



SAN BENITO COUNTY

TRACEY BELTON
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
FULL WDB MEETING
1161 San Felipe Road, Building B - Hollister, CA 95023

April 12, 2022 @ 3:00 P.M.

AGENDA

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 Board 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

Join Zoom Meeting

<https://us06web.zoom.us/j/97879980043?pwd=a0lyMkFNdEFsQmVzbCswNmdNNjEjdz09>

Meeting ID: 978 7998 0043 - Passcode: 392237

One tap mobile

+16699006833,,97879980043#,,,,*392237# US (San Jose) +14086380968,,97879980043#,,,,*392237# US (San Jose)

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/> u=Unexcused			
Representing the Private Sector (PR)		Representing the Public	
<input type="checkbox"/>	Bianchi, Richard, <i>Chair</i>	<input type="checkbox"/>	Para, Karen, Secretary
<input type="checkbox"/>	Fisher, Mike	<input type="checkbox"/>	Sanchez-Turner, Lizz
<input type="checkbox"/>	Frowein, Chuck, <i>Vice Chair</i>		Vacant
<input type="checkbox"/>	Giancola, Shelley		Vacant
			Vacant
<input type="checkbox"/>		<input type="checkbox"/>	Adams, Lamont
<input type="checkbox"/>		<input type="checkbox"/>	Alarid, Kristi
<input type="checkbox"/>		<input type="checkbox"/>	Bobsin, Kendra, Treasurer
<input type="checkbox"/>		<input type="checkbox"/>	Bradford, Duane
<input type="checkbox"/>		<input type="checkbox"/>	Brown, Randy
		<input type="checkbox"/>	Leonard, Michelle
		<input type="checkbox"/>	Leonor, Nelson
		<input type="checkbox"/>	Reese, Scott
		<input type="checkbox"/>	Rodriguez, Jose
		<input type="checkbox"/>	Rubalcava, Lupe

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.
- B. **Success Stories:** Staff and/or participants will present success stories.
- C. **Guest Speaker:** Joyce Aldridge, will present on the Sling Shot 4.0.

II. REGULAR AGENDA:

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Meeting Minutes:**
 - 1. **Executive Committee:** The March 8, 2022, Ex Committee meeting minutes are enclosed for board information.
 - 2. **Youth Committee:** The February 8, 2022, & March 8, 2022 Youth Committee minutes are enclosed for board information.



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 should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

3. **Full WDB**: January 11, 2022, full WDB minutes are **enclosed** for review and approval. **Action Required.**

III. **CONSENT AGENDA**: Items as a whole may 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. **Action Required.**

- A. **Layoff Aversion Services/Rapid Response Report/Business Services Report**: **Enclosed** is the report for March 2022.
- B. **Labor Market/Unemployment and Economic Summary**: **Enclosed** is the California Unemployment Report for March 2022.
- C. **Information Notices & Directives**: The most recent Workforce Services Directives [WSD21-04 thru WSD21-05](#) and Information Notices [WSIN 21-35-thru WSIN 21-36](#) are **enclosed**.

IV. **DISCUSSION/ACTION ITEMS**:

- A. **Board Membership**: Any applications received may be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives five (5).
 1. **Term Expirations**: The terms of Chuck Frowein and Nelson Leonor expired February 5, 2022. Request board approval for reappointment for a 3-year term. **Action Required.**
- B. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA)**: The WDB MOU & RSA is due to expire on June 30, 2022. Staff requests board review and approve the **enclosed** MOU & RSA. **Action Required.**
- C. **Hospitality & Healthcare Sector Regional Forum**: Staff will provide the board an update on a Hospitality and Healthcare Sector Regional Forum. **Enclosed** is a memo.
- D. **SB1 Building & Construction Trades Pre-Apprenticeship Training**: Staff may provide an update on the upcoming regional trainings which are scheduled to conclude at the end of April.
- E. **Regional Equity Recovery and Partnerships (RERP)**: Staff may provide an update on the **enclosed** overview.
- F. **Program/Grant/Expenditure Updates**: Staff may provide an update on the enclosed.
- G. **Board Meetings**: Discuss holding in person meetings.
- H. **Board Proxy**: Assign board proxy per the WDB Bylaws Article IV. Section 4.01.
- I. **Committee Updates**: Committee members may provide recommendations or updates for their respective committee.
 1. **Audit Committee**: The State Compliance Review Division completed the program review on December 17th. AJCC is awaiting the draft report.
 2. **Ag Committee**:
 3. **Executive Committee**: There is a need for the Executive Committee to meet prior to their next meeting to update the Strategic Planning goals and priorities for the WDB.
 4. **Business Services Committee (BSC)**: The BSC and staff may provide an update on their enclosed goals.
 5. **Youth Committee**: The Youth Committee may provide an update on their goals.
 6. **Membership Committee**: Committee members and staff may provide an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION**:

VI. **ADJOURNMENT**:

The next Executive Committee meeting is scheduled for May 10, 2022, at 3 PM

The full WDB meeting is scheduled for July 12, 2022, at 3 PM



SAN BENITO COUNTY

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DIRECTOR

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COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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(831) 637-9293 • FAX (831) 637-0996

San Benito County Workforce Development Board
WDB MEETING – EXECUTIVE COMMITTEE
1161 San Felipe Road, Building B - Hollister, CA 95023

March 8, 2022 @ 3:00 P.M.

MINUTES

Quorum Met: YES			
Representing the Private Sector (PR)		Representing the Public	
<input checked="" type="checkbox"/>	Richard Bianchi, Chair	<input checked="" type="checkbox"/>	Kendra Bobsin, Treasurer
<input checked="" type="checkbox"/>	Chuck Frowein, <i>Vice Chair</i>	<input checked="" type="checkbox"/>	Nelson Leonor
<input checked="" type="checkbox"/>	Karen Para, Secretary	<input checked="" type="checkbox"/>	Lupe Rubalcava
<input checked="" type="checkbox"/>	Lizz Sanchez Turner		
Staff: Andi Anderson, Sylvia Jacquez, Ruby Soto, Wilbur Hurley			
Guests: Renee Wells, Vivian Estrada, Vanessa Klauer			

Karen Para, called the meeting to order at 3:05 P.M.

GENERAL INFORMATION:

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

II. REGULAR AGENDA:

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

B. **Meeting Minutes:**

1. **Executive Committee:** The February 8, 2022, Ex Committee meeting minutes were approved as presented. *M/S/C Karen Para/Nelson Leonor*
2. **Youth Committee:** The February 8, 2022, Youth Committee minutes were enclosed for board information.
3. **Full WDB:** January 11, 2022, full WDB minutes were enclosed for board information.

C. **CONSENT AGENDA:** Items as a whole may 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. *Kendra Bobsin/Karen Para.*

D. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** Enclosed was the report for February 2022.

E. **Labor Market/Unemployment and Economic Summary:** Enclosed was the California Unemployment Report. Data for January is scheduled to be released on March 2022.

F. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-03 thru WSD21-04](#) and Information Notices [WSIN 21-32-thru WSIN 21-34](#) were enclosed.



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



- G. **Board Membership**: Any applications received may be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives five (5).

III. **DISCUSSION/ACTION ITEMS**:

- A. **WORKCON 2022**: The WORKCON 2022 (<https://calworkforce.org/workcon/>) will be held in San Diego, May 25-27, 2022, at the Westin San Diego Gaslamp Quarter. Staff requested board approval to send 1-2 staff and/or board members. Lizz Sanchez Turner is interested in attending. After discussion the Ex Committee approved sending 1-3 staff and/or members dependent on funding availability. *M/S/C Lupe Rubacalva/ Lizz Sanchez Turner.*
- B. **Regional Equity Recovery and Partnerships (RERP)**: Enclosed was a memo for the RERP Request for Proposal (RFP) released February 14, 2022, and due to the State April 22, 2022. Board info only.
- C. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA)**: The WDB MOU & RSA is due to expire on June 30, 2022. Staff's goal is to have the updated MOU & RSA ready by April for full WDB approval.
- D. **SB1 Building & Construction Trades Pre-Apprenticeship Training**: Staff provided an update on the upcoming regional trainings. Enclosed was an informational flyer.
- E. **Committee Updates**: Committee members may provide recommendations or updates for their respective committee.
1. **Audit Committee**: The State Compliance Review Division completed the program review on December 17th. AJCC is awaiting the draft report. Due to staffing changes at the State, the report has not been provided.
 2. **Ag Committee**: The committee discussed the need to schedule a meeting and the committee chair will schedule a meeting.
 3. **Business Services Committee (BSC)**: The BSC and staff provided an update stating committee members meeting to finalize goals. New Business Services Representative, Wilbur Hurley, has been reviewing the employer list and determining who has positions available. Also discussed was advertising AJCC via BenitoLink and other avenues. Due to scheduling conflicts, there is a need to determine best time for the committee to meet, possibly once a month. Staff will be providing the committee a list of dates and times.
 4. **Membership Committee**: Committee members and staff provided an update on recent recruitment efforts. A list was generated, and letters mailed out. There has been no response. The committee will identify new potential members. Information on the benefits of being on the board along with the membership application are available on the AJCC website at: <https://sbcjobs.org/about/>.
 5. **Youth Committee**: The Youth Committee met just prior to this meeting and they did complete their goals. Committee members indicated that WDB member, Mike Fisher, would like to be on the Youth Committee. The Youth Committee's next goal is to focus on a summer youth program.
 6. **Executive Committee**: There is a need for the Executive Committee to meet to discuss Strategic Planning goals and priorities for the WDB. Enclosed was a goal template for

members information. Staff explained that the goal sheets are what they use for the Community Action Board (CAB) and will send out a link to the training video to help them understand how to fill out the goal worksheets.

IV. **ADDITIONAL INFORMATION:**

- A. **Program Updates:** Staff will present a full report at the next full WDB meeting.
- B. **Youth Expo Update:** Staff and members provided an update on the Youth Expo event held February 26th from 10am – 1pm. Staff conducted outreach at the Expo which was well attended by over 500 individuals. They also assisted with distribution of the CAB’s Youth Ad hoc Committee survey: <https://survey.alchemer.com/s3/6688529/Youth2022>.

V. **ADJOURNMENT:** *M/S/C Karen Para/Lupe Rubalcava. 4:00 P.M.*

The full WDB meeting is scheduled for April 12, 2022, at 3 PM

The next Executive Committee meeting is scheduled for May 10, 2022, at 3 PM



America's **Job Center**
of CaliforniaSM

1111 San Felipe Road, Suite 107, Hollister, CA95023
Office: (831) 637-JOBS (5627) ● (831) 637-9293 ● FAX (831) 637-0996

**San Benito County Workforce Development Board (WDB)
Youth Committee
MINUTES**

1161 San Felipe Road, Building B - Hollister, CA and via ZOOM

February 8, 2022 @ 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 Board 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,

Join Zoom Meeting

<https://us06web.zoom.us/j/89223611940?pwd=aC83S3ZTVG40QIIIY1RWbysrWSt4QT09>

Meeting ID: 892 2361 1940 Passcode: 429217

One tap mobile

+14086380968,,89223611940#,,,,*429217# US (San Jose)

+16699006833,,89223611940#,,,,*429217# US (San Jose)

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Representing the Private Sector (PR)		Representing the Public	
<input checked="" type="checkbox"/> Chuck Frowein	<input checked="" type="checkbox"/> Karen Para, <i>Chair</i>	<input checked="" type="checkbox"/> Nelson Leonor, <i>Secretary</i>	<input checked="" type="checkbox"/> Judith Munter
		<input checked="" type="checkbox"/> Heidi Jumper	<input type="checkbox"/> Clair Grissom
Staff:			
<input type="checkbox"/> Enrique Arreola	<input checked="" type="checkbox"/> Sylvia Jacquez	<input checked="" type="checkbox"/> Andi Anderson	
	<input checked="" type="checkbox"/> Ruby Soto	<input checked="" type="checkbox"/> Wilbur Hurley	
Guests: Omar Rosa			

Karen Para called to order by: at 2:03 P.M.

I. GENERAL INFORMATION:

A. **Public Comment Period:** None received. Introductions were made by everyone present.

II. REGULAR AGENDA:

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

B. **Meeting Minutes:** Youth Committee meeting minutes for January 11, 2022 were approved as presented. *M/S/C Nelson Leonor/Chuck Frowein. Heidi Jumper abstained.*

Youth Strategic Goals: Continue work on updating Youth Strategic Goals.



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

Some conditions may apply. For TTY access call: (831) 637-3265



Reviewed Actions 1-2 and updated goals. Discussed participation at events that are scheduled and quantifying the goals, for example, how many children will we sign up at the Youth Expo. Next meeting focus on Action 3-4.

III. **Other:**

- A. **Sharing this event with everyone:** Enclosed is a flier for the Community Solutions & Partners host: "See Us Shine" - Youth Conference via Zoom 2/10/2022 & 2/17/2022 @ 2:30pm to 4:30pm. Staff will be attending and providing a workshop "Turning 18" and describing the different services the AJCC has to offer.

IV. **Adjournment:** *M/S/C Heidi Jumper/Nelson Leonor 2:57 P.M.*

The Next meeting is scheduled for March 8, 2022 at 2 P.M.



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San Benito County Workforce Development Board (WDB)

Youth Committee

MINUTES

1161 San Felipe Road, Building B - Hollister, CA and via ZOOM

March 8, 2022 @ 2:00 P.M.

Quorum Met: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Representing the Private Sector (PR)	
Ex Chuck Frowein <input checked="" type="checkbox"/>	Karen Para, <i>Chair</i> <input checked="" type="checkbox"/>
Representing the Public	
<input type="checkbox"/>	Nelson Leonor, <i>Secretary</i> <input checked="" type="checkbox"/>
<input type="checkbox"/>	Heidi Jumper <input type="checkbox"/>
Ex Clair Grissom	
Staff:	
<input type="checkbox"/>	Enrique Arreola <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Sylvia Jacquez <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Ruby Soto <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Andi Anderson <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Wilbur Hurley <input checked="" type="checkbox"/>
Guest: Omar Rosa	

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

I. GENERAL INFORMATION:

A. **Public Comment Period:** 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.

B. **Meeting Minutes:** Youth Committee meeting minutes for February 8, 2022 are enclosed for review and approval.

Youth Strategic Goals: Continued updating Youth Strategic Goals Action 3-4. Strategic goals were enclosed. The following edits were noted:

Action 3: • Offer written document showing career path in industry sector chosen • Focus on priority sectors	• Labor Market Information • Career Pathways • High School Support/Career Center • Staff	• Provide monthly LMI • Career Pathway newsletters	Youth Committee and Staff	On-going	25% of Jr & Sr of local High School age youth	
Action 4: • Basic Skills training (2-week training workshops) to include: • Classes We have--Yellow (AJCC & EDD)	• Dress for success • Employment (Career) readiness • Interview technique • Work ethics • Financial Literacy • Customer Service (phone etiquette) • Mental Health	Conduct workshops 1 times a month at the AJCC	• Staff • Behavioral Health • Dept of Rehab Gavilan College	On-going		
Created by the Workforce Development Board at their Board Retreat on 3/10/20 GOAL: Establish Training Programs that Create Employable Youth for the future workforce	Resources & Support Needed	Expected Outcome	Staff Responsible	Due Date	Measurements Methods of Tracking	Status: C-Complete I-In Progress O-On Hold

Staff shared a sample of the Economic Summary from 2020 that was previously provided as a snapshot of Unemployment, Industry Sectors, and general demographics as a sample of what a monthly newsletter/report could look like.

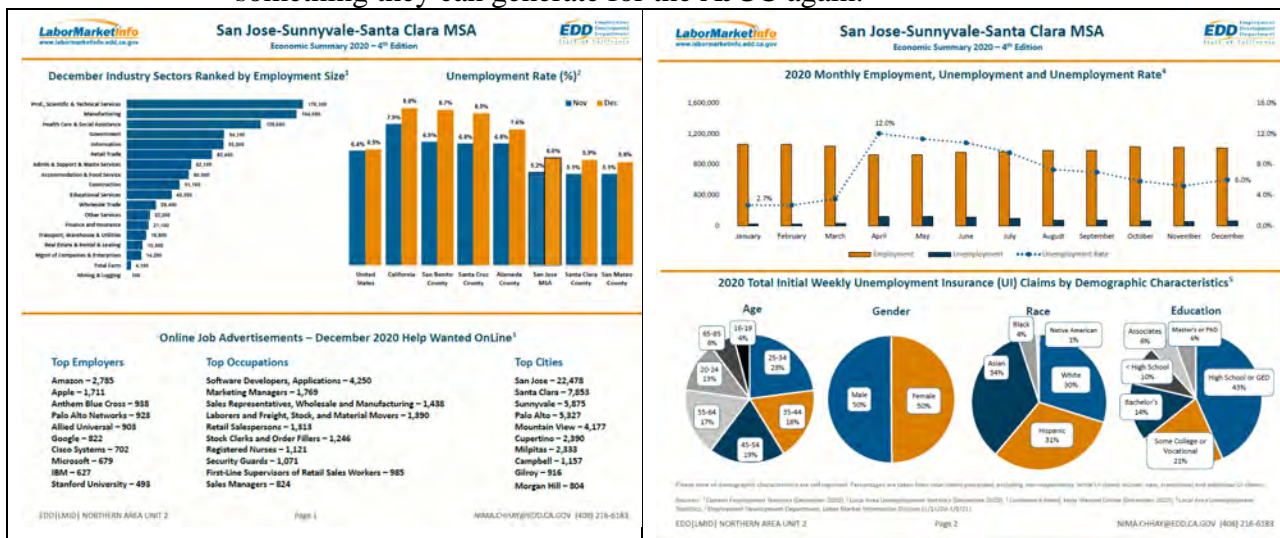


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Nelson Leonor will follow-up with the new EDD representative to see if this is something they can generate for the AJCC again.



C. **Youth Survey:** Attached was the Community Action Board’s Youth ad hoc committee survey flier. <https://survey.alchemer.com/s3/6688529/Youth2022>

III. **Other:**

- A. **Youth Committee Members:** It was mentioned that Mike Fisher was interested in participating on this committee
- B. **Meeting times:** – discussed changing meeting times. Action item at the next meeting. Send survey for same day but at 1pm or 4pm. Or even another day. Or shift to a Monday afternoon.
- C. **Summer Youth Program:** Discuss development of a summer youth program at next meeting.

IV. **Adjournment:**

The next meeting is scheduled for April 12, 2022 at 2 P.M.



San Benito County Workforce Development Board

Full WDB MEETING

1161 San Felipe Road, Hollister, CA 95023

January 11, 2022 @ 3:00 P.M.

Minutes

Table with columns for Quorum Met, Representing the Private Sector (PR), and Representing the Public. Includes names of board members and staff/guests.

Chair, Richard Bianchi, called the meeting to order at 3:03 P.M.

I. GENERAL INFORMATION:

II. Public Comment Period:

A. Introductions were made by everyone present.

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

- Jason Vasquez completed the truck driver training and is now working. Two months ago he began work with Pepsi. He spent 19 years in Prison and is now discharged from parole, gainfully employed and has his family back together. He is very excited about the opportunity provided to him and hopes that anyone who is provided the opportunity to receive training will take advantage programs and training at the AJCC.
Alexia Magana graduated in 2020. She shared her struggles with depression and anxiety and how she didn't know what she wanted to do. Being a shy person, she was able to get the chance to work at 1st Five San Benito which helped her as a person and to realize she had skills which she was unaware of. She completed the program and is still working at 1st Five.
Enrique Torres stated that COVID hit, and he took a tumble. He went to the AJCC to inquire about training. He stated staff was very helpful in navigating him through the process and obtaining the training he needed. He enrolled in truck driving and received his class A license. He never thought he'd be driving a big truck, but he now has a job close to home and loves what he does. His goal is to purchase his own truck and be owner/operator. He especially enjoys his Monday - Friday job which is close to home and has afforded him the ability to spend time with his family. He was able to find work within 3 weeks after graduating.



III. **REGULAR AGENDA:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.
- B. **Meeting Minutes:**
 - 1. **Executive Committee:** The November 9, 2021, Ex Committee meeting minutes are enclosed for board information.
 - 2. **Full WDB:** October 12, 2021, full WDB draft minutes were approved as presented. *M/S/C Kendra Bobsin/Nelson Leonor.*
- C. **Mid-Year Program Budget Expenditure Review:** A presentation of the mid-year expenditures was conducted by fiscal staff. Since fiscal finalizes reports during the month of December, the report was from July 1, 2021 – November 30, 2021. Board members requested additional information in the report breakdown: Grant Amount/Balance, how many were served on each program, by occupations/job types.

IV. **CONSENT AGENDA:** Items as a whole may 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 Scott Reese/Duane Bradford.*

- A. **Labor Market/Unemployment and Economic Summary:** Enclosed was the November 2021 report.
- B. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-01 thru WSD21-03](#) and Information Notices [WSIN 21-21-thru WSIN 21-27](#) were enclosed.

V. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** No applications were received to be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives five (5).
- B. **America's Job Center of California (AJCC) Continuous Improvement Plan:** Staff provided an update on the Comprehensive and Affiliate/Specialized Certification that was submitted to the state in November and the Continuous Improvement Plan (CIP) which was submitted in December. Enclosed was the incorrect CIP report; the correct information will be provided to board at the next meeting.
- C. **EDD, Workforce Development Board Memorandum of Understanding (WDB MOU):** The WDB MOU is due to expire on June 30, 2022. Staff provided an update stating the goal is to have the updated MOU ready by April for BOS approval and signatures for submission to the State. Info only.
- D. **Committee Updates:** Committee members may provide recommendations or updates for their respective committee.
 - 1. **Audit Committee:** The State Compliance Review Division completed the program review on December 17th. AJCC is awaiting the draft report.
 - 2. **Ag Committee:** No update.
 - 3. **Business Services Committee (BSC):** Introduced the new Business Services Representative, Wilbur Hurley. He has been on the job for just 2 weeks so far and is getting a lay of the land and understanding what the workforce needs are. A committee meeting will be scheduled soon to begin finalizing goals and pertinent items.
 - 4. **Membership Committee:** Committee Members and staff provided an update on recent recruitment efforts. Lizz Sanchez Turner met with someone just prior to this meeting, Helena Walton, owner of Timeless Treasures and another business in San

Juan Bautista, and she is interested in submitting her application.

5. **Youth Committee**: The committee didn't meet in December but did meet just prior to the full WDB today. They have decided to meet monthly for the foreseeable future, and they are also working on youth activities and goals. Their hope is to seek grants and funds to help grow the summer youth program. The committee will report at the next meeting.

VI. **ADDITIONAL INFORMATION:**

- A. **Meeting Calendar for 2022**: The dates on the calendar were off, staff will provide an update the calendar at the next meeting. All Outlook electronic meeting events have been sent out with the correct dates.
- B. **SB1 Building and Construction Trades**: Staff provided an update on SB1 Grant for the North Central Coast Region; the next class is scheduled to begin next week on Tuesday and Thursday.
- C. **Youth Expo**: Hollister Downtown Association, Youth Expo schedule for February 26th from 10am – 1pm for youth enrichment activities. Asking any organizations providing youth activities to partner with them. CSWD and AJCC staff will be attending to promote the Dream Catcher program.

VII. **ADJOURNMENT: M/S/C Karen Para/Randy Brown 3:48 P.M.**

The next Executive Committee meeting is scheduled for February 8, 2022, at 3 PM

The full WDB meeting is scheduled for April 12, 2022, at 3 PM



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April 4, 2021

To: Workforce Development Board
From: Sylvia Jacquez, Program Manager
Re: Business Services, Layoff Aversion and Rapid Response Activities for March 2022

At the direction of the Workforce Development Board the following are the activities for March 2022

1) **Business Services Engagement:**

a. Business Recruitments:

- Royal Circuit- Multiple Positions Available
- Dunneville—Multiple Positions Available
- Marich Confectionery – Multiple Positions Available
- Teknova—Multiple Positions Available
- Infinity Staffing—Multiple Positions Available
- Pacific Scientific—Multiple Positions Available
- CALPIA- Multiple Positions Available
- CALTRAINS- Multiple Positions Available
- YAI-Multiple Positions Available
- Santa Clara County – Multiple Positions Available

- b. Unemployment Rate for San Benito County unemployment rate was 6.1% with 2000 unemployed. This is down from 5.2% from the previous month. The State average unemployment rate is currently 4.8% with approximately 935,900

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

- a. WIOA Orientations are being held virtually and in-person until the end of the year every Wednesday and Friday.
- b. AJCC continues to serve clients and provide access to computers so they can log in to their EDD and Cal JOBS accounts.
- c. The AJCC is currently providing Resume writing assistance to all clients that come to our office.

3) **Job Fairs:**



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

Some conditions may apply. For TTY access call: (831) 637-3265



a. TBD

4) **Success Stories:**

a. None

5) **Rapid Response/WARN Events:**

a. In Contact with Hollister School District for possible Rapid Response. No WARN received.

6) **Social Media Insight:**

a. Become a Pharmacy Tech - 5744

b. Career in Water-5744

c. VIOLIA Paid Internship-4734

d. Over 10,601 views overall in the last 28 days

REPORT 400 C
Monthly Labor Force Data for Counties
February 2022 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,332,300	18,396,400	935,900	4.8%
ALAMEDA	9	827,700	796,400	31,300	3.8%
ALPINE	37	580	550	30	5.8%
AMADOR	28	14,400	13,660	740	5.2%
BUTTE	26	93,200	88,400	4,700	5.1%
CALAVERAS	13	21,550	20,670	870	4.0%
COLUSA	58	10,820	9,260	1,570	14.5%
CONTRA COSTA	15	553,700	531,100	22,700	4.1%
DEL NORTE	35	9,290	8,760	530	5.7%
EL DORADO	10	93,200	89,600	3,600	3.9%
FRESNO	48	455,200	420,600	34,600	7.6%
GLENN	37	12,730	11,990	730	5.8%
HUMBOLDT	18	59,600	57,000	2,500	4.2%
IMPERIAL	57	70,500	60,600	9,900	14.0%
INYO	19	8,260	7,910	350	4.3%
KERN	51	389,200	356,900	32,300	8.3%
KINGS	52	57,300	52,400	4,800	8.5%
LAKE	39	28,520	26,850	1,670	5.9%
LASSEN	26	8,850	8,400	450	5.1%
LOS ANGELES	31	5,081,500	4,809,500	272,000	5.4%
MADERA	46	64,500	59,900	4,600	7.1%
MARIN	2	130,800	127,200	3,600	2.8%
MARIPOSA	42	6,360	5,950	410	6.5%
MENDOCINO	22	37,430	35,720	1,710	4.6%
MERCED	55	116,400	105,600	10,800	9.3%
MODOC	46	3,140	2,910	220	7.1%
MONO	15	9,520	9,130	390	4.1%
MONTEREY	53	207,100	188,900	18,200	8.8%
NAPA	10	69,800	67,100	2,700	3.9%
NEVADA	10	47,930	46,070	1,860	3.9%
ORANGE	8	1,589,000	1,530,900	58,100	3.7%
PLACER	5	192,700	186,500	6,200	3.2%
PLUMAS	56	6,850	6,170	680	9.9%
RIVERSIDE	24	1,163,800	1,106,400	57,400	4.9%
SACRAMENTO	23	727,400	693,300	34,100	4.7%
SAN BENITO	41	32,700	30,700	2,000	6.1%
SAN BERNARDINO	25	1,018,800	967,700	51,100	5.0%
SAN DIEGO	13	1,586,900	1,522,800	64,100	4.0%
SAN FRANCISCO	4	568,100	551,200	16,900	3.0%
SAN JOAQUIN	44	337,300	315,200	22,100	6.6%
SAN LUIS OBISPO	6	137,800	133,200	4,500	3.3%
SAN MATEO	1	449,300	437,100	12,100	2.7%
SANTA BARBARA	19	219,800	210,500	9,300	4.3%
SANTA CLARA	3	1,040,800	1,011,000	29,900	2.9%
SANTA CRUZ	40	134,300	126,200	8,100	6.0%
SHASTA	29	73,700	69,800	3,900	5.3%
SIERRA	35	1,300	1,220	70	5.7%
SISKIYOU	48	16,070	14,840	1,220	7.6%
SOLANO	29	202,200	191,500	10,700	5.3%
SONOMA	7	248,800	240,200	8,600	3.5%
STANISLAUS	42	240,800	225,300	15,500	6.5%
SUTTER	50	45,500	41,900	3,600	8.0%
TEHAMA	33	25,270	23,880	1,390	5.5%
TRINITY	34	4,260	4,020	240	5.6%
TULARE	54	206,500	187,600	19,000	9.2%
TUOLUMNE	31	19,990	18,910	1,080	5.4%
VENTURA	15	413,100	396,100	17,000	4.1%
YOLO	21	108,700	103,800	4,900	4.5%
YUBA	44	31,400	29,300	2,100	6.6%

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 2021 benchmark and Census Vintage 2021 population controls at the state level.

Data Not Seasonally Adjusted

	Feb 21	Dec 21	Jan 22	Feb 22	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,036,800	1,067,400	1,063,900	1,073,500	0.9%	3.5%
Civilian Employment	974,700	1,036,400	1,028,100	1,041,600	1.3%	6.9%
Civilian Unemployment	62,100	31,000	35,800	31,900	-10.9%	-48.6%
Civilian Unemployment Rate	6.0%	2.9%	3.4%	3.0%		
(CA Unemployment Rate)	8.9%	4.8%	5.5%	4.8%		
(U.S. Unemployment Rate)	6.6%	3.7%	4.4%	4.1%		
Total, All Industries (2)	1,074,200	1,148,800	1,126,800	1,136,400	0.9%	5.8%
Total Farm	4,500	3,800	3,500	3,800	8.6%	-15.6%
Total Nonfarm	1,069,700	1,145,000	1,123,300	1,132,600	0.8%	5.9%
Total Private	978,400	1,049,200	1,029,300	1,039,100	1.0%	6.2%
Goods Producing	217,500	225,600	222,800	224,900	0.9%	3.4%
Mining, Logging, and Construction	50,700	52,800	51,200	53,000	3.5%	4.5%
Mining and Logging	200	200	200	200	0.0%	0.0%
Construction	50,500	52,600	51,000	52,800	3.5%	4.6%
Specialty Trade Contractors	36,900	37,200	35,900	37,200	3.6%	0.8%
Building Equipment Contractors	17,500	17,800	17,500	17,900	2.3%	2.3%
Manufacturing	166,800	172,800	171,600	171,900	0.2%	3.1%
Durable Goods	155,000	159,000	158,100	158,300	0.1%	2.1%
Machinery Manufacturing	11,200	11,200	11,100	11,100	0.0%	-0.9%
Computer & Electronic Product Manufacturing	117,200	120,800	120,500	120,700	0.2%	3.0%
Computer & Peripheral Equipment Manufactu	55,300	57,700	58,100	58,200	0.2%	5.2%
Electronic Computer Manufacturing	53,000	55,400	55,800	55,900	0.2%	5.5%
Semiconductor & Electronic Component Mfg	38,600	39,600	38,900	39,000	0.3%	1.0%
Bare Printed Circuit Board Manufacturing	3,500	3,600	3,500	3,500	0.0%	0.0%
Semiconductor & Related Devices Manufac	27,500	27,900	27,500	27,600	0.4%	0.4%
Electronic Instrument Manufacturing	15,900	16,100	16,100	16,000	-0.6%	0.6%
Transportation Equipment Manufacturing	5,600	5,400	5,300	5,300	0.0%	-5.4%
Aerospace Product & Parts Manufacturing	4,500	4,300	4,300	4,300	0.0%	-4.4%
Nondurable Goods	11,800	13,800	13,500	13,600	0.7%	15.3%
Service Providing	852,200	919,400	900,500	907,700	0.8%	6.5%
Private Service Providing	760,900	823,600	806,500	814,200	1.0%	7.0%
Trade, Transportation & Utilities	118,300	125,100	120,400	120,100	-0.2%	1.5%
Wholesale Trade	28,300	28,400	27,700	27,800	0.4%	-1.8%
Merchant Wholesalers, Durable Goods	20,500	20,600	20,100	20,000	-0.5%	-2.4%
Retail Trade	73,600	77,800	75,100	75,000	-0.1%	1.9%
Electronics & Appliance Stores	3,600	3,700	3,600	3,600	0.0%	0.0%
Building Material & Garden Equipment Stores	5,800	6,100	6,100	6,100	0.0%	5.2%
Food & Beverage Stores	17,800	16,800	16,600	16,600	0.0%	-6.7%
Health & Personal Care Stores	5,100	5,600	5,600	5,500	-1.8%	7.8%
Clothing & Clothing Accessories Stores	6,900	8,400	7,700	7,500	-2.6%	8.7%
General Merchandise Stores	13,300	14,700	13,800	13,400	-2.9%	0.8%
Transportation, Warehousing & Utilities	16,400	18,900	17,600	17,300	-1.7%	5.5%
Transportation & Warehousing	14,700	17,100	15,900	15,600	-1.9%	6.1%
Couriers & Messengers	7,000	8,900	7,500	7,200	-4.0%	2.9%
Information	105,900	109,700	108,500	108,300	-0.2%	2.3%
Publishing Industries (except Internet)	37,100	37,300	37,000	37,200	0.5%	0.3%
Telecommunications	5,000	5,400	5,300	5,200	-1.9%	4.0%
Financial Activities	38,000	37,600	36,700	37,600	2.5%	-1.1%
Finance & Insurance	23,400	23,200	22,600	22,900	1.3%	-2.1%
Credit Intermediation & Related Activities	14,100	13,800	13,700	13,900	1.5%	-1.4%
Real Estate & Rental & Leasing	14,600	14,400	14,100	14,700	4.3%	0.7%
Real Estate	12,700	12,500	12,100	12,600	4.1%	-0.8%
Professional & Business Services	239,300	252,200	246,900	248,600	0.7%	3.9%
Professional, Scientific & Technical Services	165,100	172,900	171,400	171,900	0.3%	4.1%
Architectural, Engineering & Related Services	17,700	18,400	18,200	18,200	0.0%	2.8%
Computer Systems Design & Related Services	89,200	92,100	90,800	91,600	0.9%	2.7%
Scientific Research & Development Services	24,300	27,000	26,800	26,800	0.0%	10.3%

Data Not Seasonally Adjusted

	Feb 21	Dec 21	Jan 22 Revised	Feb 22 Prelim	Percent Change	
					Month	Year
Management of Companies & Enterprises	14,700	14,100	14,000	14,100	0.7%	-4.1%
Administrative & Support & Waste Services	59,500	65,200	61,500	62,600	1.8%	5.2%
Administrative & Support Services	56,600	62,400	58,900	60,000	1.9%	6.0%
Employment Services	21,500	26,700	24,900	25,500	2.4%	18.6%
Educational & Health Services	175,400	183,600	181,300	185,000	2.0%	5.5%
Educational Services	43,800	45,600	45,100	46,200	2.4%	5.5%
Colleges, Universities & Professional Schools	28,200	29,600	29,100	30,200	3.8%	7.1%
Health Care & Social Assistance	131,600	138,000	136,200	138,800	1.9%	5.5%
Ambulatory Health Care Services	46,500	49,000	48,700	50,100	2.9%	7.7%
Hospitals	30,100	31,100	30,600	30,700	0.3%	2.0%
Nursing & Residential Care Facilities	12,700	13,000	12,700	13,000	2.4%	2.4%
Social Assistance	42,300	44,900	44,200	45,000	1.8%	6.4%
Leisure & Hospitality	63,100	92,100	89,300	90,800	1.7%	43.9%
Accommodation & Food Services	55,900	77,600	75,900	77,300	1.8%	38.3%
Accommodation	4,400	6,400	6,200	6,400	3.2%	45.5%
Food Services & Drinking Places	51,500	71,200	69,700	70,900	1.7%	37.7%
Restaurants	46,600	62,000	60,800	62,600	3.0%	34.3%
Other Services	20,900	23,300	23,400	23,800	1.7%	13.9%
Government	91,300	95,800	94,000	93,500	-0.5%	2.4%
Federal Government	10,400	10,400	10,400	10,400	0.0%	0.0%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	80,900	85,400	83,600	83,100	-0.6%	2.7%
State Government	6,300	7,400	7,100	6,400	-9.9%	1.6%
State Government Education	4,400	5,400	5,100	4,500	-11.8%	2.3%
State Government Excluding Education	1,900	2,000	2,000	1,900	-5.0%	0.0%
Local Government	74,600	78,000	76,500	76,700	0.3%	2.8%
Local Government Education	35,700	38,000	36,900	37,000	0.3%	3.6%
Local Government Excluding Education	38,900	40,000	39,600	39,700	0.3%	2.1%
County	22,000	22,300	22,200	22,200	0.0%	0.9%
City	12,400	13,000	12,800	12,800	0.0%	3.2%
Special Districts plus Indian Tribes	4,500	4,700	4,600	4,700	2.2%	4.4%

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.

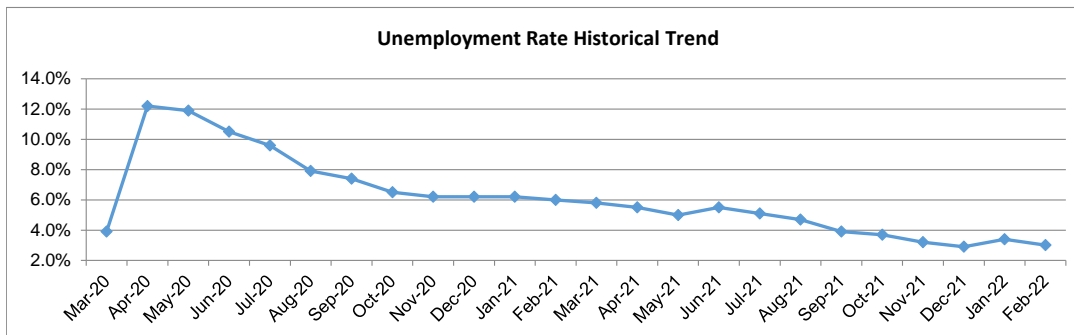
These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Nati Martinez 209-941-6551 or Jorge Villalobos 707-566-3882

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.

#####

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 3.0 percent in February 2022, down from a revised 3.4 percent in January 2022, and below the year-ago estimate of 6.0 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 6.1 percent in San Benito County, and 2.9 percent in Santa Clara County.



Industry	Jan-2022	Feb-2022	Change		Feb-2021	Feb-2022	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,126,800	1,136,400	9,600		1,074,200	1,136,400	62,200
Total Farm	3,500	3,800	300		4,500	3,800	(700)
Total Nonfarm	1,123,300	1,132,600	9,300		1,069,700	1,132,600	62,900
Mining, Logging, and Construction	51,200	53,000	1,800		50,700	53,000	2,300
Mining and Logging	200	200	0		200	200	0
Construction	51,000	52,800	1,800		50,500	52,800	2,300
Manufacturing	171,600	171,900	300		166,800	171,900	5,100
Trade, Transportation & Utilities	120,400	120,100	(300)		118,300	120,100	1,800
Information	108,500	108,300	(200)		105,900	108,300	2,400
Financial Activities	36,700	37,600	900		38,000	37,600	(400)
Professional & Business Services	246,900	248,600	1,700		239,300	248,600	9,300
Educational & Health Services	181,300	185,000	3,700		175,400	185,000	9,600
Leisure & Hospitality	89,300	90,800	1,500		63,100	90,800	27,700
Other Services	23,400	23,800	400		20,900	23,800	2,900
Government	94,000	93,500	(500)		91,300	93,500	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

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

Contact: Nati Martinez
(209) 941-6551

**SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)
(SAN BENITO AND SANTA CLARA COUNTIES)**
Steady growth recorded in most industries

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 3.0 percent in February 2022, down from a revised 3.4 percent in January 2022, and below the year-ago estimate of 6.0 percent. This compares with an unadjusted unemployment rate of 4.8 percent for California and 4.1 percent for the nation during the same period. The unemployment rate was 6.1 percent in San Benito County, and 2.9 percent in Santa Clara County.

Between January 2022 and February 2022, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, rose by 9,600 jobs to total 1,136,400.

- Private educational and health services (up 3,700 jobs) led with the largest increase. Healthcare and social assistance made up 2,600 of these jobs.
- Construction added 1,800 total jobs. Most of the gains were in specialty trade contractors (up 1,300 jobs).
- Professional and business services (up 1,700 jobs) also saw an upward trend, particularly in administrative and support and waste management services (up 1,100 jobs).
- Leisure and hospitality (up 1,500 jobs) experienced growth overall, with most of it being in food services and drinking places (up 1,200 jobs).

Between February 2021 and February 2022, combined employment in the South Bay counties of San Benito and Santa Clara, increased by 62,200 jobs, or 5.8 percent.

- Leisure and hospitality with the largest year-over increase, added 27,700 jobs. Food services and drinking places (up 19,400 jobs) accounted for the vast majority of this rise.
- Employment in private educational and health services expanded by 9,600 jobs, with health care and social assistance adding 7,200 jobs and educational services adding 2,400 jobs.
- Professional and business services expanded by 9,300 jobs. Professional, scientific, and technical services accounted for 6,800 of these jobs, or 73 percent of overall growth.
- Other notable growth included: manufacturing (up 5,100 jobs), other services (up 2,900), and information (up 2,400).

MEMORANDUM

March 2022

TO: Workforce Development Board (WDB) Members**FROM:** Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director**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, CalJOBSSM, 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: https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm[WSD21-04](#)

Criminal Record Restrictions and Impact Based on Race and Nationality: This policy provides the guidance and establishes the procedures regarding criminal record restrictions and impact based on race and nationality. This policy applies to all recipients of federal Workforce Innovation and Opportunity Act (WIOA) funds, 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 Criminal Record Restrictions and Impact Based on Race and Nationality (WSDD-220), issued for comment on December 11, 2020. The Workforce Development Community submitted seven comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 4. This policy supersedes Workforce Services Directive Criminal Record Restrictions and Impact Based on Race and Nationality (WSD12-9), dated September 14, 2012. Retain this Directive until further notice.

[WSD21-05](#)

Consultant Services and Pay: This policy provides the guidance and establishes the procedures regarding the use of and pay for consultant services. This policy applies to all subrecipients of Workforce Innovation and Opportunity Act (WIOA) funds, 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 Consultant Services and Pay (WSDD225), issued for comment on May 26, 2021. The Workforce Development Community submitted 35 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1. This policy supersedes Workforce Services Directive Consultant Services and Pay (WSD15-22), dated March 15, 2016. Retain this Directive until further notice.

Information Notices: https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm[WSIN21-35](#)

CalJOBSSM System Upgrade to Version 21: **Issued:** March 18, 2022

The CalJOBS system will be upgrading to Version 21.0 on March 21, 2022. This version upgrade contains system enhancements helpful to all users of the CalJOBS system. Job seekers, staff, employers, and administrators will notice a variety of esthetic changes, and a few new capabilities that make the CalJOBS system easier and more efficient to use.

[WSIN21-36](#)

ESP TA Evaluation SFP PY 21-22

Issued: March 28, 2022

The Employment Development Department (EDD), in coordination with the California Workforce Development Board and the California Labor and Workforce Development Agency, announces the availability of up to \$1.2 million in the *Workforce Innovation and Opportunity Act* Governor's Discretionary Funds for an Equity and Special Populations (ESP) Technical Assistance (TA) and Evaluation Program Year 2021-22 (PY 21-22) Solicitation for Proposals (SFP).

The purpose of the ESP TA and Evaluation PY 21-22 initiative is to increase equity and employment opportunities for underserved populations by providing TA and evaluation services to the ESP PY 21-22 ESP program awardees that will drive innovations and systems change. The TA provider will assist with the design, development, and implementation of projects that accelerate employment and re-employment strategies for the English language learners, homeless and housing insecure, immigrants, justice-involved individuals, people with disabilities, veterans, young adults, and other target populations in geographic locations disproportionately impacted by the novel coronavirus-2019. These funds will create virtual communities of practice, provide continuous support to address project challenges, and evaluate project successes and areas for improvement.

Eligible applicants must be organizations that possess the capacity, relationships, and expertise to

<p>deliver TA and evaluation services statewide. Proposals will be accepted from Local Areas, education and training providers, county social service agencies, community-based organizations, business-related non-profit and for-profit organizations, labor organizations, and workforce intermediaries. Proposals must be received by 3 p.m. on Monday, April 25, 2022. An informational webinar will be held on Thursday, April 14, 2022, at 2 p.m. Pre-registration is required. For registration information, email a request to WSBSFP1@edd.ca.gov by April 8, 2022. The EDD encourages applicants to submit a notice of intent to apply by April 20, 2022 by noon, to WSBSFP2@edd.ca.gov. To view this SFP, visit the EDD Workforce Development Solicitations for Proposals webpage.</p> <p>This publication is supported by the United States Department of Labor as part of a financial assistance award totaling \$1.2 million with 0 percent financed from non-governmental sources.</p>

04/07/22
Date

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

**Workforce Innovation and Opportunity Act
Phase II Memorandum of Understanding**

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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): San Benito County

Date Submitted: _____

Signed Phase II MOU

1. The period of time this agreement is effective: 07/01/22 – 6/30/25. *This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and until approved by the Chief Local Elected Official. The MOU, once signed, becomes a part of the local WIOA Plan*
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: Bea Gonzales, Chair, San Benito County Board of Supervisors

Local Board/s: Richard Bianchi, Chair, San Benito County Workforce Development Board

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- a. Employment Development Department (EDD)
- b. Department of Rehabilitation (DOR)
- c. Workforce Innovation & Opportunity Act (WIOA)
- d. Peninsula Family Services
- e. TANF Employment Services
- f. Community Action Agency

AJCC Partners Participating in the Shared Other System Costs Agreement:

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.
All on-site partners were asked to provide their shared costs for the operations of the America's Job Center of CA. These costs, were then included on the MOU budgets and reviewed and agreed by all partners. The MOU was then reviewed and approved by the WDB.
4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached. N/A
5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

Who will fulfill this responsibility: Enrique Arreola, Deputy Director

What: Mr. Arreola will have on-going interaction with each partner to ensure that they continue to pay their fair share.

When: It is be expected that each on-site partner pay their share on a monthly basis

How: Each partner will submit their monthly share directly to the fiscal unit.

Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners who signed the Phase I MOU.

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each comprehensive AJCC.

Option 2: Develop a consolidated system-wide budget for its network of comprehensive AJCCs

Option 3: A mixture of separate and consolidated budgets.

If the Local Board chooses to negotiate infrastructure costs based on their network of comprehensive AJCCs, rather than center by center, then the budgets for all the comprehensive AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

Option 1: A separate budget for each comprehensive AJCC.

Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs

Option 3: A mixture of separate and consolidated budgets for the Local Area’s AJCCs

Comprehensive AJCC(s) and Colocated Partners

- Include all comprehensive AJCCs Identified in the Phase I MOU
- Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

America's Job Center of California
1111 San Felipe Road, Suite #107
Hollister, CA 95023

Partners Colocated at This AJCC:

- a. Employment Development Department (EDD)
- b. Department of Rehabilitation (DOR)
- c. Workforce Innovation & Opportunity Act (WIOA)
- d. Peninsula Family Services
- e. TANF Employment Services
- f. Community Action Agency

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC: None

Partners Colocated at This AJCC: N/A

Comprehensive AJCC #3

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

Comprehensive AJCC #4

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

AJCC Infrastructure Budget
Each Comprehensive AJCC (Name of AJCC- San Benito County AJCC)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	\$1.68 ave cost of sq ft X 6,637 sq ft	\$133,802
Rental Costs Subtotal:		<i>\$129,226 (Annual)</i>
Utilities and Maintenance		
Electric	Included in lease rental of facility	
Gas	Included in lease rental of facility	
Water	Included in lease rental of facility	
Sewer Connections	Included in lease rental of facility	
High-Speed Internet	\$342.06 per month x 12 months	\$4,104.72
Telephones (Landlines)	\$600 per month x 12 months (37 lines)	\$7,200
Facility Maintenance Contract	Included in lease rental of facility	
Utilities and Maintenance Costs Subtotal:		<i>\$11,304.72 (Annual)</i>
Equipment		
Assessment-related products	Use of Assessment tools to assess clients	2,250
Assistive technology for individuals with disabilities (Access and Accommodation)		600
Copiers	Lease of copiers	2,443
Fax Machines	Cost of phone line	600

Computers	Cost to replace computers	9,741
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$15,634
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		
Specify the Technology		
Cost of maintenance the center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	Maintenance of the Website	\$1,708
Website Address: <u>www.sbcjobs.org</u> (Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$1,708

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		
Updating Templates and Materials		1,000
Updating Electronic Resources		500
Common Identifier Subtotal:		1,500

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	133,802
Subtotal: Utilities and Maintenance Costs-Included with Rent	
Subtotal: Equipment Costs	15,634
Subtotal: Technology to Facilitate Access Costs	1,708
Subtotal: Common Identifier Costs	1,500
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	152,644

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	133,802
WIOA	\$88,930
EDD	\$39,224
Community Action Agency	\$8,689
TANF	
Department of Rehab	139
Peninsula Family Services	630

Subtotal: Utilities and Maintenance Costs-Included with Rent	11,305
WIOA	
EDD	
Community Action Agency	
TANF	
Department of Rehab	
Peninsula Family Services	
Subtotal: Equipment Costs	15,634
WIOA	13,289
EDD	
Community Action Agency	2,345
TANF	
Department of Rehab	
Peninsula Family Services	
Subtotal: Technology to Facilitate Access Costs	1,708
WIOA	1,708
EDD	
Community Action Agency	
TANF	
Department of Rehab	
Peninsula Family Services	
Subtotal: Common Identifier Costs	1,500
WIOA	1,500
EDD	
Community Action Agency	
TANF	
Department of Rehab	
Peninsula Family Services	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	159,373

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

The Local Board and colocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- Be consistent with federal laws authorizing each partner's program
- Comply with federal cost principles in the Uniform Guidance.
- Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
- Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

Infrastructure Cost Allocation Methodology

Identify the chosen and agreed upon cost allocation methodology: The proportion of a partner's program' occupancy percentage cost is based on square footage.

The proportion of a partner program's occupancy percentage of the AJCC (square footage)
(This might differentiate between dedicated space to partners and common space, where more than one cost center is established so the distribution reflects a fair and equitable distribution of cost.)

The proportion of partner program's staff among all staff at the AJCC

Other---Please Describe the Methodology and the Rationale for Its Selection
(This could reflect the traffic patterns and usage of the center by distinct and common customers and mathematically distribute cost in a fair and equitable means.)

Initial Proportionate Share of Infrastructure Costs Allocated to Each Colocated Partner

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner’s proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	None			
Utilities/Maintenance				
Equipment				
Access Technology				
Common Identifier				
Total Infrastructure Balance to Be Allocated to Colocated Partners:				

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: WIOA	\$7,410.82 Month	Square ft. usage	\$7,410.82 Month	100%	
Partner 2: EDD	\$3,268.63 Month	Square ft. usage	\$3,268.63 Month	100%	
Partner 3: Community Action Agency/CSWD	\$724.11 Month	Square ft. usage	\$724.11 Month	100%	
Partner 4: TANF	\$0	Square ft. usage	\$0		
Partner 5: DOR	\$11.56 Month	Square ft. usage & usage time	\$11.56 Month	100%	
Partner 6: Peninsula Family Services	\$52.54 Month	Square ft. usage & usage time	\$52.54 Month	100%	

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

(CEO)

Employment Development Department, Workforce Services
Branch

Bea Gonzales, Chair, Board of Supervisors

Printed Name and Title

Maria Lucero , Region Deputy Division

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)-Workforce Development Board

Workforce Innovation & Opportunity Act

Richard Bianchi, Board Chair

Printed Name and Title

Enrique Arreola, WDB Director

Printed Name and Title

Signature and Date

Signature and Date

Department of Rehabilitation

Peninsula Family Services

Donna Hezel, Regional Director

Printed Name and Title

Heather Cleary, CEO

Printed Name and Title

Signature and Date

Signature and Date

(Colocated AJCC Partner Entity)- TANF

Central Coast Center for Independent Living (CCCILL)

Tracey Belton, HHS Director _____

Printed Name and Title

Judy Cabrera, Executive Assistant _____

Printed Name and Title

Signature and Date

Signature and Date

Community Action Agency

Sylvia Jacquez, Program Manager _____

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

Content Requirement:

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Non-Colocated AJCC Partner Entity): Gavilan Collge, Adult Ed.

(Non-Colocated AJCC Partner Entity): EDD

Michael Renzi, Vice President of Admin. Services

Victoria Huynh, Employment Development Administrator

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Non-Colocated AJCC Partner Entity)

Printed Name and Title

Signature and Date

Sharing Other One-Stop System Costs

MOU Content Requirement:

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all One-Stop partners must share in other system costs, including applicable career services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of other system costs.

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

Title I Adult, Dislocated Worker,
and Youth

Title V Older Americans Act

Trade Adjustment Assistance Act

Title II Adult Education and
Literacy

Job Corps

Community Services Block Grant

Native American Programs

Housing and Urban Development

Title III Wagner-Peyser

Migrant Seasonal Farmworkers

Unemployment Compensation

Title IV Vocational Rehabilitation

Veterans

Second Chance

Carl Perkins Career Technical
Education

YouthBuild

Other: Public Authority for IHSS

TANF/CalWORKS

Required Consolidated System Budget for “Applicable Career Services”

The agreed upon budget for other system costs must align with the outlined shared customers and services.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for each partner program. Accordingly, this budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Applicable Career Services are services authorized to be provide under each partner’s program.

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)

Basic Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
T-I Program Eligibility	X	X	X	X			
Outreach, Intake, Orient	X	X	X	X		X	X
Initial Assessment	X	X	X	X		X	X
Labor Exch/Job Search	X	X	X	X		X	X
Referrals to Partners	X	X	X	X		X	X
LMI	X	X	X	X		X	X
Performance/Cost Info	X	X	X	X		X	
Support Service Info	X	X	X	X		X	X
UI Info/Assistance	X	X	X	X			
Financial Aid Info	X	X	X			X	
Basic Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Older Amer Act

T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exchange/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance							
Financial Aid Info							
Basic Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Older Amer Act
T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exchange/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance							
Financial Aid Info							

Individual Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Comp Assessment	X	X				X	X
IEP	X	X				X	X
Career Plan/Counsel	X	X				X	X
Short-Term Prevoc.	X	X				X	
Internships/Work Experience	X	X				X	
Out-of-Area Job Search	X	X				X	
Financial Literacy	X	X	X				
IET/ELA	X						
Workforce Preparation	X	X				X	X
Individual Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc.							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Individual Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Older Amer Act
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Required Consolidated Budget for the Delivery of Applicable Career Services

The other system costs budget must be a consolidated budget for applicable career services. This budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	328,460	205,924		660,363		138,608	\$16,380
	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info							
	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search							

Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$
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Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	401,459 \$	251,684 \$	\$	114,063 \$	\$	554,430 \$	\$18,200 \$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience							

Financial Literacy IET/ELA/WF Prep	\$729,925	\$457,608	\$0	\$774,426	\$0	\$693,038	\$34,580
Consolidated budget total of career services delivered through the One-Stop system: \$ 2,689,577							

Partner Agreement to Share Other One-Stop System Costs

The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions.

As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner's authorizing federal statute and Uniform Guidance. The MOU must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology. These costs may be shared through cash, non-cash, or third-party in-kind contributions

All AJCC partners must agree to the other system costs budget. There is no state funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.

Options for Local Agreement for Partners to Share Other System Costs

- **Initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.** This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.
- **Business services.** This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the system.
- **AJCC partner staff cross training.** This may include any staff cross training on partner programs and eligibility identified in Phase I.
- **One-Stop operator.** This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU.
- **Shared personnel costs for AJCC colocated partners.** This may include center receptionists and/or center managers.

Optional partner agreement to share other One-Stop system costs: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.

This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.

One-Stop System Budget: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals

Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$

Agreed Upon Cost Allocation Methodology to Share These Costs

Proportionate Share: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				
Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

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Optional Partner Agreement to Share Other One-Stop System Costs: Business Services

This may include costs related to a local or regional system business services team that has one or more partners on the team, or has delegated a specific partner to provide business services on behalf of the system.

One-Stop System Budget: Business Services

Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$

Agreed Upon Cost Allocation Methodology to Share These Costs:

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Proportionate Share: Business Services

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T-I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				

Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Optional Partner Agreement to Share Other One-Stop System Costs: AJCC Partner Staff Cross Training

This may include any staff cross training on partner programs and eligibility identified in the Phase I MOU.

One-Stop System Budget: AJCC Partner Staff Cross Training

Line Item	Budget Detail	Cost
N/A		

		Total Budget: \$		
Agreed Upon Cost Allocation Methodology to Share These Costs:				
Proportionate Share: AJCC Partner Staff Cross Training				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				

Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Optional Partner Agreement to Share Other One-Stop System Costs: One-Stop Operator

This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the Phase II MOU.

Description of the One-Stop Operator's System Role Not Specific to Operation of AJCC/s

One-Stop System Budget: One-Stop System Operator				
Line Item	Budget Detail			Cost
N/A				
Total Budget:				\$
Agreed Upon Cost Allocation Methodology to Share These Costs				
Proportionate Share: One-Stop Operator				
Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				

Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Optional Partner Agreement to Share Other One-Stop System Costs: Shared Personnel Costs for AJCC Colocated Partners

This may include center receptionists and/or center managers.

One-Stop System Budget: AJCC Personnel

AJCC Personnel	Budget Detail	Cost
N/A		

			Total Budget:	\$
Agreed Upon Cost Allocation Methodology to Share These Costs				
Proportionate Share: AJCC Personnel				
AJCC #1 _____				
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
Partner # 1:		\$	\$	\$
Partner # 2:		\$	\$	\$
Partner # 3:		\$	\$	\$
Partner # 4:		\$	\$	\$
Total Budget AJCC:		\$	\$	\$

Proportionate Share: AJCC Personnel

AJCC #2 _____

Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
Partner # 1:		\$	\$	S
Partner # 2:		\$	\$	S
Partner # 3:		\$	\$	S
Partner # 4:		\$	\$	S
Total Budget AJCC:		\$	\$	\$

WIOA Memorandum of Understanding Timeline

Date	Task	Staff	Comments
3/1/2022	Notify Partners of update to MOU	Wilbur	
3/14/2022	Identify infrastructure costs and shared cost of the center	Enrique	
3/14/2022	Discuss partner contributions options (cash, non-cash, in-kind)	Enrique	
3/14/2022	Finalize first draft with financial statements	WDB Staff	
3/15/2022	Submit first draft to regional advisor	Wilbur	
4/29/2022	Complete second draft	Wilbur	
3/21/2022	Review first draft for suggested edits	WDB Staff	
4/1/2022	Notify Regional Advisor if negotiations are at impass triggering SFM	WDB Staff	
4/12/2022	Provide partners with copy for any suggestions or edits via detailed email. Schedule stakeholders meeting if needed for new members.	Wilbur	Require board approval
5/2/2022	Gather signatures for final draft	Wilbur	
5/30/2022	finalize signatures for submission.	Wilbur	
6/14/2022	Board of Supervisors Approval of MOU	Wilbur	
6/30/2022	Submit final and signed version of the MOU	Wilbur	

MEMORANDUM

Date: April 12, 2022

TO: Workforce Development Board

FR: Enrique Arreola

RE: **Hospitality & Healthcare Sector Regional Forum**: Staff will provide the board an update on a Hospitality and Healthcare Sector Regional Forum

The North Central Coast Workforce Development Board region (Monterey, Santa Cruz and San Benito County) and the California Workforce Association (CWA) met on April 7th to discuss the planning of two regional sector forums. It was agreed to focus these two forums on Hospitality/Tourism and Healthcare.

The Hospitality/Tourism regional sector forum will take place on May 19th from 2:30 p.m. After opening remarks, labor market information will be shared followed by sector panels focusing on current trends and challenges facing the hospitality sector in the region and opportunities. It is the goal that at the conclusion of the forum, a roadmap will be developed with goals, outcomes, and partnerships to address the needs for this region.

The Healthcare Regional Sector Forum will take place after the Hospitality forum sometime in July. The regional WDB and CWA will continue to engage in planning meetings for both forums. There will be representation from SBC at both forums. More information will be provided as it becomes available.

Thank you

Enrique

Monterey Bay Collaborative Building Trades Pre-Apprenticeship Program

The Building Trades Pre-Apprenticeship Program is a 144-hour training program that prepares individuals for careers in the Construction trades.

2022 SESSIONS

There will be two classes held during the Winter/Spring Session 2022. A Monday/Wednesday class and a Tuesday/Thursday class. You only need to be enrolled in one option.

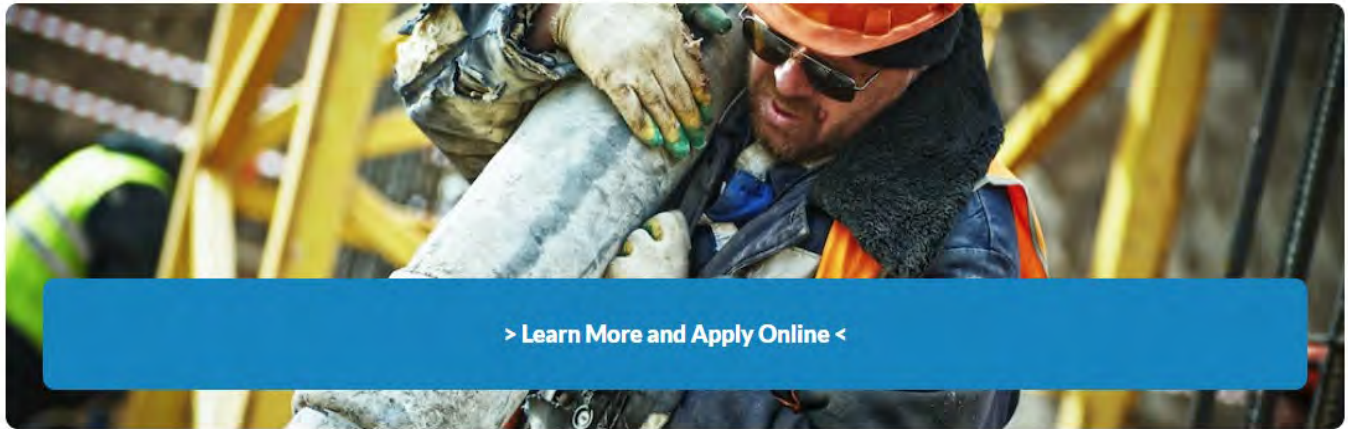
Class times are from 5:00-9:00 pm. Each class will also engage in 4 hands-on classes which will be from 8:00 am until 4:00 pm on Saturdays.

SCHEDULE

Winter/ Spring OPTION 1 – Mon & Wed – Jan. 19th thru Apr. 27th, 2022

Winter/ Spring OPTION 2 – Tue & Thr – Jan. 18th thru Apr. 21st, 2022

All classes are to be held at the Plumbers and Steamfitters Training Center, 11445 Commercial Pkwy, Castroville, CA 95012.



[> Learn More and Apply Online <](#)

TRI-COUNTY APPRENTICESHIP PREPARATION PROGRAM

Why Enroll?

All across America, North America's Building Trades Unions are working with contractors, government officials, and community leaders to fashion together ways in which economic development and construction can be leveraged to provide career training opportunities for local residents.

Pre-apprenticeship or apprenticeship preparation programs, utilizing the Building Trades Multi-Craft Core Curriculum (MC3), are workforce training programs that prepare participants to apply for, enter, and successfully complete a Building Trades apprenticeship program.

Follow A Career Pathway to:

Heat and Frost Insulators, Boilermakers, Bricklayers, Electricians, Elevator Constructors, Iron Workers, Plasterers and Cement Masons, Painters, Roofers, Sheet Metal Workers, Plumbers and Pipe Fitters, Carpenters, Operating Engineers, Laborers, Teamsters

MEMORANDUM

Date: April 12, 2022

TO: Workforce Development Board

FR: Enrique Arreola

RE: **Regional Equity Recovery and Partnerships (RERP):** Staff may provide an update on the Request for Proposal (RFP) released February 14, 2022, and due to the State May 6, 2022.

At the March 8 WDB Executive Committee meeting, the board received an update on the Regional Equity Recovery and Partnership (RERP). The Labor and Workforce Development Agency (LWDA) and the California Workforce Development Board (CWDB) announced the Request for Proposal (RFP) in the amount of \$24,050,000 to fund Regional Equity and Recovery Partnerships (RERP) between local Workforce Development Boards and Community College Regional Consortia. RERP invests in partnerships to support high road approaches to existing sector strategies and career **pathway** programs. "High Road" is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. The strategies include 1) improvement job quality and job access, including for women and people from underserved and underrepresented populations; 2) meet the skill and profitability needs of employers; and 3) meet the economic, social, and environmental needs of the community.

After further planning with the regional WDBs (Monterey, Santa Cruz, San Benito) and the community colleges (Gavilan, Hartnell, Cabrillo, Monterey Peninsula), the following trainings may be proposed:

1. Healthcare-Community Health Worker-Medical Assistant- Phlebotomy as a pathway to living wages
2. Forestry Management- 20-week curriculum-8 weeks of which is a paid internship
3. Megatronics/Joby/Pre-apprenticeship
4. IT Essentials/Cyber Security/Tech Support Program
5. Hospitality-Culinary Arts American Culinary Certification
6. Welding

The North Central Coast Region received an allocation of \$1,300,000 to provide high road trainings to 137 individuals from December 1, 2022, through September 30, 2025. San Benito County will enroll and provide case management and supportive services to 27 participants with an allocation of approximately \$145,000. The application is due May 6, 2022.

Thank you.

San Benito County Workforce Development Board

AJCC /Grant Updates
April 12, 2022

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1

Bay Peninsula Region Prison 2 Employment

Goal: In partnership with the Probation and Sheriff's Department, will provide continuum of care from in custody to post release services. While in custody, inmates will participate in life skills classes, personal development and reintegration workshops to prepare and transition them to post release programs where they will receive additional reintegration supportive services and job training services.

Total Clients Served: 30 in-custody; 4 completed vocational training (Truck Driving), 3 received employment and 1 is job searching
Funding Allocation: \$84,829
Total Spent: \$27,777 (March 2022)
Balance: \$10,810
Term: 1/1/20-3/31/22

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2

WIOA Adult Allocation


Provide paid work experience and vocational training for eligible clients.

Term: July 1, 2021-present
Funding Allocation: \$191,257.00
Total Spent: \$42,412 (22.3%) on WIOA Activities

Total Clients: 10 participants
ITA's- 8, **WEP-** 1
Supportive Services- 2

Balance: \$98,747.00 (per fiscal expenditures)

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WIOA Dislocated Worker Allocation


Provides Individual Training Account (ITA) for Vocational Trainings to eligible clients.

Term: July 1, 2021-present
Funding Allocation: \$222,870.00
Total Spent: \$10,104.95 (4.4%) on WIOA Activities

Total Clients: 4 participants
ITA's- 3, **WEP-** 1

Balance: \$212,765.05

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4

WIOA Youth Allocation

Provide out of school youth ages 16-24 with job readiness workshops, work experience opportunities that will foster a positive work ethic while developing skills for future careers.

Term: July 1, 2021-present

Funding Allocation: \$197,749.00

Total Spent: \$24,467.30 (12.4%) on WIOA Activities

Total Clients: 6 participants

ITA's- 3, WEP- 3

Supportive Services-1

Balance: \$61,181.00 (per fiscal expenditures)



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Quick Updates

- **Worksite Agreements for Work Experience Program and working on placements:**
 - Veolia Water
 - H.O.M.E Resource Center
 - First 5 and
 - Bumper 2 Bumper
- **Pharmacy Technician Enrollments next class in July 2022**
- **Hazel Hawkins as expressed interested in our Work Experience Programs**



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