



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](https://www.secondchanceprogram.org/) 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