



America's **Job Center**
of CaliforniaSM

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

AGENDA

1161 San Felipe Road, Building B - Hollister, CA and via ZOOM

April 12, 2022 @ 2:00 P.M.

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/89223611940?pwd=aC83S3ZTVG40QIIIY1RWbysrWSt4QT09>

Meeting ID: 892 2361 1940 Passcode: 429217

One tap mobile

+14086380968,,89223611940#,,,,*429217# US (San Jose)

+16699006833,,89223611940#,,,,*429217# US (San Jose)

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

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:** Youth Committee meeting minutes for February 8, 2022 and March 20, 2022 are enclosed for review and approval. **Action Required**



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- C. **Meeting times:** Discuss holding in person meetings. The meetings are now scheduled quarterly at 4 P.M. (Jan, April, July, Oct).
- D. **Summer Youth Employment Program:** Staff and Committee members will continue discussion on the development strategies for a summer youth employment program.
- E. **Youth Strategic Goals:** Finalized Youth Strategic Goals are **enclosed**.
- F. **EDD Career Pathway Newsletter:** Follow-up on EDD providing an Economic Summary to include Unemployment, Industry Sectors, and general demographics.
- G. **Youth Survey:** Update on the Community Action Board's Youth ad hoc committee survey <https://survey.alchemer.com/s3/6688529/Youth2022>

III. OTHER:

IV. ADJOURNMENT:

The next meeting is scheduled for: _____



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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 8, 2022 @ 2:00 P.M.

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/89223611940?pwd=aC83S3ZTVG40QIIIY1RWbysrWSt4QT09>

Meeting ID: 892 2361 1940 Passcode: 429217

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+16699006833,,89223611940#,,,,*429217# US (San Jose)

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Representing the Private Sector (PR)		Representing the Public	
<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 type="checkbox"/> Clair Grissom
Staff:			
<input type="checkbox"/> Enrique Arreola	<input checked="" type="checkbox"/> Sylvia Jacquez	<input checked="" type="checkbox"/> Andi Anderson	
	<input checked="" type="checkbox"/> Ruby Soto	<input checked="" type="checkbox"/> Wilbur Hurley	
Guests: Omar Rosa			

Karen Para called to order by: at 2:03 P.M.

I. GENERAL INFORMATION:

A. **Public Comment Period:** None 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:** Youth Committee meeting minutes for January 11, 2022 were approved as presented. *M/S/C Nelson Leonor/Chuck Frowein. Heidi Jumper abstained.*

Youth Strategic Goals: Continue work on updating Youth Strategic Goals.



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Reviewed Actions 1-2 and updated goals. Discussed participation at events that are scheduled and quantifying the goals, for example, how many children will we sign up at the Youth Expo. Next meeting focus on Action 3-4.

III. **Other:**

- A. **Sharing this event with everyone:** Enclosed is a flier for the Community Solutions & Partners host: "See Us Shine" - Youth Conference via Zoom 2/10/2022 & 2/17/2022 @ 2:30pm to 4:30pm. Staff will be attending and providing a workshop "Turning 18" and describing the different services the AJCC has to offer.

IV. **Adjournment:** *M/S/C Heidi Jumper/Nelson Leonor 2:57 P.M.*

The Next meeting is scheduled for March 8, 2022 at 2 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

March 8, 2022 @ 2:00 P.M.

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

Chair, Karen Para, called the meeting to order at 2:10 P.M.

I. GENERAL INFORMATION:

A. **Public Comment Period:** No public were present

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 February 8, 2022 are enclosed for review and approval.

Youth Strategic Goals: Continued updating Youth Strategic Goals Action 3-4. Strategic goals were enclosed. The following edits were noted:

Action 3: • Offer written document showing career path in industry sector chosen • Focus on priority sectors	• Labor Market Information • Career Pathways • High School Support/Career Center • Staff	• Provide monthly LMI • Career Pathway newsletters	Youth Committee and Staff	On-going	25% of Jr & Sr of local High School age youth	
Action 4: • Basic Skills training (2-week training workshops) to include: • Classes We have--Yellow (AJCC & EDD)	• Dress for success • Employment (Career) readiness • Interview technique • Work ethics • Financial Literacy • Customer Service (phone etiquette) • Mental Health	Conduct workshops 1 times a month at the AJCC	• Staff • Behavioral Health • Dept of Rehab Gavilan College	On-going		
Created by the Workforce Development Board at their Board Retreat on 3/10/20 GOAL: Establish Training Programs that Create Employable Youth for the future workforce	Resources & Support Needed	Expected Outcome	Staff Responsible	Due Date	Measurements Methods of Tracking	Status: On-Complete In Progress On-Going

Staff shared a sample of the Economic Summary from 2020 that was previously provided as a snapshot of Unemployment, Industry Sectors, and general demographics as a sample of what a monthly newsletter/report could look like.

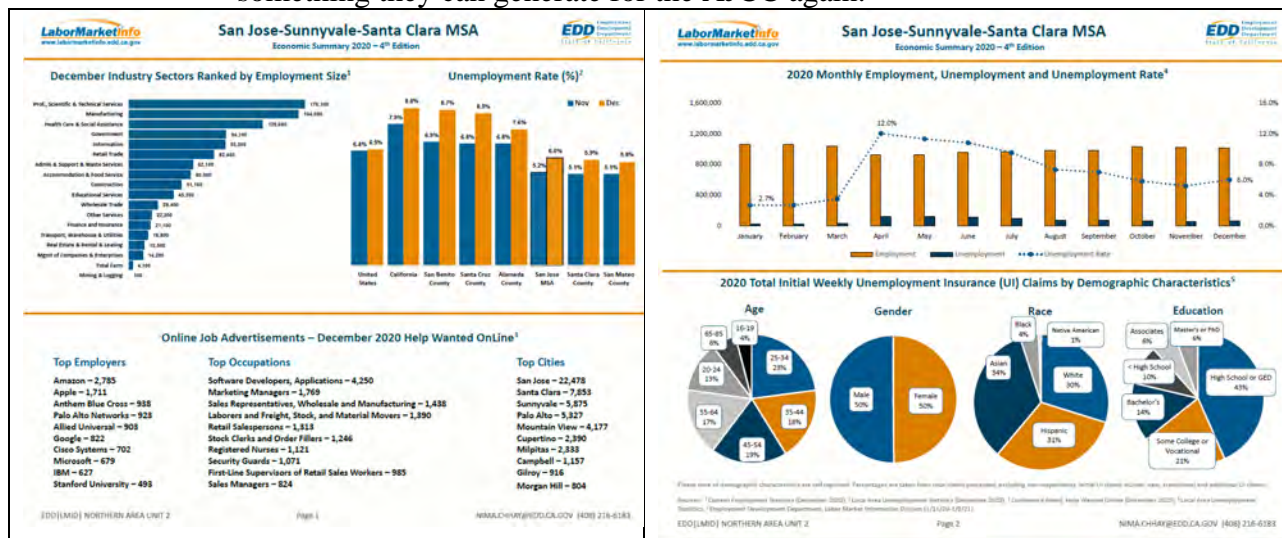


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Nelson Leonor will follow-up with the new EDD representative to see if this is something they can generate for the AJCC again.



C. **Youth Survey:** Attached was the Community Action Board’s Youth ad hoc committee survey flier. <https://survey.alchemer.com/s3/6688529/Youth2022>

III. **Other:**

- A. **Youth Committee Members:** It was mentioned that Mike Fisher was interested in participating on this committee
- B. **Meeting times:** – discussed changing meeting times. Action item at the next meeting. Send survey for same day but at 1pm or 4pm. Or even another day. Or shift to a Monday afternoon.
- C. **Summer Youth Program:** Discuss development of a summer youth program at next meeting.

IV. **Adjournment:**

The next meeting is scheduled for April 12, 2022 at 2 P.M.



STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 02.08.22
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WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

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



STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 02.08.22
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WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Action 3: <ul style="list-style-type: none"> Offer written document showing career path in industry sector chosen <ul style="list-style-type: none"> Focus on priority sectors 	<ul style="list-style-type: none"> Labor Market Information Career Pathways High School Support/Career Center Staff 	<ul style="list-style-type: none"> Provide monthly LMI Career Pathway newsletters 	Youth Committee and Staff	On-going	25% of Jr & Sr of local High School age youth	
Action 4: <ul style="list-style-type: none"> Basic Skills training (2-week training workshops) to include: Classes We have=Yellow (AJCC & EDD) 	<ul style="list-style-type: none"> Dress for success Employment (Career) readiness Interview technique Work ethics Financial Literacy Customer Service (phone etiquette) Mental Health 	Conduct workshops 1 times a month at the AJCC	<ul style="list-style-type: none"> Staff Behavioral Health Dept of Rehab Gavilan College 	On-going		
Created by the Workforce Development Board at their Board Retreat on 3/10/20 GOAL: <i>Establish Training Programs that Create Employable Youth for the future workforce</i>	Resources & Support Needed	Expected Outcome	Staff Responsible	Due Date	Measurements Methods of Tracking	Status: C=Completed I=In Progress O=On going

Focus

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

- Growing the San Benito County job base to benefit job seekers, youth, and incumbent workers
- Expanding and investing in the demand-driven skills and readiness of the San Benito County workforce, with an emphasis on allied health, agriculture (H2A united farmworkers), manufacturing, apprenticeships, construction and clean/green jobs.



STRATEGIC PLANNING DOCUMENT

Project Name: WDB Strategic Goals

REV. Date: 02.08.22

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

- Expanding jobs/services and have central location for job openings
- Expanding In-depth Econovue training where board members can participate.
- Expanding training to include written document for participants on career paths
- Work with High School; Gavilan College, America's Job Centers, Trade Schools, Reentry Programs, Women's Programs
- Offer more Job Fair's
- Offer more Incentives through work with partnerships

Win new
**AirPod
Pros!**

Just for telling us
what you think
(3 winners randomly
drawn from submissions)

Youth Needs & Community Center



YOUTH SURVEY



Help get funding for a
**Community Youth
Center**
Youth ages (10-24)

If money weren't
a concern, tell
us.....



at the
San Benito County
Community Action Board
Community Services & Workforce
Development

..... what could a
**Community Youth
Center** include?

visit this link: <https://survey.alchemer.com/s3/6688529/Youth2022>