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San Benito County Workforce Development Board (WDB)
Youth Committee

AGENDA

1161 San Felipe Road, Building B - Hollister, CA and via ZOOM
July 12, 2022 @ 4:00 P.M.

NOTICE OF TEMPORARY PROCEDURES FOR THE WORKFORCE DEVELOPMENT BOARD

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic. Additionally, members of the WDB Board are allowed to attend the meeting via teleconference and to participate in the meeting to the same extent as if they were present.

The meetings are open to the public, under the following conditions: All Attendees may attend the Board meeting in person and follow the State guidelines. If an attendee is not fully vaccinated it is highly recommended that an attendee wears a face covering or face shield. All attendees must comply with any other rules of procedures/instructions announced by the WDB Board and/or County Staff.

Join Zoom Meeting

<https://us06web.zoom.us/j/81812069221?pwd=YVg1aSs2L0VWeVVYVFQrd2h1anp6QT09>

Meeting ID: 818 1206 9221

Passcode: 326138

One tap mobile

+16699006833,,81812069221#,,,,*326138# US (San Jose)

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

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:

ADA / Equal Opportunity Employer / Program Auxiliary Aids and Services are available upon request to individuals with disabilities.
Some conditions may apply. For TTY access call: (831) 637-3265



- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Meeting Minutes:** Youth Committee meeting minutes for April 12, 2022 are enclosed for review and approval.
- C. **Meeting Dates & Times: Based:** Approve moving the meetings to quarterly at 4 P.M. after the Executive Committee meeting in February, May, August, November.
Action Required.
- D. **Summer Youth Employment Program:** Staff and Committee members may provide an update on the summer youth employment program. Discuss funding ideas and possibly partnering with the Community Action Board to earmark Community Services Block Grant funding.
- E. **Youth Strategic Goals:** Finalized Youth Strategic Goals are **enclosed**. Discuss 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:** Staff may provide an update.

III. OTHER:

- A. **ADJOURNMENT:** to the next meeting is scheduled for: August ____, 2022



America's **Job Center**
of CaliforniaSM

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Office: (831) 637-JOBS (5627) ● (831) 637-9293 ● FAX (831) 637-0996

**San Benito County Workforce Development Board (WDB)
Youth Committee
MINUTES**

**1161 San Felipe Road, Building B - Hollister, CA and via ZOOM
April 12, 2022 @ 4:00 P.M.**

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

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

I. GENERAL INFORMATION:

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

II. REGULAR AGENDA:

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.
- B. **Meeting Minutes:** Youth Committee meeting minutes for February 8, 2022 and March 20, 2022 were approved as presented. *M/S/C Nelson Leonor/Judith Munter.*
- C. **Meeting times:** Discuss holding in person meetings. The meetings are now scheduled quarterly at 4 P.M. (Jan, April, July, Oct). Revisit at next meeting. Been meeting more often to work on goals and summer youth employment program. Could have the meeting after the Executive Committee vs full WDB. Discussed making the meeting meaningful and moving forward with grant ideas, topics, partnerships, etc.
- D. **Summer Youth Employment Program:** Staff and Committee members will continue discussion on the development strategies for a summer youth employment program. In the same position financially as last year. Staff provided a brief history of the summer youth employment programs when the county would employ up to 300 youth. With the change in WIOA, funding didn't allow for the same level of services. The WDB and the Community Action Board has a desire to fund a summer and last year staff submitted an application to the Community Foundation to fund a pilot summer youth employment program. Staff also indicated that the Community Foundation will no longer be having match fund grant opportunities. Staff recommendation is to as the CAB if there is any funding to help support along with WIOA funds. WIOA does have a youth allocation of \$200,000 of which 30% is dedicated to training. These funds could be used to kick off a program on a small



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

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

III. **OTHER:** None

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

The next meeting is scheduled for: May 10, 2022



STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 04.29.22
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WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Strategic Goal #3: Establish Training Programs	Objective(s): Create Employable Youth for Future Workforce
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Created by the Workforce Development Board at their Board Retreat on 3/10/20 GOAL: Establish Training Programs that Create Employable Youth for the future workforce	Resources & Support Needed	Expected Outcome	Staff Responsible	Due Date	Measurements Methods of Tracking	Status: C=Completed I=In Progress O=On going
Action 1: <ul style="list-style-type: none"> Work Experience Program (16-24) <ul style="list-style-type: none"> 70% for out of school youth 30% for in school youth 	Staff Funding Employer Participation	30% total allocation spent on Work Experience	Youth Committee and Staff	On-going	15-20 youth complete WEP 50% of students would gain fulltime employment	I=In Progress
Action 2: <ul style="list-style-type: none"> Outreach to youth in colleges and high school 	High School Colleges Targeted Ads	3-4 outreach events at high school/colleges	Youth Committee and Staff	On-going	Number of events attended	
<ul style="list-style-type: none"> Rock the Mock Interviews with Students 	High School Chamber of Commerce/Employers WDB WDB Youth Committee AJCC Staff	50-100 Youth trained in interview & resume writing Local Employers participation	Workforce Staff	April 2022	20 youth will receive Resume & Interview skills	I=In Progress
<ul style="list-style-type: none"> Youth Expo Scheduled 	Youth Committee HDA AJCC CSWD Staff	Promote Dream Catcher Program youth ages 5-18	CAB AJCC Staff	2/26/22 annually	10-15 youth apply for Dream Catcher	C=Completed
<ul style="list-style-type: none"> See Us Shine Event – Youth Conference 	Community Solutions AJCC Staff Community Partners	Youth will have information, access to AJCC services	AJCC Staff	2/10/22 & 2/17/22	Online Registrations	C=Completed



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<p>Action 3:</p> <ul style="list-style-type: none"> Offer written document showing career path in industry sector chosen <ul style="list-style-type: none"> Focus on priority sectors 	<ul style="list-style-type: none"> Labor Market Information Career Pathways High School Support/Career Center Staff 	<ul style="list-style-type: none"> Provide monthly LMI Career Pathway newsletters 	<p>Youth Committee and Staff</p>	<p>On-going</p>	<p>25% of Jr & Sr of local High School age youth</p>	<p>I=In Progress</p>
<p>Action 4:</p> <ul style="list-style-type: none"> Basic Skills training (2-week training workshops) to include: Classes We have=Yellow (AJCC & EDD) 	<ul style="list-style-type: none"> Dress for success Employment (Career) readiness Interview technique Work ethics Financial Literacy Customer Service (phone etiquette) Mental Health 	<p>Conduct workshops 1 times a month at the AJCC</p>	<ul style="list-style-type: none"> Staff Behavioral Health Dept of Rehab Gavilan College 	<p>On-going</p>		<p>I=In Progress</p>



STRATEGIC PLANNING DOCUMENT **Project Name:** WDB Strategic Goals **REV. Date:** 04.29.22

WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Action 5: Establish a Fund Development Committee: to reach out to potential funders/Corporate Sectors Committee can discuss:	Ad-hoc Private/Corporate Sectors		Summ	Ex. Committee			
	<ul style="list-style-type: none"> • Apple • HP • Cisco • Packard • Target/Walmart • Big 5 • Microsoft • Netflix • Local Businesses—May look at to have them be a support system by participating in mock interviews • Family Foundations • Evan Moor Educational Publishing • Leverage Members and non-traditional partners to leverage funds • Provide greater support to WDB staff when seeking funding opportunities so potential for success is greater 		Summer Youth program which employs 10 youth	Nelson Leonor Grant consultant: - Jose Vasquez?	Mid-March 2023	Staff will report out on the # youth employed – client tracking system (CalJobs/CAP60)	I=In Progress
Created by the Workforce Development Board at their Board Retreat on 3/10/20 GOAL: Establish Training Programs that Create Employable Youth for the future workforce	Resources & Support Needed		Expected Outcome	Staff Responsible	Due Date	Measurements Methods of Tracking	Status: C=Completed I=In Progress O=On going



STRATEGIC PLANNING DOCUMENT

Project Name: WDB Strategic Goals

REV. Date: 04.29.22

WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Focus

Collaborate with business, economic development, education, labor, government, and community-based organizations within San Benito County and partner with other workforce areas and collaborative, to build regional capacity for:

- Growing the San Benito County job base to benefit job seekers, youth, and incumbent workers
- Expanding and investing in the demand-driven skills and readiness of the San Benito County workforce, with an emphasis on allied health, agriculture (H2A united farmworkers), manufacturing, apprenticeships, construction and clean/green jobs.
- Expanding jobs/services and have central location for job openings
- Expanding In-depth Econovue training where board members can participate.
- Expanding training to include written document for participants on career paths
- Work with High School; Gavilan College, America's Job Centers, Trade Schools, Reentry Programs, Women's Programs
- Offer more Job Fair's
- Offer more Incentives through work with partnerships