located within the 2018 disaster impacted counties. 2. Non-profit organizations located within one of the 2018 disaster impacted counties, and can demonstrate success in delivering skilled labor workforce development training either through direct experience or a Partner’s experience. 3. Postsecondary Educational institutions (including career technical institutions) with physical locations in one of the five eligible disaster impacted counties. 4. Local Workforce Development Boards (LWDB) whose service area includes at least one of the five eligible disaster impacted counties. <p>The DR-Workforce NOFA supports economic revitalization in job training across all trades for complete community recovery from the 2018 wildfire impacts. The Program seeks to provide a tailored approach for local economic revitalization needs through workforce development for skilled labor in the 2018 disaster declared counties. DR-Workforce will also provide subrecipients a platform to deliver Participant Supportive Services to reduce or remove barriers to job training and placement for low-to-moderate-income individuals. For more information about the grant opportunity, visit the HCD DR-Workforce website to review the complete description of funds available, eligibility requirements, and links to the grant application. For other questions, email DRWorforce@hcd.ca.gov.</p> </p>

<p><u>WSIN22-26</u></p>	<p>CERF Economic Development Pilot Project SFP – PY 22-23- Issued: January 10, 2023</p> <p>The Employment Development Department (EDD) in collaboration with the Labor and Workforce Development Agency, the Governor’s Office of Planning and Research (OPR), and the Governor’s Office of Business and Economic Development announces the availability of up to \$50 million in the Community Economic Resilience Fund Program (CERF) Economic Development Pilot Program Year (PY) 2022-23 Solicitation for Proposals (SFP).</p> <p>The Economic Development Pilot will fund projects that have already emerged from existing regional processes or plans and are ready for implementation. This gives regions the opportunity to showcase innovative projects that advance the goals of CERF. This SFP fulfills the requirement of Senate Bill 162 that the program “provide a small initial tranche of funding for economic diversification pilots with demonstrable high road elements in those regions already engaged in economic recovery and transition planning.” These projects will align with the high road focus of the program and will demonstrate potential uses of CERF Implementation Phase funding.</p> <p>Proposals must be received by 3 p.m. on Monday, February 13, 2023. An informational webinar will be held at 10 a.m. on Wednesday, January 18, 2023. Preregistration is required. For registration information, email a request to WSBCERF@edd.ca.gov by January 18, 2023. The EDD encourages applicants to submit a notice of intent to apply to WSBCERF@edd.ca.gov by 5 p.m. on January 23, 2023. To view this SFP, visit the EDD Workforce Development Solicitations for Proposals webpage.</p>
<p><u>WSIN22-25</u></p>	<p>Healthcare HRTP Informational Webinars- Issued: December 30, 2022</p> <p>The California Workforce Development Board (CWDB), in collaboration with the Labor and Workforce Development Agency (LWDA), announces a series of informational webinars pertaining to best practices in allied healthcare training, current labor market trends in healthcare, and updated solicitation criteria and application guidance for the Healthcare High Road Training Partnerships (Healthcare HRTP). The first of a series of three webinars is scheduled for Tuesday, January 10, 2023 from 2-3 pm P.T. This webinar will present Best Practices in Allied Healthcare Training. The second webinar is scheduled for Tuesday, January 24, 2023 from 10:30-11:30 am P.T. and will contain information on how to apply for HRTP funding. The third webinar is scheduled for Thursday, January 26, 2023 from 2-3 pm P.T. and will review current healthcare workforce market trends and analysis. The goal of the HRTP webinars is to address workforce shortages in allied health, increase diversity, language, and cultural competence, and create pathways to family-sustaining jobs. Organizations that are interested in these webinars should register using the following links below. For more information about Best Practices in Allied Healthcare Training, register for the Best Practices informational webinar. For more information on How to Apply for HRTP Funding, register for the Workforce Program Application informational webinar. For more information about the HRTP program, visit the CWDB website on High Road Training Partnerships..</p>



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

02/01/2023
Date



San Benito County Workforce Development Board

WDB Executive Committee Meeting

1161 San Felipe Road - Hollister, CA 95023

November 8, 2022 @ 3:00 P.M.

MINUTES

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

Table with 4 columns: Quorum Met, Representing the Private Sector (PR), and Representing the Public. Rows list attendees like Richard Bianchi, Chair, and Kendra Bobsin, Treasurer.

Staff: Enrique Arreola, Sylvia Jacques, Ruby Soto, Juanita Leanos

Guests: Vivian Estrada, Scott Reese, Nick Winkler, Irene Guevara, Rosa Fernandez

Richard Bianchi called the meeting at 3:02 p.m.

II. GENERAL INFORMATION:

A. Public Comment Period: No public comments were received.

III. CONSENT AGENDA: Items as a whole may 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/Nelson Leonor

- a. Resolution for Remote Meetings: The resolution was enclosed to continue to allow tele-conferenced meetings.
b. Comprehensive Community Economic Resilience Fund (CERF): Enclosed was the report that UPLIFT Central Coast Coalition secured a \$5 million planning grant...
c. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed was the report for October 2022.
d. Labor Market/Unemployment and Economic Summary: Enclosed was the California Unemployment Report for September 2022.
e. Information Notices & Directives: The most recent Workforce Services Directives WSD22-01 thru WSD22-04, Information Notices WSIN 22-11-thru WSIN 22-12, and WIOA Waivers were enclosed for board information.
f. Meeting Minutes:
1. Executive Committee: The Ex-Committee meeting minutes for September 12, 2022, were approved as presented. M/S/C Nelson Leonor/ Kendra Bobsin
2. Full WDB: The October 11, 2022 full WDB draft meeting minutes were enclosed for board information.

IV. REGULAR AGENDA/ACTION ITEMS:



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Some conditions may apply. For TTY access call: (831) 637-3265



- a. **Board Membership**: Any applications received will be reviewed for appointment to the board. The current vacancies are: (1) Private Sector Representatives; (1) Small Business and Public Sector Representatives; (1) Labor Organizations; (1) Department of Rehabilitation.
 - i. **Hope Services**: Kristi Alarid recommended Sara Grignon to fill this vacancy for the Public Sector. Application has not been received.
- b. **CWA Youth Symposium 2023 Registration is now open**: Received report for Staff and/or Board Members to attend the Youth Symposium Virtual Conference 2023 from January 24-26, Early Member rate of \$349 until 12/23/2022. Board approved up to 3 staff/board to attend this conference. *M/S/C Kendra Bobsin/Karen Para*
- c. **Prison to Employment (P2E) 2.0**: Enrique reported on the P2E application submitted. Awards are expected to be announced in December, 2022.
- d. **Regional Equity and Recovery Partnership (RERP) Grant**: Enrique reported that meetings have started between the 3 WDBs (San Benito/Monterey/Santa Cruz) and colleges (Monterey Peninsula/Hartnell/Cabrillo/Gavilan). Proposed trainings may be in Healthcare, Pre-Apprenticeship, IT/Cyber Security, Hospitality, Welding, and others. San Benito County is expected to enroll approximately 27 participants and provide case management and supportive services.
- e. **Board Proxy**: Several board members have designated their board proxy, per the WDB Bylaws Article IV. Section 4.01.
- f. **WIOA Waivers**: Ruby and Enrique provided an update on the application process for 3 WIOA waivers that the State has reopened and staff is seeking board's direction on the following waivers: [Waiver of WIOA Section 134\(d\)\(5\)](#), [Waiver of WIOA Section 134\(c\)\(3\)\(H\)\(i\)](#), and [Waiver of WIOA Section 129\(a\)\(4\)\(A\)](#). Applications for these waivers are due by November 14, 2022 and will expire on June 30, 2023. Upon discussion it was determined that the most appropriate waiver to apply for is the On-the-Job Training waiver which would allow Local Boards to reimburse up to 90 percent of the wage rate of an OJT participant for the extraordinary costs of providing training and additional supervision related to the training if the business has 50 or fewer employees.
- g. **Board of Supervisor's (BOS) Employee Appreciation Lunch**: There will be an employee appreciation lunch held on December 5, 2022, at the Veteran's Memorial Hall and WDB members are invited to attend.
- h. **Committee Updates**: Provided the Committee List for FY 22/23.
 1. **Nomination Committee**: No update.
 2. **Audit Committee**: Staff provided an update on the on-site Fiscal Monitoring conducted the week of October 10, 2022. Not expected to receive any observations and/or findings. Kudos to staff for all the hard work and the preparation it takes during these visits.
 3. **Executive Committee**: No update. This committee still needs to meet to discuss activities/goals.
 4. **Business Services Committee (BSC)**: No update. This committee still needs to meet to discuss activities/goals.
 5. **Youth Committee**: The Youth Committee is meeting today following this meeting.
 6. **Membership Committee**: Committee members will provide an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION**:

VI. **ADJOURNMENT**: *M/S/C Karen Para/Nelson Leonor 4:01 p.m.*

Executive Committee next meeting is scheduled for December 13, 2022, at 3 PM.



San Benito County Workforce Development Board
Full WDB Meeting
1111 San Felipe Road, Suite 107 - Hollister, CA 95023
January 10, 2023 @ 3:00 P.M.
MINUTES

Chair, Richard Bianchi, called the meeting to order at 3:02 P.M.

I. Welcome, Introductions & Roll Call: Roll will be taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

Table with columns: Representing the Private Sector (PR) and Representing the Public. Includes names like Bianchi, Richard, Chair; Para, Karen, Secretary; Bobsin, Kendra, Treasurer; Leonor, Nelson, James Dion (Alt); etc.

II. GENERAL INFORMATION:

- A. Public Comment Period: Scott Reese indicated that they were able to get some busses to assist with transportation for apprenticeship programs.
B. Guest Speaker: Nelson Leonor, EDD Manager gave a presentation on Unemployment Insurance Work Sharing Program.

III. CONSENT AGENDA: Items as a whole may 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. Fiscal Report: The WIOA expenditure report through November 2022 were enclosed for board information.
B. Layoff Aversion Services/Rapid Response Report/Business Services Report: The report for November & December 2022 was enclosed.
C. Labor Market/Unemployment and Economic Summary: The California Unemployment Report for December 2022 was provided.
D. Information Notices & Directives: Receive most recent Workforce Services Directives WSD22-06-WSD22-07, Information Notices WSIN22-18-WSIN22-24, and WIOA Waivers were



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enclosed.

E. **Meeting Minutes:**

1. **Full WDB:** The October 11, 2022 full WDB meeting minutes were approved.
2. **Executive Committee:** Received November 8, 2022, Ex Committee meeting minutes enclosed for board review information.

IV. **REGULAR AGENDA/ACTION ITEMS:**

- A. **Resolution for Remote Meetings:** The AB361 requires that a resolution be adopted every month to continue to allow teleconferenced meetings. Board members to discuss whether future meetings will continue via hybrid. Motion to accept the resolution for an additional 30 days. *M/S/C Kendra Bobsin/Lizz Sanchez Turner*. Members liked the idea of hybrid for now to keep attendance up. Would the board like to revisit each quarter for discussion on hybrid meeting. *M/S/C Nelson Leonor/ Scott Reese*
- B. **Policy & Procedure - Work Experience Policy (WEP):** After discussion the full WDB approved the WEP policy to increase the hourly rate to \$16.50 an hour effective January 21, 2023. *M/S/C Karen Para/Nelson Leonor*.
- C. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: (1) Private Sector Representatives: (1) Small Business and Public Sector Representatives: (1) Labor Organizations; (1) Department of Rehabilitation.
 1. **Hope Services:** Kristi Alarid recommended Sara Grignon to fill this vacancy for the Public Sector. Staff has followed up with Ms. Grignon and indicated they have received no response.
- D. **WDB PY 21-24 Regional and Local Plan Update:** An update on the Regional and Local Workforce Development Plan two-year modification, that is due to the state on March 31, 2023, was given and the State Directive was provided for board information.
- E. **Grant Updates:** A report was given on the Prison to Employment (P2E) award in the amount of \$306,465.42 and the Regional Equity and Recovery Partnership (RERP) Grant received in the amount of \$1,150,000. San Benito County will be the lead agency on the P2E. Susan Sweeney spoke on the RERP and provided an update. There was another grant for youth that was brought up by EDD and staff did research it and found that there wasn't enough funding to be allocated to make it worth our while to apply for said funding.
- F. **WIOA Waivers:** On the direction of the board, staff submitted the OJT [Waiver of WIOA Section 134\(c\)\(3\)\(H\)\(i\)](#) request to the State and it was approved 11.18.2022. A copy was enclosed.
- G. **Committee Updates:** Committee List for FY 22/23 was enclosed.
 1. **Audit Committee:** Staff reported that the Fiscal Monitoring Report was enclosed and there were no findings.
 2. **Executive Committee:** Committee members will need to schedule a meeting to discuss next year's retreat and the strategic goals.
 3. **Business Services Committee (BSC):** Committee members will need to schedule a meeting to discuss strategic goals.
 4. **Youth Committee:** The next WDB Youth Committee meeting is scheduled for February 14, 2023 at 4pm following the Executive Committee meeting.
 5. **Membership Committee:** Committee members provided an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION:**

- A. **2023 Workforce Development Board meetings:** Enclosed was the meeting calendar for 2023.

- B. **2023 CWA Conferences:** Enclosed were the Save the Dates calendar for future conferences.
- C. **CWA Youth Symposium 2023:** Board Members, Scott Reese and Irene Guevara and Staff, Juanita Leanos will attend the 2023 Youth Symposium Virtual Conference from Jan. 24-26, 2023.
- D. **Homeless Hiring Tax Credit (HHTC):** Provided for WDB information was the Fact Sheet on the tax credit program for years beginning annuary 1, 2022 through December 31, 2026.
- E. **Comprehensive Community Economic Resilience Fund (CERF):** Staff provided an update on UPLIFT Central Coast Coalition securing a \$5 million planning grant for six-county region of SBC, Santa Cruz, Monterey, San Luis Obispo, Santa Barbara and Ventura.
- F. **#California for All Youth Job Corps:** Provided for board information was the Fact Sheet on this program to help underserved youth find employment.
- G. **Youth Apprenticeship Program:** Provided for board information was the Fact Sheet on the Senate Bill that will help create the California Youth Apprenticeship Program to complement and expand the number of registered apprenticeships programs serving youth ages 16-24.
- H. **Board Roster:** The updated WDB roster were enclosed. Staff will confirm term expiration date for Richard Bianchi of January 14, 2023. Reach out Hope Services & Dept of Rehab. If Hope is unable to join, staff will reach out to another organization servicing youth.

VI. ADJOURNMENT: *M/S/C Karen Para/Lizz Sanchez Turner 4:22 P.M.*

Executive Committee next meeting is scheduled for February 14, 2023, at 3 PM.

RESOLUTION #22-091322
AUTHORIZING USE OF REMOTE TELECONFERENCING PROVISIONS (AB
361)

WHEREAS, the San Benito Workforce Development Board (“WDB”) is committed to open and transparent government, and full compliance with the Ralph M. Brown Act (“Brown Act”); and

WHEREAS, the Brown Act generally requires that a public agency take certain actions in order to use teleconferencing to attend a public meeting virtually; and

WHEREAS, the WDB recognizes that a local emergency persists due to the worldwide COVID-19 pandemic; and

WHEREAS, the California Legislature has recognized the ongoing state of emergency due to the COVID-19 pandemic and has responded by creating an additional means for public meetings to be held via teleconference (inclusive of internet-based virtual meetings); and

WHEREAS, on September 16, 2021, the California legislature passed Assembly Bill (“AB”) 361, which amends Government Code section 54953 and permits a local agency to use teleconferencing to conduct its meetings in any of the following circumstances:

(A) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;

(B) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or

(C) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, in order for the WDB to use teleconferencing as allowed by AB 361 after October 1, 2021, it must first adopt findings in a resolution, allowing the Board of Education to conduct teleconference meetings for a period of thirty (30) days; and

WHEREAS, Governor Gavin Newsom declared a state of emergency for the State of California due to the COVID-19 pandemic in his order entitled “Proclamation of a State of Emergency,” signed March 4, 2020; and

WHEREAS, the WDB hereby finds that the state and local emergencies have caused and will continue to cause imminent risks to the health or safety of attendees; and

WHEREAS, the WDB is conducting its meetings through the use of telephonic and internet-based services so that members of the public may observe and participate in meetings and offer public comment;

NOW THEREFORE BE IT RESOLVED, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference;

BE IT FURTHER RESOLVED, that the WDB has determined that given the state of emergency, holding in-person meetings would present imminent risks to the health or safety of attendees.

BE IT FURTHER RESOLVED, the WDB hereby authorizes staff to take all actions necessary to conduct WDB meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, using teleconferencing for a period of thirty (30) days from the adoption of this Resolution after which the Workforce Development Board will reconsider the circumstances of the state of emergency.

PASSED AND ADOPTED by the San Benito Workforce Development Board this 14^h day of February, 2023, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN

On-the-Job Training (OJT) Policy

PURPOSE: The purpose of this policy is to provide guidance and criteria used in the development of and the administration of On-the-Job Training (OJT) contracts

POLICY:

I. Overview of OJT

OJT is one strategy for individuals to receive training funded through the Workforce Innovation and Opportunity Act (WIOA). The term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer for the costs associated with training the OJT trainee, which are usually calculated at half the pay rate for the agreed-upon training period; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.
- Participants with experience of one year or more in any given career will be exempt from participating in the same type of OJT.

II. Length of Training

OJT should not exceed 600 hours. If training beyond 600 hours is deemed necessary to help the participant excel along their designated career pathway, approval from San Benito County management is required. Hours must comply with the rules of the California Child Labor Laws, the Federal Fair Labor Standards Act, and the Affordable Care Act. The workday cannot exceed 8 hours per day, or 40 hours per week. Employment shall be no less than 30 hours of work per week. Exception may be made to reduce hours per week on a case-by-case basis and approved by AJCC Management.

Training Reimbursement

Employers providing an OJT can receive reimbursement for a portion of the hourly pay rate – typically up to 50%, which is considered payment for extraordinary costs to the employer associated with training a new employee. This encourages the hiring of long-term unemployed dislocated workers and helps offset the cost of training.

Effective November 18, 2022, the State of California Workforce Development Board approved the application for Workforce Innovation and Opportunity Act (WIOA) On-the-Job Training Waiver application Section 134(c)(3)(H)(i): Waiver to allow a reimbursement of up to 90% of On-The-Job (OJT) training costs for businesses with 50 or fewer employees. In order to comply with DOL requirements, applications will have to be completed for every year the waiver is in effect. This Waiver will remain in effect through 6/30/2023, at which point the reimbursement portion of the hourly pay to the employer will resume to the up to 50 % rate.

Under certain funding circumstances, employers providing an OJT may receive reimbursement for a portion of the hourly pay rate at a greater percentage based on the specific funding allocation. This is in alignment with the State Plan and Department of

Labor (DOL) waivers which allow increased flexibility based on additional funding allocations and grants awarded through the State and DOL.

III. Outreach Strategies

Outreach can be done directly or indirectly to both employers and job seekers. Outreach includes, but is not limited to: face-to-face contact, direct mail, press releases, involvement with the Chamber of Commerce and networking with other agencies.

IV. Employer Pre-Screening for OJT

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prior to entering into an OJT agreement, pre-screening should be conducted to ensure that the employer meets the minimum standards and can provide both training and long-term employment to an OJT trainee.

Prior to engaging an employer in an OJT, local service providers must ensure:

- Worker Adjustment & Retraining Notification Act (WARN) notices have previously been filed;
- The company has not exhibited a pattern of failing to provide OJT trainees with continued long-term employment;
- Company verifies WIA funds will **not** be used to relocate operations in whole or in part;
- Company has operated at its current location for at least 120 days. If less than 120 days and the business relocated from another area in the U.S and individual(s), employees were not laid off at the previous location as a result of the relocation;
- Company commits to providing an opportunity for long-term employment for successful OJT trainees, and is verified and documented in the participant case file;
- If the company has a collective bargaining agreement, the OJT contract does not impair existing contracts for services or collective bargaining agreements. If, as a program authorized under WIA, the OJT would be inconsistent with a collective bargaining agreement, written concurrence from the appropriate labor organization and employer is obtained before the OJT activity begins;
- OJT funds will not be used to directly or indirectly assist, promote or deter union organizing;
- The OJT will not result in the full or partial displacement of employed workers;
- Trainee wages to be paid are at least equal to:
 - ✓ State and/or Local minimum wage
 - ✓ Other employees in the same occupation with similar experience
- Trainees will be provided the same workers' compensation, health insurance, unemployment insurance, retirement benefits, etc. as regular, non-OJT employees;
- The employer will comply with the non-discrimination and equal opportunity provisions of WIOA and its regulations;

V. OJT Trainee Requirements

Only those individuals who meet the eligibility requirements for training services (*Reference WIA Eligibility Technical Assistance Guide, Lower Living Standard Income Level and Poverty Guidelines*), who have received an assessment and for whom an Individual Employment Plan (IEP) has been developed, may be considered for OJT, as well as any type of training under WIOA.

An individual referred to the America's Job Center of California in San Benito County by an employer may be considered for OJT with that employer only after the individual has met WIOA eligibility requirements for the identified funding stream, received an assessment and for whom an IEP has been developed. The IEP must indicate an OJT is appropriate based upon the skill requirements of the occupation; the academic and occupational skill level of the participant; the participant's prior work history and experience; and the participant's level of commitment to program services and likeliness to succeed. The IEP documentation of a participant's appropriateness for OJT is required prior to employer selection.

A variety of assessment instruments are available to assist in the determination of participant/trainee suitability, to include the TABE assessment, EUREKA and/or WorkKeys® Readiness Indicator and WorkKeys® assessments. The selection of appropriate assessment instruments is based upon the individual needs of the participant and training employer.

VI. Required Documents

To encourage the use of OJT by employers and job seekers, it is critical that the service providers keep paperwork to a minimum. However, there are several documents required to effectively implement an OJT including: OJT contracts, training plans (IEPs), invoicing and monitoring documentation. An OJT is considered a program cost under WIA and should be reported as such on financial reports.

A. OJT Contract Minimum Requirements

Contracts are the terms and conditions that the employer and OJT provider agree to provide for an OJT experience. At a minimum, an OJT contract must comply with the requirements of WIA rules and regulations including identifying the occupation, skills and competencies to be learned, and the length of time the training will be provided. Contracts should also include requirements specific to the state and local areas and the requirements specific to OJTs funded through other federal programs. An OJT contract is considered to be a legally binding agreement between the employer and service provider.

Local OJT providers must conduct an employer orientation with each employer and/or employer representative to discuss the contract provisions and training plans. OJT employers must be aware of the following:

- OJT participants must receive wages and fringe benefits equal to those similarly employed by the employer;
- The reimbursement mechanisms of an OJT are not a wage subsidy;
- It is expected that the participant will continue working after the payments to the employer end; and
- It is expected that participants who complete an OJT will continue to receive compensation and benefits commensurate with the job performance.

B. Training Plans

After determination of the occupation in which the participant will be trained, an OJT training plan must be developed to allow for the monitoring of agreed upon contract provisions and the progression of the established training program. The training plan becomes the work statement of the contract and should serve as a guide when delivering training. This plan will be a formal and written program of the structured job

training that will provide participants with an orderly combination of instruction in work maturity skills, general employment competencies and occupationally specific skills that will enable the participant to work toward self-sufficiency. OJT providers can use O*NET and/or a company job description as a basis to begin listing skills or tasks. Skill descriptions should be comprehensive and ensure that individual tasks are both measurable and observable. All OJT Training Plans must include:

1. Trainee information - name & contact information of participant and Social Security #;
2. Employer information – name and contact information;
3. OJT information – start and end dates, wage rate, and reimbursement rates;
4. Occupational information – job title & description, O*NET code, and # of hours per week. O*NET should not be relied upon exclusively at the risk of overlooking the needs, skills, and abilities of the participant and the specific needs of the employer;
5. Job skills – skills necessary to perform the job and the trainee’s skill level for each;
6. Training information - list of specific skills or tasks the employer agrees to provide to the participant, estimated training hours for each skill, and acknowledgement of skill obtained; and
7. Signatures - of trainee and date, of employer and date, and of OJT provider and date.

C. Invoicing

Payment to employers should be managed by an invoice system that clearly documents the number of hours worked each day by the participant and rate of pay for the time period. Invoices must be signed by both the participant and the employer or only by the employer if accompanying documentation (timesheets/time cards) is signed by the participant and reconciled to the invoice. Also, payments to employers must be based on scheduled raises and regular pay increases, if they occur.

D. Other Terms & Conditions, WIA General Assurances and Certifications

All contacts and OJT employers must adhere to the Other Terms & Conditions, WIOA General Assurances and Certifications as written by the San Benito County WDB.

E. Monitoring

Monitoring is the responsibility of both the state and the local area, though the duty may be assigned to another designated entity or individual. Monitoring at the local level will include oversight of the participant training and corresponding employer payroll records to ensure validity and propriety of the reimbursement amounts claimed, and that the training for which the contract is written is actually delivered. The on-site monitoring of the OJT must include documenting information received directly from the trainees, should capture the trainee supervisor’s perspective about how the training is progressing, and should include review of the employer payroll records. WDB staff will review training contracts of all local WIOA service providers and subcontractors on a bi-yearly basis and will adjust the monitoring review, as needed.

VII. Additional Resources

The **OJT Toolkit** (available at <https://ojttoolkit.workforce3one.org/>) has a variety of OJT resources, documents and samples to aid OJT providers in implementing their OJT policy

and procedures. Visit this site to download customizable OJT documents to aid states and local areas in expanding the use of OJT.

WDB COMMITTEES

7/1/21 through 6/30/22

EXECUTIVE COMMITTEE (WDB Chair-private sector, 3 private sector, 3 other)

Richard Bianchi, Chair

Private Sector:	Other:
Chuck Frowein, <i>Vice Chair</i>	Kendra Bobsin, <i>Treasurer</i>
Karen Para, <i>Secretary</i>	Lupe Rubalcava
Lizz Sánchez Turner	Nelson Leonor

BUSINESS SERVICES COMMITTEE

Lizz Sánchez Turner, Committee Chair

Private Sector:	Other:
Karen Para	Michelle Leonard
	Jose Rodriquez

BYLAWS COMMITTEE (Chair & Vice-Chair to be from private sector and shall include the Chairperson of the WDB – Total of 4-7 members)

Private Sector:	Other:
Chair: Chuck Frowein	Randy Brown
Vice-Chair: Richard Bianchi	Kendra Bobsin

AUDIT/EVALUATION COMMITTEE (WDB Treasurer is committee chair, 4-7 members balanced between private sector and non-private sector members)

Kendra Bobsin, Committee Chair

Private Sector	Other:
Richard Bianchi	Lupe Rubalcava
Lizz Sánchez Turner	Kristi Alarid

YOUTH COMMITTEE: Members of the Youth Committee shall be appointed by the WDB and shall include: 1) A Member of the local WDB, who must chair the committee; 2) A Member of Community based organizations with a demonstrated record of success in serving eligible youth, 3) Other individuals with appropriate expertise and experience who are not members of the local board; May also include parents, participants and youth

Private Sector	Nelson Leonor, Secretary/alt: James Dion
Chuck Frowein- <i>Co Chair</i>	Karen Para, <i>Chair</i>
Heidi Jumper	Judith Munter
	Clair Grissom/alt: Vanessa Klauer

WDB SUB-COMMITTEES

<u>Nominating Committee</u>	<u>Ag Committee</u>	<u>Web-Site Committee</u>	<u>Job Fair Committee</u>	<u>Membership Committee</u>
Richard Bianchi Karen Para Kendra Bobsin	Richard Bianchi Randy Brown	Richard Bianchi Lizz Sánchez Turner	Nelson Leonor	Richard Bianchi Lizz Sánchez Turner Michelle Leonard

FOURTH ANNUAL



ROCK the MOCK

March 21, 2023

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YOUTH EXPO

2023

**March
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