



San Benito County Workforce Development Board
Audit Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
June 14, 2022 @ 2:30 P.M.
MINUTES

Table with attendance information: Kendra Bobsin (checked), Richard Bianchi, Lizz Sánchez Turner Excused, Lupe Rubalcava, Kristi Alarid Excused, and Staff list.

Call to order at 2:35 P.M.

I. AGENDA:

- 1. Audit Committee: Review and discuss the audit reports received for the following monitoring visits:
a. The State Compliance Review Division conducted the Fiscal and Procurement review from June 7, 2021 thru June 11, 2021. Final monitoring report was reviewed by the committee chair. Staff shared the findings of purchased property missing. Staff provided proof that the items were located, and the State was provided a new inventory log and closed the finding.
b. The State Compliance Review Division conducted the Program review from January 21, 2020 thru January 24, 2020. Draft monitoring report was enclosed to included:
a. Finding 1 – Majority of SBC WDB are not representative of the local business area. There are only 17 WDB members. Discussed was need for assistance from Board Members to assist staff to help fill vacancies. Request each board member try to recruit at least one member and generate interest. Discussed was making the recruitment effort interactive and provide some sort of incentive for whomever recruits a member.
b. Finding 2- The Individual Service Strategy (ISS) does not demonstrate that all factors of the participant’s objectives assessment were considered. Staff will provide a corrective action plan and a monthly quality assurance review.
c. Finding 3- Monitoring report stated the MOU wasn’t submitted to EDD. The MOU was submitted.
d. Finding 4- Youth Participants who received supportive services and/or an incentive payment were not entered in CalJOBS as activities. Corrective action plan will be submitted.
e. Finding 5- Serving Out-of-School Youth, but did not provide the referral process that would be used to refer eligible In-School Youth: Corrective action plan will be submitted.



- f. **Finding 6-** San Benito does not require youth participants signature on Individual Training Accounts (ITA): Plan to contact neighbor counties to see if they have participants sign the agreements. Staff will seed corrective action as this has never been a practice and staff will seek guidance from County Counsel.
- g. **Finding 7-** WDB uses a Self-Attestation pre-application questionnaire to verify that a youth applicant has received a secondary school diploma or it recognized equivalent: Staff are not in agreement with this finding, participant's complete a pre-application and for those who have a secondary school diploma verification is collected and also verified on CalJOBS.

Staff has requested an extension date on responding which was granted.

II. **ADDITIONAL INFORMATION:**

III. **ADJOURNMENT:** 3:00 P.M.