



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

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

AGENDA

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR’S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

At this time, the Board is continuing to hold board meetings to conduct essential business. Members of the public are encouraged to participate electronically. Based on guidance from the California Department of Public Health, the Governor’s Executive Order and Office, and the San Benito County Public Health Officer,

Join Zoom Meeting

https://us06web.zoom.us/j/97879980043?pwd=a0lyMkFNdEFsQmVzbCswNmdNNjFjdz09

Meeting ID: 978 7998 0043 - Passcode: 392237

One tap mobile

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Table with 2 columns: Representing the Private Sector (PR) and Representing the Public. Rows include Richard Bianchi, Chair; Chuck Frowein, Vice Chair; Karen Para, Secretary; Lizz Sanchez Turner; Kendra Bobsin, Treasurer; Nelson Leonor; Lupe Rubalcava.

I. GENERAL INFORMATION:

A. Public Comment Period: Select the “Participants Tab” and click “Raise Hand” icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.

II. REGULAR AGENDA:

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

B. Meeting Minutes:

1. Executive Committee: The November 9, 2021, Ex Committee meeting minutes are enclosed for review and approval. The Ex-Committee meeting scheduled on December 14, 2021 was cancelled. Action is required

2. Youth Committee: The January 11, 2022, Youth Committee minutes are enclosed for



board information.

3. **Full WDB:** January 11, 2022, full WDB minutes are **enclosed** for board information.

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.

- A. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** **Enclosed** is the report for January 2022.
- B. **Labor Market/Unemployment and Economic Summary:** **Enclosed** is the January 2022 report.
- C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-01 thru WSD21-03](#) and Information Notices [WSIN 21-28-thru WSIN 21-32](#) are **enclosed**.

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives five (5).
- B. **America's Job Center of California (AJCC) Continuous Improvement Plan (CIP):** **Enclosed** is the CIP submitted to the state.
- C. **EDD, Workforce Development Board Memorandum of Understanding (WDB MOU):** The WDB MOU is due to expire on June 30, 2022. Staff may provide an update. The goal is to have the updated MOU ready by April for full WDB approval then to be ratified by BOS. Once fully approved and signatures obtained, will be submitted to the State. Info only.
- D. **Committee Updates:** Committee members may provide recommendations or updates for their respective committee.
  1. **Audit Committee:** The State Compliance Review Division completed the program review on December 17<sup>th</sup>. AJCC is awaiting the draft report.
  2. **Ag Committee:** Committee may provide an update.
  3. **Business Services Committee (BSC):** The BSC and staff may provide an update on their meeting held on February 1, 2022 and present the BSC goals.
  4. **Membership Committee:** Committee Members and staff may provide an update on recent recruitment efforts.
  5. **Youth Committee:** The Youth Committee may provide an update.

V. **ADDITIONAL INFORMATION:**

- A. **Program Updates:** Staff may provide an update on programs. A full report will be presented at the next full WDB meeting.
- B. **Meeting Calendar for 2022:** **Enclosed** is the updated meeting calendar. All Outlook electronic meeting events have been sent out with the correct dates.
- C. **Youth Expo Update:** Staff may provide an update on collaboration with the Hollister Downtown Association on the Youth Expo is scheduled for February 26<sup>th</sup> from 10am – 1pm. **Flyer enclosed.**

VI. **ADJOURNMENT:**

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

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



San Benito County Workforce Development Board

Executive Committee

1161 San Felipe Road, Hollister, CA 95023

November 9, 2021 @ 3:00 P.M.

MINUTES

Table with 2 columns: Representing the Private Sector (PR) and Representing the Public. Rows include Richard Bianchi, Chair; Chuck Frowein, Vice Chair; Karen Para, Secretary; Lizz Sañchez Turner; Kendra Bobsin, Treasurer; Nelson Leonor; Lupe Rubalcava.

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

I. GENERAL INFORMATION:

A. Public Comment Period: Introductions were made by everyone present to include their role and time on the board. Guests included: Claire Grissom, Assistant Principal at the High School and has worked there for 8-9 years. Mike Fisher introduced himself as a Culinary Arts Teacher at the High School and owner of Fisher's Catering.

II. REGULAR AGENDA:

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

B. Meeting Minutes:

- 1. Executive Committee: There was no meeting in August, 2021. The September 14, 2021 and the held on October 26, 2021 Special Ex Committee meeting minutes are enclosed for board review and approval. Nelson Leonor /Karen Para.
2. Full WDB: October 12, 2021 full WDB draft minutes are enclosed for board information.

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 Karen Para/Nelson Leonor.

- A. Labor Market/Unemployment and Economic Summary: Enclosed was the October, 2021 report.
B. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed was the report for October 2021.
C. Information Notices & Directives: The most recent Workforce Services Directives WSD21-01 thru WSD21-02 and Information Notices WSIN 21-17-thru WSIN 21-20 are enclosed.



D. **Expenditure Updates:** Enclosed are the September, 2021 expenditure report for board info.

IV. **DISCUSSION/ACTION ITEMS:**

A. **Board Membership:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives (4).

1. **Term Expiration-Kristina Chavez Wyatt:** The term of Kristina Chavez Wyatt expired on October 23, 2021. She has decided not to continue on the board so that she may focus on the Business Council.

2. **Applications Received:**

a. The enclosed application was received from Mike Fisher, Small Business Owner, to fill a vacancy on the Private Sector. After discussion the board approved the appointment of Mike Fisher for the Private Sector Representative. His application will be forwarded to the Board of Supervisors (BOS) for final appointment to the WDB. *M/S/C Karen Para/Nelson Lenore.*

b. The enclosed application was received from Claire Grissom, Assistant Principal at San Benito High School, to serve on the WDB Youth Committee. After discussion the board approved the appointment of Claire Grissom to the WDB Youth Committee. Her application will be forwarded to the BOS for final appointment to the WDB *M/S/C Karen Para/Chuck Frowein.*

B. **America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification:** Staff provided an update on the Directive WSD20-08 which was due to be submitted to the State by the November 1, 2021 deadline; an extension was given and the report will be submitted by November 12, 2021. Completed every few years, this policy provides the guidance and procedures regarding certification of comprehensive and affiliate/specialized AJCC locations. This policy also required the AJCC to submit a Continuous Improvement Plan which is due December 31, 2021.

C. **Program Reports:** Staff and board chair met to discuss the various employment opportunities in the surrounding Tri-counties and locally and the issues filling said positions, how to engage with employers and the types of trainings such as work experience and vocational which are currently in place. Will discuss local positions in San Benito County, how to assist employers, marketing, and development of partnerships. A policy is being worked on to be included in the discussion. It is important to assist employers to know about the services provided and the possibility of developing an employer outreach campaign with a goal to share the services offered and recruitment efforts. Improvement with partnership with high school to include: resume writing, career exploration, job interviews, etc. Mike Fisher discussed what he does with the culinary program and how he has been assisting his students with employment development and his goal of incorporating work experience into the curriculum and finding the funding to support this. There are students that are actually employees of the school, and they work in the cafeteria through the Culinary Program preparing meals to be sold to teachers. The long-term goal is to try to open that up so students can go work in local restaurants, bakeries and that it isn't an added expense for the employer, but an extension of the high school culinary program. This is a similar concept to the summer youth employment program and Mike's input is in alignment with WIOA programs which are already in place. Discussed ways to partner using existing programs, eligibility requirements, pursue other grant funding/match funds, etc. It would be worth it to come together to discuss further in order to best serve the students. Discuss this further at the next youth committee meeting. Claire asked for information so she can be better informed, and staff will send. She stated 85% of student's self-report that they are continuing on to secondary education, 10% are either going to work or the military. The Youth Committee will schedule a meeting in December and come back with recommendations for the board and staff. Also discussed needs for employers and why people may or may not want to work due to COVID and receiving unemployment and getting more money by not working.

Also discussed was if a survey had been completed for employees and why they may have left their previous employer.

D. **Committee Updates:** The Board Chair asked that all committees come back to the next meeting with any recommendations or updates for their respective committee. In doing so, it could help the board and staff to be more effective with their time and energy moving forward.

1. **Ag Committee:**

2. **Audit Committee:** A program desk review was scheduled for the 1<sup>st</sup> week in November.

3. **Business Services Committee (BSC):**

4. **Membership Committee:** The committee provided an update on recruitment recommendations and emailed to committee members to review and provide and edits. Staff will resend the list for edits.

5. **Youth Committee:** Committee members provided an update and are happy to add Heidi Jumper and Clair Grissom to the committee. Schedule a meeting in December to discuss the items as discussed above under program updates. A few dates will be provided to staff for scheduling.

V. **ADDITIONAL INFORMATION:**

VI. **ADJOURNMENT:** *M/S/C Nelson Leonor/ Chuck Frowein 3:48 P.M.*

The next Executive Committee meeting is scheduled for December 14, 2021 at 3 PM

The full WDB meeting is scheduled for January 11, 2022 at 3 PM



America's **Job Center**  
of California<sup>SM</sup>

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

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

**1161 San Felipe Road, Hollister, CA and via ZOOM  
January 11, 2022 @ 2:00 P.M.**

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

**Karen Para called to order by: at 2:00 P.M.**

**I. GENERAL INFORMATION:**

- A. **Public Comment Period:** No public present.
- B. **Introduction of New Members & Staff:** Introductions were made by everyone present. Introduced new staff Wilbur Hurley

**II. REGULAR AGENDA:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.
- B. **Meeting Minutes:** Youth Committee meeting minutes for October 12, 2021, were **enclosed** for information only. There was no meeting in December.
- C. **Membership:** No applications were received for appointment to the committee.

**Youth Strategic Goals:** The committee reviewed and updated the Youth Strategic Goals. Discussed on meeting monthly to finalize the goals for the Youth Committee to include information on the development of a Summer Youth Employment Program. Meeting will be held prior to the Ex-Committee meeting at 2pm.

**III. Other:**

- A. **Youth Expo:** Omar stated a Youth Expo is being held at the Veteran's Building at February 26 from 10am-1pm.
- B. **Sharing this event with everyone:** Community Solutions & Partners host: "See Us Shine" - Youth Conference via Zoom 2/10/2022 & 2/17/2022 @ 2:30pm to 4:30pm

**IV. Adjournment: M/S/C Nelson Leonor/ Claire Grissom. 2:59 P.M.**



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







San Benito County Workforce Development Board

Full WDB MEETING

1161 San Felipe Road, Hollister, CA 95023

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

Minutes

Table with columns for 'Representing the Private Sector (PR)' and 'Representing the Public'. Includes names like Bianchi, Richard, Fisher, Mike, Para, Karen, Sanchez-Turner, Liz, Adams, Lamont, Alarid, Kristi, Bobsin, Kendra, etc.

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

I. GENERAL INFORMATION:

II. Public Comment Period:

A. Introductions were made by everyone present.

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

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



III. **REGULAR AGENDA:**

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

IV. **CONSENT AGENDA:** Items as a whole may be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items. *M/S/C Scott Reese/Duane Bradford.*

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

V. **DISCUSSION/ACTION ITEMS:**

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



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

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

VI. **ADDITIONAL INFORMATION:**

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

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

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

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



February 4, 2022

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

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

**1) Business Services Engagement:**

- a. Business Recruitments:
  - Royal Circuit- Multiple Positions Available
  - Dunneville—Multiple Positions Available
  - Marich Confectionery – Multiple Positions Available
  - Teknova—Multiple Positions Available
  - Infinity Staffing—Multiple Positions Available
  - Pacific Scientific—Multiple Positions Available
  - CALPIA- Multiple Positions Available
  - CALTRAINS- Multiple Positions Available
  
- b. Unemployment Rate for San Benito County unemployment rate was 5.7% with 1800 unemployed. This is down from 6.9% from the previous month. The State average unemployment rate is currently 7.5% with approximately 1.4 million unemployed.

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

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

**3) Job Fairs:**

- a. Plans for Job Fair in April at Veterans Memorial Building. More info to come.

**4) Success Stories:**

- a. Alexia is a recent SBHS Graduate who received job search and career development services through Americas Job Center of California's WIOA training program. Alexia gained administrative skills including customer service



and office management. She is currently working at First 5 leading community programs.

- b. Jason was able to utilize the WIOA program to obtain his Commercial Drivers License after struggling to find permanent employment as a parole. He is currently a truck driver for PepsiCo and a proud union member. He is thankful for the direction and financial assistance provide through our services.

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

- a. None

**6) Social Media Insight:**

- a. Success Story: Jason – Post Reached 3,660
- b. Post Engagement – 1,968 followers
- c. Over 11,601 views overall in the last 28 days

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**December 2021 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,065,800</b>	<b>18,105,400</b>	<b>960,400</b>	<b>5.0%</b>
ALAMEDA	10	814,700	782,800	31,900	3.9%
ALPINE	40	570	530	30	5.7%
AMADOR	29	14,470	13,750	710	4.9%
BUTTE	26	93,300	88,800	4,500	4.8%
CALAVERAS	10	21,580	20,740	840	3.9%
COLUSA	57	10,320	9,090	1,220	11.9%
CONTRA COSTA	19	543,000	520,000	22,900	4.2%
DEL NORTE	37	9,230	8,740	490	5.3%
EL DORADO	10	91,700	88,100	3,600	3.9%
FRESNO	49	447,800	416,500	31,300	7.0%
GLENN	33	12,590	11,940	650	5.2%
HUMBOLDT	15	60,200	57,700	2,500	4.1%
IMPERIAL	58	67,600	57,700	9,900	14.7%
INYO	15	8,200	7,860	340	4.1%
KERN	53	378,200	349,200	29,000	7.7%
KINGS	52	56,300	52,100	4,200	7.5%
LAKE	40	28,270	26,650	1,620	5.7%
LASSEN	15	9,480	9,090	390	4.1%
LOS ANGELES	44	5,018,500	4,705,400	313,100	6.2%
MADERA	48	62,200	58,100	4,200	6.7%
MARIN	1	133,700	130,100	3,600	2.7%
MARIPOSA	39	6,950	6,570	390	5.5%
MENDOCINO	24	36,090	34,440	1,650	4.6%
MERCED	55	114,600	105,200	9,400	8.2%
MODOC	30	3,260	3,090	170	5.1%
MONO	23	8,960	8,570	390	4.4%
MONTEREY	51	208,400	193,500	14,900	7.2%
NAPA	15	67,000	64,200	2,800	4.1%
NEVADA	8	47,960	46,190	1,770	3.7%
ORANGE	8	1,591,600	1,532,100	59,500	3.7%
PLACER	5	187,500	181,400	6,100	3.3%
PLUMAS	54	6,930	6,380	550	7.9%
RIVERSIDE	30	1,129,100	1,071,600	57,500	5.1%
SACRAMENTO	26	713,300	679,200	34,000	4.8%
SAN BENITO	40	31,500	29,700	1,800	5.7%
SAN BERNARDINO	33	992,100	940,800	51,300	5.2%
SAN DIEGO	19	1,554,500	1,488,800	65,800	4.2%
SAN FRANCISCO	4	566,600	549,400	17,200	3.0%
SAN JOAQUIN	46	329,600	308,300	21,300	6.4%
SAN LUIS OBISPO	6	129,800	125,300	4,500	3.5%
SAN MATEO	2	445,500	433,100	12,500	2.8%
SANTA BARBARA	13	216,600	208,000	8,600	4.0%
SANTA CLARA	3	1,042,900	1,012,800	30,100	2.9%
SANTA CRUZ	38	131,100	124,000	7,100	5.4%
SHASTA	26	74,300	70,700	3,600	4.8%
SIERRA	13	1,340	1,290	50	4.0%
SISKIYOU	46	16,350	15,300	1,050	6.4%
SOLANO	33	203,100	192,600	10,500	5.2%
SONOMA	6	246,300	237,800	8,600	3.5%
STANISLAUS	43	239,800	225,200	14,600	6.1%
SUTTER	50	45,300	42,100	3,200	7.1%
TEHAMA	30	25,390	24,100	1,290	5.1%
TRINITY	24	4,430	4,230	200	4.6%
TULARE	56	197,000	180,400	16,600	8.4%
TUOLUMNE	33	19,600	18,580	1,020	5.2%
VENTURA	19	411,900	394,600	17,300	4.2%
YOLO	19	106,800	102,300	4,500	4.2%
YUBA	44	30,300	28,400	1,900	6.2%

**Notes**

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2020 benchmark and Census 2010 population controls at the state level.

Data Not Seasonally Adjusted

	Dec 20	Oct 21	Nov 21 Revised	Dec 21 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,041,200	1,066,300	1,071,200	1,074,400	0.3%	3.2%
Civilian Employment	979,000	1,026,300	1,036,800	1,042,500	0.5%	6.5%
Civilian Unemployment	62,200	40,000	34,400	31,900	-7.3%	-48.7%
Civilian Unemployment Rate (CA Unemployment Rate)	6.0%	3.8%	3.2%	3.0%		
(U.S. Unemployment Rate)	9.1%	6.1%	5.4%	5.0%		
	6.5%	4.3%	3.9%	3.7%		
<b>Total, All Industries (2)</b>	<b>1,074,600</b>	<b>1,127,200</b>	<b>1,133,500</b>	<b>1,138,600</b>	<b>0.4%</b>	<b>6.0%</b>
Total Farm	4,100	5,600	4,600	3,600	-21.7%	-12.2%
Total Nonfarm	1,070,500	1,121,600	1,128,900	1,135,000	0.5%	6.0%
Total Private	977,300	1,029,200	1,035,800	1,041,900	0.6%	6.6%
Goods Producing	219,800	225,200	225,800	226,700	0.4%	3.1%
Mining, Logging, and Construction	51,400	51,500	51,500	52,000	1.0%	1.2%
Mining and Logging	200	200	200	200	0.0%	0.0%
Construction	51,200	51,300	51,300	51,800	1.0%	1.2%
Specialty Trade Contractors	37,200	37,600	37,600	38,100	1.3%	2.4%
Building Equipment Contractors	17,800	17,700	17,700	18,100	2.3%	1.7%
Manufacturing	168,400	173,700	174,300	174,700	0.2%	3.7%
Durable Goods	157,300	162,300	163,000	163,500	0.3%	3.9%
Machinery Manufacturing	11,000	11,200	11,200	11,200	0.0%	1.8%
Computer & Electronic Product Manufacturing	120,100	123,100	123,500	124,300	0.6%	3.5%
Computer & Peripheral Equipment Manufactur	57,800	59,600	59,800	59,800	0.0%	3.5%
Electronic Computer Manufacturing	55,600	57,600	57,500	57,900	0.7%	4.1%
Semiconductor & Electronic Component Mfg	38,500	38,400	38,500	38,600	0.3%	0.3%
Bare Printed Circuit Board Manufacturing	3,600	3,400	3,500	3,500	0.0%	-2.8%
Semiconductor & Related Devices Manufac	27,100	26,400	26,400	26,600	0.8%	-1.8%
Electronic Instrument Manufacturing	16,200	16,300	16,400	16,600	1.2%	2.5%
Transportation Equipment Manufacturing	5,600	5,300	5,300	5,300	0.0%	-5.4%
Aerospace Product & Parts Manufacturing	4,500	4,100	4,100	4,200	2.4%	-6.7%
Nondurable Goods	11,100	11,400	11,300	11,200	-0.9%	0.9%
Service Providing	850,700	896,400	903,100	908,300	0.6%	6.8%
Private Service Providing	757,500	804,000	810,000	815,200	0.6%	7.6%
Trade, Transportation & Utilities	122,800	120,200	123,700	125,600	1.5%	2.3%
Wholesale Trade	28,400	28,700	28,900	29,100	0.7%	2.5%
Merchant Wholesalers, Durable Goods	20,500	21,300	21,500	21,500	0.0%	4.9%
Retail Trade	77,200	73,600	75,800	76,500	0.9%	-0.9%
Electronics & Appliance Stores	3,800	3,700	3,700	3,800	2.7%	0.0%
Building Material & Garden Equipment Stores	5,800	5,600	5,600	5,800	3.6%	0.0%
Food & Beverage Stores	17,800	16,300	16,500	16,800	1.8%	-5.6%
Health & Personal Care Stores	4,400	4,400	4,600	4,600	0.0%	4.5%
Clothing & Clothing Accessories Stores	9,400	8,400	9,000	9,200	2.2%	-2.1%
General Merchandise Stores	14,300	13,100	14,100	14,500	2.8%	1.4%
Transportation, Warehousing & Utilities	17,200	17,900	19,000	20,000	5.3%	16.3%
Transportation & Warehousing	15,500	15,900	17,000	17,900	5.3%	15.5%
Couriers & Messengers	7,800	6,300	6,700	7,700	14.9%	-1.3%
Information	107,200	111,800	111,100	112,700	1.4%	5.1%
Publishing Industries (except Internet)	38,200	37,800	37,600	38,000	1.1%	-0.5%
Telecommunications	4,800	4,700	4,700	4,700	0.0%	-2.1%
Financial Activities	37,700	38,100	37,200	36,400	-2.2%	-3.4%
Finance & Insurance	23,100	22,900	22,400	21,900	-2.2%	-5.2%
Credit Intermediation & Related Activities	13,600	13,300	13,200	13,200	0.0%	-2.9%
Real Estate & Rental & Leasing	14,600	15,200	14,800	14,500	-2.0%	-0.7%
Real Estate	12,900	13,100	12,700	12,500	-1.6%	-3.1%
Professional & Business Services	239,500	250,400	252,500	252,200	-0.1%	5.3%
Professional, Scientific & Technical Services	165,600	172,900	175,300	175,700	0.2%	6.1%
Architectural, Engineering & Related Services	18,500	20,300	20,600	20,700	0.5%	11.9%
Computer Systems Design & Related Services	87,700	92,300	93,200	93,300	0.1%	6.4%
Scientific Research & Development Services	25,100	27,600	28,000	28,200	0.7%	12.4%



Data Not Seasonally Adjusted

	Dec 20	Oct 21	Nov 21	Dec 21	Percent Change	
			Revised	Prelim	Month	Year
Management of Companies & Enterprises	15,000	14,800	14,900	14,900	0.0%	-0.7%
Administrative & Support & Waste Services	58,900	62,700	62,300	61,600	-1.1%	4.6%
Administrative & Support Services	56,200	60,100	59,700	59,000	-1.2%	5.0%
Employment Services	22,000	23,800	23,900	24,100	0.8%	9.5%
Educational & Health Services	171,000	179,000	179,500	180,700	0.7%	5.7%
Educational Services	40,300	42,500	43,100	42,400	-1.6%	5.2%
Colleges, Universities & Professional Schools	26,400	28,300	28,800	28,400	-1.4%	7.6%
Health Care & Social Assistance	130,700	136,500	136,400	138,300	1.4%	5.8%
Ambulatory Health Care Services	46,400	50,400	50,100	50,900	1.6%	9.7%
Hospitals	30,300	30,600	30,700	31,200	1.6%	3.0%
Nursing & Residential Care Facilities	12,700	12,300	12,300	12,200	-0.8%	-3.9%
Social Assistance	41,300	43,200	43,300	44,000	1.6%	6.5%
Leisure & Hospitality	58,600	80,100	81,700	82,900	1.5%	41.5%
Accommodation & Food Services	48,700	64,500	65,100	66,000	1.4%	35.5%
Accommodation	4,400	6,600	6,700	6,800	1.5%	54.5%
Food Services & Drinking Places	44,300	57,900	58,400	59,200	1.4%	33.6%
Restaurants	41,400	52,700	53,200	53,800	1.1%	30.0%
Other Services	20,700	24,400	24,300	24,700	1.6%	19.3%
Government	93,200	92,400	93,100	93,100	0.0%	-0.1%
Federal Government	10,500	10,300	10,400	10,400	0.0%	-1.0%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	82,700	82,100	82,700	82,700	0.0%	0.0%
State Government	7,300	7,300	7,400	7,500	1.4%	2.7%
State Government Education	5,400	5,200	5,400	5,500	1.9%	1.9%
State Government Excluding Education	1,900	2,100	2,000	2,000	0.0%	5.3%
Local Government	75,400	74,800	75,300	75,200	-0.1%	-0.3%
Local Government Education	36,100	34,800	35,100	35,100	0.0%	-2.8%
Local Government Excluding Education	39,300	40,000	40,200	40,100	-0.2%	2.0%
County	22,000	22,100	22,300	22,300	0.0%	1.4%
City	12,600	13,000	13,100	13,000	-0.8%	3.2%
Special Districts plus Indian Tribes	4,700	4,900	4,800	4,800	0.0%	2.1%

**Notes:**

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

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

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

#####

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

Contact: Nati Martinez  
(209) 941-6551

**SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
(SAN BENITO AND SANTA CLARA COUNTIES)**

**Leisure and hospitality led the year-over job gains**

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 3.0 percent in December 2021, down from a revised 3.2 percent in November 2021, and below the year-ago estimate of 6.0 percent. This compares with an unadjusted unemployment rate of 5.0 percent for California and 3.7 percent for the nation during the same period. The unemployment rate was 5.7 percent in San Benito County, and 2.9 percent in Santa Clara County.

- Seasonal gains in trade, transportation, and utilities (up 1,900 jobs) led the month-over increase. Transportation, warehousing, and utilities climbed by 1,000 jobs, while retail trade added 700 jobs.
- Information grew by 1,600 jobs, outperforming its 10-year average gain of 400 jobs between November and December.
- Private educational and health services added 1,200 jobs to its payrolls. Increases in health care and social assistance (up 1,900 jobs) more than offset losses in educational services (down 700 jobs).
- Leisure and hospitality also posted an improvement of 1,200 jobs. Food services and drinking places (up 800 jobs) accounted for two-thirds of the advancement.
- Meanwhile, total farm (down 1,000 jobs) and financial activities (down 800) faced cutbacks.

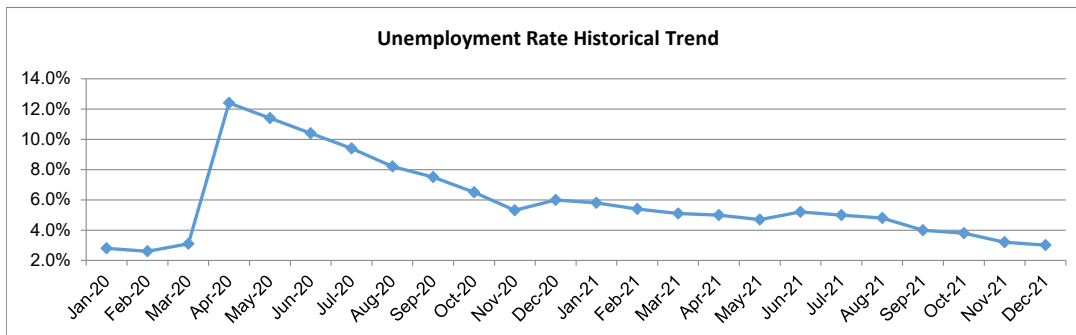
**Between December 2020 and December 2021**, combined employment in the South Bay counties of San Benito and Santa Clara, increased by 64,000 jobs, or 6.0 percent.

- Leisure and hospitality added 24,300 jobs, accounting for nearly 38 percent of the overall year-over gains. Food services and drinking places (up 14,900 jobs) led the recovery.
- Professional and business services recorded an increase of 12,700 jobs. Professional, scientific, and technical services (up 10,100 jobs) accounted for about 80 percent of the expansion.
- Private educational and health services picked up 9,700 jobs, with most of the improvement in health care and social assistance (up 7,600 jobs).
- Other notable growth included: manufacturing (up 6,300 jobs), information (up 5,500), other services (up 4,000), and trade, transportation, and utilities (up 2,800).

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IMMEDIATE RELEASE  
 SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
 (San Benito and Santa Clara Counties)

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 3.0 percent in December 2021, down from a revised 3.2 percent in November 2021, and below the year-ago estimate of 6.0 percent. This compares with an unadjusted unemployment rate of 5.0 percent for California and 3.7 percent for the nation during the same period. The unemployment rate was 5.7 percent in San Benito County, and 2.9 percent in Santa Clara County.



Industry	Nov-2021	Dec-2021	Change		Dec-2020	Dec-2021	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,133,500	1,138,600	5,100		1,074,600	1,138,600	64,000
Total Farm	4,600	3,600	(1,000)		4,100	3,600	(500)
Total Nonfarm	1,128,900	1,135,000	6,100		1,070,500	1,135,000	64,500
Mining, Logging, and Construction	51,500	52,000	500		51,400	52,000	600
Mining and Logging	200	200	0		200	200	0
Construction	51,300	51,800	500		51,200	51,800	600
Manufacturing	174,300	174,700	400		168,400	174,700	6,300
Trade, Transportation & Utilities	123,700	125,600	1,900		122,800	125,600	2,800
Information	111,100	112,700	1,600		107,200	112,700	5,500
Financial Activities	37,200	36,400	(800)		37,700	36,400	(1,300)
Professional & Business Services	252,500	252,200	(300)		239,500	252,200	12,700
Educational & Health Services	179,500	180,700	1,200		171,000	180,700	9,700
Leisure & Hospitality	81,700	82,900	1,200		58,600	82,900	24,300
Other Services	24,300	24,700	400		20,700	24,700	4,000
Government	93,100	93,100	0		93,200	93,100	(100)

Notes: Data not adjusted for seasonality. Data may not add due to rounding  
 Labor force data are revised month to month  
 Additional data are available on line at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

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**MEMORANDUM**

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February 2022

**TO:** Workforce Development Board (WDB) Members**FROM:** Sylvia Jacquez, Program Manager; Enrique Arreola, Deputy Director**Summary of EDD Workforce Services Directives and Workforce Services Information Notices**

**Background/Summary:** Directives provide policy and guidance regarding various Workforce Services program requirements, funding and activities for EDD Workforce Services Staff and Workforce Partners.

**Background/Summary (Information Notices):** The Employment Development Department (EDD) issues Workforce Services Information Notices (WSIN) to disseminate announcements, general information, and procedural guidance on departmental programs for EDD staff, workforce partners, stakeholders, and other individuals in the workforce development system. Through the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act, the EDD administers program for veterans, youth, dislocated workers, people with disabilities, including Trade Adjustment Assistance, CalJOBS<sup>SM</sup>, 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](https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm)

- [WSD21-03](#) - ETPL Policy and Procedures: This policy provides guidance and establishes the procedures applicable to the training providers and programs listed on the state and local Eligible Training Provider List (ETPL) under the Workforce Innovation and Opportunity Act (WIOA). This policy applies to Local Workforce Development Boards (Local Boards), and is effective on the date of issuance. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive ETPL Policy and Procedures (WSDD215), issued for comment on September 3, 2020. The Workforce Development Community submitted 135 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 8. This policy supersedes Workforce Services Directive WIOA Eligible Training Provider List - Policy and Procedures (WSD15-07) dated November 10, 2015. Retain this Directive until further notice.
- [WSD21-02](#) - Salary and Bonus Limitations for 2021: This policy provides the guidance and establishes the procedures regarding the 2021 salary and bonus limitations for individuals paid by funds appropriated to the Department of Labor (DOL) Employment and Training Administration (ETA). This policy applies to all subrecipients expending Workforce Innovation and Opportunity Act (WIOA) program funds. The 2021 salary rates for executive level employees became effective January 1, 2021. This policy contains no state-imposed requirements. This Directive finalizes Workforce Services Draft Directive Salary and Bonus Limitations for 2021 (WSDD-226), issued for comment on June 11, 2021. The Workforce Development Community submitted no comments during the draft comment period. This policy supersedes Workforce Services Directive Salary and Bonus Limitations for 2020 (WSD20-07), dated February 26, 2021. Retain this Directive until further notice.
- [WSD21-01](#) - 70 Percent LLSIL and Poverty Guidelines for 2021: This policy provides guidance and establishes procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) for 2021 published by the US Department of Labor (DOL) in the Federal Register on April 9, 2021. This policy also issues the 2021 poverty guidelines published by the US Department of Health and Human Services (HHS) in the Federal Register on February 1, 2021. This policy applies to all Local Workforce Development Areas (Local Area), and is effective on their dates of publication in the Federal Register, April 9, 2021, and February 1, 2021, respectively. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive 70 Percent LLSIL and Poverty Guidelines for 2021 (WSDD-227), issued for comment on June 24, 2021. The Workforce Development Community submitted no comments during the draft comment period. This policy supersedes Workforce Services Directive 70 Percent LLSIL and Poverty Guidelines for 2019 (WSD19-07), dated January 8, 2020. Retain this Directive until further notice

**Information Notices:** [https://www.edd.ca.gov/jobs\\_and\\_training/Information\\_Notices.htm](https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm)[WSIN21-32 - HVRP – Grant Application Opportunity](#)

January 31, 2022: The United States Department of Labor (DOL), Veterans' Employment and Training Services (VETS) announces the availability of approximately \$14 million in grant funds authorized under Title 38 United States Code (USC) Sections 2021A and 2023 for the Homeless Veterans' Reintegration Program (HVRP), Incarcerated Veterans' Transition Program (IVTP), and the Homeless Female Veterans' and Veterans with Children Program (HFVWC) (referred to collectively as HVRP). The HVRP grant has a period of performance of three years and is

funded incrementally on an annual basis. Under this Funding Opportunity Announcement, applicants may apply for a ceiling amount of \$500,000 each year for a total of \$1.5 million over the three-year period from July 1, 2022 – June 30, 2025. The DOL anticipates 28 projects will be funded.

The HVRP grant program intends to obtain high-quality career outcomes for veterans experiencing homelessness. The Department requires applicants to propose strategies to achieve economic opportunity, address historical inequities, and provide equitable access and outcomes to marginalized groups. Successful applicants must demonstrate clear strategies to provide needed career exploration and placement services, career training, and support services to eligible individuals so that they may secure good jobs in stable, high-demand occupations.

Eligible applicants must be state and local development boards and government agencies; private, public, and state-controlled higher education institutions; for-profit organizations public or private; nonprofit or for-profit entities, including faith-based, tribes and tribal organizations, federally recognized tribal governments, and small businesses. The closing date for receipt of proposals is **February 23, 2022**.

For more information about the grant opportunity, visit the [grants.gov](https://www.grants.gov) website and reference FOA-VETS-22-01. For a complete description of funds available, the funding entity, eligibility requirements, and links to the grant application, visit the [DOL](https://www.dol.gov) website.

/s/ KIMBERLEE MEYER, Chief, Central Office Workforce Services Division

[WSIN21-31 - State Apprenticeship Expansion, Equity, and Innovation Grant – Grant Application Opportunity](#)

January 25, 2022: The Department of Industrial Relations, Division of Apprenticeship Standards (DAS) announces the availability of approximately \$7.3 million in funds from the State Apprenticeship Expansion, Equity and Innovation grant to develop new or expand on existing apprenticeship programs that work to create opportunities for underserved communities.

The grant funds will support programs that increase access for target populations, align Workforce Innovation and Opportunity Act WIOA programs, implement co-enrollment strategies, integrate other program funding, and provide supportive services and create onramps to career pathways for California’s women, veterans, justice-involved, youth, people with disabilities, communities of color, and dislocated workers, including those impacted by the novel coronavirus disease. Awardees are required to work in collaboration with a local workforce development board (local board), employer, local education agency, and community-based organizations.

Eligible applicants must be local boards and/or apprenticeship program sponsors. Questions are due by February 14, 2022. An informational teleconference will be held on February 28, 2022. The closing date for receipt of proposals is **March 30, 2022**.

For a complete description of funds available, the funding entity, eligibility requirements, and links to the grant application, visit the [DAS](https://www.das.ca.gov) website.

/s/ KIMBERLEE MEYER, Chief, Central Office Workforce Services Division

[WSIN21-30 - Off-Base Transition Training Pilot Program \(ca.gov\)](#)

January 25, 2022: The Department of Labor (DOL) is launching the Off-Base Transition Training (OBTT) Pilot Program beginning January 2022. The OBTT is an employment workshop that extends the Department’s Transition Assistance Program to assist veterans as they plan and prepare for their job search in pursuit of their employment goals.

The OBTT consist of 10 separate, two-hour modular workshops offered Monday through Friday and are offered in two formats: In-Person and Virtual (online). Participants can sign up for as many, or as few workshops they desire to attend. These workshops were specifically developed to target veterans, including those veterans currently serving in the Reserve Component (National Guard and Reserve Members), and their spouses. Virtual workshops can be attended from any location.

Upon completion of each workshop, participants will be referred to their local American Job Center for follow-up employment services. The receiving AJCC’s will conduct their normal screening process to assist these clients.

The DOL is seeking the collaboration of the entire workforce system to help advocate for the OBTT in their local communities. For additional information about the specifics of the program or for veterans and spouses interested in



registering in individual workshops please visit [DOL.GOV/OBTTWORKSHOPS](https://dol.gov/obttworkshops).

For questions related to OBTT, please contact DOL at [VETS-OBTT@dol.gov](mailto:VETS-OBTT@dol.gov).

/s/ KIMBERLEE MEYER, Chief, Central Office Workforce Services Division

[WSIN21-29](#) - WIOA State Plan Modification – Public Comment Period: The California Workforce Development Board (CWDB) is seeking public comments on *California’s Unified Strategic Workforce Development Plan* (State Plan) 2020-2023 Modification.

The four-year State Plan represents an agreement among the core partners identified in the *Workforce Innovation and Opportunity Act* (WIOA) and serves as the framework for developing public policy, fiscal investment, and operation of all state labor exchange, workforce education, and training programs. The US Department of Labor requires states to review and submit modifications to their State Plans at the two-year point that reflect any changes in the labor market and economic conditions, or other factors affecting implementation. The workforce development community is encouraged to review the State Plan and submit comments to the WIOA State Plan inbox.

The State Plan is posted on the [CWDB website](#) for a 30-day public comment period. Comments will be accepted until 5 p.m. on **Monday, February 14, 2022**, and must be submitted in writing by email to [WIOAStatePlan@cwdb.ca.gov](mailto:WIOAStatePlan@cwdb.ca.gov).

If you have any questions, contact Marissa Clark at [Marissa.Clark@cwdb.ca.gov](mailto:Marissa.Clark@cwdb.ca.gov).

[WSIN21-28](#) - PY 2020 Local Area Performance Scores Update: Due to delay in receiving the updated Statistical Adjustment Model (SAM) from the Department of Labor (DOL), the Local Workforce Development Area (Local Area) Performance Scores for Program Year (PY) 2020 were not released by December 31, 2021 as described in *Calculating Local Area Performance and Nonperformance* ([WSD20-02](#)).

The calculation of Local Area performance scores requires the use of the DOL SAM to make adjustments for actual economic conditions and the characteristics of the participants served. Due to the significant impact of the pandemic on California’s economy, the State is waiting to receive the final PY 2020 SAM from the DOL to ensure the same tool is used to calculate performance scores for the State and Local Areas. The updated SAM is expected to be provided to states in the early spring of 2022.

The Program Reporting and Analysis Unit (PRAU) will provide further updates as they become available.

If you have any questions, please contact the PRAU at [WSBManagePerformance@edd.ca.gov](mailto:WSBManagePerformance@edd.ca.gov)

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

02/07/22  
Date



**SAN BENITO COUNTY**

**TRACEY BELTON  
DIRECTOR**

**HEALTH & HUMAN SERVICES AGENCY**

**1111 San Felipe Road, #206  
Hollister, California 95023**

December 21, 2021

Vivian Estrada, Regional Advisor  
Central Office Workforce Services Division, MIC #50  
Workforce Services Branch  
Employment Development Department  
P.O. Box 826880 MIC 50  
Sacramento, CA 94280-0001

**RE: America's Job Centers of California (AJCC) Continuous Improvement Plan**

Dear Ms. Vivian Estrada:

We are pleased to provide you with the Continuous Improvement Plan for the San Benito County America's Job Center of California (AJCC). We have developed this plan as a result of the ongoing monthly AJCC Partner Meetings and the quarterly partner meetings held by our One Stop Operator throughout Program Year 2020-21. AJCC partners have had been active in the development of the Continuous Improvement Plan and have been assigned to our Customer Service, Business Service, and MIS Teams to begin addressing the areas of improvement identified throughout the process. AJCC partner leadership, program, and business services staff were also allowed to provide anonymous feedback on the necessary areas of improvement via an online survey with subsequent discussions at the monthly AJCC hosted partner meetings and training sessions.

**AJCC San Benito County Continuous Improvement Plan**

1. Continue to develop career pathway process amongst co-located and non-collocated AJCC partners to ensure that clients receive intended partner services.

*Target Date for Achieving Goal: Ongoing with Labor Market Demands*

2. Implement the VOS Greeter system to maximize client engagement efforts and take advantage of productivity features.

*Target Date for Achieving Goal: Ongoing- As of 12/1/2021*

**PUBLIC HEALTH SERVICES**  
351 Tres Pinos A202  
Hollister, CA 95023  
831-637-5367

**COMMUNITY SERVICE & WORKFORCE DEVELOPMENT**  
1111 San Felipe Road, Ste.107  
Hollister, CA 95023  
831-637-9293

**ENVIRONMENTAL HEALTH SERVICES**  
351 Tres Pinos C2  
Hollister, CA 95023  
831-636-4035

**MIGRANT CENTER**  
3235 Southside Road  
Hollister, CA 95023  
831-637-7913

**HOME RESOURCE CENTER**  
1161 SAN FELIPE RD.  
Hollister, CA 95023  
831-638-3383



**SAN BENITO COUNTY**

**TRACEY BELTON  
DIRECTOR**

**HEALTH & HUMAN SERVICES AGENCY**

**1111 San Felipe Road, #206  
Hollister, California 95023**

3. Reconfigure AJCC lobby to align with Human Center Design standards as well as COVID-19 safety protocols. (Delayed due to COVID-19 pandemic). EDD has recently returned to the office)

*Target Date for Achieving Goal: February 2022*

4. Install Wi-Fi in AJCC Career Center to enhance customer experience (Delayed due to COVID-19 pandemic).

*Target Date for Achieving Goal: June 2022*

5. Secure CalJOBS Business CRM training for new staff and AJCC partners (Delayed due to COVID-19 pandemic)

*Target Date for Achieving Goal: June 2022 (This was completed, however there will be a new BSR Team member starting in January 2022.)*

6. Develop an online AJCC WIOA satisfaction survey to provide more consistent client feedback on program information and increase ease of program access throughout San Benito County

*Target Date for Achieving Goal: March 2022*

7. Continue to enhance online presence to enhance the customer experience and increase program access in San Benito County

*Target Date for Achieving Goal: Ongoing*

8. Continue to engage existing and new AJCC partners in discussions on the sectors identified in local and regional plans.

*Target Date for Achieving Goal: June 2022*

9. Continue to develop CalJOBS Business CRM to extend business engagement efforts and utilize productivity features to create a stronger relationship with existing partners.

*Target Date for Achieving Goal: June 2022 (This was completed, however there will be a new BSR Team member starting in January 2022.)*

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**SAN BENITO COUNTY**

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**1111 San Felipe Road, #206  
Hollister, California 95023**

10. Enter discussions to co-locate Gavilan College (local community college) within AJCC (Delayed due to COVID -19 pandemic)

*Target Date for Achieving Goal: July 2022*

11. Continue to engage the AJCC partners in discussions about defining job quality in San Benito County. Forward recommendation to WDB for approval of a local definition of a "quality job."

- The WDB approved on 1/12/2021- 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.
- 

After discussion, the WDB approved the Quality Jobs Definition. The Board to revisit this definition on their next planning retreat.

*Target Date for Achieving Goal: \*December 2022*

We appreciate the opportunity to submit our completed Continuous Improvement Plan for review and consideration by EDD and the CWDB. If you have any questions or need additional information, please do not hesitate to contact me at 831-634-4918 or earreola@cosb.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Enrique Arreola".

Enrique Arreola  
Director

**PUBLIC HEALTH SERVICES**  
351 Tres Pinos A202  
Hollister, CA 95023  
831-637-5367

**COMMUNITY SERVICE & WORKFORCE DEVELOPMENT**  
1111 San Felipe Road, Ste.107  
Hollister, CA 95023  
831-637-9293

**ENVIRONMENTAL HEALTH SERVICES**  
351 Tres Pinos C2  
Hollister, CA 95023  
831-636-4035

**MIGRANT CENTER**  
3235 Southside Road  
Hollister, CA 95023  
831-637-7913

**HOME RESOURCE CENTER**  
1161 SAN FELIPE RD.  
Hollister, CA 95023  
831-638-3383



Workforce Development Board All meetings are held on the 2nd Tuesday of the Month at 3 P.M. Full WDB: January, April, July, October \* Ex Comm: February, March, May, June, September, November, December

January						
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December						
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# FREE EVENT

**THE HOLLISTER DOWNTOWN ASSOCIATION  
AND THE VETERANS' MEMORIAL BUILDING  
INVITE YOU TO OUR**

# YOUTH EXPO

**SATURDAY, FEBRUARY 26TH  
10:00 am to 1:00 pm**

**VETERANS' MEMORIAL BUILDING 649 SAN BENITO STREET, HOLLISTER**

**Come see all the local after  
school activities being offered in  
our community.**

"Please be advised that the Hollister School District does not make any representation or warranty as to the quality of services, merchandise, or opinions associated with this agency or individual, (vendor, service, etc.). The purpose of this flyer (posting, newsletter, etc.) is to provide general information to the community only, and it is not recommended that anyone act on the information contained herein without further independent inquiry."

"Por favor tenga en cuenta que el Distrito Escolar de Hollister no hace ninguna representación o garantía en cuanto a la calidad de los servicios, mercancías u opiniones asociadas con esta agencia o individuo (proveedor, servicio, etc.). El propósito de este folleto (publicación, boletín informativo, etc.) es para proporcionar información general a la comunidad únicamente y no se recomienda que nadie actúe sobre la información contenida en este documento sin una investigación independiente"





# YOUTH EXPO 2022



Parents are invited to this free event to discover what youth activities are offered in San Benito County

**FEBRUARY 26TH**  
10am - 1pm

**VETERANS MEMORIAL BUILDING**

## PARTICIPATING ORGANIZATIONS

- A+ Tutoring
- Animation Dance Community
- Barnes School of Irish Dance
- CANTA
- Enterprise Academy Martial Arts
- Fusion Elite Cheerleading
- Garden Shoppe
- Ha'a Hula/Te Reva O Te Manu
- Hollister Brazilian Jiu-Jitsu
- Hollister Cowboys Cheerleading
- Hollister Cowboys Football
- Hollister Heat Baseball
- Hollister Rebels Cheerleading
- Hollister Rebels Football
- Hollister Tremors
- Key Club
- Kid EX
- Quake City Fitness
- Ruby B's Kids
- San Benito + LGBTQ Group
- San Benito 4-H
- San Benito Aquatics
- San Benito Dance Academy
- San Benito Stage Company
- SBCF
- Schleeters Martial Academy
- West Coast World Martial Arts
- YMCA

And many more!



# SEE US SHINE

## SAN BENITO COUNTY YOUTH CONFERENCE 2022

Youth Ages 14-21

**Thursday**  
**February 10th & 17th**  
**2:30-4:30pm**  
**Via Zoom**



**Register:**  
**Using the QR Code**  
**or the link below**

<https://www.eventbrite.com/e/see-us-shine-youth-conference-2022-tickets-227265054897>



**Join for your chance to win prizes!**



**Healthy Relationships**



**Information on:**

**Youth Substance Use**



**Mental Health**



**Turning 18**



**If you have any questions contact: Jannet Chaires at 669-239-5302**



San Benito County  
Behavioral Health Department  
*Mental Health & Substance Use Disorder Services*



America's **JobCenter**  
of California





# SEE US SHINE

## CONFERENCIA JUVENIL DEL CONDADO DE SAN BENITO 2022

**Martes**  
**10 y 17 de Febrero del 2022**  
**2:30-4:30pm**  
**Via Zoom**

**Jóvenes de 14 a 21 años**

**Regístrate:**

**Usando el código QR o el Link**

<https://www.eventbrite.com/e/see-us-shine-youth-conference-2022-tickets-227265054897>



**¡Participa para tener la oportunidad de ganar premios!**



**GIFT CARD**



**Relaciones Saludables**



**Uso de sustancias juveniles**



**Información sobre:**

**Salud Mental**



**Cumpliendo 18 Años**



**Si tiene alguna pregunta, comuníquese con Laura Galvan al 831-673-0307**



San Benito County  
Behavioral Health Department  
*Mental Health & Substance Use Disorder Services*



America's **JobCenter**  
of California™



**FIRST 5  
SAN BENITO**



**Youth Alliance**  
of San Benito County