



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

San Benito County Workforce Development Board (WDB)

May 12, 2020 @ 3:00 P.M.

Workforce Development Board – Executive Committee – via Zoom

MINUTES

Excused/Unexcused Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Representing the Private Sector (PR)		Representing the Public	
<input checked="" type="checkbox"/>	Richard Bianchi, Chair		
<input checked="" type="checkbox"/>	Chuck Frowein, <i>Vice Chair</i>	<input checked="" type="checkbox"/>	Kendra Bobsin, Treasurer
<input checked="" type="checkbox"/>	Karen Para, Secretary	<input type="checkbox"/>	Cynthia Larca - <i>Excused</i>
<input checked="" type="checkbox"/>	Kristina Chavez-Wyatt	<input checked="" type="checkbox"/>	Nelson Leonor
Staff:	Andi Anderson, Enrique Arreola, Sylvia Jacquez, , Ruby Soto		
Guests:	Elizabeth King, Terry Brimacomb, Mary Gilbert		

Chair, Richard Bianchi, called the meeting to order at 3:05 P.M.

I. GENERAL INFORMATION:

A. **Public Comment Period:** No public comments were received. Introductions 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 co-chair.

B. **WDB Director’s Comments:** WDB Director summarized the AJCC operations plan and services being provided by partner agencies during the Shelter-in-Place Order and shared how the information is being distributed.

C. Meeting Minutes:

1. **Executive Committee:** The February 11, 2020 meeting minutes were approved as presented. The Special Ex Committee meeting minutes from March 3, 2020 were approved with the removal of internal notes. **Motion/Second/Concur (M/S/C) Karen Para/Kristina Chavez Wyatt.**

2. **Full WDB:** The January 14, 2020 full WDB and the March 10, 2020 Special full WDB meeting minutes are enclosed for board information. There was no meeting in April.

III. CONSENT AGENDA: Items as a whole were voted on. **M/S/C Kendra Bobsin/Karen Para**

A. Board Announcements:

B. **Workforce Services Directives and Information Notices:** The most recent Workforce Services Directives [WSD19-12](#) and Information Notices [WSIN 19-31 thru 19-44](#) were provided.

C. **Unemployment:** The Unemployment Report for April 2020 was provided.

D. **Layoff Aversion Services and Rapid Response Report:** The report for April 2020 was provided.



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** No applications were received for appointment to the board. The current vacancies are: Business Representatives (2).
1. **Re-Appointments:** The term of Kendra Bobsin expired on May 9, 2020. The Ex Committee motioned to accept the re-appointment of Kendra Bobsin for a 3-year term. Her application will be forwarded to the Board of Supervisors (BOS) for re-appointment. *M/S/C Karen Para/Nelson Leonor. Kendra Bobsin abstained.*
- B. **One Stop Operator Request for Proposal (RFP):** Staff requested the approval to release the RFP for the One-Stop Operator. David Mirrone stated that he is unable to continue due to his new job. The Ex Committee approved to release the RFP for the One-Stop Operator. *M/S/C Kendra Bobsin/Karen Para.*
- C. **Dislocated Worker Underserved COVID-19 Impacted Individuals Grant:** Enclosed was a letter from EDD awarding \$10 million in funding, of which San Benito County was awarded \$54,000, to assist California Dislocated Workers impacted by COVID-19. These emergency funds will be used to provide supportive services, teleworking, housing, utility assistance and other services. The policy with eligibility requirements was enclosed and after discussion the Ex Committee approved the policy as presented. *M/S/C Karen Para/Kendra Bobsin.*
- D. **WDB Retreat/Strategic Planning Session:** Retreat notes were to be enclosed for discussion next steps and to receive general feedback from WDB members. Since they were inadvertently left out this item will be tabled to next meeting.
- E. **WIOA Regional Planning Unit Update – EDD Draft Directive:** The full WDB approved the recommendation to follow the EDD State Draft Directive WSDD-209, which recommended that the SBC WDB be moved from the Bay Area Region (Bay Peninsula) back to the Central Coast Region (sub part A), which includes Monterey and Santa Cruz County. Staff indicated they haven't received notice on when the transition would take place. A modification will be made from the Bay Peninsula Regional Planning Unit to move from water careers to manufacturing. Board members also indicated that there is a need for skills development and retention requirements as a high demand occupation, especially with aerospace and machine shops.
- F. **COVID-19 Update:** Staff provided an update on COVID-19 activities under item II.B. - Directors Comments. Board members asked if staff had been provided the results of the County Survey that was conducted to receive feedback from employers on how they've been affected by COVID-19. Staff will reach out to the County Administration and request that info. The Chamber also conducted a survey but no results have been shared. Staff will follow-up.
- G. **Virtual Town Hall Business Forum Update:** Staff and board members provided an update on the virtual town hall hosted by the BOS. The BOS has been conducting listening sessions and board members questioned AJCC staff involvement, if any. Staff indicated they weren't made aware of the additional business forums and would follow-up. Kristina Chavez Wyatt would like to be involved. Karen Para stated that the original town hall was promoted more than the follow-up ones and board members have the same follow-up question as posed in item F pertaining to the survey results.
- H. **Grant Updates:**
1. **Bay Peninsular Regional Grants:** Staff provided updates on the following.
- a. **Prison 2 Employment (P2E) Grant:** A staff member was hired but due to COVID-19 these positions were put on hold. Current staff is hoping to implement services within the next week in collaboration with the Probation Department.

- b. **Slingshot 2.0 Grant**: There is no update on the grant approved as a region whose goal was to conduct focus groups on Tech Apprenticeship.
 - c. **Slingshot 3.0 Grant**: There is no update on the grant approved in the amount of \$400,000.
 - d. **Regional Training Grant**: There is no update on the Regional Training Grant.
2. **Workforce Accelerator Fund 8.0 RFA**: San Benito County WDB was not awarded the \$150,000 grant request submitted on December 22, 2019 to fund water pathways.
 3. **Senate Bill No. 1 (SB1) High Road Application**: Staff reported we are awaiting a response on the status of the grant application submitted.
 4. **Community Foundation Grant**: Staff provided an update on the implementation of the summer youth program and possible match funds from the Community Action Board (CAB). Staff will request for the CAB to earmark funds from the CARES funding. This program is currently on hold due to the COVID-19 Shelter in Place and the school closure.. Community Foundation has stated these funds could be extended until 2021. Staff will provide an update at the next meeting. Table to next meeting
- I. **Committee Updates**: Updates may be provided on the following committees:
1. **Bylaws Committee**: The Bylaws Committee notes were not enclosed for board review. Table to next meeting.
 2. **Ag Committee**: There is no update.
 3. **Audit Committee**: Staff received the Fiscal and Procurement Engagement Letter for the 85% Formula Grant Program Year 2019-20. Due to COVID-19 a desk review will be conducted this year.
 4. **Youth Committee**: Committee meeting was cancelled due to COVID-19.

V. **ADDITIONAL INFORMATION**:

- A. **CalJobs/EDD Training**: Due to Shelter In Place, the CalJOBS workshop has not been held.

VI. **ADJOURNMENT**: *M/S/C Karen Para/Nelson Leonor 4:05 P.M.*

The next Ex Committee meeting is scheduled for June 9, 2020 at 3 P.M. via Zoom
 The next full WDB meeting is scheduled for July 14, 2020 at 3 P.M. at 1161 San Felipe Road