



San Benito County Workforce Development Board (WDB)

1111 San Felipe Road, Suite 108 * Hollister, CA 95023

April 10, 2018 @ 3:00 P.M.

Workforce Development Board Meeting

AGENDA

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

Present: Richard Bianchi, Karen Para, Richard Perez Sr., Kristi Alarid, Kendra Bobsin, Duane Bradford, Randy Brown, Kristina Chavez-Wyatt,

Absent: Carrie Fosdick, Jose Rodriguez, Jim Dion, Al Gonzalez, Andy Hartman, James Rydingsword.

Guests: Adam Goldstone, David Mirrione, Ofelia Orabuena, Adam Valadez

Staff: Sylvia Jacquez, Cynthia Larca

Vice-Chair, Richard Perez Sr. called the meeting to order at 3:04

I. GENERAL INFORMATION:

II. Public Comment Period: Introductions were made by everyone present

B. Success Stories: Adam Valadez was present to give his success story. He stated on how he found out about getting involved at the One-Stop. He was hired with CHISPA under the WIOA Work Experience Program. Upon completing the program he got hired as a subcontractor. He continues to do many projects for CHISPA and will be getting prevailing wage jobs soon. He was grateful for the opportunity given by this program

C. Guest Speaker:

1. America's Job Center of California (AJCC) Operator: David Mirrione provided a PowerPoint presentation and shared his background. He researched AJCC services first and is looking at improvements needed. He conducted a survey of partner agencies, gathered best practices and talked about co-location needs. He stated that San Benito County is already doing well. He stated the IT is antiquated and most partners are serving the same clients. Enrollments are the biggest challenge and as a result, placements are down. The most common need identified is the referral process. He also stated that all posting be in both English & Spanish, computers need common access and bilingual staffing is a must. His recommendations are for Service Delivery, Categorize fliers, online orientations, update enrollments packets, update TTY, phones and to conduct online surveys. Teach how to use job search tool in CalJOBS. Identified IT site blocking issues, WiFi would also be an added benefit which the county is working on. The agency phone system needs to be updated. Also discussed was marketing, branding and new web-site to promote services and the development of social media, rotating

COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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media-blasts in the waiting area and also coordination with local business and media. Facilities: Clear posting of rules, how to deal with children, TV for info blasting. Staff Development: Training dollars are available as well as online training needs to be available. Implementation: timeline and action plan. He prioritized recommendations and all staff is involved. The #1 priority is Team Building, #2 is the Referral Process. He opened the floor for Q&A and suggestion to broaden the base of partner agencies. Sylvia Jacquez read list of required partners, board makeup is different from on-site center partners.

2. **Local Procurement:** Adam Goldstone presented the County's procurement local procurement process of Capital Projects. He listed his current workload stating he has 28 new projects, however; not all projects will be approved. They must use public bid process for all jobs over \$4,000 and requirements for bidding are specific. Hollister based contractors are had to come by and local preference is not required. Some jobs only have 1-2 bids. Some of our jobs are too small or to specialize, or they can't meet wage requirements. Contractor's exchanges are best in getting the word out. Only local advertising is done. He stated www.ebidboard.com is where contractor can get information on county sites. There was also discussion about how to get the word out on upcoming jobs/projects and how to get sub-contractors ready to do government jobs.

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. **Full WDB Meeting Minutes:** January 9, 2018 full WDB meeting minutes were approved as presented. *M/S/C Richard Bianchi/Karen.*
- C. **Executive Committee Meeting:** March 13, 2018 Executive Committee meeting minutes are enclosed for board information.

IV. **CONSENT AGENDA:** *M/S/C Kristina/Karen*

- A. **Board Announcements:** None
- B. **Rapid Response and Lay-Off Aversion Services:** Enclosed was the Layoff Aversion Activities Report for March, 2018.
- C. **Board Membership:** No applications were received to be reviewed for appointment to the board. The current vacancies are: Business Representatives (5). Staff recently met with Goodwill Industries and they may be interested in joining the board.

V. **DISCUSSION/ACTION ITEMS:**

- A. **CWA WORKCON 2018:** The request to have 3-4 staff and/or board members to attend the CWA 2018 Conference scheduled for May 2-4 in San Diego was approved. Sylvia Jacquez, Megan Crable and Richard Perez are interested in attending.
- B. **Grant Expenditure Report:** Enclosed was the quarterly expenditure report of the CSWD workforce services grants. Most of the programs are underspend however the *M/S/C Richard/Kristina* State allows for carry over funds. Staff is working on the current budget, increasing enrollments via social media and community outreach as well as working with the local high school and continuation schools.
- C. **Bay Peninsula Regional Planning Unit:** Staff provided an update on the visit held on April 6th at NOVA stating that each local area gave a presentation of the business services they provide.

- D. **Prop 39 (Pre-Apprenticeship Program)**: Staff provided an update on the training scheduled to begin July 9, 2018 in San Benito County stating the new contract is being processed. The goal is to have 20-25 individuals enrolled and trained.
- E. **Committee Updates**: Updates were provided on the following committees:
1. **Executive Committee**: Meets monthly. All board members invited to attend.
 2. **Audit Committee**: Need to schedule a meeting to discuss results of on-site monitorings conducted by the State. A meeting will be scheduled soon.
 3. **Youth Committee**: A Youth Committee meeting is scheduled for April 12, 2018 at 1:30 P.M. at Mars Hill.
 4. **Job Fair Committee**:
 - a. **Chamber of Commerce Job Fair**: Scheduled on April 12, 2018 from 3-7 P.M. at the Veteran's Bldg.
 - b. **WDB Job Fair**: Staff provided an update on the Job Fair scheduled for August 30, 2018 from 3-7 P.M. Discussed was the need to have promotional materials ready for upcoming job fairs and outreach opportunities to promote services. A location for the job fair will need to be decided upon. Currently looking to see if the Vet Hall is available and also include a community fair.
 5. **One-Stop and Business Services Websites Committee**: Staff and members provided an update on revamping/redesigning the websites: www.sbcjobs.org - www.sanbenitobsc.org. The committee would like to have a budget established and asked if unspent funds could be used for the project and the answer is yes. There was discussion having Jeremy, who completed the Health and Human Services Agency website, contracted to complete the work. It was also requested that once completed, staff would be able to maintain and update as needed. The WDB would like to request \$10,000 for this project to be added to the next meeting agenda for approval. Board members have requested that we also check out the websites from Council of Government and City of SJB.

IV. **Additional Information**:

- A. **Annual Filing of Form 700**: Annual filing due April 15, 2018. All board members have received an e-mail reminder from e-disclosure.
- B. **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. [WSD 17-08](#) and Information Notices [WSIN27 thru WSIN17-29](#). Summary was enclosed and board members are encouraged to read the summaries.
- C. **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>.
- D. **WIOA Allocations**: A copy of the current WIOA allocations was distributed.
- E. **Monterey Bay Economic Partnership**: Kristina provided information on this event which will be held tomorrow. She invited board members to attend.
- F. **Cannibis 2.0 Workshop**: Sylvia informed the board of the information that was provided by our Regional Advisor, Steven Amezcua due to the request for WDB member to attend this workshop. No WIOA funds may be used for these types of requests and to assist any business of this type as WIOA is a federally funded program and Cannibis is only approved at the State level.

V. **Adjournment:** M/S/C 4:22 P.M. *M/S/C Kristina/Richard*

VI. The next Executive Committee meeting is scheduled on May 8, 2018, **Ste. 107** – 3 P.M.

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