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of CaliforniaSM

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San Benito County Workforce Development Board (WDB)
Youth Committee

AGENDA

1161 San Felipe Road, Hollister, CA and via ZOOM
January 12, 2021 @ 2:00 P.M.

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

At this time, the Workforce Development Board (WDB) is continuing to hold board meetings to conduct essential business. Members of the public are encouraged to participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Benito County Public Health Officer,

You are strongly urged to observe the online board meeting via zoom at:

Phone one-tap: US: [+16699006833](tel:+16699006833), [+14086380968](tel:+14086380968), [+194433650293](tel:+194433650293), [+147354](tel:+147354) or

Meeting URL: <https://zoom.us/j/94433650293?pwd=QVErTHBxNXlhcWF0Q3lYZEUrWHh0UT09>
Meeting ID: 944 3365 0293
Password: 047354

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Representing the Private Sector (PR)			Representing the Public		
<input type="checkbox"/>	Chuck Frowein	<input type="checkbox"/>	Karen Para, <i>Chair</i>	<input type="checkbox"/>	Nelson Leonor, <i>Secretary</i>
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Judith Munter
Staff:					
<input type="checkbox"/>	Enrique Arreola	<input type="checkbox"/>	Sylvia Jacquez	<input type="checkbox"/>	Ruby Soto
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Andi Anderson
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Joyce Duque

I. GENERAL INFORMATION:

- A. **Public Comment Period:** Select the "Participants Tab" and click "Raise Hand" icon, the zoom facilitator will unmute you when your turn arrives. 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.

II. REGULAR AGENDA:

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Minutes:** June 9, 2020 minutes and the October 13, 2020 are enclosed for review and approval. **Action Required**
- C. **Letter of Support:** Judith Munter is preparing a grant proposal to USDA with San

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Benito High School to prepare high school students for college degrees and careers in Agriculture and is requesting a letter of support from the WDB Youth Committee. *Action Required.*

- D. **Membership**: Staff will provide an update on direction from the regional director if someone from the Arts Council could serve on the committee and will also report on any youth participants interested in serving on the youth committee.
- E. **WIOA Youth Program Elements & Select Priorities**: Staff will provide an update on the top 5 priorities **enclosed** and what is already available at the AJCC and what needs to be addressed.

III. Other:

- A. Adjournment:



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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(831) 637-9293 • FAX (831) 637-0996

San Benito County Workforce Development Board (WDB)

Youth Committee – 1161 San Felipe Road, Hollister, CA and via ZOOM

June 9, 2020 @ 2:00 P.M.

MINUTES

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Representing the Private Sector (PR)		Representing the Public	
<input type="checkbox"/> Perez, Richard, Sr, <i>Chair</i>	<input checked="" type="checkbox"/> Para, Karen, <i>Secretary</i>	<input checked="" type="checkbox"/> Nelson Leonor	<input checked="" type="checkbox"/> Judith Munter

Staff:

Enrique Arreola Sylvia Jacquez Ruby Soto Andi Anderson

Secretary, Karen Para, called the meeting to order at 2:05 P.M.

I. GENERAL INFORMATION:

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

II. REGULAR AGENDA:

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

B. **Review of the Youth Committee Role- Bylaws:** The Youth Committee reviewed the bylaws and made some recommendations for members. Also discussed was the grant received from Community foundation and match funds from the Community Action Board (CAB). Due to COVID-19, the Summer Youth Employment Program will be offered next summer. Judith asked if any services may be provided this summer via Zoom or Distance Learning., Careers in film make/editing. Staff stated that may be possible with the CAB funds through CARES contract, however, the contract hasn't been approved yet. Also discussed was to integrate academic with employment training module. Staff requested the committee set their top five priorities to recommend to the WDB.

C. **Summarize prior discussions including the Ag Proposal:** Youth Committee wishes to apply for annual cycle. Judith Munter will follow-up.

D. **Review Youth Budget:** Discussed the allocation amount. When asked about the requirement of the Request for Proposal, staff explained the State requirement for procurement of WIOA Youth Services.

E. **Overview of the Youth Program:** Staff provided an overview of the following programs:

1. **In School Youth**
2. **Out of School Youth**
3. **Summer Youth Program**

F. **Other Priorities:**

1. Schedule next meeting for July 9, 2020 at 2 P.M. to discuss the top 5 priorities and Review the RFP.

G. **Adjournment:** Meeting adjourned at 2:56 P.M.



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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San Benito County Workforce Development Board (WDB)

Youth Committee – 1161 San Felipe Road, Hollister, CA and via ZOOM

October 13, 2020 @ 2:00 P.M.

You are strongly urged to observe the online board meeting via zoom at:

Phone one-tap: US: +16699006833..94433650293#..1#.047354# or
+14086380968..94433650293#..1#.047354#

Meeting URL: https://zoom.us/j/94433650293?pwd=QVErTHBxNXlrcWF0Q3lYZEUrWHh0UT09

Meeting ID: 944 3365 0293

Password: 047354

Table with attendance information including Quorum Met status, representatives from the Private Sector (PR) and Public, and staff members.

Secretary, Karen Para, called the meeting to order at 2:10 P.M.

I. GENERAL INFORMATION:

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

II. REGULAR AGENDA:

A. Roll Call: Roll was taken to determine excused absences for attendance requirements.

B. Minutes: June 9, 2020 minutes will be tabled for review and approval.

1. Discussed meeting dates and times: Hold YC meetings quarterly prior to the full WDB meeting. If any meetings are scheduled we do need to adhere with the brown act and post meeting. Social medial ok. M/S/C Karen Parra/Nelson Leonor.

2. Membership: Discussed membership since Richard Perez resigned and reaching out to individuals and defined in the bylaws. Members had approached the Arts Council (Jennifer or Heidi) and they would be a welcome addition. Discuss bylaws and youth committee member guidelines. Staff will follow-up regional director if someone from the Arts Council could serve. Ruby can check to see if any youth participants might be interested in serving on the board.

3. WIOA Youth Program Elements & Select Priorities: Viewed the list of 14 priorities with will be funded by the local area and selected their the top 5 to present to the full WDB. Their top 5: # 3, 8, 9, 13 and 14. Staff will identify what is already available at the AJCC and what needs to be addressed.

4. Youth Request for Proposal (RFP): Review the RFP for recommendation to the WDB. Table to next meeting



5. **Ag Proposal:** Judith Munter provided an update on a grant opportunity that was previously available but already closed and stated there will be another opportunity again in April 2021. Once she has more info she will bring back for discussion.

6. **Other:**

- **Community Foundation:** Received \$5,000 and the CAB was to allocate funds to have a small summer youth: career technical students: culinary, manufacturing, hospitality. Are shooting for summer 2021. Allowed us to extend funds to next year. Mike Fischer was interested in working with us.
- **Committee Chair:** Nelson Leonor Nominated Karen Para as chair, Nelson Leonor secretary.

C. **Adjournment:** 2:57 P.M.

MEMORANDUM

November 10, 2020

TO: Workforce Development Board (WDB) Members
FROM: Enrique Arreola, Sylvia Jacquez
SUBJECT: **Youth Program Elements:** The Youth Committee is presenting their Top 5 Priorities for this current program year.

Background/Summary: Pursuant to Workforce Services Directive WSD15-03 with an effective date of September 16, 2015, this policy provides guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) youth program elements. The Workforce Development Board adopted the following fourteen (14) program elements in May, 2016.

Discussion: The Youth Committee has designate their top 5 priorities to emphasis on this current program year:

1. **Tutoring, study skills training, and evidence-based dropout prevention and recovery strategies that lead to completion of secondary school diploma or its recognized equivalent or for a recognized post-secondary credential:** *Local schools in the community offer additional special or remedial assistance in small groups as well as on an individual basis. Local school districts also offer IEP/special education services. Gavilan Regional ACES-Adult & Career Educational Services assist with GED, HiSET and TASC equivalency exams.*
2. **Alternative secondary school services, or dropout recovery services, as appropriate:** *Alternative schools are offered to students who find the traditional school setting difficult. Alternative schools that meet applicable state and local educational standards provide instruction leading to a high school diploma or a certificate equal to completion of high school.*
3. **Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following:**
 - **Summer employment opportunities and other employment opportunities available throughout the school year-** *Administrators of SYE programs must be competitively selected by the board via award of a contract or grant.*
 - **Pre-apprenticeship programs-** *is a program, or set of strategies, designed to prepare individuals to enter and succeed in a registered apprenticeship program; a documented partnership with at least one or more registered apprenticeship programs must be in place. Providers offering occupational education for pre-apprenticeship must be on the Eligible Training Provider List.*
 - **Internships and job shadowing-** *are activities that provide the youth with an opportunity to explore an occupation or work environment and may include activities that allow them to gain employment and occupational skill competencies.*
 - **On-the-job training opportunities-** *is training provided by an employer to a paid participant who is engaged in productive work from which she/he gains the knowledge and skills essential to the full performance of the job and for which the employer is provided a reimbursement of*

up to 50% of the participant wage and for which the employer makes a commitment to hire the individual.

4. **Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations:** *Provides instruction, usually in a classroom setting, designed to provide technical skills and/or information required to perform a specific job or group of jobs. Training must be limited to an occupational code. Out of school youth 18-24 years old will most likely be allowed access to occupational skills training via Individual Training Accounts (ITA's)*
5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster:** *Refers to the integrated education and training model in which required education and training occur concurrently and contextually with workforce preparation activities and workforce training. Such a program element must describe how workforce preparation activities, basic academic skills, and hands-on occupational skills are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career*
6. **Leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behavior:** *Within the work experience program, the work readiness workshop and the educational component include peer center activities encouraging responsibility and other social behaviors. (i.e. 4-H of San Benito County, Leadership San Benito, LULAC and Youth Alliance.)*
7. **Supportive Services:** *Youth are assisted with transportation tokens as a means of getting to and from their worksites. Other needs such as childcare, work related costs, medical services, housing and food are provided through a referral process to the appropriate agency.*
8. **Adult mentoring for duration of at least 12 months after the completion of participation:** *The youth counselor and the worksite supervisor work together with the youth providing support and assistance in achieving academic success which helps the youth understand the connection between school and work.*
9. **Follow up services for not less than 12 months after the completion of participation:** *Any service listed in the fourteen program elements may be considered as a follow up service as well as job retention and career advancement services (i.e. AJCC staff provide these services including, but not limited to job market information, job search preparation and assistance, and job keeping assistance, training information, agency referrals, etc.)*
10. **Comprehensive Guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth:** *Youth, the employer and the counselor keep in contact regularly. Signs of any needed assistance are discussed with the youth and appropriate steps are taken to insure necessary referrals are made.*
11. **Financial literacy education:** *Assisting participants create household budgets, initiate savings plans, manage credit and debt and navigate the financial aid process for post-secondary*

education (i.e. Partnering with local banks Rabobank or Wells Fargo that will be able to offer financial literacy education at our location.)

12. Entrepreneurial skills training: *Training such as discussing characteristics of entrepreneurs, developing business ideas, creating a business plan and inviting local entrepreneurs to speak to youth (i.e. Small Business Economic Development Center.)*

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling and career exploration services: *Provide services to youth about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and*

14. Activities that help youth prepare for and transition to post-secondary education and training: *To provide information about and preparation for college entrance including information about applying to colleges, financial aid, entrance testing, student life, pre-requisite courses and more (i.e. Gavilan Community College and/or local school districts offer higher education nights, SAT preparation, AP classes, open houses, financial aid seminars, etc.)*

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

Date