



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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San Benito County Workforce Development Board (WDB)

H.O.M.E. Resource Center, 1161 San Felipe Road, Conference Room, Hollister, CA 95023

January 14, 2020 @ 3:00 P.M.

Full Workforce Development Board

Minutes

FOR THE HEALTH AND SAFETY OF STAFF & GUESTS, ALL MEETINGS ARE FRAGRANCE FREE

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> *=excused u=unexcused							
Representing the Private Sector (PR)			Representing the Public				
<input checked="" type="checkbox"/>	Bianchi, Richard, <i>Chair</i>	<input checked="" type="checkbox"/>	Giancola, Shelley	<input checked="" type="checkbox"/>	Alarid, Kristi	<input checked="" type="checkbox"/>	Gonzalez, Al Jr
*	Chavez Wyatt, Kristina Ex	<input checked="" type="checkbox"/>	Para, Karen, <i>Secretary</i>	<input checked="" type="checkbox"/>	Belton, Tracey-Resigned Cynthia Larca -Pending	<input checked="" type="checkbox"/>	Leonard, Michelle
<input checked="" type="checkbox"/>	Frowein, Chuck	*	Perez, Richard, Sr, <i>V-Chair</i> -Ex	<input checked="" type="checkbox"/>	Bobsin, Kendra, <i>Treasurer</i>	*	Leonor, Nelson-Excused
u	Giacalone, Joe	<input checked="" type="checkbox"/>	Rodriguez, Jose	<input checked="" type="checkbox"/>	Bradford, Duane	u	Perez, Jose -unexcused
				<input checked="" type="checkbox"/>	Brown, Randy		
Staff:	Andi Anderson, Enrique Arreola, Sylvia Jacquez						
Guests:	Cynthia Larca, Valarie Egland, Wayne Norton, Leslie Austin, Nima Chhay						

Treasurer, Kendra Bobsin, called the meeting to order at 3:05 P.M.

I. GENERAL INFORMATION:

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

II. REGULAR AGENDA:

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

B. Meeting Minutes:

- Full WDB: The October 8, 2019 full WDB meeting minutes were approved as presented. *M/S/C Karen Para/Kristi Alarid.*
- Executive Committee: The December 10, 2019 Ex Com minutes were enclosed for info.

III. CONSENT AGENDA: Items as a whole will 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. Board Announcements:

B. Workforce Services Directives and Information Notices: The most recent Workforce Services Directives [WSD19-06](#) and Information Notices [WSIN 19-18 thru 19-25](#) were enclosed.

C. Unemployment: Enclosed was the Unemployment Report for December 2019.

D. Budget Expenditure Report: Enclosed were the current expenditure reports through November 2019.

E. Layoff Aversion Services and Rapid Response Report: Enclosed was the report for November and December 2019.

F. Program Monitoring Review: The WIOA Youth Program monitoring is scheduled for January



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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21-24, 2020.

- G. **CWA Youth @ Work Conference:** Scheduled for January 14-16, 2020 in San Jose, CA. Staff attending are Sandra Mata and Megan Crable.
- H. **WIOA Letter Training Expenditure:** For board information **enclosed** was a letter received on WIOA Training Expenditure Requirements for PY 2017-18.

IV. **DISCUSSION/ACTION ITEMS:**

A. **Board Membership:**

- 1. **Resignation/Application Received:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Business Representatives (2). Tracey Belton submitted a resignation (**enclosed**) and Cynthia Larca (**enclosed**) has submitted an application as her replacement. After discussion the board accepted the resignation of Tracey Belton and the appointment of Cynthia Larca. The application of Cynthia Larca will be forwarded to the Board of Supervisors (BOS) for final appointment to the board. *M/S/C Karen Para/Kristi Alarid.*
- 2. **WDB Re-Appointment:** Richard Bianchi's term is due to expire on February 7, 2020 and he has agreed to another 3-year term. *M/S/C Kendra Bobsin/Randy Brown.*

- B. **Policies and Procedures:** The following policies and procedures were **enclosed** for board review and approval: 1) Code of Conduct and Conflict of Interest, 2) Incident Reporting, 3) Career Services, 4) Follow-up Services, 5) Needs Related Payment Policy, 6) Incumbent Worker Training, 7) Registered Apprenticeship, 8) Transitional Jobs, and 9) Personal Identifiable Information (PII). Several of these policies are new to the agency and implementation was recommended by the monitor. Staff gave a brief overview of each policy and procedure. *M/S/C Karen Para/Kendra Bobsin.*

C. **Grant Updates:**

- 1. **Prison 2 Employment (P2E) Grant:** Staff provided an update on the grant received. Applied as a region last year, (San Francisco, Sunnyvale, San Mateo and San Benito County (SBC)). SBC received \$84,000. The grant was executed and a temporary staff hiring is in the works. A summary of the program and services was provided for board information. Gavilan College has several programs as well for individuals incarcerated and this would be another resource once the staff is hired.
- 2. **Breaking Barriers to Employment Application:** Application was submitted in August for \$250,000 for individual's re-entry; however, this application was not funded.
- 3. **Slingshot 2.0 Grant:** Staff provided an update on the grant approved as a region. Ruby Soto, AJCC staff member, is involved in providing input in the advisory committee.
- 4. **SlingShot 3.0 Application:** Staff provided an update on the application which was submitted in the amount of \$400,000 for the region. Anticipate a response on grant approval in the next few months. Focus is on Water Pathways.
- 5. **Workforce Accelerator Fund 8.0 RFA:** Staff provided an update on the application submitted December 22, 2019 to fund water pathways for \$150,000. This grant is a local grant and not regional. The focus is on high-road careers. Any training must lead to higher paying/more sustainable employment. This is one of the largest opportunities for upcoming careers, especially in California, as most of the current workforce will be retiring in the next 5-7 years. Of the 16 individuals who have received training at the AJCC, 13 individuals have been hired locally. May want to discuss at the upcoming retreat "What are quality jobs?".
- 6. **Senate Bill No. 1 (SB1) High Road Application:** Staff provided an update on the meeting held December 11, 2019 with the Tri-County areas of Monterey, Santa Cruz and San Benito Counties which evolved from Prop 39. Focus is pre-apprentices on building construction and trades. Training will be provided at the Castroville site. Grant is due within the few weeks.
- 7. **Community Foundation Grant:** Staff has been awarded \$5,000 to implement a Mini Summer Youth Employment Program with San Benito High School's Career Technical Department to assist approximately 3 participants in hospitality, will run 5 weeks, 20-30 hrs. Staff is also working on the possibility of match funds from the Community Action Board

up to \$20,000.

- D. **WDB Retreat/Strategic Planning Session:** Retreat organizers provided an update for the session scheduled for March 10, 2020 from 12-4 P.M. Grillin & Chillin Alehouse. Staff indicated that CWA has several technical assistants who provide training. Trainers have asked what is the expected outcome? After discussion the following topics were suggested: 1) Review goals and activities, where would we like the board to go, 2) Explain to newer members what the role of the board is and schedule additional orientations for board members. 3) Board member recognition, years of service, have BOS or higher recognition and appreciation Discussed BOS recognition for 1 term, 3 term recognition from congress, etc. 4) More explanation on Labor Market information locally, 5) Discussed support service jobs, for example, GoKids who is also losing childcare providers to retirement, there aren't enough people to provide child care for workers and 6) What do cooperative partnership look like locally, what is available?
- E. **Committee Updates:** Updates may be provided on the following committees:
1. **Bylaws Committee:** There is a need to revise the Bylaws due to recommendation made by the State's Compliance Review Division monitoring conducted for program year 2018-2019. A meeting was held prior to this meeting. Kendra gave an overview of the needed changes. **Section 4.01 attendance:** Designate a Proxy in board members absence, **Section 5.08 Quorum**, allow use of technology/web based meetings consistent with Brown Act. There was discussion on the Brown Act and how that would affect the meetings. There is still a need to help understand the changes as they pertain to the Brown Act. Bring back to next meeting. *Motion to table changes to the February meeting for Ex Committee action. M/S/C Randy Brown/Alan Gonzalez.*
 2. **Ag Committee:** (Richard Bianchi (C), Richard Perez, Kristina Chavez Wyatt) Committee members may provide an update. – No Update
 3. **Audit Committee:** Staff may provide an update on their response to the draft monitoring letter submitted to the State for program year 2018-2019. The audit committee will review the Brown Act.
 4. **Youth Committee:** Committee members may provide an update on the meeting held on December 17, 2019 at Mars Hill. Notes **enclosed.**

V. **ADDITIONAL INFORMATION:**

- A. **2020 Meeting Calendar:** A calendar of meeting for 2020 was **enclosed.**
- B. **CalJobs/EDD Training:** Nelson Leonor will report at the next meeting on CalJOBS workshop to be offered to local employers to learn how navigate the system and post their vacancies.
- C. **Chamber Collaboration:** AJCC, Chamber and High School working on event called "Rock the Mock" and is requesting local employers to participate to assist with mock interviews with juniors and seniors at the high school. Recruiting local leaders, business leaders to participate. Scheduled for April 21, 2020. Additional information to come possible time 9am-1pm. Looking for 50 volunteers who will work 3-5 students each.

VI. **ADJOURNMENT: M/S/C Kendra Bobsin/Randy Brown 4:16 P.M.**

The next Ex Com meeting is February 11, 2020 at 1111 San Felipe Road, Suite 107, Hollister, CA 95023

Board Retreat, March 10, 2010 from 12-4 P.M. Grillin & Chillin Alehouse 401 McCray St Suite B24, Hollister

The next full WDB meeting is scheduled for April 14, 2020, 3 P.M. at 1161 San Felipe Road