

America's JobCenter 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, Hollister, CA and via ZOOM

April 20, 2021 @ 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 Workforce Development Board (WDB) 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

Phone one-tap: US: +16699006833,,94433650293#,,1#,047354# or
+14086380968,,94433650293#,,1#,047354#

Meeting URL: <https://zoom.us/j/94433650293?pwd=QVErTHBxNXltcWF0Q3lYZEUrWHh0UT09>
Meeting ID: 944 3365 0293

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"/>		<input type="checkbox"/>		<input type="checkbox"/>	Judith Munter
Staff:					
<input type="checkbox"/>	Enrique Arreola	<input type="checkbox"/>	Sylvia Jacquez	<input type="checkbox"/>	Ruby Soto
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Andi Anderson	<input type="checkbox"/>	Omar Rosa

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:** January 12, 2021 are enclosed for review and approval. **Action Required**
- C. **Membership:** Any applications received may be reviewed for appointment to the committee. **Action Required**
- D. **Summer Youth Program:** Enclosed is a proposal request to have a Summer Youth Program. **Action Required**
- E. **Community Foundation Grant:** Staff may provide an update on the status of this



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award. Enclosed is the award notice.

- F. **Letter of Support**: Judith Munter will provide a follow-up on the Letter of Support for the Ag Grant "SPECAs". Information is enclosed.

III. Other:

- A. Adjournment:

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San Benito County Workforce Development Board (WDB) Youth Committee

MINUTES

1161 San Felipe Road, Hollister, CA and via ZOOM
January 12, 2021 @ 2:00 P.M.

Phone one-tap: US: +16699006833..94433650293#.1#.047354# or
+14086380968..94433650293#.1#.047354#

Meeting URL: <https://zoom.us/j/94433650293?pwd=QVErTHBxNXltcWF0Q3lYZEUrWHh0UT09>
Meeting ID: 944 3365 0293

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		
Staff:					
<input checked="" type="checkbox"/> Enrique Arreola	<input checked="" type="checkbox"/> Sylvia Jacquez	<input checked="" type="checkbox"/> Ruby Soto	<input checked="" type="checkbox"/> Andi Anderson	<input checked="" type="checkbox"/> Joyce Duque	

Committee chair, Karen Para, called the meeting to order at 2:03 PM

I. GENERAL INFORMATION:

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

II. REGULAR AGENDA:

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

B. **Minutes:** June 9, 2020 minutes and the October 13, 2020 were approved as presented. *M/S/C Nelson Leonor/Judith Munter*

C. **Letter of Support:** Judith Munter reported on an Ag grant to work with high school students - "SPECA" FY 2021 Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grants Program (SPECA) Application Deadline | National Institute of Food and Agriculture ([usda.gov](https://www.usda.gov)). She explained the purpose of the program and how she is working on preparing a grant proposal to USDA with San Benito High School, ALBA and the university she works for to prepare high school students for college degrees and careers in Agriculture. Ms. Munter requested a letter of support from the WDB Youth Committee. After discussion the WDB Youth Committee approved providing a letter of support pending drafting of the actual letter. *M/S/C Nelson Leonor/ Chuck Frowein.*

D. **Membership:** Staff informed the board that our regional advisor, Eileen Rolfing, retired and the new regional advisor is Vivian Estrada. Staff will reach out to the Ms. Estrada for direction on committee membership and follow-up on whether or not someone from the Arts Council could serve on the committee. WDB board



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members may be appointed to the committee where they are listed as a required partner and that is where clarification is needed. Others interested in serving on the committee will need to submit an application for approval by the WDB. After staff receives feedback from the regional advisor, then follow-up with committee members to have them submit an application for appointment to the board.

- E. **WIOA Youth Program Elements & Select Priorities:** Staff provided an update on the top 5 priorities enclosed and what is already available at the AJCC and what needs to be addressed stating that all the of the priorities selected are being provided at AJCC. The top 5 priorities selected by the committee are:
1. #3 – *Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including Summer employment, Pre-Apprenticeship Programs, Internships and Job shadowing and On-the-Job Training.*
 2. #8 – *Adult mentoring for the duration of at least 12 months after the completion of participation.*
 3. #9 – *Follow-up services for not less than 12 months after the completion of participation.* Staff indicated this goal needs improvement.
 4. #13 – *Services that provide labor market and employment information about in-demand industry sector or occupations available in the local area, such as career awareness, career counseling and career exploration services.*
 5. #14 – *Activities that help youth prepare for and transition to post-secondary education and training.* This priority is accomplished with partners in place but could be expanded upon with other partners/resources that could be identified for inclusion. EDD also works with hiring youth through Youth Employment Opportunity Program (YEOP) and they work with them on their school/work schedule.

III. **Other:**

- A. Adjournment: *M/S/C Judith Munter/ Nelson Leonor at 2:54 P.M.*

MEMORANDUM

April 20, 2021

TO: Youth Committee and Workforce Development Board (WDB) Members
FROM: Enrique Arreola, Deputy Director
SUBJECT: **Summer Youth Program Proposal Action Required**

Background/Summary: Pursuant to Workforce Services Directive WSD15-03 with an effective date of September 16, 2015, this policy provides guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) Youth program elements. The Workforce Development Board adopted fourteen (14) program elements in May 2016. Since the implementation of the Workforce Innovation & Opportunity Act (WIOA) in 2014, this department has not operated a Summer Youth Program as it is no longer allowed to be a Stand-Alone program.

Discussion: The Youth Committee has designated their top 5 priorities from the adopted fourteen (14) program elements at their October 13, 2020 meeting. One of their designated priorities is:

1. **Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, including the following:**
 - **Summer employment opportunities and other employment opportunities available throughout the school year-** *Administrators of SYE programs must be competitively selected by the board via award of a contract or grant.*
 - **Pre-apprenticeship programs-** *is a program, or set of strategies, designed to prepare individuals to enter and succeed in a registered apprenticeship program; a documented partnership with at least one or more registered apprenticeship programs must be in place. Providers offering occupational education for pre-apprenticeship must be on the Eligible Training Provider List.*
 - **Internships and job shadowing-** *are activities that provide the youth with an opportunity to explore an occupation or work environment and may include activities that allow them to gain employment and occupational skill competencies.*
 - **On-the-job training opportunities-** *is training provided by an employer to a paid participant who is engaged in productive work from which she/he gains the knowledge and skills essential to the full performance of the job and for which the employer is provided a reimbursement of up to 50% of the participant wage and for which the employer makes a commitment to hire the individual.*

The Youth Committee is recommending for the WDB to approve a Stand-Alone pilot Summer Youth Program with priority placements in the Agriculture and Hospitality sectors.

References: Enclosed you will find the award notification from the Community Foundation Grant Ref. #19-042 in the amount of \$5,000. Match funds are required in the amount of \$5,000.

Financial Consideration: The total estimated cost of \$36,170 (\$15.071/hour w/taxes). For board's consideration, below are three options:

	Total Clients	Hrly. Rate w/ taxes	Hrs. Week	Total Weeks	Total Budget
Option A	10	\$15.07	40	6	\$36,170
Option B	10	\$15.07	40	5	\$30,142
Option C	10	\$15.07	36	6	\$32,553

Staff is proposing Option C as a pilot Summer Youth Program. Proposed funding will be supported by the Community Foundation Grant \$5,000 grant with a required Match Funds of \$5,000. If option C is approved for a total budget of \$32,553, there will be a balance of \$27,553. Staff will be requesting that this balance be funded by the Community Action Board (CAB) since Youth services is their top priority. In addition, CAB has already had discussion about supporting financially a potential Summer Youth Program and partnering with the Workforce Development Board.

Life Skills Component

In addition, staff is recommending integrating a required weekly unpaid 3-hour Life Skills component as part of their Summer Youth Training. The 3-hour weekly Life Skills training can consist of:

- 1 hour Job Readiness (work ethic, interviewing skills, dress for success, timeliness...).
- 1-hour personal growth (character, good attitude, communication, listening skills, self-esteem....).
- 1-hour Financial Literacy (budgeting, understanding interest rates, prioritizing saving, credit...etc.).

Recommendation: Request approval from the Youth Committee and the Workforce Development Board on one of these options to operate a Summer Youth Program with the funding aforementioned.



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

April 15, 2021

Date

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Grant Ref#: 19-042

Award Amount: \$ 5,000.00

Dear Ruby,

The Grants Committee has completed its review of your recent grant application. I am pleased to advise you that the Community Foundation has approved a Community Impact Matching Grant for your organization in the amount of \$5,000.00 for Career Pathways Summer Youth Employment Training Program. The Foundation will award this grant subject to the following conditions:

- Grantees must use these funds for the purpose described above.
- Grantees must use these funds exclusively for the benefit of San Benito County residents.
- Grantees are required to submit a Grant Impact Report within 30 days of completion of the program, but no later than June 30, 2020. At least two high resolution photos of the program/project are required to be submitted with the Grant Impact Report.
- Grantees are required to acknowledge the Community Foundation as a grant funder and use our logo in all materials you prepare for public distribution.
- Grantees are required to prepare a Press Release or story and distribute it to the Mission Village Voice, BenitoLink, and Free Lance. Phrases such as "Funded in part by a Community Matching Impact Grant from the Community Foundation for San Benito County" are encouraged. Please forward copies and examples of such materials to me.

When this project is ready to commence, request your funds by submitting an original signed 2019 Grant Agreement and Funding Request. This grant offer will expire April 10, 2020 and the CFFSBC may conduct additional follow-up to determine the effectiveness of your grant.

The Community Foundation for San Benito County is very pleased to support you in this endeavor, and we hope you achieve all your goals and expectations for this project. Thank you for your efforts in making San Benito County a better place to live!

Sincerely,

Tracy Taggart

Grants and Projects Manager

Tracy Taggart

Director of Operations and Grants

Community Foundation for San Benito County

829 San Benito Street, Suite 200, Hollister, CA 95023

831.630.1924

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Community Foundation for San Benito County 2019 Community Impact Matching Grant Guidelines

The broad mission of Community Foundation Grantmaking is to enhance the quality of life in San Benito County. This year the Foundation will have two grant cycles.

First Grant Cycle

Period Opens: Friday, February 15, 2019
Application Deadline: Friday, April 19, 2019
Decisions Announced: Friday, July 5, 2019
Funding Deadline: Thursday, October 31, 2019

Second Grant Cycle

PLEASE NOTE: If you have already received an award through the first grant cycle of 2019, you are **NOT** eligible to apply for the second grant cycle.

Period Opens: Friday, August 2, 2019
Application Deadline: Friday, October 4, 2019
Decisions Announced: Friday, December 20, 2019
Funding Deadline: Friday, April 10, 2020

The Community Foundation is in its last year of re-granting funds from The David and Lucile Packard Foundation. The grant we received from them expires as of December 31, 2019. Proposals of Capacity Building Grants will be given **highest priority** followed by grants for specific projects in the following Fields of Interest: Health & Social Services, Community Enhancement (Development), and Youth & Education, that demonstrate the greatest likelihood of achieving measurable results.

Capacity building refers to activities that strengthen the ability of a nonprofit to achieve greater performance and impact. Project examples include but are not limited to:

- Organizational Assessment
- Evaluation of overall effectiveness
- Strategic Planning
- Board Development
- Staff training
- Fund Development training
- Succession planning
- External communications strategies
- Membership development
- Technology improvements

The Community Foundation is committed to fairly evaluating all matching grant requests submitted. To achieve this, the Grants Committee, supported by Foundation staff, reviews and recommends allocation of matching grant funds. The Grants Committee consists of a diverse and knowledgeable group of volunteer community members representing a broad spectrum of San Benito County.

In addition to Capacity Building Grants the Grants Committee will also fund projects which include the following values and criteria:

- Creates a positive impact in areas of demonstrated need within San Benito County

- Supports diversity of the community with fairness and respect
- Addresses significant community issues
- Strengthens organizational capacity and accountability
- Encourages collaboration and coordination of service delivery
- Leverages financial opportunities from other funders and individuals
- Boosts management capacity to execute the project to conclusion with effectiveness
- Provides a concise plan for project evaluation and documented sustainability
- Demonstrates significant financial need and avoids duplication of service

In general, CFFSBC will NOT fund the following:

- Organizations that discriminate by age, disability, ethnic origin, gender, race, religion, or sexual orientation
- Programs that benefit a specific individual
- Fraternal or service organizations, unless in support of specific programs open to or benefiting the entire community
- Salaries or operating expenses of schools, government departments and agencies or related organizations
- Nonprofit organizations that spend more than 25% of their revenue on management, overhead, or fundraising costs
- Fundraising events such as annual campaigns, walk-a-thons, tournaments, fashion shows, dinners, and auctions
- Private foundations or fundraising organizations
- Organizations and programs designed to support political activities
- Organizations located outside San Benito County unless for a specific program benefiting residents within San Benito County
- Pay off existing obligations or enable funding of reserve accounts
- Endowment funds
- Scholarships, fellowships, travel grants, and academic, technical or specialized research
- Programs that are completed or nearly completed
- Applications for grant requests that far exceed a reasonable proportion to the applicant's financial scale
- Organizations that are not run or governed by a responsible group of at least four persons
- Routine funding that others can or will do
- Failure to provide follow-up reports or comply with requirements of prior grants
- Requests greater than 50% of the proposed project/program budget

Matching Grant Application

All applicants are requested to submit a completed *Matching Grant Application* (up to \$10,000), including proof of grant applications submitted to at least two other funding sources. Forms are available on our website; please email completed form to [Salina Chacon](#). Printed applications will be accepted if the applicant is unable to submit electronically. The Foundation will acknowledge receipt of the Matching Grant Application by email.

Matching Grant Application Review Process

The Grants Committee shall exercise due diligence by revisiting historical needs and performance to determine the effectiveness of the project/program and the overall impact on the community or individuals served. Vetting committees will be assigned and meetings scheduled with the organization to review the content of the Matching Grant Application. During these meetings, nonprofit representatives may not include Community Foundation board members or

Grants Committee members. After thorough examination and evaluation, Vetting Committees will present their findings to the Grants Committee with recommendations. A majority vote by the Grants Committee shall determine each matching grant award, and the committee will establish and approve funding levels and any appropriate terms and conditions. The Committee will provide an award or regret letter; typically, this communication will be an e-mail from the Grants and Projects Manager.

Each organization is allowed only one Matching Grant per calendar year. If a grant is not awarded to an organization in the first grant cycle, that organization is eligible to apply for the second grant cycle. Organizations who collaborate with other organizations may participate in a second application, provided another organization is the active lead of the collaboration. Applications will not be carried over to subsequent grant periods.

Funding

Our policy is to fund projects only when they are ready to proceed. Applicants who are awarded a grant during the first grant cycle must apply for their funding by October 31, 2019. Grantees must download and submit an original signed *Matching Grant Agreement and Funding Request* available on our website (generic emails will not be accepted). Matching grant awards will expire if not funded by the deadline specified.

Follow-Up Requirements

All grantees are required to provide a *Matching Grant Impact Report*. Include a summary of the project, and the outcomes realized, as well as an assessment of the impact of the project on the organization and the community. This report is due within 30 days of completion of the program and should include a final financial report for the project, as well as photographs. In some cases, when the project length runs more than six months or from one calendar year into another, a *Matching Grant Interim Progress Report* may be required. Templates for both of these reports are available from the Foundation website.

The Grants Committee may schedule a follow-up review with the grantee to properly understand the use, impact, and effectiveness of the grant.

Marketing

Grantees are required to acknowledge the Community Foundation as a matching grant funder and use our logo in materials you prepare for public distribution such as official stationery, newsletters, websites, program brochures, fundraising and marketing materials, and annual reports. The Community Foundation will provide a high-resolution file of our logo.

NOTE: Please do not list the Community Foundation as a Sponsor. Use words similar to “Funded in part by a Community Impact Matching Grant from the Community Foundation for San Benito County”.

Grantees are required to prepare a Press Release and distribute it to the *Mission Village Voice*, *BenitoLink*, and *Free Lance*. Phrases such as “Funded in part by a Community Impact Grant from the Community Foundation for San Benito County” are encouraged. Please forward copies and examples of such materials to the Community Foundation.

Fulfillment of all the conditions of any prior matching grant awards, including Matching Grant Impact Reports, is required to be eligible for future grant consideration. Failure to comply with these requirements will result in non-acceptance of future applications.

Contact the Community Foundation staff with any questions at 831-630-1924.

Project CULTIVA:
Cultivating Futures by Developing Workforce and College Ready Students
in California's Central Coast

USDA ...Secondary Education, Two-Year Postsecondary Education, and
Agriculture in the K-12 Classroom Challenge Grants Program (SPECA)

The purpose of the SPECA program is to award grants to:

- Enhance the quality of K-14 instruction in order to help meet current and future national food and agricultural sciences workplace needs
- Increase the number and diversity of students who will pursue and complete a 2 or 4-year degree in the food and agricultural sciences.
- Promote and strengthen secondary education and 2-year postsecondary education in agriscience and agribusiness in order to help ensure the existence in the United States of a qualified workforce to serve the food and agricultural sciences system; and
- Promote complementary and synergistic linkages among secondary, 2-year postsecondary, and higher education programs in the food and agricultural sciences in order to promote excellence in education and encourage more young Americans to pursue and complete a baccalaureate or higher degree in the food and agricultural sciences.

SPECA-funded projects encourage academic institutions, in partnership with organizations and employers to identify and address challenges facing the food and agricultural sciences education and workforce community. . . The talent pipeline for the agriculture workforce begins well before college admission and a focus on secondary programs holds tremendous potential to increase not only the number, but the diversity of students entering baccalaureate programs, a requisite for the innovation needed in the food and agricultural sciences.

Project dates: Aug. 2021 – August 2023

Project Title: *Project CULTIVA*
Project Director: *Judith Hope Munter, Professor, SFSU*
Co-Project Directors: *Claire Grissom, Assistant Principal, San Benito High School*
Nathan Harkleroad, Education director, ALBA and
Instructor, Hartnell College

This proposal requests funds to support a partnership that addresses critical needs in strengthening secondary education and two-year/four-year education in the food, agriculture, natural resources, human (FANH) sciences. *Project Cultiva* will address the need for creating new curriculum and online resources in FANH sciences that build on current learning theory, addressing opportunities for work-based learning and dual enrollment college-level courses in CTE Pathways in California's Central Coast region.

The San Benito High School in partnership with the Agricultural & Land-Based Training Association (ALBA) and San Francisco State University will contribute to the development of an innovative, replicable curriculum consisting of an articulated secondary capstone sequence consisting of three modules, which will be

Project CULTIVA:
Cultivating Futures by Developing Workforce and College Ready Students
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implemented by the Cultiva Instructional Team – an experienced community college instructor and a part-time Cultiva instructor, high school administrator and teachers, university professor/student team. Elements of this innovative curriculum include a combination of work-based learning and college-career readiness, skill clusters, including: communication, teamwork, problem solving, leadership skills and college visits. Key objectives are to: *(1) increase the number of secondary students in the FANH Pathways who are college-career ready; and (2) develop secondary FANH curriculum materials that feature work-based learning and college readiness skills in order to prepare all students to transition seamlessly from high school to postsecondary education in the FANH sciences.*

The key strategy is developing an articulated/dual enrollment high school FANH capstone course sequence through the integration of work-based learning and college readiness strategies, including college visits. The Cultiva Curriculum consists of a three-module Capstone course, with collaboration and key roles for high school, postsecondary education and workforce experts, each of which will play an integral role in the project processes and outcomes. The ALBA Project Co-Director/Hartnell Instructor will serve as liaison with Hartnell* College to ensure articulation/dual enrollment status for the Cultiva Capstone Curriculum. The capstone final projects will be presented at local and regional meetings in schools, communities and universities.

Anticipated Outcomes: a) Increase in rates of readiness for enrollment in postsecondary education, especially among Hispanic, first generation college goers in FANH studies; b) At least 80% of target high school students will be college ready; c) Enhanced secondary curriculum in FANH sciences to strengthen seamless transitions to 2-yr and 4-yr postsecondary degrees.

*Hartnell College is working with this team on the articulation agreement because Gavilan College does not offer A.S. degree programs of study in Agriculture. The San Benito High School is in the process of seeking authorization from Gavilan.... to comply with the College and Career Access Pathways (CCAP) Act, specifically with Education Code section 76004, subdivision (e), which states that: *A community college district shall not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.*