



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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San Benito County Full Workforce Development Board (WDB)

1161 San Felipe Road, Hollister, CA 95023

January 12, 2021 @ 3:00 P.M.

MINUTES

Meeting ID: 978 7998 0043 - Passcode: 392237

One tap mobile

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Dial by your location: +1 669 900 6833 US (San Jose), +1 408 638 0968 US (San Jose)

Quorum Met: Yes <input checked="" 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 checked="" type="checkbox"/>	Giancola, Shelley	<input type="checkbox"/>	Alarid, Kristi	<input checked="" type="checkbox"/>	Lamont, Abraham
<input checked="" type="checkbox"/>	Chavez Wyatt, Kristina	<input checked="" type="checkbox"/>	Para, Karen, Secretary	<input checked="" type="checkbox"/>	Bobsin, Kendra, Treasurer	<input checked="" type="checkbox"/>	Larca, Cynthia
<input checked="" type="checkbox"/>	Frowein, Chuck	<input type="checkbox"/>	Rodriguez, Jose	<input checked="" type="checkbox"/>	Bradford, Duane	<input checked="" type="checkbox"/>	Leonard, Michelle
<input type="checkbox"/>	Giacalone, Joe			<input checked="" type="checkbox"/>	Brown, Randy	<input checked="" type="checkbox"/>	Leonor, Nelson
				<input checked="" type="checkbox"/>	Gonzalez, Al Jr		
Staff: Enrique Arreola, Sylvia Jacquez, Joyce Duque,							
Guests: NChhay							

Co-Chair, Chuck Frowein, called the meeting to order at 3:05 P.M.

I. GENERAL INFORMATION:

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

II. REGULAR AGENDA:

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

B. WDB Director's Comments: WBD Director provided an update on when staff will be able open the AJCC for in-person services. Things are moving forward, and staff are working via zoom to do orientations. AJCC is providing client assessments and general services to the public by appointment only. The SV1 Proposal, a central coast proposal for pre-apprenticeship on pre-construction trades, was submitted. As we receive new developments the board will be informed.

C. Meeting Minutes:

1. Full WDB: The October 13, 2020 full WDB were enclosed and approved as presented. *M/S/C Lamont Adams/ Cindy Larca.*

2. Executive Committee: The November 10, 2020 meeting minutes and were enclosed for board information.

3. Business Services Committee (BSC): November 10, 2020 BSC minutes were enclosed for board information.

4. Youth Committee: The October 13, 2020 Youth Committee meeting minutes were enclosed for board information

III. CONSENT AGENDA: Items as a whole may be voted on. For any item the board wishes



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items. *M/S/C Karen Para/ Kendra Bobsin*

- A. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD20-04](#) and Information Notices [WSIN 20-25 thru 20-37](#) are enclosed.
- B. **Unemployment and Economic Summary:** Enclosed is the Unemployment Report for November 2020.
- C. **Layoff Aversion Services/Rapid Response Report:** Enclosed is the report for December 2020.
- D. **Board Membership:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representatives (3).

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Salary and Bonus Limitations Policy:** Staff reported that it is a requirement by the State that this policy be implemented. After review the WDB approved the Enclosed was the Salary and Bonus Limitation Policy. *M/S/C. Lamont Adams/ Duane Bradford*
- B. **Quality Jobs Definition:** The Executive Committee recommended the definition on Quality Jobs as defined by the board at the last WDB retreat. Enrique commented that there is no regional definition and having this definition is helpful in setting direction in our region. Members asked about the definition of living wage. Staff would need to research. EDD will check with staff as well to help define the living wage. Recommendations were made on how to determine a living wage and review at next meeting with request to modify to include living wage metrics. <https://livingwage.mit.edu/counties/06069> After discussion, the WDB approved the Quality Jobs Definition, pending the definition of the resource for the determination of “living wage” on an annual basis. *M/S/C Kristina Chavez Wyatt/ Michelle Leonard.*
 - **Quality Jobs Definition:** *Quality jobs provide opportunities to transform workers' lives. They provide family-sustaining wages, health benefits, a retirement plan, and advancement opportunities. Quality jobs are stable, safe, and free of discrimination, treating all employees with dignity and respect.*
- C. **Budget Updates:** Due to fiscal issues the 20/21 Budget and Expenditures will be reported at the next full WDB meeting.
- D. **Grant Updates:** Staff may provide an update on current grants.
 1. **SB1 Pre-Apprenticeship.** Goal is to get SBC clients enrolled.
 2. **COVID Impacted:** COVID Impacted funds provide assistance for individuals with housing, utilities, daycare, and telework. As of May 27th served 42, obligated \$20,000. Still have \$7,000 remaining. State granted extension through June 31, 2021. Staff isn't reopening the application process but will assist individuals who originally applied and need to provide follow-up documentation.
- E. **Committee Updates:**
 1. **Ag Committee:** No update.
 2. **Audit Committee:** Staff stated that AJCC did have a fiscal and procurement review. The Review went well and as a result, several previous audit findings will be closed to include inventory and language in our contracts that needed to be included in the appeals process. The auditor was pleased with the Policies and procures and fiscal/ procurement. Staff will be receiving a final report in the next few weeks. One finding that will continue to remain open is board membership. There are 2 private sector vacancies. Staff is hoping the Membership Committee can meet soon to recruit additional members.

3. **Business Services Committee (BSC)**: No update at this time other than staff and BSC will meet with Judith Aldrich to update on the 1-3 year goals and identify next steps to submit to the full WDB at the April meeting.
4. **Youth Committee**: The Youth Committee met prior to this meeting and committee approved a letter of support, discussed membership and staff assisting with guidance on possible members. Also presented their top 5 priorities (enclosed) to the full WDB for review and approval. Memo attached After review the full WDB approved the top 5 priorities. *M/S/C Kristina Chavez Wyatt/Duane Bradford*

V. **ADDITIONAL INFORMATION:**

1. **New regional advisor**: Vivian Estrada, replacing Eileen Rolfing who retired.
2. **City of Hollister**: Updating regional plan and they are soliciting community input.
3. **Manufacturing**: Any manufacturing in the community in need of assistance funding is available through COVID.

VI. **ADJOURNMENT:** *M/S/C Karen Pare/Kendra Bobsin 3:39 P.M.*

The next Executive Committee meeting: February 9, 2021 at 3 P.M.