



San Benito County Workforce Development Board
Executive Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
May 17, 2022 @ 3:00 P.M.
MINUTES

Table with 4 columns: Quorum Met: Yes, Representing the Private Sector (PR), Representing the Public, and Staff. Rows include Richard Bianchi, Chair; Chuck Frowein, Vice Chair; Karen Para, Secretary; Lizz Sanchez Turner; Kendra Bobsin, Treasurer; Nelson Leonor; Lupe Rubalcava.

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

I. GENERAL INFORMATION:

A. Public Comment Period: None present

II. REGULAR AGENDA:

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

B. Meeting Minutes:

- 1. Executive Committee: The March 8, 2022, Ex Committee meeting minutes were enclosed for review and approval. M/S/C Kendra Bobsin/Lizz Sanchez Turner
2. Full WDB: January 11, 2022, full WDB & April 12, 2022 minutes were enclosed for board information.
3. Youth Committee: The April 12, 2022 and April 29, 2022 Youth Committee minutes were enclosed for board information.

III. CONSENT AGENDA: Items as a whole may be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Discussion/Action Items. M/S/C Kendra Bobsin/ Lupe Rubalcava

- A. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed was the report for April 2022.
B. Labor Market/Unemployment and Economic Summary: Enclosed was 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 were enclosed.
D. Program Expenditure Updates: Enclosed was 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). Staff will send an application to Helena Walton.
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. M/S/C Lupe Rubalcava/Kendra Bobsin.



2. **Application Received**: An application was received from Rosa Vivian Fernandez, CEO & President of the Health Foundation, for private sector representative. *M/S/C Lupe Rubalcava/Kendra Bobsin*
  3. **Resignation**: Randy Brown submitted 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. Staff has contacted Susan Sweeny and she is interested. Staff will provide an application.
- 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. Staff provided an update on the need for signatures. The WDB can approve for forwarding to the BOS for approval. *M/S/C Kendra Bobsin/Lizz Sañchez Turner.*
- C. Hospitality & Healthcare Sector Regional Forum**: Staff provided the board an update on the sector forum on a Hospitality/Tourism scheduled for May 19th at 2:30 p.m. Attached was the draft agenda and notice. Staff asked to have the San Juan EDC added to the list as well as local wineries. Staff will send out the flier and updated agenda.
- D. Regional Equity Recovery and Partnerships (RERP)**: Staff provided an update on the Regional Equity Recovery and Partnership (RERP) Request for Proposal (RFP) in the amount of \$1,300,000. Joyce Aldridge provided a presentation at the full WDB meeting. The RFP has been submitted and if funded, the contract should be available in the fall. San Benito would receive \$100,000 for staff to provide recruitment and enrollment services for a 3-year period. Should serve at least 9 individuals. Industry Sectors in Health Care, Cyber-Security, etc.
- E. San Benito County Job Fair**: Discuss the Chamber of Commerce request to allocate \$8,000 for a collaborative job fair. Staff explained that the job fair has traditionally provided in-house and responsibilities are shared. Fees have been waived for the facility and typically it costs the agency approximately \$1,000-2,000. The last one held was prior to COVID. Last one was held the same day as the Farmer's Market to draw a crowd with minimal marketing. The Hollister Downtown Association is interested in being on the Job Fair Committee and they would be willing to assist at no to low cost. Board member mentioned that since we are a public entity, we provide the services in-kind. After discussion the Executive Committee motioned the collaboration for the planning of a job fair with the Chamber of Commerce and assist with in-kind resources as much as possible with the contingency business/job seekers will not be charged and up to \$2000 for job fair necessities. *M/S/C Kendra Bobsin/ Lizz Sañchez Turner.*
- F. Board Proxy**: Assign board proxy by May 30, per the 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 17<sup>th</sup>. AJCC is awaiting the draft report. Staff reported they just received a letter Fiscal & Procurement review and findings have been cleared.
  3. **Ag Committee**:
  4. **Executive Committee**: Committee members will need to meet and update on their goals & priorities. Send out worksheet.
  5. **Business Services Committee (BSC)**: The BSC and staff may provide an update on their strategic goals.
  6. **Youth Committee**: Staff provided an update on development of a Summer Youth Employment Program to possibly of 5 students. There is only about \$18,222 available of the CSBG CARES funding available.
  7. **Membership Committee**: Committee members and staff provided an update on recent recruitment efforts. 4 public members needed. Follow up with Michelle Leonard on her term expiration of July 9, 2022 and if she decides to not continue, reach out to Omar Rosa.

V. **ADDITIONAL INFORMATION**:

VI. **ADJOURNMENT**: *M/S/C Kendra Bobsin/ Lizz Sañchez Turner 4:32 P.M.*

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