



San Benito County Workforce Development Board
Executive Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
May 10, 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=a0lyMkFNdEFsQmVzbCswNmNjFjdz09

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, and 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 March 8, 2022, Ex Committee meeting minutes are enclosed for review and approval. Action Required.
2. Full WDB: January 11, 2022, full WDB & April 12, 2022 minutes are enclosed for board information.
3. Youth Committee: The April 12, 2022 and April 29, 2022 Youth Committee 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. ***Action Required.***
- A. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** Enclosed is the report for April 2022.
 - B. **Labor Market/Unemployment and Economic Summary:** Enclosed is the California Unemployment Report for April 2022.
 - C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-04 thru WSD21-05](#) and Information Notices [WSIN 21-37-thru WSIN 21-42](#) are enclosed.
 - D. **Program Expenditure Updates:** Enclosed is the grant expenditure report through March 2022.

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** Any applications were received to be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives five (5).
 - 1. **Term Expirations:** The terms of Chuck Frowein and Nelson Leonor expired February 5, 2022. Request board approval for reappointment for a 3-year term. ***Action Required.***
 - 2. **Application Received:** The enclosed application was received from Rosa Vivian Fernandez, CEO & President of the Health Foundation, for private sector representative. ***Action Required.***
 - 3. **Resignation:** Randy Brown submitted the enclosed a notice that he is retiring in June and will be resigning from the board. He has made a recommendation and staff will follow-up.
- B. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA):** The WDB MOU & RSA is due to expire on June 30, 2022. Staff requests board review and approve the enclosed MOU & RSA. ***Action Required.***
- C. **Hospitality & Healthcare Sector Regional Forum:** Staff will provide the board an update on the sector forum on a Hospitality/Tourism scheduled for May 19th at 2:30 p.m. Attached is the draft agenda and notice.
- D. **Regional Equity Recovery and Partnerships (RERP):** Staff may provide an update on the Regional Equity Recovery and Partnership (RERP) Request for Proposal (RFP) in the amount of \$1,300,000.
- E. **San Benito County Job Fair:** Discuss the Chamber of Commerce request to allocate \$8,000 for a collaborative job fair. Review and discuss the attached memo. ***Action is Required.***
- F. **Board Proxy:** Assign board proxy by May 30, per the enclosed WDB Bylaws Article IV. Section 4.01.
- G. **Committee Updates:** Committee members may provide recommendations or updates for their respective committee.
 - 1. **Nomination Committee:** The Nomination Committee will need to meet and present a slate of officers at the July full WDB meeting for fiscal year 2022/2023.
 - 2. **Audit Committee:** The State Compliance Review Division completed the program review on December 17th. AJCC is awaiting the draft report.
 - 3. **Ag Committee:**
 - 4. **Executive Committee:** Committee members may provide an update.
 - 5. **Business Services Committee (BSC):** The BSC and staff may provide an update on their strategic goals.
 - 6. **Youth Committee:** The Youth Committee may provide an update on development of a Summer Youth Employment Program.
 - 7. **Membership Committee:** Committee members and staff may provide an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION:**

VI. **ADJOURNMENT:**

The next Executive Committee meeting is scheduled for June 14, 2022, at 3 PM

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



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

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

MINUTES

Table with 2 columns: Representing the Private Sector (PR) and Representing the Public. Includes names like Richard Bianchi, Chair and Kendra Bobsin, Treasurer.

Karen Para, called the meeting to order at 3:05 P.M.

GENERAL INFORMATION:

A. Public Comment Period: Introduction were made by everyone 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:

- 1. Executive Committee: The February 8, 2022, Ex Committee meeting minutes were approved as presented. M/S/C Karen Para/Nelson Leonor
2. Youth Committee: The February 8, 2022, Youth Committee minutes were enclosed for board information.
3. Full WDB: January 11, 2022, full WDB minutes were enclosed for board information.

C. 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. Kendra Bobsin/Karen Para.

D. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed was the report for February 2022.

E. Labor Market/Unemployment and Economic Summary: Enclosed was the California Unemployment Report. Data for January is scheduled to be released on March 2022.

F. Information Notices & Directives: The most recent Workforce Services Directives WSD21-03 thru WSD21-04 and Information Notices WSIN 21-32-thru WSIN 21-34 were enclosed.



- G. **Board Membership**: Any applications received may be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives five (5).

III. **DISCUSSION/ACTION ITEMS**:

- A. **WORKCON 2022**: The WORKCON 2022 (<https://calworkforce.org/workcon/>) will be held in San Diego, May 25-27, 2022, at the Westin San Diego Gaslamp Quarter. Staff requested board approval to send 1-2 staff and/or board members. Lizz Sanchez Turner is interested in attending. After discussion the Ex Committee approved sending 1-3 staff and/or members dependent on funding availability. *M/S/C Lupe Rubacalva/ Lizz Sanchez Turner.*
- B. **Regional Equity Recovery and Partnerships (RERP)**: Enclosed was a memo for the RERP Request for Proposal (RFP) released February 14, 2022, and due to the State April 22, 2022. Board info only.
- C. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA)**: The WDB MOU & RSA is due to expire on June 30, 2022. Staff's goal is to have the updated MOU & RSA ready by April for full WDB approval.
- D. **SB1 Building & Construction Trades Pre-Apprenticeship Training**: Staff provided an update on the upcoming regional trainings. Enclosed was an informational flyer.
- E. **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 17th. AJCC is awaiting the draft report. Due to staffing changes at the State, the report has not been provided.
 2. **Ag Committee**: The committee discussed the need to schedule a meeting and the committee chair will schedule a meeting.
 3. **Business Services Committee (BSC)**: The BSC and staff provided an update stating committee members meeting to finalize goals. New Business Services Representative, Wilbur Hurley, has been reviewing the employer list and determining who has positions available. Also discussed was advertising AJCC via BenitoLink and other avenues. Due to scheduling conflicts, there is a need to determine best time for the committee to meet, possibly once a month. Staff will be providing the committee a list of dates and times.
 4. **Membership Committee**: Committee members and staff provided an update on recent recruitment efforts. A list was generated, and letters mailed out. There has been no response. The committee will identify new potential members. Information on the benefits of being on the board along with the membership application are available on the AJCC website at: <https://sbcjobs.org/about/>.
 5. **Youth Committee**: The Youth Committee met just prior to this meeting and they did complete their goals. Committee members indicated that WDB member, Mike Fisher, would like to be on the Youth Committee. The Youth Committee's next goal is to focus on a summer youth program.
 6. **Executive Committee**: There is a need for the Executive Committee to meet to discuss Strategic Planning goals and priorities for the WDB. Enclosed was a goal template for

members information. Staff explained that the goal sheets are what they use for the Community Action Board (CAB) and will send out a link to the training video to help them understand how to fill out the goal worksheets.

IV. **ADDITIONAL INFORMATION:**

- A. **Program Updates:** Staff will present a full report at the next full WDB meeting.
- B. **Youth Expo Update:** Staff and members provided an update on the Youth Expo event held February 26th from 10am – 1pm. Staff conducted outreach at the Expo which was well attended by over 500 individuals. They also assisted with distribution of the CAB’s Youth Ad hoc Committee survey: <https://survey.alchemer.com/s3/6688529/Youth2022>.

V. **ADJOURNMENT:** *M/S/C Karen Para/Lupe Rubalcava. 4:00 P.M.*

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

The next Executive Committee meeting is scheduled for May 10, 2022, at 3 PM



**San Benito County Workforce Development Board
Full WDB MEETING
1161 San Felipe Road, Hollister, CA 95023
January 11, 2022 @ 3:00 P.M.
Minutes**

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> u=Unexcused							
Representing the Private Sector (PR)				Representing the Public			
<input checked="" type="checkbox"/>	Bianchi, Richard, <i>Chair</i>	<input checked="" type="checkbox"/>	Para, Karen, Secretary	ex	Adams, Lamont	ex	Leonard, Michelle
<input checked="" type="checkbox"/>	Fisher, Mike	<input checked="" type="checkbox"/>	Sanchez-Turner, Liz	<input checked="" type="checkbox"/>	Alarid, Kristi	<input checked="" type="checkbox"/>	Leonor, Nelson
<input checked="" type="checkbox"/>	Frowein, Chuck, <i>Vice Chair</i>		Vacant	<input checked="" type="checkbox"/>	Bobsin, Kendra, Treasurer	<input checked="" type="checkbox"/>	Reese, Scott
<input checked="" type="checkbox"/>	Giancola, Shelley		Vacant	<input checked="" type="checkbox"/>	Bradford, Duane	<input checked="" type="checkbox"/>	Rodriguez, Jose
			Vacant	<input checked="" type="checkbox"/>	Brown, Randy	<input checked="" type="checkbox"/>	Rubalcava, Lupe
Staff: Andi Anderson, Enrique Arreola, Ruby Soto, Sylvia Jacquez, Briana Guerero, Wilbur Hurley Guests: Claire Grissom, Jason Vasquez, Alexia Magana, Joyce Aldridge, Enrique Torres							

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 17th. 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 26th 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



**San Benito County Workforce Development Board
FULL WDB MEETING
1161 San Felipe Road, Building B - Hollister, CA 95023
April 12, 2022 @ 3:00 P.M.
MINUTES**

Quorum Met: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unexcused							
Representing the Private Sector (PR)				Representing the Public			
<input type="checkbox"/>	Bianchi, Richard, <i>Chair</i>	<input checked="" type="checkbox"/>	Para, Karen, Secretary	<input checked="" type="checkbox"/>	Adams, Lamont	<input type="checkbox"/>	Leonard, Michelle
<input type="checkbox"/>	Fisher, Mike	<input type="checkbox"/>	Sanchez-Turner, Lizz	<input type="checkbox"/>	Alarid, Kristi	<input checked="" type="checkbox"/>	Leonor, Nelson
<input type="checkbox"/>	Frowein, Chuck, <i>Vice Chair</i>		Vacant	<input type="checkbox"/>	Bobsin, Kendra, Treasurer	<input checked="" type="checkbox"/>	Reese, Scott
<input checked="" type="checkbox"/>	Giancola, Shelley		Vacant	<input checked="" type="checkbox"/>	Bradford, Duane	<input checked="" type="checkbox"/>	Rodriguez, Jose
			Vacant	<input type="checkbox"/>	Brown, Randy	<input type="checkbox"/>	Rubalcava, Lupe

Chair, called the meeting to order at

I. GENERAL INFORMATION:

- A. **Public Comment Period:** Youth Alliance participated in the Public Comment, they are wanting support for Youth Impact Center and is requesting letter of support from the WDB.
- B. **Success Stories:** Staff and/or participants will present success stories. A Work Experience participant shared her success story, she shared her experiences working at the San Benito County Administration office as an Administrative Office Assistant Trainee where she was able to gain skills in the Human Resources Department. She expressed gratitude for the program and her success in getting hired through the County and her experiences moving up the ladder. She is enjoying her roles at the County and is now an Associate Administrative Analyst. She recommends the Work Experience program.
- C. **Guest Speaker:** Joyce Aldridge, presented on the Sling Shot 4.0.

II. REGULAR AGENDA:

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. There was no quorum.
- B. **Meeting Minutes:**
 - 1. **Executive Committee:** The March 8, 2022, Ex Committee meeting minutes were enclosed for board information.
 - 2. **Youth Committee:** The February 8, 2022, & March 8, 2022 Youth Committee minutes were enclosed for board information.
 - 3. **Full WDB:** January 11, 2022, full WDB minutes were enclosed for review and approval. **Action Required. No action taken due to lack of quorum.**

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. **Action Required.**

- A. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** Enclosed were the report for March 2022.
- B. **Labor Market/Unemployment and Economic Summary:** Enclosed were the California



Unemployment Report for March 2022.

- C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-04 thru WSD21-05](#) and Information Notices [WSIN 21-35-thru WSIN 21-36](#) were enclosed.

IV. **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). Lizz Sañchez Turner stated the applicant she had in mind has changed direction. As board members we should constantly be recruiting.
1. **Term Expirations:** The terms of Chuck Frowein and Nelson Leonor expired February 5, 2022. Request board approval for reappointment for a 3-year term. **Table due to lack of quorum Action Required.**
- B. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA):** The WDB MOU & RSA is due to expire on June 30, 2022. Staff requests board review and approve the enclosed MOU & RSA. **Table to the next full WDB due to lack of quorum Action Required.**
- C. **Hospitality & Healthcare Sector Regional Forum:** Staff provided the board an update on a Hospitality and Healthcare Sector Regional Forum. An informational memo was enclosed stating: The North Central Coast Workforce Development Board region (Monterey, Santa Cruz and San Benito County) and the California Workforce Association (CWA) met on April 7th to discuss the planning of two regional sector forums. It was agreed to focus these two forums on Hospitality/Tourism and Healthcare. The Hospitality/Tourism regional sector forum will take place on May 19th from 2:30 p.m. The Healthcare Regional Sector Forum will take place after the Hospitality forum sometime in July.
- D. **SB1 Building & Construction Trades Pre-Apprenticeship Training:** Staff provided an update on the upcoming regional trainings which is scheduled to conclude at the end of April. Lamont has taken in 3 appointments from the apprenticeship program.
- E. **Regional Equity Recovery and Partnerships (RERP):** Staff provided an update on the enclosed overview. At the March 8 WDB Executive Committee meeting, the board received an update on the Regional Equity Recovery and Partnership (RERP). The Labor and Workforce Development Agency (LWDA) and the California Workforce Development Board (CWDB) announced the Request for Proposal (RFP) in the amount of \$24,050,000 to fund Regional Equity and Recovery Partnerships (RERP) between local Workforce Development Boards and Community College Regional Consortia. RERP invests in partnerships to support high road approaches to existing sector strategies and career pathway programs. “High Road” is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. The strategies include 1) improvement job quality and job access, including for women and people from underserved and underrepresented populations; 2) meet the skill and profitability needs of employers; and 3) meet the economic, social, and environmental needs of the community. Once the application is submitted San Benito will need to fulfill 27 trainings with a budget of \$150,000. Kick-off will be next January 2023. After further planning with the regional WDBs (Monterey, Santa Cruz, San Benito) and the community colleges (Gavilan, Hartnell, Cabrillo, Monterey Peninsula), the following trainings may be proposed:
1. Healthcare-Community Health Worker-Medical Assistant- Phlebotomy as a pathway to living wages
 2. Forestry Management- 20-week curriculum-8 weeks of which is a paid internship
 3. Megatronics/Joby/Pre-apprenticeship
 4. IT Essentials/Cyber Security/Tech Support Program
 5. Hospitality-Culinary Arts American Culinary Certification
 6. Welding
- F. **Program/Grant/Expenditure Updates:** Staff may provide an update on the **enclosed**.
- G. **Board Meetings:** Discuss holding in person meetings. Will go hybrid for now.

- H. **Board Proxy**: Assign board proxy per the WDB Bylaws Article IV. Section 4.01.
- I. **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 17th. AJCC is awaiting the draft report.
 2. **Ag Committee**:
 3. **Executive Committee**: There is a need for the Executive Committee to meet prior to their next meeting to update the Strategic Planning goals and priorities for the WDB.
 4. **Business Services Committee (BSC)**: The BSC and staff provided an update on their enclosed goals. They will meet once a month moving forward to update goals.
 5. **Youth Committee**: The Youth Committee provided an update on their goals.
 6. **Membership Committee**: Committee members and staff may provide an update on recent recruitment efforts. Schedule another meeting to discuss recruitment actions. If anyone wishes to attend the BOS meeting and share during public comment on what the WDB is doing and at the same time share the need for board members.

V. **ADDITIONAL INFORMATION**:

VI. **ADJOURNMENT**: *Adjourn at 4:00 P.M.*

The next Executive Committee meeting is scheduled for May 10, 2022, at 3 PM

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



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.

Table with attendance information: Quorum Met: Yes [checked] No [], Representing the Private Sector (PR) with names and checkboxes, Representing the Public with names and checkboxes, and Staff: with names and checkboxes.

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



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



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

Table with attendance information: Quorum Met: Yes [] No [x], Representing the Private Sector (PR) and Representing the Public, Staff: Enrique Arreola, Sylvia Jacquez, Andi Anderson.



COMMUNITY ACTION BOARD & WORKFORCE DEVELOPMENT BOARD
SERVING SAN BENITO COUNTY SINCE 1978
The County CSWD is an equal opportunity employer/program



The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities.

- A. PUBLIC COMMENT PERIOD. Omar ROSA, HOLLISTER DOWNTOWN ASSOCIATION would like to join the Youth committee. Staff will send membership application to Omar Rosa.

II. REGULAR AGENDA:

- A. Roll Call: Roll was taken to determine excused absences for attendance requirements.
B. Meeting Minutes: Youth Committee meeting minutes for April 12 were enclosed for review and approval.
C. Meeting times: Discuss holding in-person meetings and changing dates/time to possibly after the Executive Committee meeting.
D. Summer Youth Employment Program: Staff and Committee members discussed the development strategies for a summer youth employment program...
E. Youth Strategic Goals: Youth Strategic Goals were enclosed. Discuss adding fund



COMMUNITY ACTION BOARD & WORKFORCE DEVELOPMENT BOARD
SERVING SAN BENITO COUNTY SINCE 1978
The County CSWD is an equal opportunity employer/program



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. E-Mailed to members.

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.
- B. **Rock the Mock:** Information to WDB members.

IV. ADJOURNMENT: 4:01 P.M.

The next meeting is scheduled for: June 14, 2022 at 4:00 P.M.



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

May 2, 2022

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

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

1) Business Services Engagement:

a. Business Recruitments:

- Hollister Police Department- - Multiple Positions Available
- City of Salinas - Multiple Positions Available
- Infinity Staffing Services- Multiple Positions Available
- Teknova—Multiple Positions Available
- Community Food Bank- Multiple Positions Available
- San Benito County- Multiple Positions Available
- San Juan Unified School District- Multiple Positions Available
- CALTRAINS- Multiple Positions Available

A. Unemployment Rate for San Benito County unemployment rate was 5.3% with 1700 unemployed. This is down from 6.1% from the previous month. The State average unemployment rate is currently 4.2% with approximately 823,000

2) Job Search Assistance & Resume Writing Workshops

- a. WIOA Orientations are being held virtually and in-person until the end of the year every 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. Currently working with Infinity Staffing and Chamber of Commerce to have a Job Fair Mid-June.

4) Success Stories:

- a. **None**

5) Rapid Response/WARN Events:

- a. None



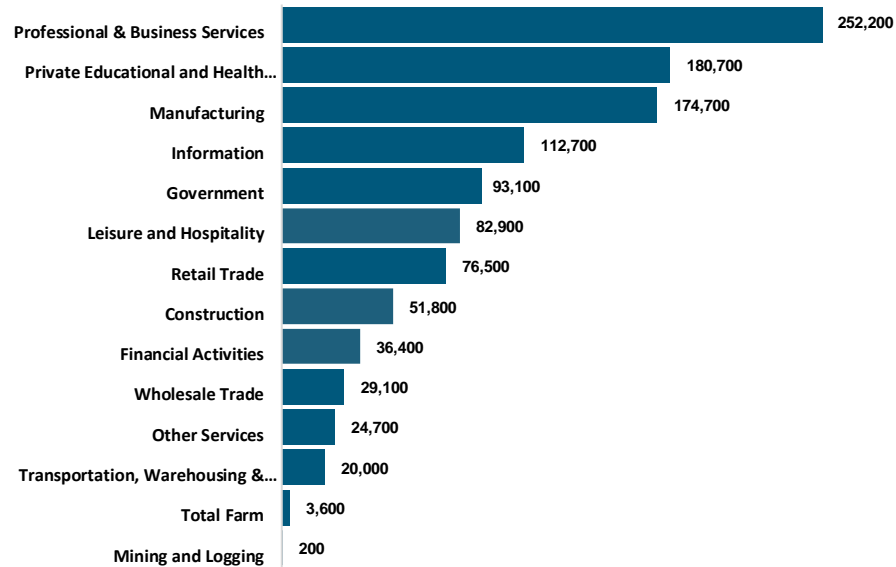
COMMUNITY ACTION BOARD & WORKFORCE DEVELOPMENT BOARD
SERVING SAN BENITO COUNTY SINCE 1978
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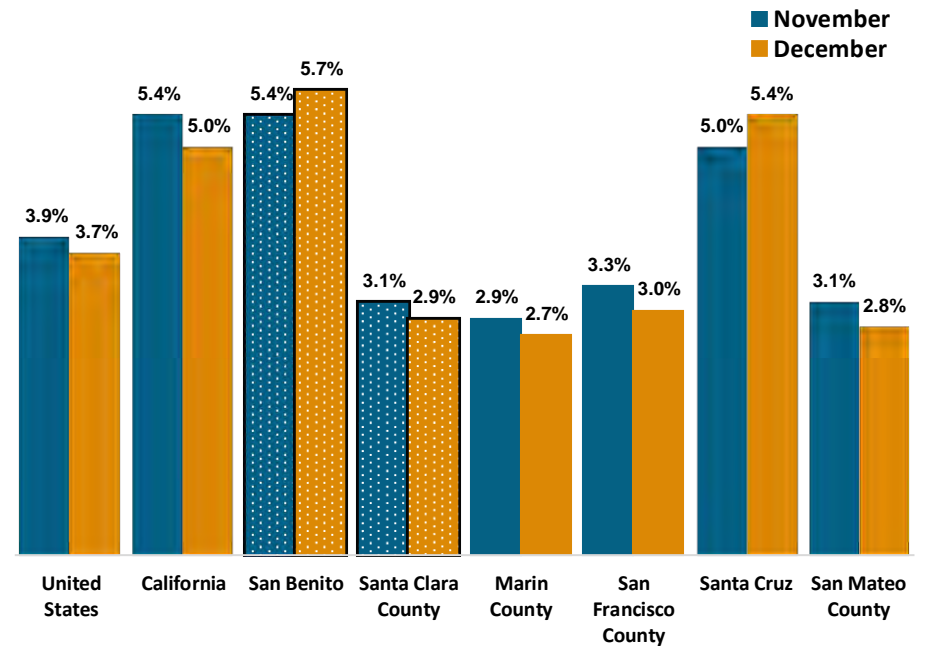
6) Social Media Insight:

- a. Become a Pharmacy Tech - 5000
- b. Social Worker - 3784
- c. Youth Alliance - 2832
- d. Over 11,203 views overall in the last 28 days

December Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – December 2021 Help Wanted OnLine³

Top 10 Employers

- Google – 1,828
- Apple – 1,395
- Stanford University – 1,345
- Allied Universal – 1,109
- Intel – 1,065
- Nvidia – 1,049
- Amazon – 867
- Rivian – 645
- Anthem Blue Cross – 628
- Lucile Packard Hospital – 510

Top 10 Occupations

- Software Developers, Applications – 5,164
- Computer Occupations, All Other – 3,432
- Managers, All Other – 2,748
- Marketing Managers – 2,046
- Retail Salespersons – 1,966
- Registered Nurses – 1,589
- Sales Representatives, Wholesale and Manufacturing – 1,546
- First-Line Supervisors of Retail Sales Workers – 1,209
- Security Guards – 1,184
- General and Operations Managers – 1,087

Top 10 Cities

- San Jose – 24,600
- Santa Clara – 10,132
- Sunnyvale – 7,786
- Palo Alto – 7,732
- Mountain View – 6,286
- Cupertino – 2,759
- Milpitas – 2,570
- Campbell – 1,361
- Stanford – 1,297
- Los Gatos – 1,197

Sources: ¹ Current Employment Statistics (December 2021), ² Local Area Unemployment Statistics (December 2021), ³ Conference Board; Help Wanted Online (December 2021)

REPORT 400 C
Monthly Labor Force Data for Counties
March 2022 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,374,100	18,551,100	823,000	4.2%
ALAMEDA	9	832,800	805,900	26,800	3.2%
ALPINE	40	560	530	30	5.3%
AMADOR	27	14,520	13,860	660	4.5%
BUTTE	26	93,000	88,900	4,100	4.4%
CALAVERAS	14	21,700	20,940	770	3.5%
COLUSA	58	10,850	9,490	1,350	12.5%
CONTRA COSTA	14	556,700	537,400	19,300	3.5%
DEL NORTE	38	9,390	8,920	480	5.1%
EL DORADO	11	93,900	90,800	3,100	3.3%
FRESNO	49	453,900	422,800	31,100	6.9%
GLENN	36	12,690	12,050	640	5.0%
HUMBOLDT	20	59,900	57,800	2,200	3.7%
IMPERIAL	57	70,300	61,600	8,700	12.3%
INYO	18	8,310	8,010	300	3.6%
KERN	53	380,100	351,000	29,200	7.7%
KINGS	51	56,600	52,400	4,300	7.5%
LAKE	36	28,790	27,340	1,450	5.0%
LASSEN	27	8,840	8,440	400	4.5%
LOS ANGELES	35	5,072,300	4,824,600	247,700	4.9%
MADERA	47	63,600	59,500	4,100	6.4%
MARIN	2	132,000	128,800	3,100	2.4%
MARIPOSA	42	6,360	6,000	360	5.7%
MENDOCINO	22	37,600	36,150	1,460	3.9%
MERCED	54	116,800	107,100	9,700	8.3%
MODOC	46	3,170	2,980	190	5.9%
MONO	18	9,550	9,200	350	3.6%
MONTEREY	52	207,700	191,900	15,800	7.6%
NAPA	9	70,100	67,900	2,300	3.2%
NEVADA	11	48,120	46,510	1,600	3.3%
ORANGE	8	1,597,500	1,547,700	49,800	3.1%
PLACER	5	194,400	189,000	5,400	2.8%
PLUMAS	56	6,980	6,380	600	8.6%
RIVERSIDE	24	1,165,800	1,116,200	49,600	4.3%
SACRAMENTO	23	732,300	702,900	29,400	4.0%
SAN BENITO	40	32,700	31,000	1,700	5.3%
SAN BERNARDINO	24	1,020,200	976,200	44,100	4.3%
SAN DIEGO	13	1,596,800	1,542,100	54,700	3.4%
SAN FRANCISCO	3	572,100	557,600	14,500	2.5%
SAN JOAQUIN	42	339,200	319,900	19,200	5.7%
SAN LUIS OBISPO	5	139,000	135,100	3,900	2.8%
SAN MATEO	1	452,600	442,200	10,400	2.3%
SANTA BARBARA	14	221,700	213,900	7,800	3.5%
SANTA CLARA	3	1,047,800	1,022,100	25,700	2.5%
SANTA CRUZ	39	134,700	127,600	7,100	5.2%
SHASTA	29	74,100	70,700	3,400	4.6%
SIERRA	33	1,320	1,260	60	4.8%
SISKIYOU	48	16,070	15,030	1,040	6.5%
SOLANO	29	202,600	193,300	9,200	4.6%
SONOMA	7	249,100	241,700	7,400	3.0%
STANISLAUS	42	241,900	228,200	13,700	5.7%
SUTTER	50	45,900	42,700	3,200	7.0%
TEHAMA	33	25,340	24,130	1,210	4.8%
TRINITY	31	4,320	4,120	200	4.7%
TULARE	55	203,600	186,500	17,100	8.4%
TUOLUMNE	31	20,010	19,080	930	4.7%
VENTURA	14	414,700	400,300	14,400	3.5%
YOLO	20	109,500	105,500	4,100	3.7%
YUBA	42	31,500	29,700	1,800	5.7%

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 2021 benchmark and Census Vintage 2021 population controls at the state level.

Data Not Seasonally Adjusted

	Mar 21	Jan 22	Feb 22 Revised	Mar 22 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,036,300	1,063,900	1,073,500	1,080,500	0.7%	4.3%
Civilian Employment	976,500	1,028,100	1,041,500	1,053,100	1.1%	7.8%
Civilian Unemployment	59,800	35,800	32,000	27,400	-14.4%	-54.2%
Civilian Unemployment Rate (CA Unemployment Rate)	5.8%	3.4%	3.0%	2.5%		
(U.S. Unemployment Rate)	8.6%	5.5%	4.9%	4.2%		
	6.2%	4.4%	4.1%	3.8%		

Total, All Industries (2)	1,080,800	1,126,800	1,136,400	1,143,100	0.6%	5.8%
Total Farm	4,600	3,500	3,500	3,800	8.6%	-17.4%
Total Nonfarm	1,076,200	1,123,300	1,132,900	1,139,300	0.6%	5.9%
Total Private	984,000	1,029,300	1,039,200	1,044,600	0.5%	6.2%
Goods Producing	218,400	222,800	224,700	225,100	0.2%	3.1%
Mining, Logging, and Construction	51,100	51,200	52,900	53,200	0.6%	4.1%
Mining and Logging	100	200	200	200	0.0%	100.0%
Construction	51,000	51,000	52,700	53,000	0.6%	3.9%
Specialty Trade Contractors	37,200	35,900	37,300	37,700	1.1%	1.3%
Building Equipment Contractors	17,600	17,500	17,900	17,900	0.0%	1.7%
Manufacturing	167,300	171,600	171,800	171,900	0.1%	2.7%
Durable Goods	155,200	158,100	158,200	158,300	0.1%	2.0%
Machinery Manufacturing	11,000	11,100	11,100	11,100	0.0%	0.9%
Computer & Electronic Product Manufacturing	117,300	120,500	120,800	120,800	0.0%	3.0%
Computer & Peripheral Equipment Manufactu	55,500	58,100	58,200	57,800	-0.7%	4.1%
Electronic Computer Manufacturing	53,200	55,800	55,900	55,500	-0.7%	4.3%
Semiconductor & Electronic Component Mfg	38,500	38,900	39,000	39,300	0.8%	2.1%
Bare Printed Circuit Board Manufacturing	3,500	3,500	3,500	3,500	0.0%	0.0%
Semiconductor & Related Devices Manufac	27,400	27,500	27,600	27,900	1.1%	1.8%
Electronic Instrument Manufacturing	15,900	16,100	16,100	16,100	0.0%	1.3%
Transportation Equipment Manufacturing	5,500	5,300	5,200	5,200	0.0%	-5.5%
Aerospace Product & Parts Manufacturing	4,500	4,300	4,300	4,200	-2.3%	-6.7%
Nondurable Goods	12,100	13,500	13,600	13,600	0.0%	12.4%
Service Providing	857,800	900,500	908,200	914,200	0.7%	6.6%
Private Service Providing	765,600	806,500	814,500	819,500	0.6%	7.0%
Trade, Transportation & Utilities	118,000	120,400	120,200	120,200	0.0%	1.9%
Wholesale Trade	28,200	27,700	27,900	28,000	0.4%	-0.7%
Merchant Wholesalers, Durable Goods	20,400	20,100	20,200	20,300	0.5%	-0.5%
Retail Trade	73,400	75,100	74,900	74,900	0.0%	2.0%
Electronics & Appliance Stores	3,500	3,600	3,600	3,700	2.8%	5.7%
Building Material & Garden Equipment Stores	5,900	6,100	6,100	6,200	1.6%	5.1%
Food & Beverage Stores	17,800	16,600	16,600	16,500	-0.6%	-7.3%
Health & Personal Care Stores	5,100	5,600	5,500	5,500	0.0%	7.8%
Clothing & Clothing Accessories Stores	6,900	7,700	7,500	7,400	-1.3%	7.2%
General Merchandise Stores	13,000	13,800	13,400	13,300	-0.7%	2.3%
Transportation, Warehousing & Utilities	16,400	17,600	17,400	17,300	-0.6%	5.5%
Transportation & Warehousing	14,700	15,900	15,700	15,600	-0.6%	6.1%
Couriers & Messengers	7,000	7,500	7,200	7,100	-1.4%	1.4%
Information	105,700	108,500	108,000	109,000	0.9%	3.1%
Publishing Industries (except Internet)	37,200	37,000	37,300	37,500	0.5%	0.8%
Telecommunications	5,000	5,300	5,200	5,200	0.0%	4.0%
Financial Activities	38,100	36,700	37,600	36,800	-2.1%	-3.4%
Finance & Insurance	23,400	22,600	22,900	22,300	-2.6%	-4.7%
Credit Intermediation & Related Activities	14,100	13,700	13,900	13,600	-2.2%	-3.5%
Real Estate & Rental & Leasing	14,700	14,100	14,700	14,500	-1.4%	-1.4%
Real Estate	12,700	12,100	12,600	12,500	-0.8%	-1.6%
Professional & Business Services	239,300	246,900	249,900	250,200	0.1%	4.6%
Professional, Scientific & Technical Services	164,600	171,400	173,400	172,400	-0.6%	4.7%
Architectural, Engineering & Related Services	17,500	18,200	18,400	18,300	-0.5%	4.6%
Computer Systems Design & Related Services	89,000	90,800	92,000	91,800	-0.2%	3.1%
Scientific Research & Development Services	24,200	26,800	27,300	27,200	-0.4%	12.4%

Data Not Seasonally Adjusted

	Mar 21	Jan 22	Feb 22	Mar 22	Percent Change	
			Revised	Prelim	Month	Year
Management of Companies & Enterprises	14,700	14,000	14,100	14,100	0.0%	-4.1%
Administrative & Support & Waste Services	60,000	61,500	62,400	63,700	2.1%	6.2%
Administrative & Support Services	57,100	58,900	59,700	61,100	2.3%	7.0%
Employment Services	22,000	24,900	25,400	25,500	0.4%	15.9%
Educational & Health Services	176,100	181,300	183,900	184,600	0.4%	4.8%
Educational Services	43,900	45,100	46,100	46,500	0.9%	5.9%
Colleges, Universities & Professional Schools	28,200	29,100	30,100	30,200	0.3%	7.1%
Health Care & Social Assistance	132,200	136,200	137,800	138,100	0.2%	4.5%
Ambulatory Health Care Services	46,700	48,700	49,100	49,400	0.6%	5.8%
Hospitals	30,300	30,600	30,700	30,700	0.0%	1.3%
Nursing & Residential Care Facilities	12,700	12,700	12,900	12,900	0.0%	1.6%
Social Assistance	42,500	44,200	45,100	45,100	0.0%	6.1%
Leisure & Hospitality	67,100	89,300	91,100	94,400	3.6%	40.7%
Accommodation & Food Services	59,000	75,900	77,400	80,100	3.5%	35.8%
Accommodation	4,500	6,200	6,400	6,500	1.6%	44.4%
Food Services & Drinking Places	54,500	69,700	71,000	73,600	3.7%	35.0%
Restaurants	49,500	60,800	62,500	64,700	3.5%	30.7%
Other Services	21,300	23,400	23,800	24,300	2.1%	14.1%
Government	92,200	94,000	93,700	94,700	1.1%	2.7%
Federal Government	10,400	10,400	10,400	10,300	-1.0%	-1.0%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	81,800	83,600	83,300	84,400	1.3%	3.2%
State Government	6,700	7,100	6,600	7,000	6.1%	4.5%
State Government Education	4,800	5,100	4,700	5,100	8.5%	6.3%
State Government Excluding Education	1,900	2,000	1,900	1,900	0.0%	0.0%
Local Government	75,100	76,500	76,700	77,400	0.9%	3.1%
Local Government Education	36,300	36,900	37,000	37,500	1.4%	3.3%
Local Government Excluding Education	38,800	39,600	39,700	39,900	0.5%	2.8%
County	21,800	22,200	22,200	22,400	0.9%	2.8%
City	12,500	12,800	12,800	13,000	1.6%	4.0%
Special Districts plus Indian Tribes	4,500	4,600	4,700	4,500	-4.3%	0.0%

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 2.5 percent in March 2022, down from a revised 3.0 percent in February 2022, and below the year-ago estimate of 5.8 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 5.3 percent in San Benito County, and 2.5 percent in Santa Clara County.

Between February 2022 and March 2022, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, rose by 6,700 jobs to total 1,143,100.

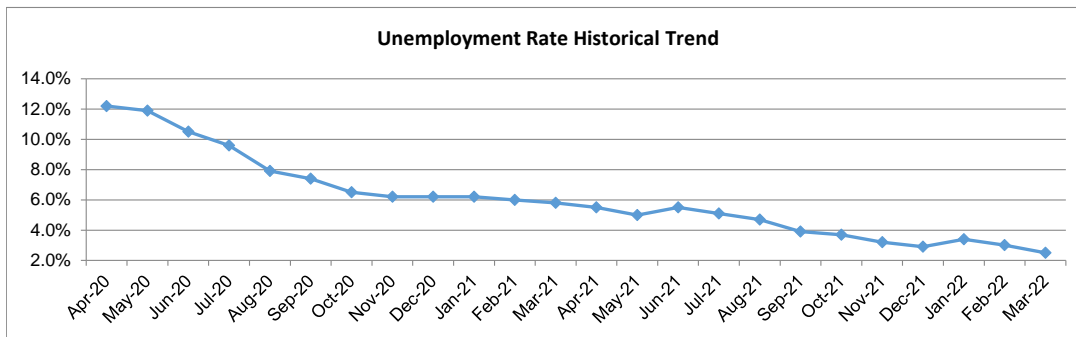
- Leisure and hospitality (up 3,300 jobs) led the overall month-over industry growth, with most of the gains in food services and drinking places (up 2,600 jobs).
- Information added a total of 1,000 jobs, outperforming its 10-year average gain of 500 jobs between February and March.
- Government also had a net increase of 1,000 jobs. In detail, local government added 700 jobs, state government up 400 jobs, while federal government decreased by 100 jobs.
- Private educational and health services (up 700 jobs) expanded educational services by 400 jobs and health care and social assistance by 300 jobs.
- Meanwhile, financial activities faced cutbacks of 800 jobs.

Between March 2021 and March 2022, combined employment in the South Bay counties of San Benito and Santa Clara increased by 62,300 jobs, or 5.8 percent.

- Leisure and hospitality added 27,300 jobs, accounting for nearly 44 percent of the overall year-over employment gains. Food services and drinking places (up 19,100 jobs) led the recovery.
- Professional and business services picked up 10,900 jobs, with most of the improvement in professional, scientific, and technical services (up 7,800 jobs).
- Private educational and health services recorded an increase of 8,500 jobs. Health care and social assistance (up 5,900 jobs) accounted for about 69 percent of the expansion.
- Other notable growth included: manufacturing (up 4,600 jobs), information (up 3,300), other services (up 3,000), and government (up 2,500).

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 2.5 percent in March 2022, down from a revised 3.0 percent in February 2022, and below the year-ago estimate of 5.8 percent. This compares with an unadjusted unemployment rate of 4.2 percent for California and 3.8 percent for the nation during the same period. The unemployment rate was 5.3 percent in San Benito County, and 2.5 percent in Santa Clara County.



Industry	Feb-2022	Mar-2022	Change		Mar-2021	Mar-2022	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,136,400	1,143,100	6,700		1,080,800	1,143,100	62,300
Total Farm	3,500	3,800	300		4,600	3,800	(800)
Total Nonfarm	1,132,900	1,139,300	6,400		1,076,200	1,139,300	63,100
Mining, Logging, and Construction	52,900	53,200	300		51,100	53,200	2,100
Mining and Logging	200	200	0		100	200	100
Construction	52,700	53,000	300		51,000	53,000	2,000
Manufacturing	171,800	171,900	100		167,300	171,900	4,600
Trade, Transportation & Utilities	120,200	120,200	0		118,000	120,200	2,200
Information	108,000	109,000	1,000		105,700	109,000	3,300
Financial Activities	37,600	36,800	(800)		38,100	36,800	(1,300)
Professional & Business Services	249,900	250,200	300		239,300	250,200	10,900
Educational & Health Services	183,900	184,600	700		176,100	184,600	8,500
Leisure & Hospitality	91,100	94,400	3,300		67,100	94,400	27,300
Other Services	23,800	24,300	500		21,300	24,300	3,000
Government	93,700	94,700	1,000		92,200	94,700	2,500

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

MEMORANDUM

May 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, CalJOBSSM, 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	
WSD21-04	Criminal Record Restrictions and Impact Based on Race and Nationality: This policy provides the guidance and establishes the procedures regarding criminal record restrictions and impact based on race and nationality. This policy applies to all recipients of federal Workforce Innovation and Opportunity Act (WIOA) funds, and is effective immediately. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive Criminal Record Restrictions and Impact Based on Race and Nationality (WSDD-220), issued for comment on December 11, 2020. The Workforce Development Community submitted seven comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 4. This policy supersedes Workforce Services Directive Criminal Record Restrictions and Impact Based on Race and Nationality (WSD12-9), dated September 14, 2012. Retain this Directive until further notice.
WSD21-05	Consultant Services and Pay: This policy provides the guidance and establishes the procedures regarding the use of and pay for consultant services. This policy applies to all subrecipients of Workforce Innovation and Opportunity Act (WIOA) funds, and is effective immediately. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive Consultant Services and Pay (WSDD225), issued for comment on May 26, 2021. The Workforce Development Community submitted 35 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1. This policy supersedes Workforce Services Directive Consultant Services and Pay (WSD15-22), dated March 15, 2016. Retain this Directive until further notice.
Information Notices: https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm	
WSIN21-37	Campefino de California Outreach Grant – Radio Media PY 2022-23: The Employment Development Department (EDD) announces the availability of up to \$100,000 of Wagner-Peyser 10 Percent Governor’s Discretionary funds through the Campefino de California Outreach Grant – Radio Media Program Solicitation for Proposals (SFP) for Program Year (PY) 2022-23. The goal of this initiative is to provide Migrant and Seasonal Farmworkers (MSFW) and their families with relevant, timely information regarding the various programs and services offered through EDD and its partners. The grantee of the project must develop and deliver 24 semi-monthly, 30-minute hosted radio talk shows and record in video format for the MSFW population in Spanish during PY 22-23. Additionally, the grantee must use their complementing online and social media outlets to publicize the radio talk show and communicate additional information as necessary. Eligible applicants include non-profit public or private organizations, community and faith based organizations, tribal governments, and educational institutions. Individuals are not eligible to apply. Proposal applications must be received by no later than 3 p.m. on May 3, 2022. To view this SFP, please visit the Workforce Development Solicitations for Proposals webpage under “Campefino de California Outreach Grant – Radio Media.” For questions or additional information, please contact Xitlalic Martinez at 1-916-639-0460 or Xitlalic.Martinez@edd.ca.gov .
WSIN21-38	Campefino de California Outreach Grant Complaint System Awareness and Referral PY 22-23: Awareness and Referral Program PY 22-23 Workforce Services Information Notice WSIN21-38

	<p>Issued: April 05, 2022</p> <p>The Employment Development Department (EDD) announces the availability of up to \$150,000 of Wagner-Peyser 10 Percent Governor’s Discretionary funds for the Campesino de California Outreach Grant – Complaint System Awareness and Referral Program Solicitation for Proposals (SFP) for Program Year (PY) 2022-23. The goal of this initiative is to create partnerships with organizations currently serving the Migrant and Seasonal Farmworker community to reduce barriers and expand access points to the Employment Service and Employment-Related Law Complaint System. The grantee must use a total of \$150,000 for regional projects during PY 22-23. Each project must establish access points for accepting and referring complaints to the nearest America’s Job Center of CaliforniaSM EDD Complaint Specialist.</p> <p>Eligible applicants include non-profit public or private organizations, community and faith-based organizations, tribal government, and educational institutions. Individuals are not eligible to apply. Proposal applications must be received no later than 3 p.m. on May 3, 2022. To view this SFP, please visit the Workforce Development Solicitations for Proposals webpage under “Campesino de California Outreach Grant – Complaint System.”</p> <p>For questions or additional information, please contact Xitlalic Martinez at 1-916-639-0460 or xitlalic.martinez@edd.ca.gov.</p>
<p>WSIN21-39</p>	<p>Wagner-Peyser Funding For DHH Services SFP PY 22-23: The Employment Development Department announces the availability of Wagner-Peyser 10 percent Governor’s Discretionary funds for Program Year 2022-23 in a Solicitation for Proposal (SFP) as follows:</p> <p>SFP: Deaf and Hard of Hearing Services</p> <p>Funding available: \$2,500,000 in Wagner-Peyser 10 percent funds</p> <p>Proposal due date: May 13, 2022</p> <p>Purpose: The program is designed to assist job-ready deaf and hard of hearing individuals in searching for, obtaining, and retaining unsubsidized employment and career advancement opportunities.</p> <p>Questions and answers: Questions regarding this SFP will be accepted until April 19, 2022, by email at wpsfp@edd.ca.gov.</p> <p>The SFP is open to public agencies and private non-profit corporations. Individuals are not eligible to apply. Applicants must clearly demonstrate their service area meets the criteria outlined in the SFP. View this SFP and related information on the Workforce Development Solicitations for Proposals web page. If you have any questions regarding this notice, contact Claudia Ochoa at wpsfp@edd.ca.gov.</p>
<p>WSIN21-40</p>	<p>High Road Training Partnership: Resilient Workforce Fund Program Request for Proposals: The California Workforce Development Board (CWDB), in coordination with the California Labor and Workforce Development Agency, is pleased to announce the High Road Training Partnerships (H RTP) Resilient Workforce Fund (RWF) initiative. The goal of this initiative is to fund projects designed to promote income mobility and shared prosperity that prioritizes job quality, supports economic and climate resilience, and links low-income workers to better paying jobs.</p> <p><i>Grant Proposal Submission Process</i></p> <p>A new grant process was established for this initiative that allows prospective applicants to submit H RTP project proposals on a quarterly basis for funding consideration.</p> <p>The H RTP: RWF allows for greater flexibility, multiple grant application opportunities throughout the year, and up to three years of funding per grant. Proposals must be submitted quarterly via the Cal E-Grants portal and must be received on the first business day of each quarter (January, April, July, and October) by 5:00 p.m. for consideration. Applicants who submit a successful proposal will be invited to complete a full application.</p> <p>Detailed information about the grant proposal process, available funding, and other requirements can be found on the H RTP: RWF webpage.</p> <p>For questions, contact the CWDB’s H RTP team at H RTP@CWDB.ca.gov. Please use “H RTP: RWF” in the email subject line.</p>
<p>WSIN21-41</p>	<p>PY 2020 State Performance Scores: PY 2020 State Performance Scores Workforce Services Information Notice WSIN21-41</p> <p>Issued: April 22, 2022</p> <p>As described in Training and Employment Notice (TEN) No. 14-21, <i>Workforce Innovation and Opportunity Act (WIOA) Core Program Performance Accountability Assessment for program years (PY) 2020 and 2021</i>, the Department of Labor (DOL) evaluated state performance scores for PY 2020. PY 2020 is the first year of performance accountability for States under the WIOA.</p> <p>In alignment with TEN 14-21, the DOL is only requiring states to achieve a performance score of 50% or higher for the following performance measures for PY 2020:</p>

Employment Rate 2nd Quarter After Exit
Median Earnings

CALIFORNIA'S PY 2020 FINAL PERFORMANCE SCORE BY PROGRAM

Program	Employment Rate 2nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
Adult	71.5%	85.1%	\$6,144	110.1%
Dislocated Worker	70.6%	89.1%	\$7,677	112.9%
Youth	65.6%	100.6%	\$3,277	125.6%
Wagner-Peyser	62.7%	84.1%	\$7,268	104.2%

[WSIN21-42](#)

CERF Program Planning Phase Draft Guidelines – Public Comment Period: The Employment Development Department in collaboration with Labor and Workforce Development Agency, the Office of Planning and Research (OPR), and the Governor’s Office of Business and Economic Development is releasing the [Community Economic Resilience Fund Program \(CERF\)](#) Planning Phase Guidelines for another round of public comment through the CERF Planning Phase Draft Guidelines Regional Workshops. This information notice includes the CERF Planning Phase Draft Guidelines and the CERF Planning Phase Draft Guidelines Public Workshop registration links.

The CERF team will host a total of four regional workshops throughout April and May. The workshops will explain the guidelines and updates since the last round of public comment, provide a space to collect feedback, and include an opportunity to network with interested entities in the respective CERF region. The regional grouping for the workshops’ networking component are only for the purpose of facilitating relationship building, and have no other implications for the program. Only workshop attendees will have the opportunity to submit comments. All public comments received during the workshops will be considered.

For additional information or questions, please contact us at WSBCERF@edd.ca.gov

05/07/22

Date

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

Expenditures through MARCH 2022

AA111029 (7/1/2020-6/30/2022)

L/O AVSN 292 & 293 (\$4,590 & 20,548)		\$ 25,138.00
	Exp. \$ thru MAR	Unspent Bal.
Program	\$ 25,138.00	\$ -
Total	\$ 25,138.00	\$ -

ADULT 201/2 (38,027) & 202 (189,754)		\$ 227,781.00
	Exp. \$ thru MAR	Unspent Bal.
Core Reg	\$ 33,296.00	10%
Intensive	\$ 68,730.00	
Other - Training	\$ 75,011.00	
Supp. Svcs.	\$ 709.00	
Other	\$ 4,620.00	
ITA - Training	\$ 23,250.00	
OJT - Training	\$ -	
Admin	\$ 22,165.00	
Total	\$ 227,781.00	\$ -

WIA YOUTH 301		\$ 236,297.00
	Exp. \$ thru MAR	Unspent Bal.
In-School	\$ 889.00	
Out of School	\$ 175,478.00	
Youth ITA/SS	\$ 22,270.00	
Youth Out of School/Work Exp.	\$ 16,070.00	
Admin	\$ 21,590.00	
Total	\$ 236,297.00	

D.W. 501/2 (37,332) & (168,234)		\$ 205,566.00
	Exp. \$ thru MAR	Unspent Bal.
Core Reg.	\$ 39,141.00	18%
Intensive	\$ 70,676.00	
Other - Training	\$ 29,825.00	
Supp. Svcs.	\$ 1,281.00	
Other	\$ 11,041.00	
ITA - Training	\$ 33,159.00	
OJT - Training	\$ -	
Admin	\$ 20,443.00	
Total	\$ 205,566.00	\$ -

R.R. 540/1 (19,339) & 541 (86,564)		\$ 105,903.00
	Exp. \$ thru MAR	Unspent Bal.
Other	\$ 105,903.00	
Total	\$ 105,903.00	\$ -

NOVA P2E 2.0		1/1/20-3/31/22		\$ 84,829.00
	Budget	Exp. \$ thru MAR	Unspent Bal.	
Staff S&B - IDS	\$ 25,133.00	\$ 25,015.00	\$ 118.00	
Travel - IDS	\$ 830.00	\$ -	\$ 830.00	
Tuition - IDS	\$ 14,873.00	\$ 14,919.00	\$ (46.00)	
Other Cost - IDS	\$ 750.00	\$ 229.00	\$ 521.00	
Staff S&B - SSEL	\$ 24,492.00	\$ 24,274.00	\$ 218.00	
Travel - SSEL	\$ 830.00	\$ -	\$ 830.00	
Training - SSEL	\$ 13,171.00	\$ 13,614.00	\$ (443.00)	
Supp. Svcs - SSEL	\$ 4,000.00	\$ 500.00	\$ 3,500.00	
Other Cost - SSEL	\$ 750.00	\$ -	\$ 750.00	
Total	\$ 84,829.00	\$ 78,551.00	\$ 6,278.00	

AA211029 (7/1/21-6/30/2023)

L/O AVERSION 292 (5,519) & 293 (23,476)		\$ 28,995.00
	Exp. \$ thru MAR	Unspent Bal.
Program	\$ 28,628.00	\$ 367.00
Total	\$ 28,628.00	\$ 367.00

ADULT 201/2 (33,477) & (157,780)		\$ 191,257.00
	Exp. \$ thru MAR	Unspent Bal.
Core Reg	\$ 19,702.00	22%
Intensive	\$ 15,149.00	
Other - Training	\$ 22,927.00	
Supp. Svcs.	\$ 247.00	
Other	\$ 6,108.00	
ITA - Training	\$ 32,399.00	
OJT - Training	\$ 5,835.00	
Admin	\$ 16,736.00	
Total	\$ 119,103.00	\$ 72,154.00

WIA YOUTH 301		\$ 197,749.00
	Exp. \$ thru MAR	Unspent Bal.
In-School	\$ 377.00	3%
Out of School	\$ 131,076.00	
Youth ITA/SS	\$ 11,565.00	
Youth Out of School/Work Exp.	\$ 5,163.00	
Admin	\$ 19,071.00	
Total	\$ 167,252.00	

D.W. 501/2 (42,411) & (180,459)		\$ 222,870.00
	Exp. \$ thru MAR	Unspent Bal.
Core Reg	\$ 2,846.00	2%
Intensive	\$ 13,307.00	
Other - Training	\$ 8,434.00	
Supp. Svcs.	\$ -	
Other	\$ -	
ITA - Training	\$ -	
OJT - Training	\$ 3,722.00	
Admin	\$ 17,517.00	
Total	\$ 45,826.00	\$ 177,044.00

R.R. 540/1 (18,456) & 541 (78,533)		\$ 96,989.00
	Exp. \$ thru MAR	Unspent Bal.
Other	\$ 69,990.00	
Total	\$ 69,990.00	\$ 26,999.00

CalWorks ESE		7/2021-6/2022	\$ 440,000.00
	Exp. \$ thru MAR	Unspent Bal.	
Work Exp. Salaries	\$ 32,384.00		
Work Exp. Soc. Sec.	\$ 2,008.00		
Work Exp. Medicare	\$ 470.00		
Work Exp. Wire Fee	\$ 133.00		
Clothing Assist.	\$ -		
Mileage	\$ -		
Supp. Svcs./Finger Print	\$ 98.00		
Supp. Svcs./Tuition	\$ 49.00		
Gavilan College	\$ 43,066.00		
CSWD Charge	\$ 69,286.00		
Total	\$ 147,494.00	\$ 292,506.00	

EXPENSES THROUGH MARCH 2022

WIOA Budget / Expenditures
FY 2021/2022

AA111029 (7/1/2020-6/30/2022)		
L/O AVSN 292 & 293 (\$4,590 & 20,548)	\$	25,138.00
	Exp. \$ thru MAR	Unspent Bal.
Program	\$ 25,138.00	\$ -
Total	\$ 25,138.00	\$ -

ADULT 201/2 (38,027) & 202 (189,754)			
	\$	227,781.00	
	Exp. \$ thru MAR	Unspent Bal.	
Core Reg	\$ 33,296.00	10%	
Intensive	\$ 68,730.00		
Other - Training	\$ 75,011.00		
Supp. Svcs.	\$ 709.00		
Other	\$ 4,620.00		
ITA - Training	\$ 23,250.00		
OJT - Training	\$ -		
Admin	\$ 22,165.00		
Total	\$ 227,781.00		\$ -

WIA YOUTH 301		
	\$	236,297.00
	Exp. \$ thru MAR	Unspent Bal.
In-School	\$ 889.00	
Out of School	\$ 175,478.00	
Youth ITA	\$ 22,270.00	
Youth Out of School	\$ 16,070.00	
Admin	\$ 21,590.00	
Total	\$ 236,297.00	

D.W. 501/2 (37,332) & (168,234)			
	\$	205,566.00	
	Exp. \$ thru MAR	Unspent Bal.	
Core Reg	\$ 39,141.00	18%	
Intensive	\$ 70,676.00		
Other - Training	\$ 29,825.00		
Supp. Svcs.	\$ 1,281.00		
Other	\$ 11,041.00		
ITA - Training	\$ 33,159.00		
OJT - Training	\$ -		
Admin	\$ 20,443.00		
Total	\$ 205,566.00		\$ -

R.R. 540/1 (17,441) & 541 (86,655)		
	\$	105,903.00
	Exp. \$ thru MAR	Unspent Bal.
Other	\$ 105,903.00	
Total	\$ 105,903.00	\$ -

Allocation		
ADULT 201	\$ 31,428.00	
ADULT 202	\$ 167,038.00	
D.W. 501	\$ 36,686.00	
D.W. 502	\$ 173,919.00	
Subtotal	\$ 409,071.00	
	\$ -	
Total Adult/DW	\$ 409,071.00	
YTD Training APR 2020	\$ 56,409.00	14%
**SBCWDB is not using Leveraged Resources during PY 2020-21 to meet minimum training requirement		

Allocation		
Youth 301	\$ 206,274.00	
Subtotal	\$ 206,274.00	
Total Youth	\$ 206,274.00	
YTD Training APR 2020	\$ 16,070.00	8%
**SBCWDB is not using Leveraged Resources during PY 2020-21 to meet minimum training requirement		

EXPENSES THROUGH MARCH 2022

AA211029 (7/1/21-6/30/2023)		
L/O AVERSION 292 (5,519) & 293 (23,476)		\$ 28,995.00
	Exp. \$ thru MAR	Unspent Bal.
Program	\$ 28,628.00	\$ 367.00
Total	\$ 28,628.00	\$ 367.00

ADULT 201/2 (33,477) & (157,780)		\$ 191,257.00
	Exp. \$ thru MAR	Unspent Bal.
Core Reg	\$ 19,702.00	
Intensive	\$ 15,149.00	
Other - Trainin	\$ 22,927.00	
Supp. Svcs.	\$ 247.00	
Other	\$ 6,108.00	
ITA - Training	\$ 32,399.00	
OJT - Training	\$ 5,835.00	
Admin	\$ 16,736.00	
Total	\$ 119,103.00	\$ 72,154.00

WIA YOUTH 301		\$ 197,749.00
	Exp. \$ thru MAR	Unspent Bal.
In-School	\$ 377.00	
Out of School	\$ 131,076.00	
Youth ITA	\$ 11,565.00	
Youth Out of S	\$ 5,163.00	
Admin	\$ 19,071.00	
Total	\$ 167,252.00	\$ 30,497.00

1537

D.W. 501/2 (42,411) & (180,459)		\$ 222,870.00
	Exp. \$ thru MAR	Unspent Bal.
Core Reg	\$ 2,846.00	
Intensive	\$ 13,307.00	
Other - Trainin	\$ 8,434.00	
Supp. Svcs.	\$ -	
Other	\$ -	
ITA - Training	\$ -	
OJT - Training	\$ 3,722.00	
Admin	\$ 17,517.00	
Total	\$ 45,826.00	\$ 177,044.00

R.R. 540/1 (18,456) & 541 (78,533)		\$ 96,989.00
	Exp. \$ thru MAR	Unspent Bal.
Other	\$ 69,990.00	
Total	\$ 69,990.00	\$ 26,999.00

Allocation		
ADULT 201	\$ 33,477.00	
ADULT 202	\$ 157,780.00	
D.W. 501	\$ 42,411.00	
D.W. 502	\$ 180,459.00	
Subtotal	\$ 414,127.00	
	\$ -	
Total Adult/DW	\$ 414,127.00	
YTD Training APR 2020	\$ 41,956.00	10%
**SBCWDB is not using Leveraged Resources during PY 2021-22 to meet minimum training requirement		

Allocation		
Youth 301	\$ 197,749.00	
Subtotal	\$ 197,749.00	
Total Youth	\$ 197,749.00	
YTD Training APR 2020	\$ 5,163.00	3%
**SBCWDB is not using Leveraged Resources during PY 2021-22 to meet minimum training requirement		



**San Benito County
Board and Commissions**

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following committee: (PLEASE PRINT)

BOARD/COMMISSION: **Workforce Development Board (WDB)**

NAME: Rosa Vivian Fernandez rvfernandez@sanbenitohealth.org

PHONE: 831-245-6577 E-MAIL: _____

BUSINESS ADDRESS: 351 Felice Drive

CITY: Hollister ZIP: 95023

LENGTH OF RESIDENCY: 18 years

OCCUPATION: CEO & President of San Benito Health Foundation

EDUCATION: MPH, FACHE

AFFILIATIONS: San Benito Health Foundation

REASON(S) FOR SEEKING APPOINTMENT:

Advocate for career development in the area.

DATE: 4-26-22 SIGNATURE: _____

Return completed form to:

San Benito County
Attention:
Clerk of the Board
481 Fourth Street
Hollister, CA 95023
Any Questions, Please Call:
(831) 636-4000

and/or

Community Services & Workforce Development
Attn: Andi Anderson
1111 San Felipe Road, Ste 107
Hollister, CA 95023
(831) 637-9293
(831) 637-0996 FAX
Email to: aanderson@cosb.us

Ignore Delete Archive
 Junk ▾
 Delete

Reply Reply All Forward More ▾
 Meeting
 Respond

Move Rules ▾
 Send to OneNote
 Actions ▾
 Move

Mark Unread Categorize Follow Up ▾
 Tags

Find Related ▾
 Select ▾
 Editing

Read Aloud Immersive Reader
 Immersive

Translate
 Language

Zoom
 Zoom

retiring



Brown, Randy <rbrown@gavilan.edu>
 To: Andi Anderson
 Cc: Enrique Arreola

Reply Reply All Forward ...

Tue 5/3/2022 2:52 PM

You replied to this message on 5/3/2022 3:56 PM.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Andi: I will need to relinquish my position on the WDB. I am retiring in June and will no longer be representing Gavilan College. Thanks for all of your work serving our community. I wish you the best in your future work. Randy

Randy Brown, M.S. Ph.D.
 Associate Dean
 Community Development and Grants Management
 Gavilan College
 6055 Santa Teresa Blvd
 Gilroy, CA 95020
 Ph: 408-848-4847
 Cell: 831-524-1096

Workforce Innovation and Opportunity Act Phase II Memorandum of Understanding

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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): San Benito County

Date Submitted: _____

Signed Phase II MOU

1. The period of time this agreement is effective: 07/01/22 – 6/30/25. *This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and until approved by the Chief Local Elected Official. The MOU, once signed, becomes a part of the local WIOA Plan*
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: Bea Gonzales, Chair, San Benito County Board of Supervisors

Local Board/s: Richard Bianchi, Chair, San Benito County Workforce Development Board

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- a. Employment Development Department (EDD)
- b. Department of Rehabilitation (DOR)
- c. Workforce Innovation & Opportunity Act (WIOA)
- d. Peninsula Family Services
- e. TANF Employment Services
- f. Community Action Agency

AJCC Partners Participating in the Shared Other System Costs Agreement:

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.
All on-site partners were asked to provide their shared costs for the operations of the America's Job Center of CA. These costs, were then included on the MOU budgets and reviewed and agreed by all partners. The MOU was then reviewed and approved by the WDB.
4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached. N/A
5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

Who will fulfill this responsibility: Enrique Arreola, Deputy Director

What: Mr. Arreola will have on-going interaction with each partner to ensure that they continue to pay their fair share.

When: It is be expected that each on-site partner pay their share on a monthly basis

How: Each partner will submit their monthly share directly to the fiscal unit.

Assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination.

Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners who signed the Phase I MOU.

Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

Phase II MOU Content Requirements:

A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item.

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each comprehensive AJCC.

Option 2: Develop a consolidated system-wide budget for its network of comprehensive AJCCs

Option 3: A mixture of separate and consolidated budgets.

If the Local Board chooses to negotiate infrastructure costs based on their network of comprehensive AJCCs, rather than center by center, then the budgets for all the comprehensive AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon cost allocation methodology). Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each comprehensive AJCC, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.

If using Option 3, multiple budgets will need to be included with clear identification of which AJCCs belong to which budget.

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

Option 1: A separate budget for each comprehensive AJCC.

Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs

Option 3: A mixture of separate and consolidated budgets for the Local Area’s AJCCs

Comprehensive AJCC(s) and Colocated Partners

- Include all comprehensive AJCCs Identified in the Phase I MOU
- Colocated Partner definition: All AJCC partners who have a physical presence within the center, either full time or part time.

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

America's Job Center of California
1111 San Felipe Road, Suite #107
Hollister, CA 95023

Partners Colocated at This AJCC:

- a. Employment Development Department (EDD)
- b. Department of Rehabilitation (DOR)
- c. Workforce Innovation & Opportunity Act (WIOA)
- d. Peninsula Family Services
- e. TANF Employment Services
- f. Community Action Agency

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC: None

Partners Colocated at This AJCC: N/A

Comprehensive AJCC #3

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

Comprehensive AJCC #4

Name/Address of the Comprehensive AJCC:

Partners Colocated at This AJCC:

AJCC Infrastructure Budget
Each Comprehensive AJCC (Name of AJCC- San Benito County AJCC)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities	\$1.68 ave cost of sq ft X 6,637 sq ft	\$133,802
Rental Costs Subtotal:		<i>\$129,226 (Annual)</i>
Utilities and Maintenance		
Electric	Included in lease rental of facility	
Gas	Included in lease rental of facility	
Water	Included in lease rental of facility	
Sewer Connections	Included in lease rental of facility	
High-Speed Internet	\$342.06 per month x 12 months	\$4,104.72
Telephones (Landlines)	\$600 per month x 12 months (37 lines)	\$7,200
Facility Maintenance Contract	Included in lease rental of facility	
Utilities and Maintenance Costs Subtotal:		<i>\$11,304.72 (Annual)</i>
Equipment		
Assessment-related products	Use of Assessment tools to assess clients	2,250
Assistive technology for individuals with disabilities (Access and Accommodation)		600
Copiers	Lease of copiers	2,443
Fax Machines	Cost of phone line	600

Computers	Cost to replace computers	9,741
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$15,634
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		
Specify the Technology		
Cost of maintenance the center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	Maintenance of the Website	\$1,708
Website Address: <u>www.sbcjobs.org</u> (Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$1,708

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		
Updating Templates and Materials		1,000
Updating Electronic Resources		500
Common Identifier Subtotal:		1,500

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	133,802
Subtotal: Utilities and Maintenance Costs-Included with Rent	
Subtotal: Equipment Costs	15,634
Subtotal: Technology to Facilitate Access Costs	1,708
Subtotal: Common Identifier Costs	1,500
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	152,644

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	133,802
WIOA	\$88,930
EDD	\$39,224
Community Action Agency	\$8,689
TANF	
Department of Rehab	139
Peninsula Family Services	630

Subtotal: Utilities and Maintenance Costs-Included with Rent	11,305
WIOA	
EDD	
Community Action Agency	
TANF	
Department of Rehab	
Peninsula Family Services	
Subtotal: Equipment Costs	15,634
WIOA	13,289
EDD	
Community Action Agency	2,345
TANF	
Department of Rehab	
Peninsula Family Services	
Subtotal: Technology to Facilitate Access Costs	1,708
WIOA	1,708
EDD	
Community Action Agency	
TANF	
Department of Rehab	
Peninsula Family Services	
Subtotal: Common Identifier Costs	1,500
WIOA	1,500
EDD	
Community Action Agency	
TANF	
Department of Rehab	
Peninsula Family Services	
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:	159,373

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

The Local Board and colocated partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- Be consistent with federal laws authorizing each partner's program
- Comply with federal cost principles in the Uniform Guidance.
- Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.
- Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.

Infrastructure Cost Allocation Methodology

Identify the chosen and agreed upon cost allocation methodology: The proportion of a partner's program' occupancy percentage cost is based on square footage.

The proportion of a partner program's occupancy percentage of the AJCC (square footage)
(This might differentiate between dedicated space to partners and common space, where more than one cost center is established so the distribution reflects a fair and equitable distribution of cost.)

The proportion of partner program's staff among all staff at the AJCC

Other---Please Describe the Methodology and the Rationale for Its Selection
(This could reflect the traffic patterns and usage of the center by distinct and common customers and mathematically distribute cost in a fair and equitable means.)

Initial Proportionate Share of Infrastructure Costs Allocated to Each Colocated Partner

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner’s proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	None			
Utilities/Maintenance				
Equipment				
Access Technology				
Common Identifier				
Total Infrastructure Balance to Be Allocated to Colocated Partners:				

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: WIOA	\$7,410.82 Month	Square ft. usage	\$7,410.82 Month	100%	
Partner 2: EDD	\$3,268.63 Month	Square ft. usage	\$3,268.63 Month	100%	
Partner 3: Community Action Agency/CSWD	\$724.11 Month	Square ft. usage	\$724.11 Month	100%	
Partner 4: TANF	\$0	Square ft. usage	\$0		
Partner 5: DOR	\$11.56 Month	Square ft. usage & usage time	\$11.56 Month	100%	
Partner 6: Peninsula Family Services	\$52.54 Month	Square ft. usage & usage time	\$52.54 Month	100%	

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

(CEO)

Employment Development Department, Workforce Services
Branch

Bea Gonzales, Chair, Board of Supervisors

Printed Name and Title

Maria Lucero , Region Deputy Division

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)-Workforce Development Board

Workforce Innovation & Opportunity Act

Richard Bianchi, Board Chair

Printed Name and Title

Enrique Arreola, WDB Director

Printed Name and Title

Signature and Date

Signature and Date

Department of Rehabilitation

Peninsula Family Services

Donna Hezel, Regional Director

Printed Name and Title

Heather Cleary, CEO

Printed Name and Title

Signature and Date

Signature and Date

(Colocated AJCC Partner Entity)- TANF

Tracey Belton, HHS Director _____

Printed Name and Title

Signature and Date

Community Action Agency

Sylvia Jacquez, Program Manager _____

Printed Name and Title

Signature and Date

Central Coast Center for Independent Living (CCCILL)

Judy Cabrera, Executive Assistant _____

Printed Name and Title

Signature and Date

Printed Name and Title

Signature and Date

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

Content Requirement:

The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-colocated partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-colocated partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Non-Colocated AJCC Partner Entity): Gavilan Collge, Adult Ed.

(Non-Colocated AJCC Partner Entity): EDD

Michael Renzi, Vice President of Admin. Services

Victoria Huynh, Employment Development Administrator

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Non-Colocated AJCC Partner Entity)

Printed Name and Title

Signature and Date

Sharing Other One-Stop System Costs

MOU Content Requirement:

A budget outlining other system costs relating to the operation of the local One-Stop delivery system and a description of what specific costs are included in each line item. The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners and Local Board.

While only colocated partners share infrastructure costs, all One-Stop partners must share in other system costs, including applicable career services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of other system costs.

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

Title I Adult, Dislocated Worker, and Youth

Title V Older Americans Act

Trade Adjustment Assistance Act

Title II Adult Education and Literacy

Job Corps

Community Services Block Grant

Native American Programs

Housing and Urban Development

Title III Wagner-Peyser

Migrant Seasonal Farmworkers

Unemployment Compensation

Title IV Vocational Rehabilitation

Veterans

Second Chance

Carl Perkins Career Technical Education

YouthBuild

Other: Public Authority for IHSS

TANF/CalWORKS

Required Consolidated System Budget for “Applicable Career Services”

The agreed upon budget for other system costs must align with the outlined shared customers and services.

The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The MOU requires identification of the applicable career services for each partner program. Accordingly, this budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Applicable Career Services are services authorized to be provide under each partner’s program.

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)

Basic Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
T-I Program Eligibility	X	X	X	X			
Outreach, Intake, Orient	X	X	X	X		X	X
Initial Assessment	X	X	X	X		X	X
Labor Exch/Job Search	X	X	X	X		X	X
Referrals to Partners	X	X	X	X		X	X
LMI	X	X	X	X		X	X
Performance/Cost Info	X	X	X	X		X	
Support Service Info	X	X	X	X		X	X
UI Info/Assistance	X	X	X	X			
Financial Aid Info	X	X	X			X	
Basic Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Older Amer Act

T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exchange/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance							
Financial Aid Info							
Basic Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Older Amer Act
T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exchange/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance							
Financial Aid Info							

Individual Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Comp Assessment	X	X				X	X
IEP	X	X				X	X
Career Plan/Counsel	X	X				X	X
Short-Term Prevoc.	X	X				X	
Internships/Work Experience	X	X				X	
Out-of-Area Job Search	X	X				X	
Financial Literacy	X	X	X				
IET/ELA	X						
Workforce Preparation	X	X				X	X
Individual Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc.							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Individual Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD	Public Authority	DOR	Peninsula Fam Srvs Older Amer Act
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Required Consolidated Budget for the Delivery of Applicable Career Services

The other system costs budget must be a consolidated budget for applicable career services. This budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike the IFA, other system costs should include all costs, including personnel, related to the administration and delivery of those services.

Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	328,460	205,924		660,363		138,608	\$16,380
	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info							
	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search							

Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$
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Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	401,459 \$	251,684 \$	\$	114,063 \$	\$	554,430 \$	\$18,200 \$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	T-I Adult, DW, Youth	TANF	Community Action	EDD		DOR	Peninsula Fam Srvs Older Amer Act
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience							

Financial Literacy IET/ELA/WF Prep	\$729,925	\$457,608	\$0	\$774,426	\$0	\$693,038	\$34,580
Consolidated budget total of career services delivered through the One-Stop system: \$ 2,689,577							

Partner Agreement to Share Other One-Stop System Costs

The other system costs budget may include any other shared services that are authorized for and commonly provided through the AJCC partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other One-Stop partners, and business services. Shared operating costs may also include shared costs related to the Local Board's functions.

As with infrastructure costs, other system costs must be allocable according to the proportion of benefit received by each of the AJCC partner programs, consistent with the partner's authorizing federal statute and Uniform Guidance. The MOU must also include an agreed upon budget for these other costs along with the agreed upon cost sharing methodology. These costs may be shared through cash, non-cash, or third-party in-kind contributions

All AJCC partners must agree to the other system costs budget. There is no state funding mechanism for other system costs that will be triggered due to lack of agreement at the local level for these costs.

Options for Local Agreement for Partners to Share Other System Costs

- **Initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.** This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.
- **Business services.** This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the system.
- **AJCC partner staff cross training.** This may include any staff cross training on partner programs and eligibility identified in Phase I.
- **One-Stop operator.** This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the MOU.
- **Shared personnel costs for AJCC colocated partners.** This may include center receptionists and/or center managers.

Optional partner agreement to share other One-Stop system costs: initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other AJCC partners.

This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.

One-Stop System Budget: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals

Line Item	Budget Detail	Cost
N/A		
Total Budget:	\$	

Agreed Upon Cost Allocation Methodology to Share These Costs

Proportionate Share: Initial Intake, Assessment, Basic Skills Identification, Services, Referrals

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				
Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

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Optional Partner Agreement to Share Other One-Stop System Costs: Business Services

This may include costs related to a local or regional system business services team that has one or more partners on the team, or has delegated a specific partner to provide business services on behalf of the system.

One-Stop System Budget: Business Services

Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$

Agreed Upon Cost Allocation Methodology to Share These Costs:

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Proportionate Share: Business Services

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T-I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				

Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Optional Partner Agreement to Share Other One-Stop System Costs: AJCC Partner Staff Cross Training

This may include any staff cross training on partner programs and eligibility identified in the Phase I MOU.

One-Stop System Budget: AJCC Partner Staff Cross Training

Line Item	Budget Detail	Cost
N/A		

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Total Budget: \$

Agreed Upon Cost Allocation Methodology to Share These Costs:

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Proportionate Share: AJCC Partner Staff Cross Training

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	S
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				

Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Optional Partner Agreement to Share Other One-Stop System Costs: One-Stop Operator

This may include the system role of the One-Stop operator (e.g., coordinating service providers across the One-Stop delivery system) when the role is not specific to the operation of the AJCC and/or specific partner programs, so long as the role was defined by the Local Board in the procurement process and agreed to by all AJCC partners in the Phase II MOU.

Description of the One-Stop Operator's System Role Not Specific to Operation of AJCC/s

One-Stop System Budget: One-Stop System Operator

Line Item	Budget Detail	Cost
N/A		
Total Budget:		\$

Agreed Upon Cost Allocation Methodology to Share These Costs

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Proportionate Share: One-Stop Operator

Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
T- I Adult		\$	\$	\$
T-I Dislocated Worker				
T-I Youth				
T-II Adult Ed/Literacy				
T-III Wagner-Peyser				
Veterans				
Migrant Seasonal				

Trade Act				
Unemployment Comp				
Career Tech/Ed				
T-IV Voc Rehab				
TANF/CalWorks				
T-V OAA				
Job Corps				
Native American				
Youth Build				
Community Action				
Housing Authority				
Second Chance				
Total Budget:		\$	\$	\$

Optional Partner Agreement to Share Other One-Stop System Costs: Shared Personnel Costs for AJCC Colocated Partners

This may include center receptionists and/or center managers.

One-Stop System Budget: AJCC Personnel

AJCC Personnel	Budget Detail	Cost
N/A		

		Total Budget:		\$
Agreed Upon Cost Allocation Methodology to Share These Costs				
Proportionate Share: AJCC Personnel				
AJCC #1 _____				
Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
Partner # 1:		\$	\$	\$
Partner # 2:		\$	\$	\$
Partner # 3:		\$	\$	\$
Partner # 4:		\$	\$	\$
Total Budget AJCC:		\$	\$	\$

Proportionate Share: AJCC Personnel

AJCC #2 _____

Colocated Partner	Compute Methodology	Partner Share	Share in Cash	Share in In-Kind
Partner # 1:		\$	\$	S
Partner # 2:		\$	\$	S
Partner # 3:		\$	\$	S
Partner # 4:		\$	\$	S
Total Budget AJCC:		\$	\$	\$

MEMORANDUM

Date: May 9, 2022

TO: Workforce Development Board

FR: Enrique Arreola

RE: **Hospitality & Healthcare Sector Regional Forum**: Staff will provide the board an update on a Hospitality and Healthcare Sector Regional Forum

At the April 12, Workforce Development Full Board meeting, it was shared that the North Central Coast Workforce Development Board region (Monterey, Santa Cruz and San Benito County) and the California Workforce Association (CWA) are in the process of planning two regional sector forums on Hospitality/Tourism and Healthcare.

The Hospitality/Tourism regional sector forum will take place on May 19th from 2:30 p.m.-5:00 p.m. After opening remarks, labor market information will be shared followed by sector panels focusing on current trends and challenges facing the hospitality sector in the region and opportunities. It is the goal that at the conclusion of the forum, a roadmap will be developed with goals, outcomes, and partnerships to address the needs for this region. The committee is in the process of identifying and confirming industry sector representatives to participate as a panel presenter.

The Healthcare Regional Sector Forum will take place after the Hospitality forum sometime in July. The regional WDB and CWA will continue to engage in planning meetings for both forums. There will be representation from SBC at both forums. More information will be provided as it becomes available.

Attached is the draft agenda along with the May 19th Hospitality Industry Forum notice.

Thank you

Enrique Arreola,
Deputy Director

**North Central Coast
Hospitality Industry Sector Focus Group
May 19th, 2022**

- 2:30** Welcome, introductions and context setting
- Mayor Kimberly Craig, Salinas
 - Or
 - President of Monterey Visitor Bureau or Convention Center
- 2:45** Labor Market Outlook – Hospitality and Tourism
Monterey, Santa Cruz, and San Benito Counties
- 3:00** Facilitated Panel Discussion
CWA will facilitate panel discussion in the Hospitality Industry
We need 3-5 business representatives to serve on the panel.
- 3:30 PM** Short Break
- 3:45** *What practical actions can be taken in the North Central Coast Region over the next 24 months to solve labor shortages in the hospitality industry?*
- Individual brainstorming, small group consensus building.
- 4:00** Report out and large group review and discussion
Clustering data, clarifying ideas, developing action plan
- 4:45** Resolve, Review and Next Steps to implement Action Plan
- 4:55** Closing comments by Workforce Board Chair and ED.
- 5:00 PM** Adjourn for networking reception

NORTH COAST INDUSTRY SECTOR FORUM

Date:
Thursday, May 19th
2:30pm-5:00pm PST

Hosts

California Workforce Association
Monterey Workforce Development
Board
San Benito Workforce
Development Board
Santa Cruz Workforce
Development Board

The workforce boards of the North Coast Region are hosting a Hospitality Industry Forum. This forum will seek to practical actions can be taken, in partnership with the local workforce boards over the next 24 months to solve labor shortages in the hospitality industry. We are seeking industry leaders that can serve on a panel to discuss the current and future needs, trends and challenges facing this key economic engine for the region. We will explore how to ways in which we can meet the hospitality industry's labor demand and create a talent pipeline that supports the region's competitive advantage.

Who Should Attend:

Hospitality Stakeholders
Hotel, Lodging, Restaurant Leadership & Staff
Economic Development Stakeholders
Hospitality Industry Leaders
City & County Leadership
Workforce Board Leadership & Staff

MEMORANDUM

May 9, 2022

TO: Workforce Development Board (WDB) Members
FROM: Enrique Arreola, Deputy Director
Michelle Leonard, CEO Chamber of Commerce/WDB Member
SUBJECT: **2022 Job Fair:** Chamber of Commerce requests financial support for a community job fair event. **Action is Required**

Background/Summary: On Thursday, May 5, Michelle Leonard, WDB Member and President/CEO of the SBC Chamber of Commerce submitted a request via email to Wilbur Hurley, AJCC Business Services lead, to support a collaborative job fair by approving \$8,000. The Job Fair is scheduled to take place on Wednesday, June 15, 2022. In the past, the AJCC staff have organized these events as part of the AJCC Business Services Committee. These events are of great need to our local businesses to assist them with their workforce needs. It has been past practice not to charge employers a fee for participating in sponsored job fairs; thus, employers should not be charged a fee if funding is approved.

According to the request, funds will support:

Administrative Service:

Event Walkthrough (& exploratory meetings with all parties)
Event Design
Event Coordination
Permit Verification
Assembly Permits & Schematic
Vendor/Participant Management & Contract execution, Registration Portal
Coordination w/ City, County, Police, Fire, Dignitaries (if needed)
Day-of Event Management

Permits & Insurances:

COH Assembly Permit
SBC Environmental Health Permit
Insurances (COSB/COH/VETS/Chamber)

Vendor Services:

Food & drinks
any rental services

Facilities:

Venue Fee (waived for COH & COSB)
Clean Up Services or pay Fee
Porta Potties (only needed if restrooms not accessible)
Security

Marketing:

Creation of Flyers & event Collateral
Email takeovers
Sponsored Ads (online, radio, etc)
Facebook Event
Press Release & submit to local media sources
Insta/FB Post

Financial Consideration: The Chamber of Commerce is requesting a minimum budget for administration and services of \$8,000 (plus contingencies) to coordinate a community job fair.

Past expenses spent on in-house organization of a job fair is approximately \$1,000-\$2,000 depending on the venue, advertising, and supply costs.

A total of \$2,700 was budgeted for FY 2021-2022; therefore, this would be the maximum financial support the budget can hold.

Recommendation: Approve financial support for the proposed collaborative job fair in the amount not to exceed \$2,700

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

Section 3.02 Procedure for Removal

- (a) The Executive Committee shall meet to consider the removal of a member from the WDB.
- (b) The Chair will contact member after 2nd unexcused absence.
- (c) The member in question shall be given written notice by the WDB chair, not less than five days prior to the meeting at which the Executive Committee will vote on his/her removal.
- (d) The member in question shall be given reasonable opportunity to speak before the Executive Committee; however failure to appear before the Executive Committee shall not be an impediment to the removal action.
- (e) The Executive Committee may recommend removal by a majority vote. The Executive Committee Chair shall forward their recommendation to the full WDB for final action.
- (f) The Chairperson shall inform the member in writing of the committee's decision within five (5) calendar days of the meeting.

Section 3.03 Resignation of Membership: Resignation of WDB members should be effected by a written letter of resignation addressed to the Chairperson of the WDB and submitted to CSWD thirty days prior to the effective date of resignation. The Chairperson shall forward the notice to the Board of Supervisors within five days of receipt from the resigning member.

Section 3.04 Vacancies: Vacancies created by the removal or resignation of members shall be filled for the remainder of the member's term using the provisions described in ARTICLE II.

Article IV. DUTIES OF MEMBERS

Section 4.01 Attendance: Members shall attend meetings of the WDB and of committees to which they are appointed. For each member's term of service to the WDB, he/she shall designate a proxy to attend meetings in the unexpected or unavoidable absence of the seated member. The proxy will participate as a voting member and shall formally represent the same sector or seat occupied by the seated member. Proxy designations will be reviewed by the Executive Committee. If a new proxy needs to be designated during the member's term, the member shall make the request in writing to the Chair. The Executive Committee shall routinely review member attendance at WDB and committee meetings.

Section 4.02 Notification of Absence: Members shall notify the Chairperson of the WDB or staff of any expected absence for a meeting by 5:00 PM of the day before the meeting, indicating good and sufficient reasons for the absence. Such notification may be direct or through staff of the WDB.

Section 4.03 Service on Committees Each member of the WDB shall serve on committees as necessary.

Article V. MEETINGS AND ACTIONS

Section 5.01 Schedule of Regular Meetings

- (a) The WDB shall hold regular quarterly meetings at 3:00 P.M. on the second Tuesday of the first month of each quarter.
- (b) Alternate dates for regular meetings may be set either by the Chair of the WDB, if ten (10) working days' notice is provided to all members, or by a majority vote at a duly constituted meeting.
- (c) Regular meetings may be canceled either by the Chair of the WDB or by a majority vote at a duly constituted meeting.
- (d) Subcommittees will meet as often as required to fulfill their responsibilities, at least one time