



America's **Job Center**
of CaliforniaSM

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San Benito County Workforce Development Board (WDB)

Youth Committee

AGENDA

Friday, April 29, 2022 @ 3:00 P.M

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

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,

<https://us06web.zoom.us/j/81914899097?pwd=bENKbFduTkRLWXlubEdlSXVFTmlxUT09>

Meeting ID: 819 1489 9097 / Passcode: 206031

One tap mobile

+16699006833,,81914899097#,,,,*206031# US (San Jose)

+14086380968,,81914899097#,,,,*206031# US (San Jose)

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Representing the Private Sector (PR)	
<input type="checkbox"/> Chuck Frowein	<input type="checkbox"/> Karen Para, <i>Chair</i>
	<input type="checkbox"/> Mike Fisher
Representing the Public	
<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"/> Ruby Soto	<input type="checkbox"/> Andi Anderson
	<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 April 12 are enclosed for review and approval.



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- C. **Meeting times:** Discuss holding in-person meetings and changing dates/time to possibly after the Executive Committee meeting. *Action Required.*
- D. **Summer Youth Employment Program:** Staff and Committee members will discuss the development strategies for a summer youth employment program, funding/grant opportunities, grant writer and target dates.
- E. **Youth Strategic Goals:** Youth Strategic Goals are **enclosed**. Discuss adding fund development for a youth employment program to Strategic Goals to make it more actionable by setting specific goals. *Example: If CSWD had \$100,000 summer youth could be provided to train 25 youth.*
- F. **EDD Career Pathway Newsletter:** Update on EDD providing an Economic Summary to include Unemployment.

III. OTHER:

- A. **Youth Survey:** Update on the Community Action Board's Youth ad hoc committee survey <https://survey.alchemer.com/s3/6688529/Youth2022>. CAB will be closing the survey in late May, 2022. Members are encouraged to complete the survey and share the link with partners, family members, but especially youth.

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
April 12, 2022 @ 4:00 P.M.**

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

Karen Para called the meeting to order at 4:08 P.M.

I. GENERAL INFORMATION:

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

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 and March 20, 2022 were approved as presented. *M/S/C Nelson Leonor/Judith Munter.*
- C. **Meeting times:** Discuss holding in person meetings. The meetings are now scheduled quarterly at 4 P.M. (Jan, April, July, Oct). Revisit at next meeting. Been meeting more often to work on goals and summer youth employment program. Could have the meeting after the Executive Committee vs full WDB. Discussed making the meeting meaningful and moving forward with grant ideas, topics, partnerships, etc.
- D. **Summer Youth Employment Program:** Staff and Committee members will continue discussion on the development strategies for a summer youth employment program. In the same position financially as last year. Staff provided a brief history of the summer youth employment programs when the county would employ up to 300 youth. With the change in WIOA, funding didn't allow for the same level of services. The WDB and the Community Action Board has a desire to fund a summer and last year staff submitted an application to the Community Foundation to fund a pilot summer youth employment program. Staff also indicated that the Community Foundation will no longer be having match fund grant opportunities. Staff recommendation is to as the CAB if there is any funding to help support along with WIOA funds. WIOA does have a youth allocation of \$200,000 of which 30% is dedicated to training. These funds could be used to kick off a program on a small



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scale, but it wouldn't end during the 5 weeks. The program is structured for 600 hours of training. Invited Karen Para to join the CAB and pitch the idea of the partnership. Karen Para stated at the past several meetings she has been asking about funding and how the WDB can support staff and she hasn't received any feedback from staff. There is a need to start the process earlier and plan ahead. Staff indicated that there isn't much funding available for summer youth and that is an issue that needs to be addressed. Staff has been looking and there aren't many opportunities for summer employment programs for youth. Judith Munter indicated that she is happy to bring some ideas and funding opportunities for the WDB to consider. CSWD does have a grant writer that could possibly be secured. One other option might be CSBG CARES funding if youth have been COVID impacted, staff will follow-up. ***Add to next meeting agenda for continued discussion.***

- E. **Youth Strategic Goals:** Finalized Youth Strategic Goals weren't enclosed and staff will forward them to board members. Discussed adding fund development for a youth employment program to Strategic Goals: make it more actionable, set specific goals. Example: If CSWD had \$100,000 summer youth could be provided to train 25 youth.
- F. **EDD Career Pathway Newsletter:** Follow-up on EDD providing an Economic Summary to include Unemployment, Industry Sectors, and general demographics. Nelson Leonor indicated that the new staff is working on this.
- G. **Youth Survey:** Update on the Community Action Board's Youth ad hoc committee survey <https://survey.alchemer.com/s3/6688529/Youth2022>. Members are encouraged to complete the survey and share the link with partners, family members, but especially youth.

III. **OTHER:** None

IV. **ADJOURNMENT:** *M/S/C Nelson Leonor/ Heidi Jumper 5:00 P.M.*

The next meeting is scheduled for: May 10, 2022



STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 03.08.22
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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	I=In Progress
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 20 youth will receive Resume & Interview skills	I=In Progress
<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	C=Completed
<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	C=Completed



STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 03.08.22
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.		

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	I=In Progress
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		I=In Progress
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: 03.08.22

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

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drawn from submissions)

Youth Needs & Community Center



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>