



# San Benito County Workforce Development Board

Proud Partners of  
America's Job Center  
of California™

1111 San Felipe Road, Suite 107, Hollister, CA95023  
Office: (831) 637-JOBS (5627) ● [www.sbcjobs.org](http://www.sbcjobs.org) ● FAX (831) 637-0996

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

### AGENDA

May 9, 2023 @ 4:00 P.M.

**DUE TO THE EXPIRATION OF THE EXECUTIVE ORDER N-29-20, ALL MEETINGS WILL BE HELD ON-SITE. WDB MEMBERS WILL ATTEND ALL MEETINGS IN PERSON AT:**

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

**Members of the Public may continue to participate remotely by accessing the following link:**

**Join via Zoom**

<https://us06web.zoom.us/j/84611179507?pwd=d3AyU0tHVEUzN1gwMkF3bnBLTmdUUT09>

**Meeting ID: 846 1117 9507 - Passcode: 007833**

**By Mobile:** +16699006833,,84611179507#,,,,\*007833# US (San Jose)  
+14086380968,,84611179507#,,,,\*007833# US (San Jose)

**Join in Person:** America's Job Center: 1111 San Felipe Rd, Ste. 107, Hollister, CA 95023

- I. **Welcome, Introductions & Roll Call:** Roll will be taken to determine excused absences for attendance requirements.

<b>Quorum Met: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
<input type="checkbox"/> Chuck Frowein - <i>V-Chair</i>	<input type="checkbox"/> Karen Para, <i>Chair</i>	<input type="checkbox"/> Nelson Leonor, <i>Secretary</i>	<input type="checkbox"/> Judith Munter
<input type="checkbox"/> Omar Rosa	<input type="checkbox"/> Irene Guevara	<input type="checkbox"/> Clair Grissom/Vanessa Klauer	<input type="checkbox"/> Heidi Jumper
<b>Staff:</b>			
<input type="checkbox"/> Enrique Arreola	<input type="checkbox"/> Sylvia Jacquez	<input type="checkbox"/> Ruby Soto	<input type="checkbox"/> Lizz Sánchez Turner

## II. **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.



**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**



III. **REGULAR AGENDA:**

- A. **Meeting Minutes:** Receive Youth Committee meeting minutes for February 14, 2023 for review and approval. ***Action Required***
- B. **Committee Membership:**
  - 1. **Resignation:** Receive resignation letter from Judith Munter. (Enclosed)
- C. **Youth Request for Proposal (RFP):** Receive an update on the Youth RFP with the submission deadline of April 7, 2023 at 3:00 P.M.
- D. **Summer Youth Employment Program:** Receive an update from board members on the following funding possibilities:
  - 2. **Temporary Assistance for Needy Families (TANF) funds:** Receive report from Nelson Leonor on [Supporting Summer Youth Employment Programs | Youth.gov](#)
  - 3. **K12 Strong Workforce:** Receive report from Heidi Jumper on [K12SWP](#).
  - 4. **California Golden State Pathways Program:** Receive report from Omar Rosa on [Golden State Pathways](#).
  - 5. **Youth Build:** Receive report from Irene Guevara on [Home Page - YouthBuild](#).
  - 6. **Dollar Wise:** Receive report from Karen Para on [DollarWise: Mayors for Economic Mobility - United States Conference of Mayors \(usmayors.org\)](#).
- E. **Youth Strategic Goals:** Review and update as necessary the enclosed Youth Strategic Goals.

IV. **Additional Information and/or Announcements:**

- A. **Rock the Mock:** Receive an update from those who participated in the 4<sup>th</sup> Annual Rock the Mock with San Benito High School (SBHS) held March 21, 2023.
- B. **Youth Expo 2023:** Receive an update from those who participated in the Hollister Downtown Association Youth Expo held on March 4, 2023.

V. **ADJOURNMENT:** to the next meeting on August 8, 2023 at 4:00 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

February 14, 2023 @ 4:00 P.M.

Chair, Karen Para, called the meeting to order at 4:00 P.M.

### I. Welcome, Introductions & Roll Call: Roll will be taken to determine excused absences for attendance requirements.

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Representing the Private Sector (PR)</b>	
<input type="checkbox"/> Chuck Frowein - <i>V-Chair</i>	<input checked="" type="checkbox"/> Karen Para, <i>Chair</i>
<input checked="" type="checkbox"/> Omar Rosa	<input checked="" type="checkbox"/> Irene Guevara
<b>Representing the Public</b>	
<input checked="" type="checkbox"/> Nelson Leonor, <i>Secretary</i>	<input type="checkbox"/> Judith Munter
<input type="checkbox"/> Clair Grissom/Vanessa Klauer	<input checked="" type="checkbox"/> Heidi Jumper
<b>Staff:</b>	
<input type="checkbox"/> Enrique Arreola	<input checked="" type="checkbox"/> Sylvia Jacquez
<input checked="" type="checkbox"/> Ruby Soto	<input checked="" type="checkbox"/> Lizz Sánchez Turner
Guest: Nicolle Stone	

### II. 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. **Youth RFP Emergency:** Motion to approve the emergency addition of the Youth RFP discussion to the agenda. *M/S/C Nelson Leonor/Omar Rosa.*

### III. REGULAR AGENDA:

- A. **Meeting Minutes:** Received Youth Committee meeting minutes for November 8, 2022 for review and approval. *M/S/C Nelson Leonor/Omar Rosa.*
- B. **Youth Request for Proposal (RFP):** Requested for the Youth Committee Workforce Development board to approve the release of the Youth RFP for youth work related services. A summary memo was provided to board members for their information. Local boards are required to select a local operator for youth services. After discussion the Youth Committee approved the release of the Youth RFP March 10, 2023 with a deadline for submission on April 7, 2023 at 3:00 P.M. the award can be from \$80,000 to \$100,000 for work experience, individual training account and on



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the job training programs and supportive services. The Executive Committee has approved this RFP. *M/S/C Omar Rosa/Nelson Leonor.*

- C. **Summer Youth Employment Program:** Board members have been pushing to have Summer Youth Employment Programs. CSWD doesn't have the staff capacity to review all of the funding opportunities and would like the committee members to research available funding resources, review the opportunities and provide input/direction to staff on pursuing funding. Members suggested one person research each funding source and report back at the next meeting and provide direction. Some other communities solicit funding from businesses and corporations to support summer youth programs.
1. **Temporary Assistance for Needy Families (TANF) funds:** [Supporting Summer Youth Employment Programs | Youth.gov](#) Information **enclosed** Staff has attended workshops for TANF and there are other local areas that use TANF to fund summer youth programs and there is co-enrollment with WIOA. Will need to investigate further. Nelson Leonor will research further.
  2. **K12 Strong Workforce:** [K12SWP](#) Informational brochure **enclosed**. Heidi Jumper to review and report back.
  3. **California Golden State Pathways Program:** [Golden State Pathways](#) information **enclosed**. Omar Rosa will review and report back.
  4. **Youth Build:** [Home Page - YouthBuild](#) Irene Guevara will review and report back.
  5. **Dollar Wise:** [DollarWise: Mayors for Economic Mobility - United States Conference of Mayors \(usmayors.org\)](#). Karen will review and report back.
- D. **Youth Strategic Goals:** Reviewed the **enclosed** Youth Strategic Goals. Staff and members reported on funding opportunities available and continued discussion on fund development for a Summer Youth Employment Program as stated above. Another funding source discussed was the Community Action Board's Community Services Block Grant (CSBG) which was used last season and the extremely low-income guidelines for CSBG which made it difficult to enroll youth. Board members stated that they wouldn't recommend pursuing this funding again due to amount of work involved it isn't worth the staff's time and effort.

IV. **OTHER:**

- A. **Services to San Andreas High School Students:** Staff provided an update on services provided to San Andreas HS and the partnership to provide workshops for students. The first workshop was held January 25, 2023 on what is the America's Job Center. Workshops will include resume writing, job interview skills, 5-minute pitch, etc., and ending with youth attending the Rock the Mock at the high school.
- B. **Rock the Mock:** 4<sup>th</sup> Annual Rock the Mock with San Benito High School (SBHS) will take place March 21, 2023, from 10:30 am-12:30 pm. They are seeking professionals and community members to interview and provide feedback to our students in a mock interview setting.

- C. **Youth Expo 2023**: Hollister Downtown Association is hosting Youth Expo on March 4, 2023, Staff will be attending to promote services. Discussed reaching out to the lesser-known youth services, i.e. Music lessons, equestrian.
- V. **ADJOURNMENT**: to the next meeting is scheduled for: May 9, 2023. The meeting adjourned at 4:56 P.M. ***M/S/C Irene Guevara/Heidi Jumper.***

## Andi Anderson

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**From:** Karen Para <karenpara@icloud.com>  
**Sent:** Wednesday, May 3, 2023 3:23 PM  
**To:** Judith Hope  
**Cc:** Karen Para; Andi Anderson  
**Subject:** Re: WDB Youth Committee, resignation

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Thank you Judith for all your support and hard work. I have enjoyed meeting you and wish you the very best. I do understand about the in person meetings, it is an issue for many.

I am not sure if there is an official paperwork that Andi will send you to officially submit to the Board to resign, but will ask her now if anything else is needed.

Karen Para  
Broker Associate  
831-905-3790 cell  
Karen@karenpara.com  
INTERO Real Estate Services  
CA BRE #01246912

Reminder: email is not secure or confidential. Intero Real Estate Services will never request that you send funds or nonpublic personal information, such as credit card or debit card numbers or bank account and/or routing numbers, by email. If you receive an email message concerning any transaction involving Intero Real Estate Services and the email requests that you send funds or provide nonpublic personal information, do not respond to the email and immediately contact Intero Real Estate Services To notify Intero Real Estate Services of suspected email fraud, contact: Intero Client Services at [866 334 7356](tel:8663347356) and/or [clientservices@interorealestate.com](mailto:clientservices@interorealestate.com)

On May 3, 2023, at 2:51 PM, Judith Hope <jhmunter@gmail.com> wrote:

Hi Karen, Good afternoon! I hope you are well. Due to the notice that all meetings will be held on-site and all members much attend in person, I am writing to inform you that I will have to resign from this committee at this time. It was an honor to serve, and I wish you and the members all the best! Sincerely, Judith

----- Forwarded message -----

From: **Andi Anderson** <[AAnderson@cosb.us](mailto:AAnderson@cosb.us)>  
Date: Fri, Mar 17, 2023 at 4:35 PM  
Subject: WDB Youth Committee May 9, 2023  
To: Chuck Frowein <[chuck@relaxgrillinchillin.com](mailto:chuck@relaxgrillinchillin.com)>, Claire Grissom <[cgrissom@sbhsd.k12.ca.us](mailto:cgrissom@sbhsd.k12.ca.us)>, Heidi Jumper <[heidi@sanbenitoarts.org](mailto:heidi@sanbenitoarts.org)>, Irene Guevara <[iguevara@marich.com](mailto:iguevara@marich.com)>, Judith Munter <[jhmunter@gmail.com](mailto:jhmunter@gmail.com)>, Karen Para <[karen@karenpara.com](mailto:karen@karenpara.com)>, Nelson Leonor <[nelson.leonor@edd.ca.gov](mailto:nelson.leonor@edd.ca.gov)>, Omar Rosa (<[omar@downtownhollister.org](mailto:omar@downtownhollister.org)> <[omar@downtownhollister.org](mailto:omar@downtownhollister.org)>), Vanessa Klauer <[vklauder@sbhsd.k12.ca.us](mailto:vklauder@sbhsd.k12.ca.us)>



<b>STRATEGIC PLANNING DOCUMENT</b>	<b>Project Name:</b> WDB Strategic Goals	<b>REV. Date:</b> 04.29.22
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WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

<b>Strategic Goal #3: Establish Training Programs</b>	<b>Objective(s): Create Employable Youth for Future Workforce</b>
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<b>Created by the Workforce Development Board at their Board Retreat on 3/10/20</b> <b>GOAL: Establish Training Programs that Create Employable Youth for the future workforce</b>	<b>Resources &amp; Support Needed</b>	<b>Expected Outcome</b>	<b>Staff Responsible</b>	<b>Due Date</b>	<b>Measurements Methods of Tracking</b>	<b>Status:</b> C=Completed I=In Progress O=On going
<b>Action 1:</b> <ul style="list-style-type: none"> <li>Work Experience Program (16-24)               <ul style="list-style-type: none"> <li>70% for out of school youth</li> <li>30% for in school youth</li> </ul> </li> </ul>	Staff Funding Employer Participation	30% total allocation spent on Work Experience	Youth Committee and Staff	On-going	15-20 youth complete WEP 50% of students would gain fulltime employment	I=In Progress
<b>Action 2:</b> <ul style="list-style-type: none"> <li>Outreach to youth in colleges and high school</li> </ul>	High School Colleges Targeted Ads	3-4 outreach events at high school/colleges	Youth Committee and Staff	On-going	Number of events attended	
<ul style="list-style-type: none"> <li>Rock the Mock Interviews with Students</li> </ul>	High School Chamber of Commerce/Employers WDB WDB Youth Committee AJCC Staff	50-100 Youth trained in interview & resume writing Local Employers participation	Workforce Staff	April 2022	20 youth will receive Resume & Interview skills	I=In Progress
<ul style="list-style-type: none"> <li>Youth Expo Scheduled</li> </ul>	Youth Committee HDA AJCC CSWD Staff	Promote Dream Catcher Program youth ages 5-18	CAB AJCC Staff	2/26/22 annually	10-15 youth apply for Dream Catcher	C=Completed
<ul style="list-style-type: none"> <li>See Us Shine Event – Youth Conference</li> </ul>	Community Solutions AJCC Staff Community Partners	Youth will have information, access to AJCC services	AJCC Staff	2/10/22 & 2/17/22	Online Registrations	C=Completed



<b>STRATEGIC PLANNING DOCUMENT</b>	<b>Project Name:</b> WDB Strategic Goals	<b>REV. Date:</b> 04.29.22
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WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

<p><b>Action 3:</b></p> <ul style="list-style-type: none"> <li>Offer written document showing career path in industry sector chosen             <ul style="list-style-type: none"> <li>Focus on priority sectors</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Labor Market Information</li> <li>Career Pathways</li> <li>High School Support/Career Center</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Provide monthly LMI</li> <li>Career Pathway newsletters</li> </ul>	<p>Youth Committee and Staff</p>	<p>On-going</p>	<p>25% of Jr &amp; Sr of local High School age youth</p>	<p><b>I=In Progress</b></p>
<p><b>Action 4:</b></p> <ul style="list-style-type: none"> <li>Basic Skills training (2-week training workshops) to include:</li> <li>Classes We have=<b>Yellow</b> (AJCC &amp; EDD)</li> </ul>	<ul style="list-style-type: none"> <li><b>Dress for success</b></li> <li><b>Employment (Career) readiness</b></li> <li><b>Interview technique</b></li> <li><b>Work ethics</b></li> <li><b>Financial Literacy</b></li> <li>Customer Service (phone etiquette)</li> <li>Mental Health</li> </ul>	<p>Conduct workshops 1 times a month at the AJCC</p>	<ul style="list-style-type: none"> <li>Staff</li> <li>Behavioral Health</li> <li>Dept of Rehab Gavilan College</li> </ul>	<p>On-going</p>		<p><b>I=In Progress</b></p>





**STRATEGIC PLANNING DOCUMENT**      **Project Name:** WDB Strategic Goals      **REV. Date:** 04.29.22

WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

<b>Action 5:</b> Establish a Fund Development Committee: to reach out to potential funders/Corporate Sectors Committee can discuss:	<b>Ad-hoc Private/Corporate Sectors</b>	<b>Summ</b>	<b>Ex. Committee</b>			
	<ul style="list-style-type: none"> <li>• Apple</li> <li>• HP</li> <li>• Cisco</li> <li>• Packard</li> <li>• Target/Walmart</li> <li>• Big 5</li> <li>• Microsoft</li> <li>• Netflix</li> <li>• Local Businesses—May look at to have them be a support system by participating in mock interviews</li> <li>• Family Foundations</li> <li>• Evan Moor Educational Publishing</li> <li>• Leverage Members and non-traditional partners to leverage funds</li> <li>• Provide greater support to WDB staff when seeking funding opportunities so potential for success is greater</li> </ul>	Summer Youth program which employs 10 youth	Nelson Leonor Grant consultant: - Jose Vasquez?	Mid-March 2023	Staff will report out on the # youth employed – client tracking system (CalJobs/CAP60)	<b>I=In Progress</b>
<b>Created by the Workforce Development Board at their Board Retreat on 3/10/20</b> <b>GOAL:</b> Establish Training Programs that Create Employable Youth for the future workforce	<b>Resources &amp; Support Needed</b>	<b>Expected Outcome</b>	<b>Staff Responsible</b>	<b>Due Date</b>	<b>Measurements Methods of Tracking</b>	<b>Status:</b> <b>C=Completed</b> <b>I=In Progress</b> <b>O=On going</b>



**STRATEGIC PLANNING DOCUMENT**

**Project Name:** WDB Strategic Goals

**REV. Date:** 04.29.22

WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

**Focus**

Collaborate with business, economic development, education, labor, government, and community-based organizations within San Benito County and partner with other workforce areas and collaborative, to build regional capacity for:

- Growing the San Benito County job base to benefit job seekers, youth, and incumbent workers
- Expanding and investing in the demand-driven skills and readiness of the San Benito County workforce, with an emphasis on allied health, agriculture (H2A united farmworkers), manufacturing, apprenticeships, construction and clean/green jobs.
- Expanding jobs/services and have central location for job openings
- Expanding In-depth Econovue training where board members can participate.
- Expanding training to include written document for participants on career paths
- Work with High School; Gavilan College, America's Job Centers, Trade Schools, Reentry Programs, Women's Programs
- Offer more Job Fair's
- Offer more Incentives through work with partnerships