



# SAN BENITO COUNTY

TRACEY BELTON  
INTERIM DIRECTOR

## Health & Human Services Agency

### COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

## San Benito County Workforce Development Board (WDB)

1161 San Felipe Road, Hollister, CA 95023

October 8, 2019 @ 3:00 P.M.

### Full WDB Meeting Agenda

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

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/>											
Representing the Private Sector (PR)				Representing the Public							
<input type="checkbox"/>	Bianchi, Richard, <i>Chair</i>		<input type="checkbox"/>	Giancola, Shelley		<input type="checkbox"/>	Alarid, Kristi		<input type="checkbox"/>	Brown, Randy	
<input type="checkbox"/>	Chavez Wyatt, Kristina		<input type="checkbox"/>	Para, Karen, <i>Secretary</i>		<input type="checkbox"/>	Belton, Tracey		<input type="checkbox"/>	Gonzalez, Al Jr	
<input type="checkbox"/>	Frowein, Chuck		<input type="checkbox"/>	Perez, Richard, Sr, <i>V-Chair</i>		<input type="checkbox"/>	Bobsin, Kendra, <i>Treasurer</i>		<input type="checkbox"/>	Leonard, Michelle	
<input type="checkbox"/>	Giacalone, Joe		<input type="checkbox"/>	Rodriguez, Jose		<input type="checkbox"/>	Bradford, Duane		<input type="checkbox"/>	Leonor, Nelson	

#### I. GENERAL INFORMATION:

A. **Public Comment Period:** 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.

B. **Success Stories:** Staff and/or participants will present success stories.

#### II. Regular Agenda:

A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.

B. **Meeting Minutes:** *Motion/Second Concur (M/S/C)*

1. **Full WDB:** The July 9, 2019 full WDB meeting minutes are **enclosed** for board review and approval.

2. **Executive Committee:** The June 11, 2019 Ex Com minutes are **enclosed** for board information. There were no August and September 2019 meetings.

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:

A. **Board Announcements:**

B. **Workforce Services Directives and Information Notices:** The most recent Workforce Services Directives [WSD19-02-04](#) and Information Notices [WSIN 19-01 thru 19-09](#) are **enclosed**.

C. **Unemployment:** **Enclosed** is the Unemployment Report for August 2019.

D. **Lay-Off Aversion Services and Rapid Response Report:** **Enclosed** is the report for July and August and September 2019.

#### IV. DISCUSSION/ACTION ITEMS:

A. **Conflict of Interest and Code of Conduct Policy:** Review and approve the **enclosed** policy presented by staff.

B. **Board Membership:** Welcome new board members, Shelly Giancola and Michelle Leonard.

1. **Application Received:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representatives (2). Public, Union Rep (1)



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

An application was received from Jose A. Perez Jr. to fill the Public-Union Representative vacancy of Andy Hartman. **Action Required**

2. **Re-Appointments:** The terms of Karen Para, Richard Perez, Sr. and Jose Rodriguez expired on September 27, 2019 and they have agreed to continue to serve. **Action Required**
  3. **Orientation/Recruitment:** Staff and members may provide an update on the orientation provided to existing, new and potential members, which was held on August 22, 2019. **Attached** is the orientation presentation for your information.
  - C. **Budget Expenditure Report:** Staff will present the year to date expenditure reports.
  - D. **California Workforce Association (CWA) Monterey Meeting of the Minds (MMM):** Staff and board members may report on the MMM Conference held September 3-5, 2019.
  - E. **Prison 2 Employment (P2E) Implementation Grant:** Staff may provide an update.
  - F. **AB 1111 Application:** Staff will provide an update on Breaking Barriers to Employment application which was submitted on August 26, 2019.
  - G. **WIOA Memorandum Of Understanding (MOU):** Staff may provide 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.
  - H. **WDB Strategic Plan:** Discuss holding a Strategic Planning meeting with board members and select a date.
  - I. **Committee Updates:** Updates may be provided on the following committees:
    1. **Bylaws Committee:** Staff will provide an update to the changes in the Bylaws.
    2. **Executive Committee:** There is a need to make changes to the committees due to Kristina Chavez Wyatt being moved from Public Sector to Private Sector. Requirement is 4 Private Sector and 3 Public Sector members to serve on this committee.
    3. **Ag Committee:** Staff and committee members may provide an update on providing Food Safety training.
    4. **Audit Committee:** Staff and the Audit Committee will meet on October 8, 2019 at 2:30 and they will provide an update on the WIOA Section 188 Monitoring Review Final Letter and the Fiscal and Procurement Review Draft Letter received from the State.
    5. **Youth Committee:**
- IV. **Additional Information:**
1. **CA Community College:** **Attached** is a Request for Application Memo from the CA Community Colleges to fund new and innovative apprenticeship programs. Gavilan College along with other Community Colleges has applied for this opportunity.
- V. **Adjournment:**

The next Ex Committee is scheduled for November 12, 2019  
AJCC, 1111 San Felipe Road, Ste 107, Hollister, CA 95023

The next full WDB meeting is scheduled for January 14, 2020 at 3 P.M.  
1161 San Felipe Road, Hollister, CA 95023



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### 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.



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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



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### San Benito County Workforce Development Board (WDB)

Grillin & Chillin Ale House, 401 McCray St, Suite B24

Hollister, CA 95023

June 11, 2019 @ 3:00 P.M.

### Executive Committee Meeting

### MINUTES

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

Present: Richard Bianchi, Kendra Bobsin, Kristina Chavez Wyatt, Chuck Frowein, Karen Para,  
Absent: **Excused:** Tracey Belton **Unexcused:** Richard Perez  
Guests: Michelle Leonard  
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto

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

#### I. GENERAL INFORMATION:

A. **Public Comment Period:** 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. Introductions were made by everyone present. No public were present.

#### 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. Excused Tracey Belton. Unexcused Richard Perez.

#### B. Meeting Minutes: *Motion/Second Concur (M/S/C)*

1. **Executive Committee:** The May 14, 2019 Ex Com minutes were approved as presented. *M/S/C Karen Para/Kristina Chavez Wyatt*
2. **Full WDB:** The January 8, 2019 and April 9, 2019 full WDB meeting minutes were enclosed for board info and will be tabled to the full WDB meeting in July for action.

#### 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/Karen Para.*

##### A. Board Announcements:

B. **WIOA Allocations:** **Enclosed** for board information are the WIOA allocations for PY 2019-2020 and PY 2018-2019.

C. **Workforce Services Directives and Information Notices:** The most recent Workforce Services Directives [WSD18-13-14](#) and Information Notices [WSIN 18-33 thru 18-38](#) are **enclosed**.



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- D. **Unemployment:** The Unemployment Report for April 2019 was enclosed.
- E. **Budget Expenditure Report:** Enclosed for your information.
- F. **Lay-Off Aversion Services and Rapid Response Report:** Enclosed is the report for May 2019.
- G. **Board Membership:** Pulled memberships for discussion

#### IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** No applications were received for appointment to the board. The current vacancies are: Business Representatives (4). Several individuals have been contacted about membership to include: Shelley Gaincola from Casa De Fruta, Michelle Leonard from San Benito County Chamber. Other suggestions were San Juan Bautista City Council Member Leslie Jordan. Staff has looked at the Econovue system to research employers and invite members to serve on the WDB. Discussed was hosting a breakfast/lunch to give a brief orientation on WDB to identify potential members and create exposure to the board. Staff will poll membership committee with dates and times Wednesday August 21<sup>st</sup>. Suggest lunch /breakfast.
- B. **Meeting of the Minds Monterey:** Scheduled for September 1-5, 2019. Staff requested approval to send up to 4 staff and board members to this conference. Early Bird Member-\$600.00, rate ends Saturday, July 20, 2019 <https://calworkforce.org/mmm-registration/> Sylvia was asked to give a presentation at the Boot camp and with that we will get a reduced rate. Approximately \$400. After discussion the WDB Ex Committee approved the \$2400 for up to 4 people to attend (2staff 2board) *M/S/C Karen Para/Kendra Bobsin*.
- C. **AB1111 Breaking Barriers to Employment Initiative:** The Breaking Barriers to Employment Initiative is intended to supplement existing workforce and education programs by providing services to ensure the success of individuals either preparing to enter or already enrolled in workforce and education programs. The CWDB is issuing a request for Letters of Intent to Apply. <https://cwdb.ca.gov/ab1111/>. Staff explained the funds and how it would be utilized. After discussion the board approved staff to submit letter of intent. *M/S.C Kendra Bobsin/Karen Para*.
- D. **Prison 2 Employment (P2E) Grant:** AJCC was funded \$74,000. A Request for Proposal (RFP) was released and there were no submissions. Staff provided an update on discussion held with the Probation Department on their needs, possible funding to meet those needs and to see if the probation and sheriff departments would like to be the provider. The probation could provide re-entry services along with a case manager/employment counselor to assist with client referrals to supportive services, i.e. post custody life skills training, Behavioral Health, housing navigation, etc. with the main goal of addressing barriers and assisting to formerly incarcerated to become employable. Provide assessment results at the next meeting. Another resource is Donna Haynes is a prospective employer as she hires formerly incarcerated. Just to clarify, this item required no action and was information only.
- E. **WIOA Memorandums Of Understanding (MOU):** Staff provided an update on the [WSD18-12](#) Directive was released April 30, 2019 indicating the need to update the MOUs. The MOU is due to the State on June 30, 2019. Enrique explained the 3 phases of the updated MOU's and the role of the partner agencies. Each partner is required to pay their fair share to operate at the AJCC. In most cases non-profit cases left due to lack of funding. Partners bring value to workforce. Phase III is to update the MOU and reflect the partners and describe shared customers, partners, costs and resign the MOU.
- F. **Website:** The revamped website was launched on May 10, 2019. Any updates or additional recommendations may be sent to Sylvia Jacquez. It was noted that today's meeting agenda isn't on the website. Staff will begin adding the agenda when they are release. Send out a

press release that the site exists and call for employers to post directly there. It was also suggested that employers receive training on navigating CalJobs to post positions.

- G. **Extension of Approval to Act as Career Service Provider:** A letter indicating approval for the Local Workforce Area to continue to act as the WIOA Adult and Dislocated Worker Career Service Provider has been extended through June 30, 2021 was enclosed for board information.
- H. **Second Chance Event:** Flier was distributed for the July 16, 2019 for the Second Chance Reentry program: <https://www.secondchanceprogram.org/>.
- I. **Committee Updates:** Updates may be provided on the following committees:
  - 1. **Audit Committee** A Fiscal and Procurement review is taking place this week. Staff indicated there will possibly be some findings and gave the board a heads-up on the monitoring.
  - 2. **Ag Committee:** A meeting is scheduled for June 25 2:30 P.M. at Mars Hill. Ag Committee will identify at least one training for ag workers. Include this in their discussion.
  - 3. **Bylaws Committee:** The Bylaws committee meet prior to the Executive Committee meeting for the annual review. Change bylaws to reflect the new meeting location at 1161 San Felipe Road. Also updated to post the meeting location at least 72 hours in advance of the meeting. **M/S/C was action taken or need to be taken?**
  - 4. **Youth Committee:** Committee members didn't have an update.
  - 5. **Membership Committee:** The membership committee will need to meet to strategize the recruitment of new members. Previously discussed.
  - 6. **Nominating Committee:** The Nominating Committee meet just prior to the Executive Committee and the slate of officers will remain the same. Add to the July meeting for approval for the new fiscal year.

IV. **Additional Information:**

- A. **California Manufacturing Technology Consulting:** Kristina Chavez Wyatt will give a presentation at the July meeting.
- B. **Sling Shot Project:** Staff indicated that the region received funding \$12,000 for tech apprenticeships to assist with costs for committees in bay area. Once programs are developed there may be funds available for a local resident. FYI only.
- C. **Worforce program apprenticeship:** Add to next agenda.

V. **Adjournment:** *M/S/C Kendra Bobsin/Chuck Frowein. 3:47 P.M.*

The next Full Board meeting is scheduled on July 9, 2019, at 1161 San Felipe Road, Hollister, CA 95023 at 3 P.M.

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## MEMORANDUM

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October 8, 2019

**TO:** Workforce Development Board (WDB) Members

**FROM:** Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director

**SUBJECT:** 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, CalJOBS<sup>SM</sup>, 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.

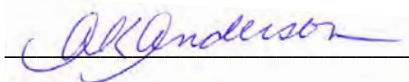
### Workforce Service Directives

<a href="#"><u>WSD19-02</u></a>	<b>WORKER DISPLACEMENT PROHIBITION EXECUTIVE SUMMARY</b> This policy provides the guidance and establishes the procedures regarding the prohibition on the replacing of regular employees with Workforce Innovation and Opportunity Act (WIOA) participants, and against infringing on the promotional opportunities of currently employed individuals. This policy applies to Local Workforce Development Areas (Local Area) and other recipients of WIOA funds, and is effective immediately. This policy contains no state-imposed requirements. This Directive finalizes Workforce Services Draft Directive Worker Displacement Prohibition WSDD-194, issued for comment on February 1, 2019. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1.
<a href="#"><u>WSD19-03</u></a>	<b>PERFORMANCE GUIDANCE EXECUTIVE SUMMARY</b> This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) six primary indicators of performance. This policy applies to all Title I subrecipients, Title III staff, Jobs for Veterans State (JVSG) staff, National Dislocated Worker Grant (NDWG) project operators, and Trade Adjustment Assistance (TAA) staff, 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 Performance Guidance for WIOA Title I and III Programs (WSDD-185), issued for comment on June 27, 2018. The Workforce Development Community submitted 74 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 5. Retain this Directive until further notice.
<a href="#"><u>WSD19-04</u></a>	<b>PRIORITY OF SERVICE FOR VETERANS AND ELIGIBLE SPOUSES EXECUTIVE SUMMARY</b> This policy provides the guidance and establishes the procedures regarding the priority of service requirement for veterans and their eligible spouses for U.S. Department of Labor (DOL) funded programs and services. This policy applies to all recipients and subrecipients of Workforce Innovation and Opportunity Act (WIOA) Title I and Title III funding and is effective immediately. This policy contains no state-imposed requirements. This Directive finalizes Workforce Services Draft Directive Priority of Service for Veterans and Eligible Spouses (WSDD-191), issued for comment on November 30, 2018. The Workforce

	Development Community submitted four comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1. This policy supersedes Workforce Services Directive Final Rule on Priority of Service for Veterans and Eligible Spouses (WSD08-10), dated June 29, 2009. Retain this Directive until further notice.
<b>Information Notices</b>	
<a href="#">WSIN19-01</a>	ENHANCEMENTS TO ETPL MODULE IN CalJOBS - On July 11, 2019, the CalJOBSSM Eligible Training Provider List (ETPL) module will be upgraded to make it easier for providers and staff to create and manage programs. The changes will occur after business hours and will be visible to staff on Friday, July 12, 2019. The availability of CalJOBS will not be impacted by this event
<a href="#">WSIN19-02</a>	APPRENTICESHIPS: CLOSING THE SKILLS GAPS GRANT OPPORTUNITY - The U.S. Department of Labor (DOL), Employment and Training Administration (ETA), published a Funding Opportunity Announcement (FOA) of approximately \$100 million for the Apprenticeship: Closing the Skill Gap grant program. The purpose of this grant program is to promote apprenticeships as a significant workforce solution in filling current job vacancies and closing the skills gap between employer workforce needs and the skills of the current workforce. The overarching goals of this grant are threefold: (1) to accelerate the expansion of apprenticeships to industry sectors and occupations that have not traditionally deployed apprenticeships for building a skilled workforce; (2) to promote the large-scale expansion of apprenticeships across the nation to a range of employers, including small and medium-sized employers; and (3) to increase apprenticeship opportunities for all Americans. Grant funds will be awarded to an apprenticeship partnership of public and private sector entities which together seek to develop and implement new apprenticeship models, or expand an existing apprenticeship program to a new industry sector or occupation, a new population, on a local, regional, statewide, or national scale. For more information about the grant opportunity, please visit the grants.gov website using opportunity # FOA-ETA-19-09-Apprenticeships: Closing the Skill Gap. For a complete description of the funds available, funders, eligibility requirement, and links to the grant application, please visit the DOL/ETA website. The closing date for receipt of applications under this grant opportunity is September 24, 2019.
<a href="#">WSIN19-03</a>	AB 1111: BREAKING BARRIERS TO EMPLOYMENT INITIATIVE REQUEST FOR APPLICATIONS -The California Workforce Development Board (CWDB) is pleased to announce the availability of approximately \$11 million in state funds for the AB 1111: Breaking Barriers to Employment Initiative. These funds will support projects to serve individuals who face the greatest barriers to employment through a joint collaboration with Local Workforce Development Boards (Local Board) and community-based organizations (CBO). The CWDB is interested in funding projects that advance the goals of the Unified Strategic Plan (PDF) and build workforce system infrastructure and capacity through the following efforts:
<a href="#">WSIN19-04</a>	NORTHERN AND SOUTHERN CALIFORNIA DOL SMART 3.0 TRAINING - The U.S. Department of Labor (DOL), in partnership with the Employment Development Department, is offering a three-day SMART 3.0 Training for the workforce development community. The events will be held at the following dates and locations: Southern California SMART Training August 19 – 21, 2019 East San Gabriel Valley AJCC Hacienda—La Puente Learning Center, Multiple Purpose Room 14101 East Nelson Avenue, La Puente, CA 91746 Northern California SMART Training September 18 – 20, 2019 Employment Development Department Auditorium 722 Capitol Mall, Sacramento, CA 95814 The draft agenda and session overview are attached below. REGISTER NOW! Complete the appropriate online registration form to register for the DOL SMART Training event. You will receive a confirmation email from Eventbrite when registration is complete.

	Online Registration Form: Southern California SMART Training Registration Northern California SMART Training Registration
<a href="#"><u>WSIN19-05</u></a>	CalJOBS JOB REFERRALS AND NOTIFICATIONS The CalJOBSSM system will be updated on September 6, 2019 to modify the functionality related to internal job referrals. Internal job referrals are conducted in several areas throughout the system: 1. Mass candidate referrals 2. Mass job referrals 3. Refer Candidate(s) from the Job Details page 4. Candidate search results 5. Job Search results 6. Referrals Pending Review
<a href="#"><u>WSIN19-06</u></a>	EFFECTIVENESS IN SERVING EMPLOYER DATA Per Performance Guidance (WSD19-03), the Employment Development Department is responsible for submitting California's Effectiveness in Serving Employer data to the Department of Labor annually by October 1st. In order to provide a complete report, Local Workforce Development Areas (Local Areas) that use a system other than CalJOBSSM to track employer services are required to provide the federally required data to the Employment Development Department annually by August 31st. The annual data provided must only include data related to employer services provided within the most recent completed Program Year (PY). For example, the data due by August 31, 2019 must include data related to services provided to employers in PY 2018 (July 1, 2018 – June 30, 2019). For more information and definitions related to employer data, please see Attachment 1. Local Areas must submit their employer data in the format outlined in Attachment 2 to the Program Reporting and Analysis Unit (PRAU) at <a href="mailto:wsbmanageperformance@edd.ca.gov">wsbmanageperformance@edd.ca.gov</a> . If the file is too large to submit via email, please contact the PRAU. Any questions regarding this requirement should be directed to the PRAU at <a href="mailto:wsbmanageperformance@edd.ca.gov">wsbmanageperformance@edd.ca.gov</a> .
<a href="#"><u>WSIN19-07</u></a>	CAMPESINO DE CALIFORNIA OUTREACH GRANT RADIO MEDIA – SFP The Employment Development Department (EDD) announces the availability of up to \$100,000 of Wagner-Peyser 10 Percent Governor's Discretionary funds through the Campesino de California Outreach Grant – Radio Media, Solicitation for Proposals (SFP). The goal of this initiative is to provide Migrant and Seasonal Farmworkers (MSFW) and their families with relevant, timely information regarding the various programs and services offered through the EDD and its partners. The grantee of the project must develop and deliver 24 bi-monthly, 30 minute hosted radio talk shows for MSFWs in Spanish during Program Year 2019-20. Additionally, the grantee must use complementing online and social media outlets to publicize the radio talk show and communicate additional information as necessary. Eligible applicants include non-profit public or private organizations, community and faithbased organizations, tribal government, and educational institutions. Individuals are not eligible to apply. Proposal applications must be received by October 16, 2019, no later than 3 p.m. To view this SFP, please visit the EDD Workforce Development Solicitations for Proposals webpage. Questions will be accepted at <a href="mailto:WSBCalh2a@EDD.ca.gov">WSBCalh2a@EDD.ca.gov</a> until September 23, 2019.
<a href="#"><u>WSIN19-08</u></a>	CAMPESINO DE CALIFORNIA OUTREACH GRANT COMPLAINT SYSTEM – SFP The Employment Development Department (EDD) announces the availability of up to \$150,000 of Wagner-Peyser 10 Percent Governor's Discretionary funds through the Campesino de California Outreach Grant – Complaint System Awareness and Referral Program, Solicitation for Proposals (SFP). The goal of this initiative is to create partnerships with organizations currently serving the Migrant and Seasonal Farmworker community to reduce barriers and expand access points to the Employment Service and Employment-Related Law Complaint System

	<p>(Complaint System). The grantee of the project must disburse a total of \$150,000, divided into five subgrantee awards of up to \$30,000 each, for regional projects during Program Year 2019-20. Each project must establish access points for accepting and referring complaints to the nearest America's Job Center of CaliforniaSM EDD complaint specialist. Eligible applicants include non-profit public or private organizations, community and faithbased organizations, tribal government, and educational institutions. Individuals are not eligible to apply. Proposal applications must be received by October 16, 2019, no later than 3 p.m. To view this SFP, please visit the EDD Workforce Development Solicitations for Proposals webpage. Questions will be accepted at WSBCalh2a@EDD.ca.gov until September 23, 2019.</p>
<a href="#">WSIN19-09</a>	<p>GRANT APPLICATION OPPORTUNITY MINORITY EDUCATION, WORKFORCE, AND TRAINING PROGRAM The U.S. Department of Energy (DOE), consistent with the statutory authority, the Department of Energy Office of Economic Impact and Diversity (DOE/ED) announces a Notice of Funding Opportunity (NFO) for \$4,000,000 in new financial assistance awards for the Minority Education, Workforce, and Training Program (MEWT). This NFO intends to foster collaboration amongst Minority Serving Institutions (MSIs), Minority Business Enterprises (MBEs), industry, nonprofit organizations, federal agencies and state and local government agencies to promote economic development in underserved communities and build a more diverse and inclusive Science, Technology, Engineering and Math (STEM) and energy workforce. The scope of this NFO is to enhance the participation and sustainability of MSIs and MBEs in energy and STEM sectors throughout the country, including the DOE complex, particularly its national laboratories. This initiative is to increase the number of sustained, strategic, publicprivate partnerships that will provide professional development to underserved communities including minority students, minority workers, minority businesses, women, veterans, and returning citizens. Successful proposals will provide a design to foster collaboration amongst MSIs, MBEs, DOE program offices, industry, state and local government agencies, and other federal agencies to increase engagement and capabilities of underserved communities within STEM and energy fields. For more information and a complete description of the funds available, funders, eligibility requirement, and links to the grant application, please visit the Grants.gov website using opportunity #DE-FOA-0002042. The closing date for receipt of applications under this grant opportunity is October 7, 2019. /s/JAIME L. GUTIERREZ, Chief Central Office Workforce Services Divi</p>



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

**10/8/19**

Date

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**July 2019 - Preliminary**  
Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	<b>---</b>	<b>19,453,600</b>	<b>18,589,100</b>	<b>864,500</b>	<b>4.4%</b>
ALAMEDA	9	853,900	825,700	28,200	3.3%
ALPINE	50	500	470	40	7.2%
AMADOR	21	15,170	14,570	610	4.0%
BUTTE	39	102,300	96,700	5,500	5.4%
CALAVERAS	18	21,880	21,020	850	3.9%
COLUSA	57	11,190	10,040	1,150	10.2%
CONTRA COSTA	10	567,900	548,400	19,400	3.4%
DEL NORTE	40	10,010	9,430	580	5.7%
EL DORADO	17	92,000	88,500	3,500	3.8%
FRESNO	51	456,400	423,200	33,200	7.3%
GLENN	48	12,630	11,780	850	6.7%
HUMBOLDT	21	62,100	59,600	2,500	4.0%
IMPERIAL	58	68,900	54,600	14,200	20.7%
INYO	13	8,900	8,580	320	3.6%
KERN	54	390,900	358,100	32,800	8.4%
KINGS	53	58,400	53,800	4,600	7.8%
LAKE	35	28,990	27,510	1,480	5.1%
LASSEN	30	9,780	9,310	460	4.7%
LOS ANGELES	34	5,121,600	4,864,300	257,300	5.0%
MADERA	52	60,700	56,200	4,500	7.4%
MARIN	3	142,700	139,000	3,600	2.5%
MARIPOSA	18	8,280	7,950	330	3.9%
MENDOCINO	21	39,560	37,980	1,580	4.0%
MERCED	54	113,500	103,900	9,500	8.4%
MODOC	44	3,250	3,040	210	6.4%
MONO	11	9,250	8,930	330	3.5%
MONTEREY	30	234,200	223,200	11,000	4.7%
NAPA	5	75,700	73,500	2,300	3.0%
NEVADA	13	48,630	46,880	1,750	3.6%
ORANGE	7	1,620,200	1,568,900	51,300	3.2%
PLACER	11	186,400	179,900	6,500	3.5%
PLUMAS	44	8,310	7,780	530	6.4%
RIVERSIDE	32	1,093,400	1,041,200	52,200	4.8%
SACRAMENTO	24	715,700	686,300	29,400	4.1%
SAN BENITO	35	31,200	29,600	1,600	5.1%
SAN BERNARDINO	28	962,700	919,700	43,000	4.5%
SAN DIEGO	13	1,598,900	1,541,800	57,100	3.6%
SAN FRANCISCO	2	586,700	572,500	14,200	2.4%
SAN JOAQUIN	43	321,800	301,400	20,400	6.3%
SAN LUIS OBISPO	7	140,900	136,300	4,600	3.2%
SAN MATEO	1	463,400	452,700	10,700	2.3%
SANTA BARBARA	16	219,200	211,100	8,100	3.7%
SANTA CLARA	4	1,064,400	1,034,900	29,500	2.8%
SANTA CRUZ	26	145,200	138,900	6,300	4.3%
SHASTA	33	73,400	69,800	3,600	4.9%
SIERRA	35	1,350	1,280	70	5.1%
SISKIYOU	41	17,840	16,780	1,060	6.0%
SOLANO	25	207,300	198,700	8,700	4.2%
SONOMA	5	262,000	254,200	7,800	3.0%
STANISLAUS	47	244,300	228,300	16,000	6.6%
SUTTER	49	47,000	43,800	3,200	6.9%
TEHAMA	42	25,380	23,840	1,550	6.1%
TRINITY	35	4,790	4,550	240	5.1%
TULARE	56	202,700	182,500	20,200	10.0%
TUOLUMNE	29	22,080	21,070	1,010	4.6%
VENTURA	18	419,000	402,500	16,500	3.9%
YOLO	26	109,700	105,000	4,700	4.3%
YUBA	44	29,200	27,300	1,900	6.4%

**Notes**

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2018 benchmark and Census 2010 population controls at the state level.

**San Jose Sunnyvale Santa Clara MSA**  
**(San Benito and Santa Clara Counties)**  
Industry Employment & Labor Force  
March 2018 Benchmark

Data Not Seasonally Adjusted

	Jul 18	May 19	Jun 19 Revised	Jul 19 Prelim	Percent Change Month Year	
Civilian Labor Force (1)	1,091,600	1,082,200	1,083,600	1,095,600	1.1%	0.4%
Civilian Employment	1,060,600	1,058,500	1,054,400	1,064,500	1.0%	0.4%
Civilian Unemployment	31,000	23,700	29,200	31,100	6.5%	0.3%
Civilian Unemployment Rate	2.8%	2.2%	2.7%	2.8%		
(CA Unemployment Rate)	4.5%	3.5%	4.2%	4.4%		
(U.S. Unemployment Rate)	4.1%	3.4%	3.8%	4.0%		
Total, All Industries (2)	1,134,300	1,158,600	1,166,000	1,163,200	-0.2%	2.5%
Total Farm	6,500	6,200	6,200	6,000	-3.2%	-7.7%
Total Nonfarm	1,127,800	1,152,400	1,159,800	1,157,200	-0.2%	2.6%
Total Private	1,038,200	1,050,300	1,058,400	1,065,400	0.7%	2.6%
Goods Producing	224,800	226,600	229,800	231,600	0.8%	3.0%
Mining, Logging, and Construction	50,500	49,300	50,300	50,800	1.0%	0.6%
Mining and Logging	200	200	200	200	0.0%	0.0%
Construction	50,300	49,100	50,100	50,600	1.0%	0.6%
Specialty Trade Contractors	35,900	36,000	36,900	37,300	1.1%	3.9%
Building Equipment Contractors	16,600	16,700	17,300	17,500	1.2%	5.4%
Manufacturing	174,300	177,300	179,500	180,800	0.7%	3.7%
Durable Goods	160,600	163,700	165,700	167,000	0.8%	4.0%
Machinery Manufacturing	10,700	10,600	10,800	11,000	1.9%	2.8%
Computer & Electronic Product Manufacturing	119,700	122,600	123,900	125,100	1.0%	4.5%
Computer & Peripheral Equipment Manufact	53,800	56,500	57,600	58,300	1.2%	8.4%
Electronic Computer Manufacturing	51,000	53,600	54,600	55,100	0.9%	8.0%
Semiconductor & Electronic Component Mfg	42,300	41,900	41,900	42,200	0.7%	-0.2%
Bare Printed Circuit Board Manufacturing	3,800	4,000	4,000	4,000	0.0%	5.3%
Semiconductor & Related Devices Manufac	29,700	29,100	29,200	29,400	0.7%	-1.0%
Electronic Instrument Manufacturing	15,300	15,400	15,800	15,900	0.6%	3.9%
Transportation Equipment Manufacturing	6,000	6,000	6,000	6,100	1.7%	1.7%
Aerospace Product & Parts Manufacturing	4,700	4,500	4,500	4,500	0.0%	-4.3%
Nondurable Goods	13,700	13,600	13,800	13,800	0.0%	0.7%
Service Providing	903,000	925,800	930,000	925,600	-0.5%	2.5%
Private Service Providing	813,400	823,700	828,600	833,800	0.6%	2.5%
Trade, Transportation & Utilities	134,100	131,700	133,500	133,800	0.2%	-0.2%
Wholesale Trade	31,900	31,800	32,200	32,100	-0.3%	0.6%
Merchant Wholesalers, Durable Goods	22,900	22,200	22,500	22,500	0.0%	-1.7%
Retail Trade	86,300	84,600	85,900	86,600	0.8%	0.3%
Electronics & Appliance Stores	4,400	4,400	4,500	4,500	0.0%	2.3%
Building Material & Garden Equipment Stores	6,000	5,800	5,800	5,800	0.0%	-3.3%
Food & Beverage Stores	17,500	17,600	17,700	17,800	0.6%	1.7%
Health & Personal Care Stores	5,100	4,900	4,900	4,900	0.0%	-3.9%
Clothing & Clothing Accessories Stores	11,800	11,100	11,200	11,600	3.6%	-1.7%
General Merchandise Stores	14,100	13,900	13,900	14,400	3.6%	2.1%
Transportation, Warehousing & Utilities	15,900	15,300	15,400	15,100	-1.9%	-5.0%
Transportation & Warehousing	14,300	13,500	13,600	13,400	-1.5%	-6.3%
Couriers & Messengers	3,700	3,600	3,700	3,500	-5.4%	-5.4%
Information	94,800	99,300	101,100	102,500	1.4%	8.1%
Publishing Industries (except Internet)	26,200	27,200	27,300	27,800	1.8%	6.1%
Telecommunications	5,300	5,200	5,400	5,400	0.0%	1.9%
Financial Activities	37,400	37,600	38,000	38,600	1.6%	3.2%
Finance & Insurance	21,900	22,000	22,200	22,600	1.8%	3.2%
Credit Intermediation & Related Activities	12,300	12,300	12,400	12,500	0.8%	1.6%
Real Estate & Rental & Leasing	15,500	15,600	15,800	16,000	1.3%	3.2%
Real Estate	12,700	12,700	12,900	13,000	0.8%	2.4%
Professional & Business Services	239,800	241,000	241,400	245,600	1.7%	2.4%
Professional, Scientific & Technical Services	157,800	159,300	159,100	162,700	2.3%	3.1%
Architectural, Engineering & Related Services	18,000	18,000	18,200	18,500	1.6%	2.8%
Computer Systems Design & Related Services	84,100	86,400	85,800	86,700	1.0%	3.1%
Scientific Research & Development Services	19,200	19,800	20,000	20,300	1.5%	5.7%

**San Jose Sunnyvale Santa Clara MSA**  
**(San Benito and Santa Clara Counties)**  
Industry Employment & Labor Force  
March 2018 Benchmark

Data Not Seasonally Adjusted

	Jul 18	May 19	Jun 19 Revised	Jul 19 Prelim	Percent Change	
					Month	Year
Management of Companies & Enterprises	19,400	19,000	19,200	19,100	-0.5%	-1.5%
Administrative & Support & Waste Services	62,600	62,700	63,100	63,800	1.1%	1.9%
Administrative & Support Services	59,700	59,700	60,000	60,600	1.0%	1.5%
Employment Services	23,400	22,800	22,800	22,900	0.4%	-2.1%
Educational & Health Services	170,100	176,300	176,100	174,000	-1.2%	2.3%
Educational Services	44,200	48,600	48,400	46,100	-4.8%	4.3%
Colleges, Universities & Professional Schools	28,700	32,300	31,800	30,300	-4.7%	5.6%
Health Care & Social Assistance	125,900	127,700	127,700	127,900	0.2%	1.6%
Ambulatory Health Care Services	41,400	41,300	41,300	41,300	0.0%	-0.2%
Hospitals	29,400	30,200	30,200	30,400	0.7%	3.4%
Nursing & Residential Care Facilities	13,700	13,800	13,700	13,800	0.7%	0.7%
Social Assistance	41,400	42,400	42,500	42,400	-0.2%	2.4%
Leisure & Hospitality	107,800	108,400	109,200	109,800	0.5%	1.9%
Accommodation & Food Services	90,400	90,400	91,700	92,300	0.7%	2.1%
Accommodation	9,700	9,600	9,800	9,900	1.0%	2.1%
Food Services & Drinking Places	80,700	80,800	81,900	82,400	0.6%	2.1%
Restaurants	69,200	69,600	70,100	70,400	0.4%	1.7%
Other Services	29,400	29,400	29,300	29,500	0.7%	0.3%
Government	89,600	102,100	101,400	91,800	-9.5%	2.5%
Federal Government	9,900	9,900	10,000	10,000	0.0%	1.0%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	79,700	92,200	91,400	81,800	-10.5%	2.6%
State Government	6,200	7,600	7,500	6,400	-14.7%	3.2%
State Government Education	4,300	5,700	5,500	4,400	-20.0%	2.3%
State Government Excluding Education	1,900	1,900	2,000	2,000	0.0%	5.3%
Local Government	73,500	84,600	83,900	75,400	-10.1%	2.6%
Local Government Education	34,500	44,500	43,600	35,400	-18.8%	2.6%
Local Government Excluding Education	39,000	40,100	40,300	40,000	-0.7%	2.6%
County	20,100	21,300	21,300	21,300	0.0%	6.0%
City	14,000	13,900	14,200	14,200	0.0%	1.4%
Special Districts plus Indian Tribes	4,900	4,900	4,800	4,500	-6.3%	-8.2%

**Notes:**

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Nima Chhay 408-216-6183 or Jorge Villalobos 707-566-3882

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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EMPLOYMENT DEVELOPMENT DEPARTMENT  
Labor Market Information Division  
1901 Zanker Road  
San Jose, CA 95112

Contact: Nima Chhay  
(408) 216-6183

**SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
(SAN BENITO AND SANTA CLARA COUNTIES)**

**Information job growth surpassed all industries for the year-over change**

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.8 percent in July 2019, up from a revised 2.7 percent in June 2019, and unchanged from the year-ago estimate of 2.8 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.0 percent for the nation during the same period. The unemployment rate was 5.1 percent in San Benito County, and 2.8 percent in Santa Clara County.

**Between June 2019 and July 2019**, total employment in San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, decreased by 2,800 jobs to total 1,163,200.

- Public educational services (down 9,300 jobs) and private educational services (down 2,300 jobs) contracted employment due to schools closing down for summer.
- On the upside, professional and business services added 4,200 jobs to payrolls. Professional, scientific, and technical services (up 3,600 jobs) led the job growth.
- Information increased payrolls by 1,400 jobs from June to July.
- Manufacturing rose 1,300 jobs, chiefly in computer and electronic product manufacturing.

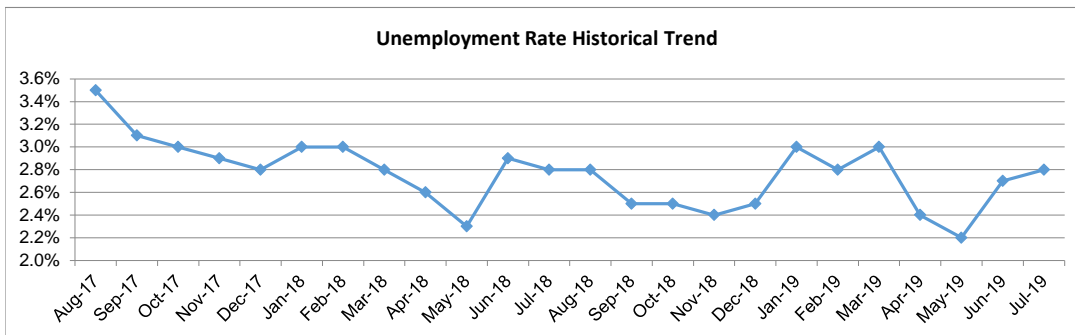
**Between July 2018 and July 2019**, combined employment in the South Bay counties of San Benito and Santa Clara, grew by 28,900 jobs, or 2.5 percent.

- Information registered the largest employment gain of 7,700 jobs for year-over growth.
- Manufacturing grew 6,500 jobs. Computer and electronic product manufacturing (up 5,400 jobs) contributed to most of the job growth.
- Professional and business services created 5,800 jobs, mostly in professional, scientific, and technical services (up 4,900 jobs).
- Other major industries which added jobs include private educational and health services (up 3,900 jobs), government (up 2,200 jobs), leisure and hospitality (up 2,000 jobs), and financial activities (up 1,200 jobs).

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IMMEDIATE RELEASE  
SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
(San Benito and Santa Clara Counties)

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.8 percent in July 2019, up from a revised 2.7 percent in June 2019, and unchanged from the year-ago estimate of 2.8 percent. This compares with an unadjusted unemployment rate of 4.4 percent for California and 4.0 percent for the nation during the same period. The unemployment rate was 5.1 percent in San Benito County, and 2.8 percent in Santa Clara County.



Industry	Jun-2019	Jul-2019	Change		Jul-2018	Jul-2019	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,166,000	1,163,200	(2,800)		1,134,300	1,163,200	28,900
Total Farm	6,200	6,000	(200)		6,500	6,000	(500)
Total Nonfarm	1,159,800	1,157,200	(2,600)		1,127,800	1,157,200	29,400
Mining, Logging, and Construction	50,300	50,800	500		50,500	50,800	300
Mining and Logging	200	200	0		200	200	0
Construction	50,100	50,600	500		50,300	50,600	300
Manufacturing	179,500	180,800	1,300		174,300	180,800	6,500
Trade, Transportation & Utilities	133,500	133,800	300		134,100	133,800	(300)
Information	101,100	102,500	1,400		94,800	102,500	7,700
Financial Activities	38,000	38,600	600		37,400	38,600	1,200
Professional & Business Services	241,400	245,600	4,200		239,800	245,600	5,800
Educational & Health Services	176,100	174,000	(2,100)		170,100	174,000	3,900
Leisure & Hospitality	109,200	109,800	600		107,800	109,800	2,000
Other Services	29,300	29,500	200		29,400	29,500	100
Government	101,400	91,800	(9,600)		89,600	91,800	2,200

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
Labor force data are revised month to month  
Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)



# SAN BENITO COUNTY

TRACEY BELTON  
INTERIM DIRECTOR

## Health & Human Services Agency

### COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

August 30, 2019

To: Workforce Development Board

From: Megan Crable, Employment & Training Services Counselor II

Re: Layoff Aversion Activities for July and August 2019

At the direction of the Workforce Development Board the following top 3 priorities for the layoff aversion activities are:

1) **Business Services Workshops:**

- 7/10/19 2019 HR Star Conference
- 7/16/19 Second Chance Employer Workshop
  - 56 registered/55 attended
- 8/22/19 EDD Labor Law and Payroll Seminar
  - 27 registered/19 attended

2) **Job Search Assistance & Resume Writing Workshops:**

Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

a. Pacific Scientific	e. County of San Benito	j. Orta & Sons Co.
b. DD's Discounts	f. City of Hollister	k. Morgan Hill Supply
c. Employment Development Department	g. San Juan Oaks	l. Health Foundation
d. Hollister Police Dept.	h. Casa de Fruta	
	i. SBC Sheriff Dept.	

3) **Business Engagement:**

- a. Chamber Ambassador Meeting 7/2/19, 8/6/19
- b. Regional BST Branding [www.workforcehub.org](http://www.workforcehub.org) \*attached material
- c. Chamber No Host Mixer @ Roundtable 7/15/19, 8/19/19 @ Heavenly Bakery
- d. Chamber After Hours Mixer 7/17/19 @ St. Francis Ret. @ Bolado Park 8/14/19

4) **Bay Area Rapid Response Roundtable**

- a. San Benito County Hosted meeting 7/9/19
  - i. SBC Business Council and EDD Labor Market to guest speakers



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

5) **Rapid Response Events**

a. none to report.

6) **Workforce Tours**

9/4/19	Chamberlains Children Center
6/24/19	Pacific Scientific Tour
6/7/19	Casa de Fruta
4/23/19	American Casting
4/11/19	San Benito Health Foundation
3/14/19	Veolia Water Tour
3/15/18	Amycel Tour
3/14/18	TekNova
7/6/17	KMG Chemicals
5/16/17	United Natural Foods
5/4/17	Ozeki Sake
3/17/17	San Benito Foods

7) **Top Trending Post for June:** United States Postal Service **6,800 reached** \*attached



# SAN BENITO COUNTY

TRACEY BELTON  
INTERIM DIRECTOR

## Health & Human Services Agency

### COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

October 3, 2019

To: Workforce Development Board

From: Megan Crable, Employment & Training Services Counselor II

Re: Layoff Aversion Activities for September 2019

At the direction of the Workforce Development Board the following top 3 priorities for the layoff aversion activities are:

1) **Business Services Workshops:**

a. Chamber Social Media Workshop 9/19/19

2) **Job Search Assistance & Resume Writing Workshops:**

Enclosed you will find the workshop schedule.

AJCC/EDD Job Recruitments:

a. Level 1 Security	d. County of San Benito	f. Gilroy Gardens
b. West Marine	e. City of Hollister	g. Orta and Sons Fencing
c. Manpower		

3) **Business Engagement:**

- a. Chamber Ambassador Meeting 9/3/19
- b. Regional BST Branding [www.workforcehub.org](http://www.workforcehub.org) \*attached material
- c. Chamber After Hours Mixer 9/11/19 @ Infinity Staffing
- d. Chamberlain's Workforce Tour 9/4/19
- e. Regional Business Services Meeting 9/9/19
- f. 9/13/19 Signed WEP Contract with Speedee Oil/Big O Tires
- g. 9/26/19 Meeting with Bracewell Engineering regarding logistics with WEP Site Agreement #watercareers
- h. Manufacturing Meet Up @Anni Glass 9/26/19

4) **Bay Area Rapid Response Roundtable**

- a. Contra Costa County 10/8/19

5) **Rapid Response Events**

- a. none to report.
- b. Non-Warn San Benito Foods approx. 400 laid off.



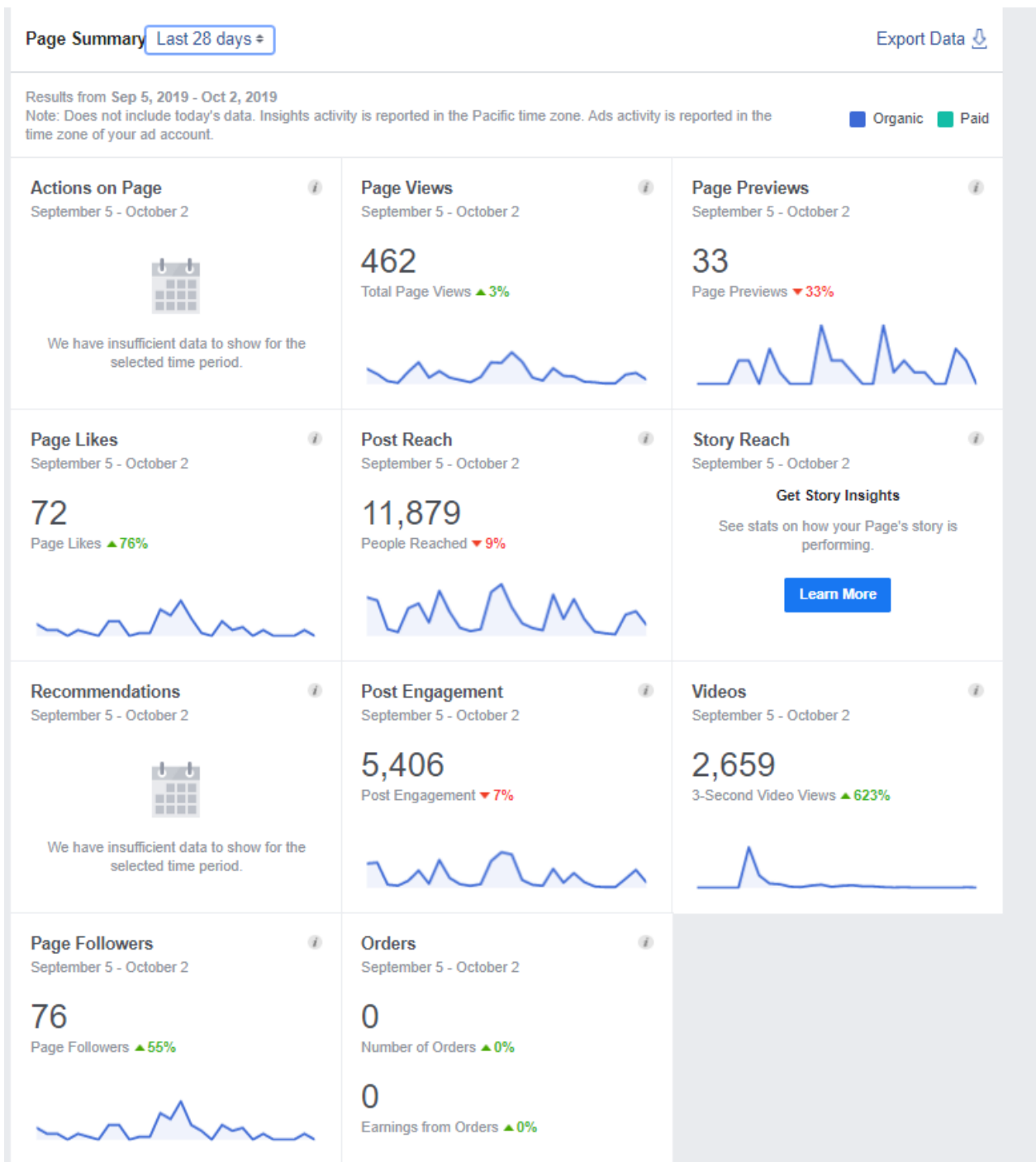
COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program




The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.




7) **Top Trending Post for September:** San Benito County Re-Entry Case Manager 5.4k/504 engaged.

Page Summary Last 28 days +

Export Data 

Results from Aug 2, 2019 - Aug 29, 2019


Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

 Organic  Paid

Actions on Page 

August 2 - August 29

5


Total Actions on Page  150%



Page Views 

August 2 - August 29

546

Total Page Views  9%



Page Previews 

August 2 - August 29

61

Page Previews  8%



Page Likes 

August 2 - August 29

55


Page Likes  20%



Post Reach 

August 2 - August 29

14,173

People Reached  12%



Story Reach 

August 2 - August 29

Get Story Insights


See stats on how your Page's story is performing.

[Learn More](#)

Recommendations 

August 2 - August 29

1

Recommendations  100%



Post Engagements 

August 2 - August 29

6,883


Post Engagement  28%



Videos 

August 2 - August 29

244


3-Second Video Views  28%



Page Followers 

August 2 - August 29

62


Page Followers  14%




Orders 

August 2 - August 29

0

Number of Orders  0%

0

Earnings from Orders  0%

# LOCAL POLICY



Effective Date: November 29, 2017

Policy # 2017-02

## CONFLICT OF INTEREST AND CODE OF CONDUCT POLICY

### EXECUTIVE SUMMARY

Grantees and subrecipients funded under the Workforce Innovation and Opportunity Act (WIOA) of 2014 must implement standards of conduct and conflict of interest policies and procedures as provided in WIOA law, regulations and guidance; federal Office of Management and Budget (OMB) Circulars; state regulations; and state WIOA policies. The SBCWDB Bylaws provide that SBCWDB board members shall comply with applicable government ethics laws, including but not limited to the Political Reform Act, Government Code section 18100 et seq. and California Government Code section 1090 et seq.

The SBCWDB adopts this Conflict of Interest and Code of Conduct policy to ensure that its board members and employees, who are entrusted with oversight of WIOA funds, will not personally or professionally benefit from the award, administration, or expenditure of such funds and that they otherwise comply with applicable ethics laws. The SBCWDB further adopts this Conflict of Interest and Code of Conduct policy to ensure that board members and employees conduct themselves in a professional manner that safeguards WIOA system integrity and engenders public confidence in the SBCWDB.

Every SBCWDB board member and employee is expected to read and comply with this policy.

### REFERENCES

WIOA –29 U.S.C. section 3122 (h) – Local Board Conflict of Interest; 20 C.F.R. section 683.200 California Fair Political Practices Commission (FPPC) regulations, 2 Cal. Code of Regulations section 18000 et seq.; Workforce Services Information Notice (WSIN) 15-17, Subject: Conflict of Interest Code Requirements for Local Boards (November 17, 2015); the Political Reform Act, Government Code section 18100 et seq.; and Government Code section 1090 et seq.

### BACKGROUND

SBCWDB board members are selected based on their personal expertise in education, employment, employer services, training, and/or youth services. SBCWDB board members and employees also have professional and/or personal associations which further WIOA goals. This expertise and associations, while valuable to the SBCWDB, can lead to unfairness or self-dealing or the appearance of the same. This policy is intended to ensure that board members and employees can utilize their unique expertise and professional associations to achieve WIOA goals, while maintaining legal compliance.

*The San Benito County Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

## PROCEDURAL GUIDANCE

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### Definitions:

1. **Conflict of Interest** – A conflict of interest exists if it is reasonably foreseeable that the outcome of participating in a governmental decision will have a material impact on a SBCWDB board member's or employee's economic interest, which is distinguishable from benefit to the public generally.
2. **Immediate Family** – Immediate Family consists of an individuals' parents (including step-parents), spouse, domestic partner, children (including step-children), siblings, grandchildren, grandparents, and any relative by marriage (an "in-law").
3. **Meeting** – All meetings of the San Benito County Workforce Development Board and its subcommittees.
4. **Organization** – A for-profit or not-for-profit entity. An entity can be a partnership, association, trust, estate, joint stock company, insurance company, or corporation, whether domestic or foreign, or a sole proprietor. Organization does not include government entities.

### PROHIBITED CONDUCT:

- **Financial Benefit:** A SBCWDB board member or employee cannot cast a vote, cannot discuss, and cannot otherwise participate in a SBCWDB decision where the MCWDB's decision could provide financial benefit to the board member or employee. No SBCWDB board member or employee can have a personal financial interest in any SBCWDB contract or decision as further explained below.
  - This prohibition applies to the selection of service providers, to selection of WIOA grantees and operators, to selection of physical premises and locations for SBCWDB activities, and to all other SBCWDB decisions which financially benefit or could financially benefit the SBCWDB board member or employee.
  - This prohibition applies to decisions that financially benefit or could financially benefit a SBCWDB board member's or employee's economic interests, including real property, investments, and other sources of income.
  - This prohibition applies where a SBCWDB decision provides or could provide financial benefit to the immediate family of the SBCWDB board member or employee.
  - This prohibition applies when a SBCWDB decision provides or could provide financial benefit to an organization or the employee of an organization that the SBCWDB member or employee represents.
  - This prohibition applies to SBCWDB contracts and agreements of any nature, include contracts for grants or donations to the SBCWDB.
  - This prohibition does not prevent a SBCWDB board member from fulfilling his/her duty to speak on behalf of the constituencies that he or she is specifically appointed to represent, e.g., labor, business, education, etc., so long as a SBCWDB decision does not have a unique effect on the SBCWDB board member's interests.

It is the responsibility of each SBCWDB board member and employee to identify and disclose when financial benefit, as described above, is present or possible. Before public discussions take place at a SBCWDB meeting, the board member or employee must disclose that fact and shall recuse him or herself from voting, as required by law. The minutes of the meeting shall reflect the disclosure and recusal. The SBCWDB member or employee shall depart the meeting during the time in which the SBCWDB decision is discussed.

Identification and disclosure of financial benefit, as described above, may also be made through written correspondence to the Chair, as soon as practicable. SBCWDB employees shall identify and disclose financial benefit, as described above, as soon as practicable to the Executive Director of the SBCWDB.

- **Gratuities:** SBCWDB board members and employees cannot solicit and cannot accept professional favors, gratuities, free services, discounts, or anything of monetary or professional value from an individual or entity conducting business with the SBCWDB or participating in SBCWDB activities.
  - This prohibition applies to things of monetary and professional value offered by SBCWDB awardees or potential awardees, offered by SBCWDB service providers or suppliers, offered by any party or potential party to a SBCWDB agreement, offered by WIOA or other SBCWDB program participants, and offered by recipients and potential recipients of SBCWDB services.
  - This prohibition does not apply where a gift to a SBCWDB member or employee is unsolicited and is of nominal value worth \$50.00 or less.

Where a SBCWDB Board member or employee is offered a thing of monetary or professional value, as described, he or she shall decline to accept, or, if already delivered, shall arrange to return the item to the donor. Further, he or she shall advise either the Chair or the SBCWDB Executive Director of the offer and his/her rejection of the offer.

- **Other Organization Leadership:** SBCWDB board members and employees shall not seek to serve on boards of directors, advisory boards, or other leadership positions of organizations which are existing SBCWDB sub-grantees or subrecipients or contractors, as those terms are defined under the WIOA.

If SBCWDB board members and employees currently serve in such capacities in other organizations, and if such organizations seek to become SBCWDB service providers, grantees, or similar, they shall disclose that relationship to the Chair or to the SBCWDB Executive Director as soon as practicable.

Further, SBCWDB board members and employees who serve on boards of directors, advisory boards, or other leadership positions of organizations which seek to become SBCWDB service providers, grantees, or similar, shall not cast a vote, shall not discuss, and shall not otherwise participate in a SBCWDB decision concerning these organizations.

- **Information Access:** SBCWDB board members and employees may become, in the course of performing their duties, aware of information which is not yet available to the public at large. Such information shall be utilized by SBCWDB board members and employees for official SBCWDB purposes only. Where information is not yet available to the public at large, SBCWDB board members and employees shall not use such information for their personal or professional gain.
  - This prohibition applies to the use of such information for the personal or professional gain of the immediate family of the SBCWDB board member or employee.
  - This prohibition applies to the use of such information for the benefit of any organization that the SBCWDB member or employee represents and to any organization on which the SBCWDB member or employee serves on the board of directors, advisory boards, or other leadership position.

SBCWDB board members and employees shall not divulge such information in advance of the time decided by the SBCWDB for its release.

- **Provision of Services:** SBCWDB board members and employees shall not directly participate in either the decision to provide, or in the actual provision of, SBCWDB services, programs and benefits to their immediate family or to members and employees of organizations which the SBCWDB employee represents. SBCWDB board members and employees shall advise the Executive Director of the SBCWDB promptly, if these circumstances are present so that another SBCWDB member or employee can make the determination to provide, or provide the SBCWDB service.

Where an SBCWDB board member or employee has a personal relationship with an actual or potential recipient of SBCWDB services, even if that relationship is not one of immediate family or association with an organization which the member or employee represents, he or she shall disclose the same to the Chair and/or to the Executive Director. The Chair and Executive Director will determine whether the decision to provide or actual provision of SBCWDB services to that individual should be made by another person, in order to preserve the integrity of SBCWDB in the public eye.

Examples of prohibited conduct include, but are not limited to, determining eligibility for SBCWDB services and making referrals to employers for possible employment.

## CODE OF CONDUCT:

- **Civility:** In the performance of their duties, SBCWDB board member and employee actions reflect on the SBCWDB. To ensure public confidence in the SBCWDB, board members and employees shall interact with the public, program participants, government officials and members of associated organizations in a courteous, helpful and prompt manner.
- **Accountability:** SBCWDB board members and employees shall conduct themselves in an honest, open and transparent manner, including handling perceived and actual conflicts of interest as specified in this policy.
- **Legal Compliance:** SBCWDB board members and employees shall be knowledgeable about and shall comply with applicable WIOA laws and regulations. To familiarize themselves with the laws governing ethics in government, SBCWDB board members and employees shall take the ethics training specified in Government Code section 53234 et. seq. at least every two years.
- **Public Speaking:** Because there is interest in SBCWDB activities, SBCWDB board members and employees are encouraged to act in a public relations capacity for the SBCWDB. In public speaking engagements, SBCWDB board members and employees may describe and explain actions already taken by the SBCWDB, and may describe generally the possibility of future SBCWDB activities.

SBCWDB board members and employees shall not promise any particular SBCWDB decision or shall not assert their personal ability to deliver a particular SBCWDB decision.

- **Sharing Information:** SBCWDB board members and employees are encouraged to share information with the community about SBCWDB activities in a manner that ensures fair and equal access by all. For example, access to information regarding the MCWDB's procurements for services shall be available at the same time and in the same manner to all potential bidders. Information shall not be individually provided to individual potential bidders because it could lead to that bidder's unfair advantage over others seeking to provide services.

Most documents reflecting the MCWDB's activities is public and subject to disclosure under the California Public Records Act. Because that law imposes specific disclosure requirements and provides for exemptions from disclosure, requests for SBCWDB information received by SBCWDB members and employees shall be directed to the Chair, who will disclose requested SBCWDB records in accordance with the law, as guided by the advice of counsel.

SBCWDB board members and employees shall not reveal attorney-client privileged communications, personnel information, or other confidential or legally protected information to the public.

- **Disclosure of Associations:** SBCWDB board members and employees have professional and personal associations that yield significant benefit to the SBCWDB. When these associations raise the possibility of unfairness or conflict of interest in connection with a particular SBCWDB activity or decision, SBCWDB board members and employees shall take the initiative and shall disclose their association at a regularly convened, public SBCWDB meeting or committee meeting. Minutes of SBCWDB or committee meetings shall reflect such disclosures. If disclosure at a regularly scheduled SBCWDB or committee meeting is not practicable, such disclosures should be made in writing, as soon as possible, to the Chair.

If a SBCWDB board member or employee is in doubt about whether his or her association poses a fairness or conflict of interest issue, they shall err on the side of disclosure.

Disclosure of associations does not prohibit a SBCWDB member from voting or participating in other, unrelated SBCWDB business and decisions.

- **Sanctions:** Where SBCWDB board members violate this policy, disciplinary action may be imposed, up to and including termination of board membership. The SBCWDB Executive Committee shall evaluate possible violations on a case-by-case basis and shall recommend to the full SBCWDB, if and what penalties, sanctions or other disciplinary actions are appropriate. Discipline, if any, shall be implemented by a majority vote of the SBCWDB at a meeting at which a quorum is present.

Where SBCWDB employees violate this policy, the question of discipline, if any, shall be referred to the San Benito County Human Resources Department for appropriate action

## INQUIRIES

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If you have questions please contact staff at (831) 796-6434. This policy is posted on the WDB website located at: [www.montereycountywdb.org/policies/](http://www.montereycountywdb.org/policies/)

CHRIS DONNELLY, Executive Director  
San Benito County Workforce Development Board



**San Benito County  
Board and Commissions**

**MEMBERSHIP APPLICATION**

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Workforce Development Board (WDB)**

NAME: Jose A. Perez, Jr.  
PHONE: 831 272 2186 E-MAIL: jperez@local890.org  
BUSINESS ADDRESS: 207 N. Sycamore  
CITY: Salinas ZIP: 93905  
LENGTH OF RESIDENCY: 46 yrs

OCCUPATION: Business Agent  
EDUCATION: B.A. - Communication UCSD; J.D. Motest College of Law  
AFFILIATIONS: Trustees Local 890  
REASON(S) FOR SEEKING APPOINTMENT:  
Union Rep, Social Activism, Community involvement

DATE: 8.21.19 SIGNATURE: Jose A. Perez  
\*\*\*\*\*

Return completed form to:

San Benito County  
Attention:  
Clerk of the Board  
481 Fourth Street  
Hollister, CA 95023  
Any Questions, Please Call:  
(831) 636-4000

and/or

Community Services & Workforce Development  
Attn: Andi Anderson  
1111 San Felipe Road, Ste 107  
Hollister, CA 95023  
(831) 637-9293  
(831) 637-0996 FAX  
Email to: [aanderson@cosb.us](mailto:aanderson@cosb.us)



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of California™

San Benito County Workforce  
Development Board

Community Services &  
Workforce Development

San Benito County Workforce Development Board (WDB)  
San Benito County America's Job Center  
1111 San Felipe Road, Suite #107, Hollister, CA 95023  
(831) 637-5627




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of California™

**San Benito County America's Job Center &  
Business Service Center**

Streamlining  
services through a  
"one stop" service  
delivery system

We are about:  
**TRAINING**  
&  
**JOB PLACEMENT**




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San Benito County  
Workforce Development Board  
(WDB) Orientation

←—————→

**Vision Statement**

San Benito County will have a trained,  
skilled and relevant workforce that meets the  
needs of employers and increases the quality  
of life in our community

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## San Benito County Workforce Development Board (WDB) Orientation

### Mission Statement

The mission of the San Benito County WDB is to provide a variety of trainings, services and resources to unemployed, under-employed and dislocated workers which will raise their education and skill levels to ensure their success in the workforce.

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### Back then....

CETA  
Comprehensive Employment and Training Act-1973 to 1982  
JTPA  
Job Training Partnership Act-1982-1999  
WIA  
Workforce Investment Act-1999 to 2015  
WIOA  
Workforce Innovation & Opportunity Act-2014 to Present

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### WHAT IS THE WORKFORCE INNOVATION & OPPORTUNITY ACT?

- President Barack Obama signed WIOA into law on July 22, 2014.
- WIOA superseded the Workforce Investment Act
- WIOA helps job seekers and workers access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy.

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### Key Components of WIOA

- Aligns Federal Investments to Support Job Seekers and Employers
- Strengthens the Governing Bodies that Establish State, Regional and Local Workforce Investment Priorities
- Employer Engagement: Helps Employers Find Workers with the Necessary Skills
- Aligns Goals and Increases Accountability and Information for Job Seekers and the Public

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### Key Components of WIOA (Cont.)

- Fosters Regional Collaboration to Meet the Needs of Regional Economies
- Targets Workforce Services to Better Serve Job Seekers
- Improves Services to Individuals with Disabilities
- Supports Access to Services

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### The Plan

- Every Workforce Development Board is required to have a Local Workforce Development Plan  
AND
- Have a regional plan representing the Bay-Peninsula Region (San Francisco, San Mateo, NOVA, Work2Future & San Benito Bounty)

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## CA 49 Local WIOA's

- California's 49 Local Workforce Innovation & Opportunity Act Areas (LWIOAs) are designated by the Governor based on population and commonality of labor market.
- 14 Regions in CA comprised of WDB's
- Each LWIOA is administered by a Local Workforce Development Board (LWDB) certified by the state in partnership with local elected officials.

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## CA 49 Local WIOA's (Cont.)

- The LWDBs are comprised of representatives from private sector businesses, organized labor, community-based organizations, local government agencies, and local education agencies.
- LWDBs provide policy guidance, designate operators for their area America's Job Centers and oversee the job training activities within their local areas.

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## Goals

- 1) Integrate the goal of “full body scan relating to workforce services in our community” and “creating a road map for success”.
- 2) Integrate “better business services” and “training for high skilled high demand occupations.
3. Establish Training Programs that Create Employable Youth for the Future Workforce.

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## Goals (Cont.)

4. Create funding opportunities to enhance and expand workforce services in our community.
5. To establish ad-hoc committees to include:
  - 1) Clean & Green
  - 2) Agricultural
  - 3) Outreach/Membership and
  - 4) Allied Health

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## San Benito County Workforce Development Board

The WDB offers a comprehensive range of workforce development activities to benefit job seekers, laid off workers, youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers.

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### WDB's Roles and Responsibilities

- Provide strategic planning, policy development, and oversight and evaluation of the local WIOA system.
- Provide leadership to support the best practices of the public and private sectors to create a dynamic, efficient and effective Workforce Development Board.
- Act as the convener for local workforce development

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### WDB's Roles and Responsibilities

- Develop innovative models that effectively acquire and leverage alternative funding sources to offer access to all services
- Contribute to a healthy economy that is filled with jobs that are built with integrity and offer positive experiences the community members and businesses with the knowledge and skills to be successful
- Participate in committees

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### Membership

- Members of the WDB are appointed by the Board of Supervisors. No person shall hold more than one membership.
- Private sector members shall constitute a majority of the membership

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### Membership

- Public Members must include representatives from each of the following types of organizations:
  - Organized Labor (20%)
  - Community Based Organizations
  - Economic Development Agencies
  - One Stop Mandated Partners
  - Chief local elected official

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### Membership

- Members shall be appointed to the WDB for a term of three (3) years
- The number of members may be determined by WDB, but in no event shall have less than 19 nor more than 50 members

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### Officers

- There will be a Chairperson and a Vice-Chairperson.
- In addition, there will be a Secretary and Treasurer and any of the officers that WDB may determine necessary.
- At the July meeting, officers are elected to serve for the following 12 months.

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### Duties of Chairperson

- The Chairperson shall preside at all meetings of the full WDB
- All appointments to committees of the WDB are made by the Chairperson
- The Chairperson shall serve as Chairperson of the Executive Committee

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### Duties of Vice-Chairperson

- In the event of the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
- The Vice-Chairperson shall serve as the Chairperson of the Programs/Planning Committee.

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### Duties of the Treasurer

- The Treasurer shall serve as Chairperson of the Audit/Evaluation Committee

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### Duties of the Secretary

- The secretary shall keep minutes of meetings

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### Meetings

- Full WDB Meet quarterly
- EX. Committee meets 8 times per year
- Other Committees meet as necessary
- Notice of full WDB meetings are displayed in public bulletin boards
- Any number over 50% of the membership shall constitute a quorum

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### Executive Committee

- The Executive Committee shall be appointed by the Chairperson of the WDB and shall consist of the Chairperson, three other business members and three non-business members.
- The Executive Committee shall be empowered to act for the WDB in all matters except setting policy and removal of members.

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### Programs/Planning Committee

- Appointed by the Chairperson of the WDB and shall be the Vice Chairperson.
- This committee is responsible for:
  - preparation of draft and final plans & budgets
  - preparation & issuance of requests for proposals
  - Evaluation of Proposals
  - Recommendation of award of contracts to providers
  - Recommendation on local policy on individual training accts.

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### Bylaws Committee

- This committee shall have a Chairperson and Vice-Chairperson
- Duties:
  - Review Annual Existing Bylaws of the WDB and make such changes as are necessary to reflect this policy
  - Review federal and state legislation

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### Audit/Evaluation Committee

- The WDB Treasurer shall chair the committee with 4-7 members.
- This committee may establish standards for financial controls and reporting for financial controls and reporting for funds expended
- This committee may also review/negotiate local performance measures and evaluate contractors' performance
- It shall at least annually review reports and/or monitoring and advise the WDB regarding actions to be taken.

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### Youth Committee

- Make recommendations on youth employment needs
- Assist with portions of local plan pertaining to youth
- Make recommendations of eligible youth providers
- Conduct oversight and coordination for youth activities
- Ensure that youth programs are linked through AJCC

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### Other Committees

- From time to time, the WDB may establish special program committees to accomplish specific projects. The need for such committees will be determined by the FULL WDB or the Executive Committee along with their composition and structure.

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### Funding

Annually, the WDB receives approximately \$775,000, plus about \$120,000 for regional strategies and \$440,00 for CalWORKs; Expanded Subsidized Empl.

- Operations of the America's Job Center
- Dislocated Worker Funding
- Adult Funding
- Youth Funding
- Rapid Response Funding
- Lay-Off Aversion Funding
- Expanded Subsidized Employment (ESE) Prog.



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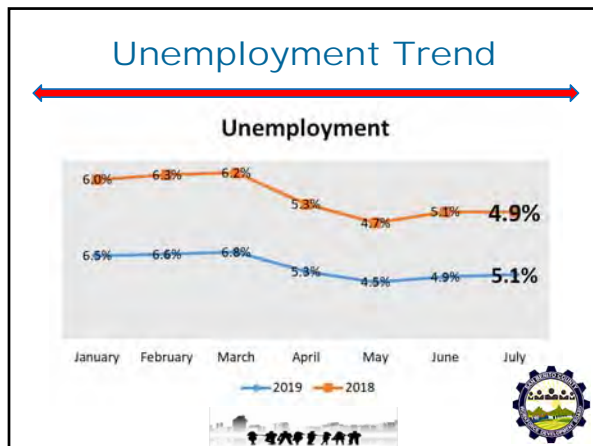
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### Workforce Local Industry Sectors

Each Local Workforce Area is required to develop their local four year plan.

Industry Description
Healthcare
Agriculture
Construction
Manufacturing
Retail
Information Technology

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- ### Workforce Regional Coordination
- Bay Peninsula Region Partners
- San Benito County Workforce Development Board
  - NOVA Workforce Development Board- Sunnyvale
  - San Mateo Workforce Board- NOVA
  - Work2future Workforce Board- City of San Jose
  - San Francisco Workforce Board

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San Benito County America's Job Center &  
Business Services

## Menu of Services

- EDD Services
- Computer Access for Job Search
- Orientations and Assessments for job training programs
- Job Readiness Workshops
- Job Training
- Job Placement
- Partner Services
- Business Services & Engagement
- Hiring events / Job Fairs




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## Employment Development Department

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- Veteran Services Program
- Gavilan Chapter - Employer Advisory Council
- Work Opportunity Tax Credit - WOTC
- Labor Market Information
- CalJOBS - On Line Labor Exchange





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## Employment Readiness Workshops

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Workshops are designed to assist participants obtain Employment

- Interviewing Skills
- Labor Market Information
- Completing Applications
- Resume Writing / Cover Letters
- Work Ethic
- Job Retention
- Budgeting....& others






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## Job Training Programs

Provides work opportunities to residents of San Benito County

- On-the-Job Training (OJT)
- Work Experience- Adults & Youth (subsidized)
- Individual Training Account (ITA)
- Expanded Subsidized Program (ESE)



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## On-the-Job Training (OJT)

OJT allows employers to hire job seekers and use their own staff to train new employees on needed skills to do the job.

- **Target:** Unemployed or Under-employed Residents and enrolled in the Work Innovation & Opportunity Act (WIOA) Program.
- Offers employer wage reimbursement for qualifying new hires



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## On-the-Job Training (OJT)

OJT allows employers to hire job seekers and use their own staff to train new employees on needed skills to do the job.

- Up to 50% wage subsidy reimbursement
- 600 hours of training
- Worksite is the employer of record
- Monthly payroll and participant evaluations
- On-going support by staff



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## Work Experience (Adults)

Paid work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time.

- Designed to enable job seekers to gain exposure to the working world and its requirements.
- Provide career exploration and skill development
- 18 years old and up
- Minimum Wage for up to 600 hours
- Worksites throughout San Benito County



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## Work Experience (Youth)

- Target: Out of School youth, ages 16-24.
- Provide job readiness workshops to assist with job search skills, application & resume writing, interview techniques, & positive work habits.
- Minimum Wage for up to 600 hours
- Partner with local businesses, non-profits & public departments to provide work experience opportunities that will foster a positive work ethic while developing skills for future careers.



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## Expanded Subsidized Employment

- Subsidized employment for 6 months up to 1 year
- Provides aid assistance to families in need
- Employment to work plan
- Employment Readiness and Job Placement Assistance
- Support Services



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## Individual Training Account (ITA)

- Target: Adult and Dislocated Workers
- ITA = Vocational Training *Scholarship (\$\$\$)*
  - A maximum of \$5,000 grant to cover tuition and supportive services
  - The Program must be completed within a 12 month period.
  - Training Program must be listed on the State's ETPL (Employment Training Provider List)
  - Upon completion, follow up for 12 months (placement & retention)



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## Business Services

The America's Job Center offers a wide variety of programs and services designed to help employers get the most out of their business

- Employee Recruitment
- Resume Screening
- On Site Job Recruitment
- Linkage to ETP or Incumbent worker training
- Social Media Advertising of job recruitment
- Lay Off Aversion
- Rapid Response
- Tax Incentives



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## On-Site Partners

- State of California (EDD)
- Gavilan College
- State of California Department of Rehab (DOR)
- Peninsula Family Services
- SBC Health & Human Services Agency
- CalWORKS Employment Services
- Community Action Agency



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## Off-Site Partners

- Go Kids, Inc.
- San Benito High School
- SBC Office of Education
- SBC Business Council
- San Jose Job Corps
- Small Business Development Center



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### QUESTIONS?

Enrique Arreola,  
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Employment Supervisor  
[rsoto@cosb.us](mailto:rsoto@cosb.us)  
831-637-5627

[www.sbcjobs.org](http://www.sbcjobs.org)

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**MEMORANDUM**

July 2, 2019

19-012 | Via Email

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Business Officers  
Career Education Deans  
Regional Consortia Chairs  
Sector Navigators  
Deputy Sector Navigators  
WEDPAC/EDPAC  
Division of Apprenticeship Standards  
California Department of Education  
California Labor and Workforce Development Agency

**FROM:** Sheneui Weber, Vice Chancellor  
Workforce & Economic Development Division  
California Community Colleges Chancellors Office

**CC:** Chancellor's Office Workforce and Economic Development Division Staff  
Chancellor's Office Educational Services Leadership

**RE:** Request for Applications – California Apprenticeship Initiative (CAI) New and Innovative Grant Program

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The California Community Colleges Chancellor's Office is pleased to announce the availability of \$10,000,000 in Proposition 98 funding for the CAI New and Innovative Grant Program. This grant opportunity is part of Fiscal Year 2018-19 \$15,000,000 CAI, which seeks to create new apprenticeship training program models throughout California.

**Background:**

California Education Code 79148, states, *to the extent that sufficient federal funds and other resources are available, the Division of Apprenticeship Standards of the Department of Industrial Relations, in partnership with the California Community Colleges Chancellor's Office, shall develop and implement innovative apprenticeship training demonstration projects in high-growth industries in emerging and transitioning occupations that meet local labor market needs and that are validated by current labor market data.*

**Bidder's Conference Participation Invitation**

The CCCCO will hold a Virtual Bidder's Conference on August 2, 2019 at 3:00p.m. at the following URL: <https://cccconfer.zoom.us/j/5284425768>

Failure to attend the Bidder's Conference will not preclude the submission of an application.

**Action/Date Requested:**

To create and submit your grant application you will need to create an account with NOVA. Follow this [LINK](#) to sign up. If you already have an account, click the "sign-in here" link on the sign-up page. Do not sign up again.

Once you create an account, you will receive an email to verify your email address. The email you receive is titled "Welcome to NOVA" and the link in the email states "Click the link below to complete the sign-up process." At this point, you will create a password and fill out your profile. Now you will be able to login and navigate to the Programs > Apprenticeship and create a new application.

1. The California Apprenticeship Initiative, New and Innovative Grant Program RFA Instructions, Terms, and Conditions describe opportunities and application requirements for these competitive grants available to California Community College Districts, California Department of Education - Local Educational Agencies, including Regional Occupational Centers and Programs and County Offices of Education. All application materials can be accessed at: <https://caihub.foundationccc.org/Apprenticeships-in-California/CAI-RFA>
2. The CCCCCO will accept emailed questions up to 5:00 p.m. on August 23, 2019, which is the date posted on the cover of this RFA.

For questions, please contact Nick Esquivel at [apprenticeship@cccco.edu](mailto:apprenticeship@cccco.edu).