



San Benito County Workforce Development Board (WDB)
1111 San Felipe Road, Suite 205 * Hollister, CA 95023

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

Full Workforce Development Meeting

MINUTES

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

Present: Duane Bradford, Randy Brown, Kristina Chavez Wyatt, Andy Hartman, Nelson Leonor, Karen Para, Richard Perez Sr.
Absent: *Excused:* Kristi Alarid, Richard Bianchi, Kendra Bobsin, Chuck Frowein, Al Gonzalez Jr., Jose Rodriquez,
Un-Excused: Joe Giacalone
Guests: Tracey Belton
Staff: Enrique Arreola, Sylvia Jacquez

Secretary, Karen Para called the meeting to order at 3:07 p.m.

I. **GENERAL INFORMATION:**

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

II. **Regular Agenda:**

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused.

B. **Meeting Minutes:**

1. **Full WDB:** The January 8, 2019 full WDB meeting minutes were enclosed for board review and approval. *Table to next meeting due to lack of quorum.*

2. **Executive Committee:**

a. December 11, 2018 Executive Committee meeting minutes are enclosed for review and approval. *Table to next meeting due to lack of quorum.*

b. The February 12, 2019 meeting and the March 9, 2019 were cancelled due to lack of quorum.

3. **Success Stories:** Sylvia presented success stories. It was recommended to invite Veolia Water to possibly begin an Apprenticeship Program. A meeting will be set up with Sherrean Carr, Dean of Technical and Public Services with Gavilan College to discuss further.

III. **CONSENT AGENDA:** *Table to next meeting due to lack of quorum.*

A. **Board Announcements:** The Chamber of Commerce Job Fair and Business Expo will be held on May 2, 2019 from 2pm to 8pm at the Veteran's Building.



- B. **Rapid Response and Lay-Off Aversion Services**: Enclosed was the Layoff Aversion Activities Report for January, 2019, February 2019 and March 2019. It was recommended for this report to include Rapid Response activities conducted.
- C. **Workforce Services Directives and Information Notices**: Enclosed were summaries for the most recent Workforce Services Directives [WSD 18-09 thru 18-11](#) and Information Notices [WSIN 18-24 thru 18-30](#).
- D. **Unemployment**: The Unemployment Report for February 2019 was enclosed. Current rate of 6.7 is not good.
- E. **Budget Expenditure Report**: Enclosed for your information.

IV. **DISCUSSION/ACTION ITEMS**:

- A. **Website**: IT and Sylvia presented the latest website. There were several recommendations made by board members. The website link will be resent to board members for final input. Staff will update the website with the intent to launch sometime this month.
- B. **Board Membership**: Applications received were reviewed for appointment to the board. The current vacancies are: Business Representatives (3).
 - 1. **New Applications**: An application was received from Tracey Belton to fill the vacancy of James Rydingsword. *Table to next meeting due to lack of quorum.*
 - 2. **Letter of Resignation**:
 - a. A letter of Resignation was received from Carrie Fosdick and was enclosed.
 - b. Andy Hartman informed the board of his intent to resign after next meeting. He is moving out of the Country.
- C. **Regional Business Services Agreement Modification #1**: The agreement is being increased to include P2E consultant costs. Enclosed was the amendment for your review. There is a need to initiate a request for proposal for a consultant. *Table to next meeting due to lack of quorum.*
- D. **Prison to Employment (P2E) Initiative Planning Grant**: Enclosed was the one proposal for the Planning P2E grant. Board to discuss and provide direction.
- E. **Regional Training MOU**: Enclosed was a summary of trainings provided to staff. Staff shared their experience attending the National Association of Workforce Boards (NAWB) in Washington, DC. Sylvia and others were able to attend a brief meeting with Congressman Panetta at Capitol Hill. It was a great experience and recommend that board members attend in the future.
- F. **Regional and Local Plans PY 17-21 – Two Year Modification**: Staff provided an update on the Regional and Local Plan modifications which were submitted to the State by March 15, 2019. Both plans are provided via a [link](#) due to the size of the documents. Request WDB approve the Local and Regional Plan modification. Recommend to survey commuters on their employment and skills and possibility of them working locally. This would help economic development by creating local jobs. Staff will discuss this with Nima, EDD Labor Market Information Division. *Table to next month due to lack of quorum.*
- G. **Local Area Designation and Local Board Certification for PY 2019/21**: The local area designation and board certification is due to the State by May 30, 2019. Enclosed was the application staff will be completing.
- H. **Second Chance Event**: Staff provided an update on an event that is being planned for the Re-Entry population. Request to send a Save the Date to all board members.

- I. **Committee Updates:** Updates may be provided on the following committees:
1. **Audit Committee:** Staff provided an update on the Fiscal & Procurement Review Report to be issued by the State. The report is from last year which was completed from May 21-25, 2018.
 2. **Ag Committee:** The Ag Committee reported that Gavilan College is currently working with Earthbound Farms by providing English as a Second Language (ESL) classes to their workforce. Randy stated he did receive West Valley College's survey results. It is recommended that this Committee meet once a quarter
 3. **Youth Committee:** Committee members reported they are working with Judith from San Francisco State that is working with the at-risk youth. Propose to create a strategy plan to include education for youth.
 4. **Membership Committee:** There is a need to recruit new members due to previous members no longer serving on the board.

IV. **Additional Information:**

- A. **AB124 Ethics Training:** Individuals needing to complete the ethics training have been notified.
- B. **Form 700:** Reminder that it is time to submit you annual Form 700 by the April 15th deadline.
- C. **Prop 39 Pre-Apprenticeship:** Andy Hartman reported this has been extended to June 30, 2019. Pilot will be to work with farm laborers to get placed with the Labor Union. He also reported about the Rancho Cielo Project that targeted At-Risk-Youth. 25 participants graduated.

V. **Adjournment:** *The meeting adjourned at 4:49 P.M.*

The next Executive Committee is scheduled for May 14, 2019, Ste. 107 at 3 P.M.

The next Full Board meeting is scheduled on July 9, 2019, Ste. 205 at 3 P.M.