



San Benito County Workforce Development Board

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

SAN BENITO COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) Executive Committee

AGENDA

Tuesday, June 13, 2023 at 3:00 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:**

**Community Services & Workforce Development
America's Job Center of CA**

Join in Person: America's Job Center: 1111 San Felipe Rd, Ste. 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=d3AyU0tHVEUzN1gwMkF3bnBLTmdUT09>

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

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

- 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"/> U=Unexcused			
Representing the Private Sector (PR)		Representing the Public	
<input type="checkbox"/>	Bianchi, Richard, <i>Chair/</i>	<input type="checkbox"/>	Para, Karen, <i>Secretary Lizz Turner (Alt)</i>
<input type="checkbox"/>	Frowein, Chuck, <i>Vice Chair/ Joanne Kim (Alt)</i>	<input type="checkbox"/>	Sanchez-Turner, Lizz/ Karen Para (Alt)
<input type="checkbox"/>		<input type="checkbox"/>	Bobsin, Kendra, <i>Treasurer Nancy Barocio (Alt)</i>
<input type="checkbox"/>		<input type="checkbox"/>	Leonor, Nelson James Dion (Alt)
<input type="checkbox"/>		<input type="checkbox"/>	Rubalcava, Lupe Beverly Sunshine (Alt)

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.



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B. Amendments to the Agenda:

III. CONSENT ITEMS: All items will be voted on as a whole without discussion and approved unless the board wishes to discuss further. The board may request to pull the item for discussion and place the item on the Regular Agenda.

A. Meeting Minutes:

1. **Executive Committee:** Approve the February 14, 2023 and March 14, 2023, Ex Committee meeting minutes. The May 9, 2023 meeting was cancelled. (Enclosed).
Action Required
2. **Full WDB:** Receive the April 11, 2023, full WDB meeting minutes for board information. (Enclosed)
3. **Youth Committee:** Receive the February 14, 2023 meeting minutes board information. (Enclosed)
4. **Business Services Committee:** Receive the February 16, 2023 meeting minutes for board information. (Enclosed).

B. Layoff Aversion Services/Rapid Response Report/Business Services Report and Labor Market/Unemployment and Economic Summary: Receive the report for May, 2023. (Enclosed).

C. Fiscal Report: Receive the WDB expenditure report through April, 2023. (Enclosed)

D. Information Notices & Directives: Receive most recent Workforce Services Directives [WSD22-11-WSD22-14](#), Information Notices [WSIN22-36-WSIN22-49](#). (Enclosed).

E. PY 2021 Performance Scores: Receive the PY 2021 Performance Scores. (Enclosed)

IV. REGULAR AGENDA/ACTION ITEMS:

A. Request for Proposal (RFP) for Youth Services: Receive an update from staff on the request for proposal for Youth Services.

B. Board Membership: Any applications received will be reviewed for appointment to the board. There are three (4) current vacancies are: one (2) Private Sector Representatives, and two (2) Public Sector Representatives: (1) Labor Organization, (1) Community Based Organization.

C. Nomination Committee: The Nomination Committee will present a slate of officers for fiscal year 2022/2023. *Action Required.*

D. Regional Coordination:

1. **Regional Equity Recovery & Partnerships (RERP):** Staff will provide a presentation on RERP. (Enclosed) and **Prison to Employment (P2E):** Staff will provide a presentation on the P2E. (Enclosed)
2. **Career Pathway Mapping:** Receive the Career Pathway project synopsis for Medical Assistant. (Enclosed)

E. WDB Strategic Plan: Discuss holding a Strategic Planning meeting with board members and select a date.

F. **Committee Updates:**

1. **Executive Committee:** Receive an update from the committee and discuss next year's retreat and the strategic goals.
2. **Business Services Committee (BSC):** Staff and Committee members will provide an update. Committee needs to meet to update the BSC goals.
3. **Youth Committee:** The next meeting is scheduled for August 9, 2023 at 4 P.M.
4. **Membership Committee:** Received an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION:**

VI. **ADJOURNMENT:** To the full WDB meeting on July 11, 2023 at 3:00 P.M.



San Benito County Workforce Development Board
Executive Committee Meeting
1111 San Felipe Road, Suite 107 - Hollister, CA 95023
February 14, 2023 @ 3:00 P.M.
MINUTES

I. Roll Call: Roll call was taken to determine unexcused absences from attendance requirements.

Table with 2 main columns: Representing the Private Sector (PR) and Representing the Public. Includes names like Bianchi, Richard, Para, Karen, Bobsin, Kendra, and Rubalcava, Lupe.

Chair, Richard Bianchi, called the meeting to order at 3:07 P.M.

II. GENERAL INFORMATION:

A. Public Comment Period: No public comments were received.

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.

M/S/C Kendra Bobsin/ Karen Para

A. Layoff Aversion Services/Rapid Response Report/Business Services Report: Receive the report for January 2023.

B. Labor Market/Unemployment and Economic Summary: Receive the California Unemployment Report for January 2022.

C. Information Notices & Directives: Receive most recent Workforce Services Directives WSD22-06-WSD22-07, Information Notices WSIN22-18-WSIN22-24.

D. Meeting Minutes:

1. Executive Committee: Receive November 8, 2022, Ex Committee meeting minutes for board review and approval. M/S/C Kendra Bobsin/ Karen Para

2. Full WDB: Receive the January 10, 2023 full WDB meeting minutes are enclosed for board information.

IV. REGULAR AGENDA/ACTION ITEMS:



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- A. **Resolution for Remote Meetings**: Adopt AB361 Resolution to continue hybrid meetings. February is the last month for virtual meetings. *M/S/C Kendra Bobsin/ Karen Para* Enrique stated moving forward after the expiration of AB361 on 2/28/2023 all meetings will be on site. Next meeting set to be in person.
- B. **Board Membership**: No applications were received or reviewed for appointment to the board. Update was provided on the current vacancies are: (1) Private Sector Representatives: (1) Small Business and Public Sector Representatives: (1) Labor Organizations; (1) Department of Rehabilitation.
- a. **Term Expiration**: The term of Richard Bianchi expired on January 14, 2023. He has agreed to another 3-year term. Review and approved application. *M/S/C Karen Para/Kendra Bobsin*
- C. **Policy & Procedure- On the Job Training (OJT)**: Reviewed and approved the amendment to the OJT policy to add the OJT Temporary Waiver WIOA Section 134 (c)(3)(H)(i), to allow reimbursement of up to 90 % of OJT costs for businesses with 50 or fewer employees effective November 18, 2022 and expires June 30, 2023. *M/S/C Kendra Bobsin/Karen Para*
- D. **Regional Executive Committee Meeting**: Discussed potential dates and times to attend a regional executive committee meeting with the North Central Coast region. Proposed dates for March, the week of March 20, 2023, or March 27, 2023, coordination with the other boards proposing a Tuesday or Thursday.
- E. **Regional and Local Plan Update**: Staff provided an update on the listening sessions held on February 7, 2023, for the regional and local workforce plans that are due on March 31, 2023. Gave date deadlines to have draft completed by February 24, 2023, needs to be available for 30-day comment period.
- F. **Committee Updates**: Committee List for FY 22/23.
1. **Executive Committee**: Committee members need to schedule a meeting to discuss next year's retreat and the strategic goals, proposed a separate meeting with more time to discuss topics.
 2. **Business Services Committee (BSC)**: Staff or committee members provided an update on scheduling a meeting to discuss strategic goals. Meeting scheduled for February 16, 2023, and full report next board meeting.
 3. **Youth Committee**: The next WDB Youth Committee meeting was scheduled for February 14, 2023 at 4pm. Committee member provided an update on currently there is no funding available for a current Summer Youth Program and will be pursuing funds for Summer Youth Employment Program for next summer.
 4. **Membership Committee**: Committee members provided an update on recent recruitment efforts. Committee members have a scheduled meeting for February 21, 2023, at 9 AM to discuss recruitment plan.
- G. **Request to add in item: Youth Request for Proposal**: Staff provided a memo regarding a timeline of submittal and the intent for qualified contractors to solicit proposals from to provide WIOA Youth Related Services. *M/S/C To accept this item as an action item: Karen Para/Lupe Rubalcava 2nd M/S/C Approval for releasing the RFP: Karen Para/Lupe Rubalcava*

V. **ADDITIONAL INFORMATION:**

- A. **Rock the Mock:** Information was provided for the 4th 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.
- B. **Youth Expo 2023:** Information was provided for the Hollister Downtown Association is hosting Youth Expo on March 4, 2023, Staff will be attending to promote services.

VI. **ADJOURNMENT:** *M/S/C Karen Para/Lizz Sanchez Turner*

Executive Committee next meeting is scheduled for March 14, 2023, at 3pm.



SAN BENITO COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)
Executive Committee Meeting

MINUTES

Tuesday, March 14, 2023 at 3:00 P.M.

I. Welcome, Introductions & Roll Call: Roll call was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

Table with 2 main columns: Representing the Private Sector (PR) and Representing the Public. Includes names and roles of board members and staff.

II. General Information:

A. Public Comment Period: No public comments were received.

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. M/S/C Kendra Bobsin/Lupe Rubalcava

A. Layoff Aversion Services/Rapid Response Report/Business Services Report: Received the report for February 2023. (Enclosed).

B. Labor Market/Unemployment and Economic Summary: The California Unemployment Report for February 2023 has been delayed.

C. Information Notices & Directives: Received most recent Workforce Services Directives WSD22-08-WSD22-09, Information Notices WSIN22-25-WSIN22-30. (Enclosed).

D. Meeting Minutes:

1. Executive Committee: Received February 14, 2023, Ex Committee meeting minutes were approved as presented.

2. Full WDB: Received the January 10, 2023, full WDB meeting minutes are enclosed for board information.

IV. REGULAR AGENDA/ACTION ITEMS:

A. Board Membership: Any applications received will be reviewed for appointment to the board. The current vacancies are: (1) Private Sector Representatives: (1) Small Business and Public Sector Representatives: (1) Labor Organizations; (1) Department of Rehabilitation.

a. Term Expiration(s): None at this moment. Richard Bianchi's membership renewal is going



before the Board of Supervisors (BOS) on March 28, 2023. Kendra Bobsin's term is due to expire in May and will be included on the April full WDB meeting agenda for reappointment.

- B. **Local Area Subsequent Designation and Local Board Certification**: An update was provided on the Local Area Subsequent Designation and Local Board Recertification. The application for board recertification is due on April 14, 2023.
- C. **Regional and Local Plan Update**: Staff reported on the regional and local workforce plans that are due on March 31, 2023. There will be a 30-day public comment period. Enclosed is the link to locate the local and regional plans (<https://sbcjobs.org/wdb-board-function-and-local-plan/>) request Board's *M/S/C Lupe Rubalcava/Kendra Bobsin*.
- D. **On the Job Training (OJT) Waiver**: Staff explained the OJT waiver for next fiscal year and enclosed a summary memo for board review and approval. After discussion the Ex Committee approved the OJT Waiver. *M/S/C Kendra Bobsin / Lizz Sánchez Turner*.
- E. **Performance Guidance**: The Ex-Committee reviewed the policy on the Performance Guidance and approved the policy for Workforce Innovation and Opportunity Act Performance Guidance per the enclosed summary memo. This policy is in accordance with Workforce Services Directive Performance Guidance WSDD22-01 dated July 18, 2022. *M/S/C Kendra Bobsin/Lupe Rubalcava*.
- F. **Regional Executive Committee Meeting**: For board information, the North Central Coast Region Executive Committee meeting is scheduled for Monday, March 20 from 10:30-12 p.m. Discussed were topics, if any, to add to the agenda. One item for discussion is: The Governor's Office of Business and Economic Development (GO-Biz) serves as the State of California's leader for job growth, economic development, and business assistance efforts. <https://business.ca.gov/about/go-biz-team/>
- G. **Request for Proposal for Youth Services**: Staff provided an update on the request for proposal for Youth Services to qualified contractors to solicit proposals to provide WIOA Youth Related Services. After review and discussion the Ex Committee approved the RFP to be released. *M/S/C Kendra Bobsin/Lupe Rubalcava*.
- H. **Committee Updates**: Receive updated Roster and Committee for FY 22/23 is enclosed.
 - 1. **Executive Committee**: Committee members decided to schedule a meeting to discuss next year's retreat and the strategic goals at 2pm just prior to the May 9, 2023 Ex Committee meeting.
 - 2. **Business Services Committee (BSC)**: An update was provided by staff and committee members shared on the meeting held on February 16, 2023 to discuss strategic goals. Goals will be shared at the next meeting.
 - 3. **Youth Committee**: The committee members met on February 14, 2023 to discuss seeking funding for a summer youth program. Nelson Leonor is researching Temporary Aid to Needy Families (TANF) funding which is what other counties use to support youth employment opportunities. Also discussed was possible CWA funding, CA Pathway Program and 1-12 Support Funding. Staff and Youth Committee members are also participating in the "Rock the Mock" employment event at the high school and the Youth Expo sponsored by the Hollister Downtown Association.
 - 4. **Membership Committee**: Committee met on February 28th and discussed recruitment efforts. There is a need for Ag Representatives, As stated under Board Membership: (1) Private Sector Representatives: (1) Small Business and Public Sector Representatives: (1) Labor Organizations; (1) Department of Rehabilitation. Lizz Sánchez Turner and Richard Bianchi have some leads and are reaching out.
- V. **ADDITIONAL INFORMATION**: Thanked all of the staff for their hard work and endless support.
- VI. **ADJOURNMENT**: Full WDB meeting is scheduled for April 11, 2023 at 3 PM. Adjourned at 4:08 P.M. *M/S/C Kendra Bobsin/ Lupe Rubalcava*.



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SAN BENITO COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) Full Board Meeting

MINUTES

Tuesday, April 11, 2023 at 3:00 P.M.

- I. Welcome, Introductions & Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> U=Unexcused							
Representing the Private Sector (PR)				Representing the Public			
<input checked="" type="checkbox"/>	Bianchi, Richard, <i>Chair/</i>	ex	Para, Karen, <i>Secretary</i> <i>Lizz Turner (Alt)</i>	ex	Bobsin, Kendra, <i>Treasurer</i> <i>Nancy Barocio (Alt)</i>	<input checked="" type="checkbox"/>	Leonor, Nelson <i>James Dion (Alt)</i>
<input checked="" type="checkbox"/>	Frowein, Chuck, <i>Vice Chair/</i> <i>Joanne Kim (Alt)</i>	<input checked="" type="checkbox"/>	Sanchez-Turner, <i>Lizz/Karen Para (Alt)</i>	<input checked="" type="checkbox"/>	Sweeney, Susan <i>Annette Gutierrez (Alt)</i>	<input checked="" type="checkbox"/>	Reese, Scott <i>Frank Austin (Alt)</i>
<input checked="" type="checkbox"/>	Fernandez, Rosa <i>Patricia Fernandez (Alt)</i>	<input checked="" type="checkbox"/>	Giancola, Shelley <i>Susan Slater (Alt)</i>	<input checked="" type="checkbox"/>	Rosa, Omar <i>Jennifer Dias (Alt)</i>	<input checked="" type="checkbox"/>	Rubalcava, Lupe <i>Beverly Sunshine (Alt)</i>
<input checked="" type="checkbox"/>	Guevara, Irene <i>Renee Nations (Alt)</i>	<input checked="" type="checkbox"/>	Winkler, Nick <i>Gabe Ramirez (Alt)</i>				
Staff: Andi Anderson, Ruby Soto, Sylvia Jacquez, Enrique Arreola							
Guests: B. Vivian Estrada, Nicolle Stone, Gabriella Rincon, Maria Alcantar, Kim O'Connor							

II. General Information:

- A. **Public Comment Period:** No public comment received.
- B. **Success Stories:** Staff introduced two individuals who had participated in the WEP program, Kathy Rincon and Maria Alcantar. Nelson Leonor thanked the guests for sharing their very personal stories.
1. **Kathy Rincon:** I came into the AJCC after recently getting clean from drugs. The program placed me at the Homeless Shelter, and I was offered a position 3 months later and have now been working there for 1 year. very thankful for my counselor, Juanita, and all the help she provided me.
 2. **Maria Alcantar:** The reason I applied for WIOA was for personal reasons. I had good jobs in the past and dealt with my own struggles and wanted the program to challenge myself. I really appreciated my counselors, Juanita and Sandra, and their encouragement in pushing and guiding me through the process. I started as an Office Assistant at Community Services and Workforce Development (CSWD) and am now an Executive Secretary for HHSA.

- 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.



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Motion/Second Concur (M/S/C) Susan Sweeney/Rosa Fernandez.

A. **Meeting Minutes:**

1. **Full WDB:** Received the January 10, 2023, full WDB meeting minutes were **enclosed** for board review and approval. *Approved as presented.*
2. **Executive Committee:** Received February 14, 2023 and March 14, 2023, Draft Ex Committee meeting minutes board information. (**Enclosed**).
3. **Youth Committee:** Received July 12, 2022 and November 8, 2022, meeting minutes board information.

B. **Fiscal Report:** The WIOA expenditure report through February, 2023 is **enclosed** for board information

C. **Program Update:** Received the program report for April, 2023. (**Enclosed**).

D. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** Received the report for April, 2023. (**Enclosed**).

E. **Labor Market/Unemployment and Economic Summary:** The Labor Force and Industry Employment Estimates scheduled for released, March 10, 2023 were be delayed due to technical issues and there is no estimated time of release.

F. **Information Notices & Directives:** Received most recent Workforce Services Directives [WSD22-10](#), Information Notices [WSIN22-31-WSIN22-35](#). (**Enclosed**).

G. **Regional and Local Plan Update:** Received the plans which were submitted to the state on March 31, 2023. To view the plan visit: <https://sbcjobs.org/wdb-board-function-and-local-plan/>

IV. **REGULAR AGENDA/ACTION ITEMS:**

A. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: (1) Private Sector Representatives: (1) Small Business and Public Sector Representatives: (1) Labor Organizations; (1) Department of Rehabilitation.

1. **Term Expiration(s):** Kendra Bobsin's term is due to expire on May 12, 2023. Request board approval for the reappointment of Kendra Bobsin for another 3-year term. After discussion the full WDB approved the reappointment of Kendra Bobsin and her application will be forwarded to the Board of Supervisors (BOS) for reappointment to the full WDB. *M/S/C Lizz Sánchez Turner/ Nelson Leonor.*

2. **Applications Received:** An application was received from Kim O'Connor for the vacancy of Private Sector. Kim stated that she worked in the school system for many years and now sells real estate. After discussion and review, the full WDB approved the application of Kim O'Connor and will forward her application to the BOS for appointment to the full WDB. *M/S/C Lizz Sánchez Turner/Lupe Rubalcava.*

3. **Applications Received:** An application was received from Sorath Hangse, the Regional Director with the Department of Rehabilitation, a mandatory position for the Public Sector. After discussion and review the full WDB approved the application of Sorath Hangse and will forward his application to the BOS for appointment to the full WDB. *M/S/C Lizz Sánchez Turner/Lupe Rubalcava*

B. **Local Area Subsequent Designation and Local Board Certification:** Requested the review and approval of the application for board re-certification due to the State on April 14, 2023 and authorized the WDB Chair to sign. A motion was made to approve the re-certification and

signature of the WDB Chair and to be forwarded to the BOS for ratification at their April 25, 2023 meeting. *M/S/C Susan Sweeney/Irene Guevara.*

- C. **On-the-Job (OJT) Training Waiver application:** The full WDB reviewed and approved the OJT application due to the State on April 14, 2023. OJT was explained by the staff. Question on where funds come from and staff shared how many hours are allowed *M/S/C Omar Rosa/Lizz Sánchez Turner.*
- D. **CWA WORKCON 2023:** Requested board approval for 1-2 staff/board members to attend the CWA WORKCON scheduled for May 31- June 2, 2023, at the Westin San Diego Gaslamp Quarter. Early Bird Rate of \$749 CWA Member price ends April 14, 2023. After discussion, the full WDB approved the request to send 1-2 staff to the CWA conference. *M/S/C Lupe Rubalcava/Nelson Leonor.*
- E. **Regional Executive Committee Meeting:** Received an update from staff and board members on the North Central Coast Region Executive Committee meeting held on March 20 from 10:30-12 P.M. Nelson Leonor stated it was his first time attending and it was interesting to see what is happening within the region. Lizz Sánchez Turner stated that it a good practice to participate and to see how other agencies do things. It also helps to problem solve. Another discussion was held on how we can expand partnerships and funds within the region. Also discussed was incorporating regional and state organizations initiatives at the State and Federal level. Discuss was utilizing the Go-Biz Team: <https://business.ca.gov/about/go-biz-team/>, which is the Governor’s Office of Business and Economic Development and serves as the State of California’s leader for job growth, economic development, and business assistance efforts. Gavilan College also has funding available for the region. There is also the Prison to Employment (P2E) funding for up to 22 individuals who are in the justice system.
- F. **Request for Proposal (RFP) for Youth Services:** Received an update from staff on the request for proposal for Youth Services which was released on Tuesday, March 21, 2023. Staff stated that no one attended the Pre-Bidders Conference scheduled for March 29, 2023 at 9 A.M. Deadline for submitting proposals is April 17, 2023.
- G. **Committee Updates:** Received updated Roster and Committee for FY 22/23 was enclosed.
 - 4. **Executive Committee:** Members have scheduled a meeting for May 9, 2023 at 2 P.M. to discuss next year’s retreat and the strategic goals.
 - 5. **Business Services Committee (BSC):** The BSC held a meeting on February 16, 2023 and will provide an update at the next meeting.
 - 6. **Youth Committee:** The next meeting is scheduled for May 9, 2023 at 4 P.M.
 - 7. **Membership Committee:** Received an update on recent recruitment efforts and thanked Lizz Sánchez Turner for her recent recruits.

V. ADDITIONAL INFORMATION:

- 1. **New Board Member Orientation:** Andi Anderson will be scheduling the orientation for new members and will inform members.
- 2. **WDB Meeting:** Staff stated their desire for these meetings to have value for the WDB and all board members are welcome to provide agenda items, input, and ideas on how to make the meetings more engaging.

VI. ADJOURNMENT: to the next Executive Committee meeting is scheduled for May 9, 2023 at 3:00 P.M. *M/S/C Lupe Rubalcava/Nelson Leonor 3:53 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"/>	
Representing the Private Sector (PR)	
<input type="checkbox"/> Chuck Frowein -V-Chair	<input checked="" type="checkbox"/> Karen Para, Chair
<input checked="" type="checkbox"/> Omar Rosa	<input checked="" type="checkbox"/> Irene Guevara
Representing the Public	
<input checked="" type="checkbox"/> Nelson Leonor, Secretary	<input type="checkbox"/> Judith Munter
<input type="checkbox"/> Clair Grissom/Vanessa Klauer	<input checked="" type="checkbox"/> Heidi Jumper
Staff:	
<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:** 4th 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.***



San Benito County Workforce Development Board

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WDB Business Services Committee Meeting Minutes

Meeting Date: Thursday 2/16/2023 @ 3:30pm (this was a Hybrid Meeting)

Attendees: Karen Para (Via Zoom)
Omar Rosa (Via Zoom)
Nick Winkler (Via Zoom)
Irene Guevara (In person)
Lizz Sanchez Turner (In person)

Staff Attendees: Enrique Arreola-Deputy Director, Ruby Soto- E&T Supervisor

Public Comments: No Public present

Roll Call & Introductions: All members were present.
Roundtable intros & Business Bios.

Discussion:

- Reviewed State of CA Workforce Development Board mandate & website; (supplied printed materials).
- Reviewed WDB Bylaws (specifically in reference to Committees (supplied printed materials)
- Reviewed State of CA EDD Directive re: High Performance Boards (supplied printed materials)
- Discussed Business Sectors for SBC and our region (supplied printed materials)
- Reviewed San Benito County Comprehensive Economic Development Strategy (CEDS) report (supplied printed materials)
- Reviewed WDB Strategic Planning Document (last revised date 3/15/2022) Discussed that we will be working on this document on our next meeting. (supplied printed materials)



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1111 San Felipe Road, Suite 107, Hollister, CA95023
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June 9, 2023

To: Workforce Development Board
From: Lizz Sánchez Turner- Business Services Specialist/Rapid Response Coordinator
Re: Business Services, Layoff Aversion and Rapid Response Activities for May 2023

At the direction of the Workforce Development Board the following are the activities for May 2023:

1) Business Services Engagement:

- Business Recruitments:
 - San Benito Foods – (Business Needs Assessment/Hiring Event Planning)
 - Pacific Scientific/Fortive— (Business Needs Assessment/ Marketing/Branding Support Meeting)
 - Tesla- (Hiring Events- Planning & Marketing)
 - Elevo Learning – (Business Needs Assesment/Marketing Assistance)
 - San Benito County EDC- Workforce Presentation & Tour
 - Summit Interconnect- (Marketing Assistance)
 - Aromas/San Juan School District (Marketing Assistance)
 - Go Kids (Marketing Assistance)
 - George Chiala Farms- (Marketing Assistance)
- Meetings & Training:
 - San Benito County Economic Development Advisory Committee-(BOS. Sotelo & Curro)
 - EconoVue – Training Series-Fine Tune Reports
 - Cal Coastal- SBDC
 - San Benito County Business Council- Monthly
 - Business Services Team Meeting -Monthly
 - Business Advocacy Committee Meeting- Monthly
 - Rapid Response Business Engagement Focus Group-
 - Regional Rapid Response Roundtable-
 - EDC Economic Development Partnership
 - Southern CA Rapid Response Roundtable
 - Economic Vitality Meeting- Monthly
 - Workforce GPS – Various Training Topics
 - Hollister Downtown Association (HDA)- Monthly
 - EDD/Caljobs Training: CRM & Marketing Plans & Training (Various Topics)
 - Central Coast Business Engagement Roundtable
 - HHSA Website Champions- Monthly



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Area Profile for San Benito County, CA

Area Labor Force, Employment and Unemployment Data Table

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for San Benito County, CA in September 2022.

Area	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate
San Benito County	32,700	30,800	1,900	5.8%
California	19,307,900	18,481,800	826,100	4.3%

Source: Labor Market Statistics, Local Area Unemployment Statistics Program

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- **Please See attached U.S. EMPLOYMENT SNAPSHOT**

2) Job Search Assistance & WIOA Workshops

- WIOA Orientations are being held virtually and in-person until the end of the year every Wednesdays and Fridays.
- AJCC continues to serve clients and provide access to computers so they can log in to their EDD and Cal JOBS accounts.
- The AJCC is currently providing Resume writing assistance to all clients that come to our office.
- Monthly Calendars released at the start of the month to display AJCC orientations and workshops.
- Social Media Post 3 or more times a week to promote workshops on Instagram and Facebook.
- Instagram Reels have been created to explain and promote the WIOA Training Programs.

3) Job Fairs:

- i. Currently holding Individual Hiring Events- (onsite in Atrium or Conference Room)
- ii. Countywide Job & Resource Fair Coming September 14, 2023 @ the Vets Memorial Building

4) Success Stories:

- Continuously cultivating new relationships from the contacts made during In-person Business Centric meetings throughout the City and County.
- We had 2 very successful hiring events in May for:
 - i. Tesla
 - ii. San Benito Foods

5) Rapid Response/WARN Events:

- Hazel Hawkins Hospital (HHH) – **on March 14, 2023**, HHH (San Benito County Health Care District) dba Hazel Hawkins Hospital announced to State of CA & County of San Benito served the “**Withdrawal Notice**” of the previously served (Worker Adjustment and Retraining Notification Act of 1988) WARN NOTICE. The district continues to make significant progress in addressing its cashflow issues, and is exercising their right to withdraw the WARN NOTICE and rescind the anticipated closing date of the Hospital and its various departments & divisions.

6) Social Media Insight:

- Highest Reach on Posts: Out of School Youth (Groovy Flyer)
 - i. Post Impressions: 1,175% more reactions Post reach 4004 Post Engagement 13
- Highest Reactions on Posts: Out of School Youth (\$5000 Scholarship Flyer)
 - i. Post Impressions: 2,300% more reactions Post reactions 24

Page Overview

Followers: Facebook **2,097** Instagram **385** Last 28 days

Facebook Page Visits: **1,021 up 55.6%** Instagram Page visits: **57 up 32.6%**

Facebook Post Reach **13,737 up 57.8%** Post Engagement **3,176 up 50%** New followers **23**

Instagram Reach **516** Followers **385 up 91.8%**

(Impressions: The number of times your post was on screen. **Reach:** The number of people who saw any of your posts at least once. Reach is different from **impressions**, which may include multiple views of your posts by the same people.

Post Engagement: The number of reactions, comments, shares and clicks on your posts.)

U.S. Economy Gained 339,000 Jobs In May, 2023

THREE-MONTH CHANGE IN JOB CREATION ¹

	March, 2023	236,000
	April, 2023	253,000
¹	May, 2023	339,000

ONE-MONTH CHANGE IN JOB GROWTH BY INDUSTRY ¹

Industry	People Employed April, 2023	People Employed May, 2023	Gain or Loss
Mining	640,000	643,000	3,000
Construction	7,903,000	7,928,000	25,000
Manufacturing	12,986,000	12,984,000	-2,000
Wholesale	6,050,300	6,051,400	1,100
Retail	15,539,200	15,550,800	11,600
Transportation	6,738,800	6,763,000	24,200
Utilities	555,800	555,900	100
Information	3,093,000	3,084,000	-9,000
Finance	9,120,000	9,130,000	10,000
Professional	22,989,000	23,053,000	64,000
Health	25,157,000	25,254,000	97,000
Leisure	16,548,000	16,596,000	48,000
^{B1} Associations	5,840,000	5,850,000	10,000
Government	22,606,000	22,662,000	56,000
			339,000

MAY, 2023, HIRES BY BUSINESS SIZE ²

Percentage of US new hires

Small Business (1-49 employees)	87%
Mid-Size Business (50-499 employees)	52%
Large Business (500+ employees)	-39%

The U.S. Employment Snapshot

160,721,000 People Were Employed In May, 2023

THREE MONTH CHANGE IN EMPLOYMENT

March, 2023	160,892,000
April, 2023	161,031,000
May, 2023	160,721,000

ONE-MONTH CHANGE IN EMPLOYMENT BY OCCUPATION ¹

Occupation	People Employed April, 2023	People Employed May, 2023	Gain or Loss
Management	28,870,000	30,830,000	1,960,000
Professional	38,782,000	39,557,000	775,000
Services	26,025,000	26,426,000	401,000
Sales	14,477,000	14,202,000	-275,000
Office, administrative	15,957,000	16,002,000	45,000
Farming, fishing, forestry	1,002,000	984,000	-18,000
Construction, extraction	8,514,000	8,437,000	-77,000
Installation, maintenance	4,774,000	4,942,000	168,000
Production	8,281,000	8,024,000	-257,000
Transportation	11,928,000	11,597,000	-331,000

PEOPLE WORKING PART TIME FOR ECONOMIC REASONS ¹

March, 2023	4,102,000
April, 2023	3,903,000
May, 2023	3,739,000

ONE YEAR CHANGE IN HOURS AND WAGES ¹

	May, 2022	May, 2023
Average workweek	34.6	34.3
Average overtime in manufacturing	3.3	3.0
Average hourly wage	\$32.06	\$33.44
Average weekly earnings	\$1,109.28	\$1,146.99

The U.S. Employment Snapshot

6,097,000 People Were Unemployed In May, 2023

THREE MONTH CHANGE IN UNEMPLOYMENT ¹

March, 2023	5,839,000
April, 2023	5,657,000
May, 2023	6,097,000

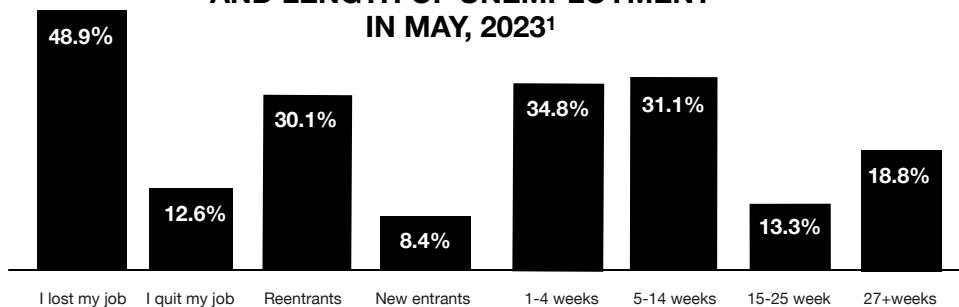
UNEMPLOYMENT RATES IN MAY, 2023 ¹

3.7	3.5	3.3	10.3	3.3	5.6	2.9	4.0	3.9	2.1	1.7
US	Men	Women	Teens	White	Black	Asian	Hispanic	High School Diploma	Bachelor's Degree+	Gulf II Veterans

UNEMPLOYMENT BY OCCUPATION ¹

	People Unemployed In May, 2023	Unemployment Rate
Management	616,000	2.0
Professional	665,000	1.7
Services	1,264,000	4.6
Sales	598,000	4.0
Office, administrative	504,000	3.1
Farming, fishing, forestry	51,000	4.9
Construction, extraction	337,000	3.8
Installation, maintenance, repair	127,000	2.5
Production	341,000	4.1
Transportation, material moving	684,000	5.6

REASON FOR UNEMPLOYMENT AND LENGTH OF UNEMPLOYMENT IN MAY, 2023¹

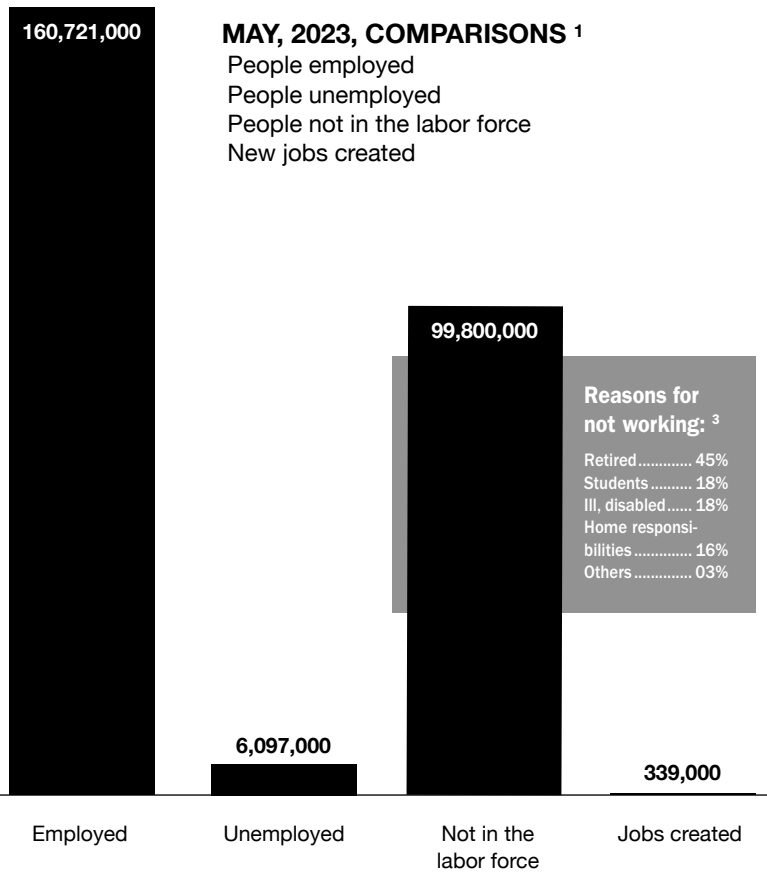


The U.S. Employment Snapshot

99,800,000 People, Age 16 Years And Older, Were Not In The Labor Force In May, 2023

THREE MONTH CHANGE IN THOSE NOT IN THE LABOR FORCE ¹

	March, 2023	99,541,000
	April, 2023	99,755,000
A	May, 2023	99,800,000



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A
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by Harry Dahlstrom | author of *The Job Hunting Handbook* and *Surviving a Layoff*

1. <https://www.bls.gov/news.release/pdf/empsit.pdf>
 2. <https://adpemploymentreport.com>
 3. <https://www.bls.gov/opub/btn/volume-4/people-who-are-not-in-the-labor-force-why-arent-they-working.htm>

Expenditures through APRIL 2023

AA311029 (7/1/2022-6/30/2024)

L/O AVSN 292 & 293 (\$6,872 & 27,300)		\$ 34,172.00
	Exp. \$ thru APR	Unspent Bal.
Program	\$ 34,172.00	\$ -
Total	\$ 34,172.00	\$ -

ADULT 201/2 (37,438) & 202 (167,305)		\$ 204,743.00
	Exp. \$ thru APR	Unspent Bal.
Core Reg	\$ 22,164.00	29%
Intensive	\$ 52,842.00	
Other - Training	\$ 27,193.00	
Supp. Svcs.	\$ 1,934.00	
Other	\$ 24,068.00	
ITA - Training	\$ 19,847.00	
OJT - Training	\$ 37,922.00	
Admin	\$ 7,387.00	
Total	\$ 193,357.00	

WIA YOUTH 301		\$ 212,325.00
	Exp. \$ thru APR	Unspent Bal.
In-School	\$ 15,767.00	
Out of School	\$ 155,610.00	
Youth ITA/SS	\$ 9,649.00	
Youth Out of School/Work Exp.	\$ 3,127.00	
Admin	\$ 20,623.00	
Total	\$ 204,776.00	

D.W. 501/2 (45,756) & (181,779)		\$ 227,535.00
	Exp. \$ thru APR	Unspent Bal.
Core Reg.	\$ 34,744.00	1%
Intensive	\$ 94,860.00	
Other - Training	\$ 40,430.00	
Supp. Svcs.	\$ 166.34	
Other	\$ 13,876.00	
ITA - Training	\$ 2,575.00	
OJT - Training	\$ -	
Admin	\$ 4,060.00	
Total	\$ 190,711.34	

R.R. 540/1 (23,358) & 541 (92,795)		\$ 116,153.00
	Exp. \$ thru APR	Unspent Bal.
Other	\$ 111,343.00	
Total	\$ 111,343.00	\$ 4,810.00

AA211029 (7/1/21-6/30/2023)

L/O AVERSION 292 (5,519) & 293 (23,476)		\$ 28,995.00
	Exp. \$ thru APR	Unspent Bal.
Program	\$ 28,995.00	\$ -
Total	\$ 28,995.00	\$ -

ADULT 201/2 (33,477) & (157,780)		\$ 191,257.00
	Exp. \$ thru APR	Unspent Bal.
Core Reg	\$ 28,506.00	53%
Intensive	\$ 11,229.00	
Other - Training	\$ 25,786.00	
Supp. Svcs.	\$ 1,864.00	
Other	\$ 14,831.00	
ITA - Training	\$ 58,133.00	
OJT - Training	\$ 33,150.00	
Admin	\$ 17,758.00	
Total	\$ 191,257.00	

WIA YOUTH 301		\$ 197,749.00
	Exp. \$ thru APR	Unspent Bal.
In-School	\$ 377.00	12%
Out of School	\$ 148,150.00	
Youth ITA/SS	\$ 5,739.00	
Youth Out of School/Work Exp.	\$ 23,709.00	
Admin	\$ 19,774.00	
Total	\$ 197,749.00	

D.W. 501/2 (42,411) & (180,459)		\$ 222,870.00
	Exp. \$ thru APR	Unspent Bal.
Core Reg	\$ 14,235.00	15%
Intensive	\$ 100,839.00	
Other - Training	\$ 36,915.00	
Supp. Svcs.	\$ 311.00	
Other	\$ 18,742.00	
ITA - Training	\$ 14,526.00	
OJT - Training	\$ 19,410.00	
Admin	\$ 17,892.00	
Total	\$ 222,870.00	

R.R. 540/1 (18,456) & 541 (78,533)		\$ 96,989.00
	Exp. \$ thru APR	Unspent Bal.
Other	\$ 96,989.00	
Total	\$ 96,989.00	\$ -

EXPENSES THROUGH APRIL 2023

**WIOA Budget / Expenditures
FY 2022/2023**

AA311029 (7/1/2022-6/30/2024)		
L/O AVSN 292 & 293 (\$6,872 & 27,300)		\$ 34,172.00
	Exp. \$ thru APR	Unspent Bal.
Program	\$ 34,172.00	\$ -
Total	\$ 34,172.00	\$ -

ADULT 201/2 (37,438) & 202 (167,305)		\$ 204,743.00	
	Exp. \$ thru APR	Unspent Bal.	
Core Reg	\$ 22,164.00	29%	
Intensive	\$ 52,842.00		
Other - Training	\$ 27,193.00		
Supp. Svcs.	\$ 1,934.00		
Other	\$ 24,068.00		
ITA - Training	\$ 19,847.00		
OJT - Training	\$ 37,922.00		
Admin	\$ 7,387.00		
Total	\$ 193,357.00		\$ 11,386.00

WIA YOUTH 301		\$ 212,325.00
	Exp. \$ thru APR	Unspent Bal.
In-School	\$ 15,767.00	
Out of School	\$ 155,610.00	
Youth ITA	\$ 9,649.00	
Youth Out of School	\$ 3,127.00	
Admin	\$ 20,623.00	
Total	\$ 204,776.00	

D.W. 501/2 (45,756) & (181,779)		\$ 227,535.00
	Exp. \$ thru APR	Unspent Bal.
Core Reg	\$ 34,744.00	1%
Intensive	\$ 94,860.00	
Other - Training	\$ 40,430.00	
Supp. Svcs.	\$ 166.34	
Other	\$ 13,876.00	
ITA - Training	\$ 2,575.00	
OJT - Training	\$ -	
Admin	\$ 4,060.00	
Total	\$ 190,711.34	\$ 36,823.66

R.R. 540/1 (17,441) & 541 (86,655)		\$ 116,153.00
	Exp. \$ thru APR	Unspent Bal.
Other	\$ 111,343.00	
Total	\$ 111,343.00	\$ 4,810.00

Allocation		
ADULT 201	\$ 37,438.00	
ADULT 202	\$ 167,305.00	
D.W. 501	\$ 45,756.00	
D.W. 502	\$ 181,779.00	
Subtotal	\$ 432,278.00	
Total Adult/DW	\$ 432,278.00	
YTD Training August 2022	\$ 60,344.00	14%
**SBCWDB is not using Leveraged Resources during PY 2020-21 to meet minimum training requirement		

Allocation		
Youth 301	\$ 212,325.00	
Subtotal	\$ 212,325.00	
10% Admin	\$ 21,232.50	
Total Youth	\$ 191,092.50	
YTD Training August 2022	\$ 3,127.00	2%
**SBCWDB is not using Leveraged Resources during PY 2020-21 to meet minimum training requirement		

EXPENSES THROUGH APRIL 2023

AA211029 (7/1/21-6/30/2023)		
L/O AVERSION 292 (5,519) & 293 (23,476)		\$ 28,995.00
	Exp. \$ thru APR	Unspent Bal.
Program	\$ 28,995.00	\$ -
Total	\$ 28,995.00	\$ -

ADULT 201/2 (33,477) & (157,780)		\$ 191,257.00
	Exp. \$ thru APR	Unspent Bal.
Core Reg	\$ 28,506.00	
Intensive	\$ 11,229.00	
Other - Trainin	\$ 25,786.00	
Supp. Svcs.	\$ 1,864.00	
Other	\$ 14,831.00	
ITA - Training	\$ 58,133.00	
OJT - Training	\$ 33,150.00	
Admin	\$ 17,758.00	
Total	\$ 191,257.00	\$ -

WIA YOUTH 301		\$ 197,749.00
	Exp. \$ thru APR	Unspent Bal.
In-School	\$ 377.00	
Out of School	\$ 148,150.00	
Youth ITA	\$ 5,739.00	
Youth Out of S	\$ 23,709.00	
Admin	\$ 19,774.00	
Total	\$ 197,749.00	\$ -

D.W. 501/2 (42,411) & (180,459)		\$ 222,870.00
	Exp. \$ thru APR	Unspent Bal.
Core Reg	\$ 14,235.00	
Intensive	\$ 100,839.00	
Other - Trainin	\$ 36,915.00	
Supp. Svcs.	\$ 311.00	
Other	\$ 18,742.00	
ITA - Training	\$ 14,526.00	
OJT - Training	\$ 19,410.00	
Admin	\$ 17,892.00	
Total	\$ 222,870.00	\$ -

R.R. 540/1 (18,456) & 541 (78,533)		\$ 96,989.00
	Exp. \$ thru APR	Unspent Bal.
Other	\$ 96,989.00	
Total	\$ 96,989.00	\$ -

Allocation		
ADULT 201	\$ 33,477.00	
ADULT 202	\$ 157,780.00	
D.W. 501	\$ 42,411.00	
D.W. 502	\$ 180,459.00	
Subtotal	\$ 414,127.00	
	\$ -	
Total Adult/DW	\$ 414,127.00	
YTD Training August 2022	\$ 125,219.00	30%
**SBCWDB is not using Leveraged Resources during PY 2021-22 to meet minimum training requirement		

Allocation		
Youth 301	\$ 197,749.00	
Subtotal	\$ 197,749.00	
10% Admin	\$ 19,774.90	
Total Youth	\$ 177,974.10	
YTD Training August 2022	\$ 23,709.00	13%
**SBCWDB is not using Leveraged Resources during PY 2021-22 to meet minimum training requirement		

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MEMORANDUM

June 2023

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): 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 programs 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

WSD22-14	<p>Local Area Subsequent Designation and Local Board Recertification PY 23-25—This policy provides guidance and establishes the procedures regarding subsequent designation of Local Workforce Development Areas (Local Area) and recertification of Local Workforce Development Boards (Local Board) under the Workforce Innovation and Opportunity Act (WIOA) and is effective on the date of issuance. This policy applies to all current Local Areas interested in receiving subsequent designation and all current Local Boards interested in recertification under WIOA. This Directive finalizes Workforce Services Draft Directive Local Area Subsequent Designation and Local Board Recertification PY 23-25 (WSDD-245), issued for comment on March 13, 2023. The Workforce Development Community submitted five comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 2. This policy supersedes Workforce Services Directive Local Area Subsequent Designation and Local Board Recertification (WSD20-06), dated February 22, 2021. Retain this Directive until further notice. WIOA Sections 106 and 107 provide criteria for subsequent designation of Local Areas and recertification of Local Boards. Specifically, WIOA Section 106 requires the Governor to designate Local Areas within the state, and WIOA Section 107 requires the Governor to certify one Local Board for each Local Area. According to WIOA Section 106, a Local Area must have performed successfully, sustained fiscal integrity, and engaged in the regional planning process to receive subsequent designation. According to WIOA Section 107, a Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification. The applications for the Local Area subsequent designation and Local Board recertification have been combined into one application. Approved applications will be effective July 1, 2023 – June 30, 2025.</p>
WSD22-13	<p>Selection of AJCC Operators and Career Services Providers—This policy provides the guidance and establishes the procedures regarding the selection of America’s Job Center of CaliforniaSM (AJCC) Operators and Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Career Services Providers. This policy applies to all Local Workforce Development Boards (Local Board) and is effective immediately. This policy contains no state-imposed requirements. This Directive finalizes Workforce Services Draft Directive, Selection of AJCC Operators and Career Services Providers (WSDD-240), issued for comment on December 28, 2022.. The AJCC locations are the core of California’s workforce system. The AJCC Operators and Adult and Dislocated Worker Career Services Providers play a critical role to ensure that AJCCs are serving as all-inclusive access points to education and training programs for a wide range of customers. Local Boards are required to conduct an open and competitive process to select their AJCC Operators (WIOA Section 121[d][2][A]). The Local Board, with the agreement of the Chief Elected Official and the Governor, may provide Adult and Dislocated Worker Career Services, or by awarding contracts. Although not required by statute, Local Boards are encouraged to use a competitive process to select their Adult and Dislocated Worker Career Services Providers, similar to the AJCC Operator, to promote efficiency and effectiveness of these roles by regularly examining performance and costs. All Adult and Dislocated Worker Career Services Providers must be in place and operating in the AJCCs no later than July 1, 2024. If a Local Board wants to provide Adult and Dislocated Worker Career Services, the local CEO must submit the Request for Approval to be an Adult and Dislocated Worker Career Services Provider application (Attachment 2) and the required supporting documentation to the CWDB by March 1, 2024, through the following method: Email CWDBPolicyUnit@cwdb.ca.gov Subject line Career Services Provider Application The local CEO will be notified in writing by June 1, 2024, regarding the status of the request. If approved, the designation will be effective immediately</p>
WSD22-12	<p>WIOA Waiver Guidance—This policy provides the guidance and establishes the procedures regarding the</p>

	<p>implementation and utilization of Workforce Innovation and Opportunity Act (WIOA) waivers approved by the US Department of Labor (DOL). This policy applies to Local Workforce Development Boards (Local Board) and is effective immediately. This policy contains only state-imposed requirements. This Directive finalizes Workforce Services Draft Directive WIOA Waiver Guidance (WSDD-241), issued for comment on February 3, 2023. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 4. This policy supersedes Workforce Services Directive COVID-19 WIOA Waiver Guidance (WSD20- 13) dated June 9, 2021, and Workforce Services Information Notice WIOA Waiver for Out-of-School Youth Expenditure – PY 22-23 (WSIN22-06), dated July 26, 2022. Retain this Directive until further notice. Under WIOA Section 134(c)(3)(H)(i), a Local Board may reimburse the employer up to 50 percent of the wage rate of an OJT participant for the extraordinary costs of providing the training and additional supervision related to the training. This waiver would allow Local Boards to reimburse up to 90 percent of the wage rate of an OJT participant for the extraordinary costs of providing training and additional supervision related to the training if the business has 50 or fewer employees.</p>
<p>WSD22-11</p>	<p>High Performing Boards-This policy provides the guidance and establishes the procedures regarding criteria Local Workforce Development Boards (Local Board) must meet to be certified as a High Performing Board. This policy applies to all Local Boards and is effective immediately. This policy contains all state-imposed requirements. This Directive finalizes Workforce Services Draft Directive High Performing Boards (WSDD-243) issued for comment on February 9, 2023. The Workforce Development Community submitted two comments during the draft comment period. A summary of comments is provided as Attachment 2. This policy supersedes Workforce Services Directive High Performing Boards (WSD19-12), dated April 29, 2020. Retain this Directive until further notice. As outlined under the WIOA Section 107, Local Boards are established by the Governor in each Local Workforce Development Area (Local Area) of the state to carry out specific functions. These functions include developing a Local Plan, carrying out analyses of the economic conditions in the region and other workforce and regional labor market research and analysis, convening local workforce system stakeholders, engaging regional employers, and leading efforts to develop and implement career pathways within the Local Area. According to state law, recertification of High Performing Boards must occur midway through implementing the local and regional plans. State law also directs the Governor and the Legislature, as part of the annual budget process and in consultation with the CWDB, to annually reserve a portion of the WOIA 15 percent discretionary funds for the purpose of providing incentive funds to Local Boards certified as High Performing Boards. For program year (PY) 2021-22, \$100,000 was reserved to be divided equally among all those Local Boards identified as a High Performing Board.</p>
<p>Information Notices: https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm</p>	
<p>WSIN22-49</p>	<p>FOA-ODEP-23-10 Center for Advancing Policy on Employment for Youth - The Office of Disability Employment policy, in collaboration with the US Department of Labor, announces the availability of approximately \$1.5 million from the Center for Advancing Policy Employment for Youth (CAPE-Youth) grant opportunity.</p> <p>The awardee will manage and operate a policy development and technical assistance (TA) center focused on youth and young adults with disabilities, connecting youth and young adults with disabilities to Good Jobs through the development, implementation, and integration of evidence-based effective practices and policies for improving transition outcomes, including those from historically underserved communities. Eligible applicants include the following:</p> <ul style="list-style-type: none"> • Public and state controlled institutions of higher education • Federally recognized Native American tribal governments • Alaska Native and Native Hawaiian Serving Institutions • Asian American Native American Pacific Islander Serving Institutions • Hispanic-serving Institutions • Historically Black Colleges and Universities • Minority Serving Institutions • Tribally Controlled Colleges and Universities <p>The Center will build capacity within and across general and disability-specific youth service delivery systems through the development of policy and TA to improve employment and postsecondary education outcomes for youth with disabilities. The Center’s work will incorporate the following program focus areas to accomplish this goal: Research and Policy Analysis and Development, Strategic Partnerships and Systems Coordination, Career Pathways and Work-Based Learning Experiences, and Professional Development. The Workforce Support Notice of Funding Opportunity (NOFO) was released on May 17, 2023. Applications must be submitted by no later than July 12, 2023.</p> <p>For more information about this grant opportunity, visit the Grants.gov website to review the complete Funding Opportunity Announcement, including eligibility requirements and instructions for submitting an application. For other questions, email Hill.Andrea@dol.gov.</p>

WSIN22-48	<p>FOA-SHTG-23-01 Susan Harwood Training Program – Grant Opportunity - The US Department of Labor's Occupational Safety and Health Administration (OSHA) announces the availability of \$12,787,000 funding for the Susan Harwood Training Grant Program. The grant helps expand Good Jobs for American workers by providing disadvantaged, underserved, low-income, or other hard-to-reach, at-risk workers hazard awareness, avoidance, and control training to protect them from on-the-job hazards, and to inform workers of their rights and employers of their responsibilities under the Occupational Safety and Health Act. This funding opportunity prioritizes investment and funding to train workers and employers impacted by working in high-hazard industries, industries with high fatality rates, or whose workforce has historically had disadvantaged access to occupational safety and health training (including young workers, temporary, minority, low literacy, limited-English speaking, and other disadvantaged and hard-to-reach workers and worker communities). The lead applicant will be responsible for most of the program activities. The grant seeks to increase access to life-saving training by encouraging grantees to provide the training in other languages.</p> <p>The program is designed to support and enable nonprofit organizations to serve in providing this important occupational safety and health training to disadvantaged workers. These nonprofit organizations include qualifying labor unions, community-based, faith-based, grassroots organizations, employer associations, Native American tribes, tribal organizations, Alaska Native entities, Native Hawaiian organizations, and native-controlled organizations that are not an agency of a state or local government, and public/state-controlled institutions of higher education. The program provides education and training on advancement of workers' workplace rights and protections against discrimination and reprisal. The Notice of Funding Opportunity has been released, and applications must be submitted through Grants.gov before the deadline of July 7, 2023.</p> <p>For more information about this grant opportunity, visit the Grants.gov website to review the complete Funding Opportunity Announcement, including eligibility requirements and instructions for submitting an application. For other questions, email HarwoodGrants@dol.gov.</p>
WSIN22-47	<p>Firefighter Joint Apprenticeship Grant Programs SFP – PY 22-23 - The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$4 million from the State of California General Fund for the Firefighter Joint Apprenticeship Program Year (PY) 2022-2023 Solicitation for Proposal (SFP). The goal of this grant is to support the transition of graduates from the Emergency Medical Services (EMS) Corp and other training programs, in addition to recruiting individuals from underrepresented groups, into more advanced occupations, through the use of apprenticeships and pre-apprenticeships. The grant supports the preliminary research and planning, development, and the implementation of training programs developed in coordination with and approved by the California Firefighter Joint Apprenticeship Committee (Cal-JAC). Eligible applicants are public and private non-profit organizations, Local Workforce Development Areas, education and training providers, tribal organizations, faith-based organizations, and community-based organizations. Individuals are not eligible to apply.</p> <p>Proposals must be received by 3 p.m. on Thursday, July 6, 2023. An informational webinar will be held on Tuesday, June 20, 2023, at 10 a.m. Pre-registration is required for all participants by Monday, June 19, 2023. The EDD encourages applicants to submit a Notice of Intent to apply by June 30, 2023, at noon to WSBSFP1@edd.ca.gov. To view this SFP, visit the Workforce Development Solicitations for Proposals webpage.</p>
WSIN22-46	<p>CalJOBS System Upgrade to Version 22 - The CalJOBSSM system is upgrading to Version 22.0 on June 5, 2023. This version upgrade contains system enhancements helpful to all users of the CalJOBS system. Job seekers, staff, and employers will notice a variety of esthetic changes and a few new capabilities that make CalJOBS easier and more efficient to use.</p>
WSIN22-45	<p>CERF Economic Development Pilot Awards – PY 22-23 - The Employment Development Department (EDD) in collaboration with the Labor and Workforce Development Agency, the Governor's Office of Planning and Research, and the Governor's Office of Business and Economic Development is pleased to announce the award of \$39,348,710.71 for the Economic Development Pilot for PY 22-23 through the Community Economic Resilience Fund (CERF) Program.</p> <p>The Economic Development Pilot will fund a total of 8 projects that emerged from existing regional processes or plans and are ready for implementation. The pilot projects serve as proof of concepts for emerging industries and projects statewide that advance California's climate goals and create high quality jobs. While \$50 million was set aside for pilot projects through the Community Economic Resilience Fund, only \$39 million was awarded due to the strict qualifying criteria. To address the gap in qualifying projects, the CERF Program will provide specific funding for pre-development activities over the next several months.</p> <p>The Awards List is available on the EDD Workforce Development Solicitations for Proposals webpage. The Press Release is available on the Governor's Office News Releases webpage.</p> <p>If you have any questions regarding the Economic Development Pilot grant solicitation, please email WSBCERF@edd.ca.gov.</p>

WSIN22-44	<p>Revised PY 22-23 WIOA Formula Funds- The Department of Labor issued Training and Employment Guidance Letter 11-22, dated March 17, 2023, which revised Program Year (PY) 2022-23 <i>Workforce Innovation and Opportunity Act</i> (WIOA) second round Dislocated Worker formula funds (“advanced” funds). The second round of Dislocated Worker PY 22-23 formula funds have been adjusted for the re-allotment.</p> <p>Attachment 1 reflects the revised total formula PY 22-23 allotments listed by Local Area and formula funding stream. Only the second round of Dislocated Worker funds have increased.</p> <p>Formula Funds</p> <p>The revised federal allotment to California, and the amounts available for formula allocation to the Local Areas are listed below. Attachment 2 reflects the revised total PY 22-23 breakdown of how each of the three funding streams are allocated. Only Dislocated Worker funds have increased.</p>
WSIN22-43	<p>WIOA Formula Allocations – PY 23-24 - The Workforce Innovation and Opportunity Act (WIOA) Title I formula fund allocations for each Local Workforce Development Area (Local Area), for Program Year (PY) 2023-24, have been released. These allocations (Adult, Youth, and Dislocated Worker (DW)) are based on the allotments issued by the U.S. Department of Labor (DOL), to the states per Training and Employment Guidance Letter 15-22, dated April 21, 2023.</p> <p>The WIOA prescribes a specific method to calculate sub-state hold harmless levels for DW Program funds. As a result, there is an alignment in the WIOA hold harmless provisions across the Youth, Adult, and DW programs. These hold harmless provisions were established to help mitigate year-to-year volatility in funding levels. Under the WIOA, hold harmless provisions ensure that each area receives no less than 90 percent of their average percentage share from the two prior years. The local areas that receive more than 100 percent of their average percentage share from the previous two years will be proportionately reduced by the amount of total funding necessary to ensure that all local areas receive at least 90 percent of their average percentage share from the two prior years.</p> <p>Please be aware that this notice is being issued for planning and budgeting purposes only because the state has not yet received the federal Notice of Award (NOA) for any of the funding streams. Once the NOA has been received, Youth allocations will be released to Local Areas immediately. Youth allotments to the states will be issued in one sum with an effective date of April 1, 2023, under the grant code 301. The Adult and DW allocations will be released as soon as we receive federal and state spending authority for these funds. The allotment to California and the amounts available for the formula allocation to the local areas are listed below. Attachment 1 reflects the total amount local areas will receive for each of the funding streams during the PY 23-24. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams are allocated.</p>
WSIN22-42	<p>HIRE Initiative – Request for Applications- The California Workforce Development Board (CWDB) is pleased to announce the Helping Justice-Involved Reenter Employment (HIRE) initiative, a new funding opportunity for community-based organizations and other non-profit organizations.</p> <p>The goal of this initiative is to increase employment opportunities and job mobility for California’s reentry population. The HIRE initiative will provide funding for training, reskilling and upskilling, and supportive services for justice-involved individuals in California. Request for Applications will be available on the HIRE webpage on May 15, 2023. Applications must be submitted through the Cal E-Grants portal. Applications received after the posted due date will not be considered. Visit the HIRE webpage for more detailed information about the initiative, grant application process, timeline, deadlines, available funding, and other requirements. Additional grant information can be found on the HIRE Request for Applications. For questions about this initiative, contact the CWDB Solicitations team at Solicitations@CWDB.ca.gov. Please use “HIRE” in the email subject line.</p>

<p>WSIN22-41</p>	<p>CalJOBS Modernization Project- The Employment Development Department (EDD) launched the CalJOBSSM Modernization Project in 2021 and is currently in the planning process for a new CalJOBS service contract. The following information provides an update to the information previously provided in Workforce Services Information Notice 21-17. CalJOBS currently uses an integrated web-based portal for labor exchange, case management, and subgrant administration to support California’s workforce programs. These programs include the <i>Workforce Innovation and Opportunity Act</i> Title IB and Title III <i>Wagner-Peyser</i>, and other federal and state workforce-related programs. CalJOBS is California’s recognized “system of record” for participant tracking, and federal and state reporting for many of these programs. The goal of the CalJOBS Modernization Project is to make CalJOBS more user-friendly for all stakeholders, more customizable to the department’s needs, include robust reporting features, and better facilitate the administration and reporting requirements for state and federal programs. To execute the planning and implementation of a new contract, the EDD must complete the required four stages of the California Department of Technology’s (CDT) project approval process, known as the Project Approval Lifecycle (PAL). The PAL provides an in-depth analysis of the CalJOBS business requirements while ensuring clear objectives, costs, schedules, and compliance with state policies. Each stage requires the CDT’s review and approval.</p> <p>Project Approval Lifecycle</p> <table border="1"> <thead> <tr> <th data-bbox="329 619 1015 651">Stage</th> <th data-bbox="1015 619 1485 651">Estimated Completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="329 651 1015 682">Stage 1: Business Analysis</td> <td data-bbox="1015 651 1485 682">Fall 2021 (Completed)</td> </tr> <tr> <td data-bbox="329 682 1015 714">Stage 2: Alternatives Analysis</td> <td data-bbox="1015 682 1485 714">Winter 2024</td> </tr> <tr> <td data-bbox="329 714 1015 745">Stage 3: Solution Development</td> <td data-bbox="1015 714 1485 745">Fall 2024</td> </tr> <tr> <td data-bbox="329 745 1015 777">Stage 4: Project Readiness and Approval</td> <td data-bbox="1015 745 1485 777">Spring 2025</td> </tr> </tbody> </table> <p>Upon completion and approval of all four PAL stages, the EDD will transition from planning to execution of the project. The estimated project start date is spring 2025. For more information about this project, contact the CalJOBS Project Unit at CalJOBSProject@edd.ca.gov</p>	Stage	Estimated Completion	Stage 1: Business Analysis	Fall 2021 (Completed)	Stage 2: Alternatives Analysis	Winter 2024	Stage 3: Solution Development	Fall 2024	Stage 4: Project Readiness and Approval	Spring 2025
Stage	Estimated Completion										
Stage 1: Business Analysis	Fall 2021 (Completed)										
Stage 2: Alternatives Analysis	Winter 2024										
Stage 3: Solution Development	Fall 2024										
Stage 4: Project Readiness and Approval	Spring 2025										
<p>WSIN22-40</p>	<p>RESEA Collaborative Redesign Technical Assistance SFP – PY 23-24- The Employment Development Department (EDD), in coordination with California Labor and Workforce Development Agency, announces the availability of up to \$1 million from the Reemployment Services and Eligibility Assessment (RESEA) Grant for the RESEA Collaborative Redesign Technical Assistance (CRTA) Program Year (PY) 2023-24. The RESEA CRTA grant intends to fund an organization with the expertise to drive innovation and system change in the RESEA program and foster learning for continuous improvement, successful outcomes, and profound program impact. The purpose of the RESEA CRTA PY 23-24 initiative is to increase equity and employment opportunities for underserved populations by providing TA services to the RESEA CRTA PY 23-24 program awardees that will drive innovations and systems change. The TA provider will assist program awardees with the continued development and refinement of projects that accelerate employment strategies for those populations targeted by the grant experiencing significant barriers to employment. These funds will create communities of practice and provide continuous support to address project challenges and improvements for project success. Eligible applicants must be organizations that possess the capacity, relationships, and expertise to deliver TA services statewide. Proposals will be accepted from non-profit organizations, foundations, and philanthropies; education and training providers; institutions of higher education or consortium of institutions of higher education; community-based organizations; business-related non-profit organizations; labor organizations; and workforce intermediaries. Proposals must be received by 3 p.m. on June 5, 2023. An informational webinar will be held on May 23, 2023, at 10 a.m. PT. Pre-registration is required. Please register through the Webinar Registration page by May 23, 2023 by 9.am PT. The EDD encourages applicants to submit a Notice of Intent to apply by May 30, 2023, at 12 noon to WSBSFP3@edd.ca.gov. To view this SFP, visit the EDD Workforce Development Solicitations for Proposals webpage.</p>										

WSIN22-39	<p>ESE Technical Assistance Grant Programs SFP – PY 22-23–The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), announces the availability of up to \$1.4 million from the <i>Workforce Innovation and Opportunity Act</i> (WIOA) Governor’s Discretionary Fund for the Employment Social Enterprise (ESE) Technical Assistance (TA) funding opportunity for Program Year 2022-23 (PY 22-23). The ESE TA awardee will be responsible for providing meaningful technical assistance to ESE PY 22-23 program awardees as they plan and implement social enterprise projects that accelerate outcomes for underserved populations facing significant barriers to employment. The TA awardee will provide individualized assistance based on each program awardee’s project focus, the unique barriers of the target populations being served, and the industry sectors and geographic regions involved. These efforts should support Social Enterprise intervention strategies that provide work-based learning, work experience, and the supportive services necessary to help improve employment outcomes. The ESE program will provide support to California’s most vulnerable populations, transitioning participants into the workforce by placing them into supported employment settings that allow them to earn wages while improving their job skills and building work experience. Applicants must be organizations with the capacity, relationships, and expertise to deliver the necessary TA services statewide, including public workforce development agencies, human service or social service agencies, community-based organizations, business-related non-profit organizations, non-profit or for-profit social benefit corporations, labor organizations, workforce intermediaries, and organizations with operational components similar to those currently associated with the Social Enterprise model. Individuals are not eligible to apply. Proposals must be received by 3 p.m. on May 15, 2023. An informational webinar will be held on April 25, 2023, at 10 a.m. PT. Pre-registration is required. Please register through the Webinar Registration page by April 25, 2023 by 9.am PT. The EDD encourages applicants to submit a Notice of Intent to apply by May 2, 2023, at 12 noon to WSBGrants@edd.ca.gov. To view this SFP, visit the EDD Workforce Development Solicitations for Proposals webpage.</p>
WSIN22-38	<p>Treatment, Recovery, and Workforce Support – Grant Application Opportunity- The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT) announces the availability of approximately \$1.9 million from the <i>SUPPORT for Patients and Communities Act</i> (Public Law 115-271) for the Treatment, Recovery, and Workforce Support Grant program. The Workforce Support program will fund evidence-based projects that provide much-needed assistance to individuals in either substance use disorder (SUD) or co-occurring disorder (COD) treatment and recovery, helping them to live independently and participate in the workforce. This program requires recipients to coordinate among state workforce development boards, local workforce development boards, state agencies responsible for a workforce investment activity, Indian Tribes, Tribal organizations, and state agencies responsible for carrying out SUD or COD prevention and treatment programs. Eligible applicants include: state or local development boards, government agencies, tribal entities, education organizations, and non-profit organizations. Award recipients will be expected to ascertain gaps in the workforce and coordinate statewide employment and training activities for participants enrolled in their program with SUD in treatment and recovery. The Workforce Support Notice of Funding Opportunity (NOFO) was released on March 28, 2023. Applications must be submitted by no later than May 30, 2023. For more information about this grant opportunity, visit the SAMHSA website to review the complete description of funds available, eligibility requirements, and links to the grant application. For other questions, email FOACSAT@samhsa.hhs.gov.</p>
WSIN22-37	<p>PY 2021 Performance Scores–s described in Training and Employment Notice (TEN) No. 14-21, <i>Workforce Innovation and Opportunity Act (WIOA) Core Program Performance Accountability Assessment</i>, the Department of Labor (DOL) evaluated statewide performance scores for Program Year (PY) 2021. As described in <i>Calculating Local Area Performance and Nonperformance</i> (WSD20-02), the state calculated the PY 2021 performance scores for all Local Workforce Development Areas (Local Areas).In alignment with TEN 14-21 and WSD20-02, the DOL is only requiring states to achieve a performance score of 50% or higher for the following performance measures for PY 2021: For additional information and definitions on performance measures, please reference <i>Performance Guidance</i> (WSD22-01).Nonperformance occurs when the performance scores for Employment Rate 2nd Quarter after Exit and/or Median Earnings for a program is below 50%. Local Areas should review their PY 21 performance scores in the attached Adult, Dislocated Worker, and Youth Performance Scores documents. Nonperformance outcomes may lead to sanctions for the Local Area. Please review WSD20-02 for more information about how sanctions will be applied when Local Areas are nonperforming. If you have any questions, please contact the Program Reporting and Analysis Unit at WSBManagePerformance@edd.ca.gov.</p>

[WSIN22-36](#)

EMS Intermediary Grant Programs SFP – PY 22-23–The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), is pleased to announce the award of \$7,934,375 from the State of California General Fund for the Emergency Medical Services (EMS) Intermediary Program Year 2022-23 Solicitation for Proposal (SFP). These funds will support the preliminary research and planning, development, and implementation of pilot EMS training programs. The awarded organization will facilitate the development, implementation, and operations of emergency medical technician (EMT) recruitment and training programs across the State of California. The EMS Intermediary will accelerate the development of workforce development resources to populations throughout California that have historically faced significant barriers to employment and community services. This SFP and the forthcoming Targeted EMS Corps program SFP aims to create innovative and accessible opportunities to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce with improved diversity and higher wages. These programs will increase the number of qualified EMTs in local healthcare economies, which will place participants in good quality jobs and careers, as well as strengthen the healthcare system against future potential public health catastrophes. The EDD expects the performance period to be between 48 – 54 months. Information about the awardee and descriptions of their project is available on the EDD Workforce Development Solicitation for Proposals webpage. If you have questions regarding the EMS Intermediary solicitation, please email WSBSFP1@edd.ca.gov.



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

5/01/2023

Date

PY 2021 Performance Scores
Workforce Information Notice 22-37
Issued: April 4, 2023

Workforce Innovation and Opportunity Act (WIOA) Core Program Performance Accountability Assessment, the Department of Labor (DOL) evaluated statewide performance scores for Program Year (PY) 2021. As described in Calculating Local Area Performance and Nonperformance (WSD20-02), the state calculated the PY 2021 performance scores for all Local Workforce Development Areas (Local Areas).

In alignment with TEN 14-21 and WSD20-02, the DOL is only requiring states to achieve a performance score of 50% or higher for the following performance measures for PY 2021:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

California's PY 2021 Final Performance Score

Program	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
Adult	77.2%	85.1%	\$5,863	132.8%
Dislocated Worker	76.8%	84.8%	\$7,406	121.1%
Youth	65.2%	111.7%	\$3,039	161.5%

San Benito Performance Scores

Program	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
Adult	91.2%	92.3%	\$5,814	167.5%
Dislocated Worker	85.7%	77.8%	\$7,060	114.5%
Youth	105.6%	82.1%	\$5,132	154.9%



ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.
TTY access call: (831) 637-3265



San Benito County Workforce Development Board

GRANT UPDATES
REGIONAL EQUITY & RECOVERY PARTNERSHIP
PRISON TO EMPLOYMENT 2.0
MAY 5, 2023



1

Regional Equity & Recovery Partnership (RERP)

PERP 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.



2

Regional Equity & Recovery Partnership (RERP)

- North Central Coast Region received funding in the amount of \$1,150,000
- Workforce Boards Include Monterey, Santa Cruz, and San Benito County with Monterey County as the lead applicant.
- Term: March 7, 2023 – October 31, 2025.



3

Regional Equity & Recovery Partnership (RERP)

RERP Amounts Allocated to WDBs:	MCWDB	SCCWDB	SCCWDB	TOTALS
Case Management @ \$3,500 ea.	\$ 171,500	\$ 171,500	\$ 80,500	\$ 423,500
Training@ \$4,500 ea.	\$ 189,000	\$ 144,000	\$ 72,000	\$ 405,000
Supportive Services	\$ 6,400	\$ 6,400	\$ 3,200	\$ 16,000
Certifications	\$ 18,665	\$ 14,000	\$ 7,335	\$ 40,000
Administration Funds	\$ 97,365	\$ 12,000	\$ 5,635	\$ 115,000
Subtotals	\$ 482,930	\$ 347,900	\$ 168,670	\$ 999,500
Staff Travel	\$ 1,500			\$ 1,500
Regional Meetings	\$ 4,500			\$ 4,500
Regional Organizer	\$ 64,500			\$ 64,500
RERP Admin. Amount to be Allocated to North Central Coast Region Community Colleges	\$ 80,000			\$ 80,000
Total RERP Allocations	\$ 633,430	\$ 347,900	\$168,670	\$ 1,150,000



4

Regional Equity & Recovery Partnership (RERP)

RERP WDB Participant Goals:	MCWDB	SCCWDB	SBCWDB	TOTALS
Numbers to be Enrolled	49	49	23	121
Numbers to be Trained	42	32	16	90

RERP Community College Administrative Services Allocations	Numbers to be Trained	Admin. \$
Hartnell College	10	\$20,000
Monterey Peninsula College	32	\$20,000
Cabrillo College	32	\$20,000
Gavilan College	16	\$20,000
Totals	90	\$80,000

America's Job Center of California



5

Regional Equity & Recovery Partnership (RERP)

RERP WDB Participant Goals:	MCWDB	SCCWDB	SBCWDB	TOTALS
Numbers to be Enrolled	49	49	23	121
Numbers to be Trained	42	32	16	90

RERP Community College Administrative Services Allocations	Numbers to be Trained	Admin. \$
Hartnell College	10	\$20,000
Monterey Peninsula College	32	\$20,000
Cabrillo College	32	\$20,000
Gavilan College	16	\$20,000
Totals	90	\$80,000

America's Job Center of California



6

Regional Equity & Recovery Partnership (RERP)

San Benito County Workforce Development Board will provide workforce development services in under the RERP grant.

Target Populations:

1. English Language Learners
2. Immigrants
3. Justice-Involved Individuals
4. People with Disabilities
5. Veterans
6. Out-of-School Youth
7. Homeless and Housing Insecure
8. First Generation College Students
9. Low-Income Households; and
10. Dislocated Workers



America's Job Center of California

7

Regional Equity & Recovery Partnership (RERP)

RERP Activities include:

- | | | |
|--|--|---|
| Outreach, Assessment Work Experience Supportive Services | Intake, Career Exploration On-the-Job Training Job Placement | co-enrollment in WIOA Job Readiness Career Coaching Follow-up |
|--|--|---|

Site 2 RERP Grant Outcomes	Goal
Individuals Enrolled	23
Individuals Trained	16
Individuals Completing Training	11
Attained Industry Recognized Certificate or Credential	11
Career Advancement – Promotion in Employment (Incumbent Workers)	8
Employment (New Employees)	9
Industry/Sector Employment	5
State-Approved Apprenticeship	1



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Regional Equity & Recovery Partnership (RERP)

Vocational Trainings are being provided by the regional community colleges (Gavilan, Hartnell, Cabrillo, and Monterey Peninsula).

Trainings Include:

- Cyber Security
- Healthcare- Community Health Worker, Medical Assistant
- IT Essentials
- Tech Support Program
- Hospitality- Culinary Arts
- Welding
- Other....



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Prison To Employment (P2E)

The P2E proposal was submitted in December of 2022 with a request of \$650,000 to serve Justice involved individuals.

The State approved an award of \$321,458.27 for the North Central Coast Region:

- Monterey County: \$102,730
- Santa Cruz County: \$77,048
- San Benito County: \$141,680.27

Lead Applicant: San Benito County



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Prison To Employment (P2E)

As a region, will serve 22 justice involved clients:

- Monterey County: 9
- Santa Cruz County: 6
- San Benito County: 7

Contract has not been received at the moment. Once received, the Board of Supervisors will approve it.

Workforce Services will take place after execution of contract



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Questions?



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Articulating Career Pathways



Occupation: Medical Assistant



Project Synopsis

The California Workforce Association, in partnership with the Employment Development Department, conducted a scan of sector partnerships across the State of California. We found that there are over 140 sector partnerships between the 45 Local Workforce Development Boards (LWDBs). Of those 45 LWDBs CWA selected 6 piloted LWDBs based on geography, demography, and Board capacity, to expand the sector partnerships already implemented in the region through components of technical assistance.

CWA and the North Central Coast region, that comprises of Monterey Bay, Santa Cruz, and San Benito counties, identified the career mapping process as a form of technical assistance that would expand occupational opportunity and partnerships in the healthcare sector, specifically the medical assistant occupation.

The demand for medical assistant in North Central Coast region, is high due to an aging population, advancements in healthcare technology, and an increase in chronic illnesses. This leads to a growing need for qualified and skilled medical assistants to help with providing quality care to patients in the region.

The career mapping process, that CWA began early in 2022, consists of researching curriculum in available community colleges, adult schools, and universities within the region, and identifying certificates and degrees that align with in-demand occupations that have been selected by the LWDB. CWA establishes a career map based on work experience and level of education, and vets that curriculum and career map with employers that offer those in-demand occupations. Based on the feedback from the employers, the model is adjusted and discussion around tactics on how we can connect these opportunities to vulnerable populations like English Language Learners, Justice involved individuals, dislocated workers, and youth through outreach and marketing strategies transpires.

The strategies and tactics that we foresee utilizing are career map graphics (see page 5) that reflect the wage, career growth, and educational level of entry, then distributing these career map graphics on platforms like social media, high school career fairs, AJCCs, libraries, local restaurants, essentially any entity that is willing to be a partner to assist in workforce and economic expansion in the region so that the parents, local elected officials, stakeholders, and your clients can envision these occupations as a realistic opportunity in their communities.

Medical Assistant Career Pathway

Program Overview & Competencies

The Medical Assisting program entails a wide variety of instruction in all aspects of a medical office, including hands-on patient care and administrative office procedures. Many medical assistants work in the "back office" where they assist physicians and manage the flow of patients. The ability to also fill administrative positions makes medical assistants especially valuable to a medical office. This is truly a "Jack-of-All-Trades" profession.

Below are the pre-requisites, skills learned, course/unit requirements and program learning outcomes needed to obtain a medical assistant associates degree and/or certification in educational institutions in the North Central Coast region

Pre-Requisites

- 18 years of age
- High School Diploma
- Pass drug/background checks
- Proficient in keyboarding
- MA70-Medical Terminology
- English 1A

Skills Learned

- Systemic Foundations of Medical Language
- Practical use of medical software
- Common medical signs/symptoms
- Medical pathologies
- Practical approach to diagnostic tests and treatments by medical specialty
- Advanced Med Term/Human Body
- Entry and Advanced Clinical Skills
- Medical Assisting Essentials
- Administrative Skills
- Health Care Communications

Course & Unit Requirements - at least 30 units & 180 externship hours

- Pharmacology
- Advanced Medical Terminology
- Medical Law & Ethics
- Phlebotomy
- MEDA (Medical Assisting) 100-140
- Entry to Lab
- Essentials
- Healthcare communication
- Administrative
- CABT

Program Learning Outcomes

- Perform safe, competent, and responsible patient care and medical office procedures within the ethical and legal parameters of a medical assistant.
- Locate, use, and refer to credible professional and technical resources as needed in patient care and day-to-day office business.
- Apply observation, adaptability, critical thinking, and problem-solving techniques to continuously improve patient care, administrative operations, and staff relations in the medical office.
- Succinctly and accurately communicate and follow through with patients and members of the healthcare team using various modalities, including up-to-date computer technology.
- Implement efficient time-management techniques to ensure smooth patient flow in a medical office.

Medical Assistant Career Pathway

Occupations, Industry, & Employers

According to the California Employment Development Department (EDD), the healthcare and social assistance sector is one of the largest industries in the region, accounting for over 18% of total nonfarm employment as of December 2021. EDD also reports that healthcare practitioners and technical occupations, such as registered nurses, physicians, and medical assistants, are among the top occupations in the region.

Employers

Kaiser Permanente	Sutter Health	Dignity Health	Watsonville Community Hospital
Monterey Bay Eye Center	UC Santa Cruz	San Benito Health Foundation	Camino Healthcare
Cypress Healthcare Partners	Pinnacle Healthcare	Community Hospital of Monterey Peninsula	Salinas Valley Memorial Healthcare System

Occupations

Medical Assistant



Administrative Medical Assistant



Patient Care Technician



Pharmacy Technician



Medical Doctor



Medical Assistant Career Pathway

The career pathway below represents a typical career pathway for a Medical Assistant based on their level of education and work experience

