



San Benito County Workforce Development Board (WDB)

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

February 13, 2018 @ 3:00 P.M.

Executive Committee Workforce Development Board Meeting

MINUTES

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

- Present: Richard Bianchi, Kristina Chavez Wyatt, Karen Para, Richard Perez, James Rydingsword
- Absent: *Excused:* Kendra Bobsin, *Unexcused:* Albert Orosco
- Guests: Paula Balbontin
- Staff: Andi Anderson, Sylvia Jacquez, Ruby Soto

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

I. GENERAL INFORMATION:

II. **Public Comment Period:** Introductions were made by everyone present. Paula Balbontin, Agricultural Sector Coordinator, from West Valley College introduced herself and reported on the Agriculture needs assessment in San Benito County. She stated that the California Community Colleges have been working on gathering input from companies in San Benito County (SBC) and moving forward on developing training based on surveys collected from the agricultural community. Top skills identified are: 1) food and safety, 2) data management & analysis, 3) water systems management, 4) horticulture & seed science, and 5) HR and banking & accounting. Discussed whether or not to separate HR and Banking/Accounting since they are two different areas of expertise and it was the consensus of the board that they should be separate. Discussed other resources that may be helpful in partnering and providing the training as one goal is to utilize local resources first.

III. **Regular Agenda:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.
- B. **Executive Committee Meeting:** December 12, 2018 Executive Committee meeting minutes were approved as presented. *M/S/C Kristina Chavez Wyatt/Karen Para.*
- C. **Full WDB Meeting Minutes:** January 9, 2018 full WDB meeting minutes are enclosed for board information.

IV. **CONSENT AGENDA:**

- A. **Board Announcements:** Kristina Chavez Wyatt reported that the San Benito County Business Council's Comprehensive Economic Strategy was approved which opens SBC up to receive EDA matching grants.

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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V. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** Any applications received may be reviewed for appointment to the board. Current vacancies: Business Representatives (4). Requesting assistance from all Board members with recruitments. No applications were received. WDB members requested staff to mail the list of who was invited to the board and they can follow-up.
- B. **Policies & Procedures:** Enclosed were the Non-Discrimination and Reasonable Accommodation Policies & Procedures to be reviewed and approved by the board. Ruby Soto reported that these are now policies that need to be included under WIOA. This was a finding of the monitoring. Clients need to be informed on discrimination procedures. All letterhead and fliers must include ADA information. Change letterhead footer to Workforce Development Board. Staff is also working on updating some of our other documents so that we are in compliance. *M/S/C Karen Para/ Kristina Chavez Wyatt.*
- C. **Rapid Response and Lay-Off Aversion Services:** Enclosed was a summary report for board information. Sylvia Jacquez stated the services will be forwarded to board members for their information. Board members requested Rapid Response updates as part of the report for the WDB info. Also requested was an updated list of businesses in SBC. This list was provided by the Economic Development; however, it is extremely outdated. Kristina Chavez Wyatt stated that the Monterey Bay Economic Partnership and the Hispanic Chamber of the Central Coast may be another resource to have Megan Crable contact as possible supports/partners for rapid response and lay-off aversion. It was requested that fliers be provided to board members on all openings posted through the AJCC (like and follow us on Facebook by searching [@AJCCofSBC](#)). The intent is for WDB & AJCC to host job Job Fair, maybe late August – 29th or 30th.
- D. **Bay Peninsula Regional Planning Unit:** The Region was awarded \$500,000 for the Regional Plan Implementation (RPI) Application submitted. San Benito County's allocation will be \$79,925 (earmarked for staff & benefits) to provide Business Services throughout the regional area. Enclosed was the award letter. In March staff will have face-to-face visits with surrounding counties and will be learning about business services provided at other AJCCs.
- E. **Prop 39 (Pre-Apprenticeship Program):** A second round of funding has been awarded to Monterey, Santa Cruz and San Benito Counties in the amount of \$385,000. San Benito County's allocation will be \$28,922. Enclosed is the budget. Staff is working on solidifying location (Vet's Bldg) to be able to hold training session during the day from July 9-Aug 1, Mon-Fri. Because of the contract cut-off, the training session will be full days and only offered during the day.
- F. **Committee Updates:** Updates were provided on the following committees:
1. **Executive Committee:** Request approval for Karen Para to serve as Secretary and Richard Perez Sr. to serve as Vice-Chair. *M/S/C James Rydingsword/ Kristina Chavez Wyatt.*
 2. **Youth Committee:** Staff and members reported on the California Workforce Association (CWA) Youth Conference attended by Ruby Soto, Sylvia Jacquez and Richard Perez Sr. on January 9th thru 11th, 2018 in Sacramento. Richard Perez stated it was a great conference. He stated that the need for the youth services is to provide structure for youth service and develop partnerships. He would like to see

some program implemented locally. It was good to network and gain insight on what other communities are doing. Ruby and Sylvia also attended and will provide a summary of the workshops they attended and what they learned. The youth allocation is \$250,000 for the year. Must spend over 75% on Out-of-School youth. Sylvia provided information on the current programs available for youth.

3. **Job Fair Committee**: AJCC will assist with the job seeker component of the job fair by providing laptops for online applications. Enclosed is information on this event scheduled for April 12, 2018 from 3:00 pm to 7:00 pm at the Veteran's Bldg. Get more info: juli@sanbenitocountychamber.com. The intent is for WDB & AJCC to host a job Job Fair, maybe late August – 29th or 30th. Table for future discussion.
 4. **WIOA Section 188 Annual On-Site Compliance Monitoring Review**: Staff provided an update on the review that was conducted on January 25, 2018.
 5. **One-Stop and Business Services Websites Committee**: Kristina Chavez Wyatt stated provided an update on the follow-up with HHSa IT on updating the sites: www.sbcjobs.org - www.sanbenitobsc.org. The County is in the process of re-doing their website and therefore it was decided to wait to see if WDB can be an offshoot or if the WDB would want to go with their own site. Also need to move forward with logo development.
 6. **Agricultural AdHoc Committee**: Covered under public comment.
- G. **America's Job Center of California (AJCC) Operator**: Enclosed was a summary report from David Mirrione, AJCC Operator. Next meeting is March 7th.

IV. **Additional Information**:

- A. **2018 Meeting Calendar**: Enclosed for WDB info.
 - B. **Annual Filing of Form 700**: Annual filing due April 15, 2018. All board members should have received an e-mail reminder from e-disclosure.
 - C. **Workforce Services Directives and Information Notices**: Provided for WDB information were links to the most recent Workforce Services Directives. There are now updates for 2018. [WSD17-06-07](#) and Information Notices [WSIN20 thru WSIN17-23](#). Summary enclosed. There were a few updates included since staff ran this report and they were e-mail to all board member.
 - D. **AB124 Ethics Training**: Individuals needing to complete the ethics training have been notified. NEW LINK to complete the ethics training is: <http://localethics.fppc.ca.gov/login.aspx>.
- V. **Adjournment**: *M/S/C Richard Perez/Karen Para 4:11 P.M.*

The next Executive Committee meeting is scheduled on March 13, 2018, **Ste. 107** – 3 P.M.

The next Full WDB meeting is April 10, 2018, **Ste. 108** at 3 P.M.