



San Benito County Workforce Development Board
Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
July 12, 2022 @ 3:00 P.M.
AGENDA

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/97879980043?pwd=a0lyMkFNdEFsQmVzbCswNmNjFjdz09

Meeting ID: 978 7998 0043 - Passcode: 392237

One tap mobile

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US (San Jose)

Table with columns: Quorum Met: Yes [ ] No [ ] U=Unexcused, Representing the Private Sector (PR), Representing the Public. Rows list board members like Bianchi, Richard, Fisher, Mike, Frowein, Chuck, Giancola, Shelley, Para, Karen, Sanchez-Turner, Lizz, Fernandez, Rosa, Vacant, Adams, Lamont, Alarid, Kristi, Bobsin, Kendra, Bradford, Duane, Brown, Randy-Susan Sweeny, Leonard, Michelle, Leonor, Nelson, Reese, Scott, Rodriguez, Jose, Rubalcava, Lupe.

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.
B. Success Stories: Staff and/or participants will present on Success Stories.



II. **REGULAR AGENDA:**

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Meeting Minutes:**
1. **Executive Committee:** The June 14, 2022, Ex Committee meeting are **enclosed** for review and approval. *Action Required.*

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.

- A. **Layoff Aversion Services/Rapid Response Report/Business Services Report:** **Enclosed** was the report for May 2022.
- B. **Labor Market/Unemployment and Economic Summary:** **Enclosed** was the California Unemployment Report for June 2022.
- C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-06 thru WSD21-07](#) and Information Notices [WSIN 21-50-thru WSIN 21-52](#) were **enclosed**.
- D. **Final Report Program Year (PY) 2021-2 Annual Compliance Monitoring Review:** **Enclosed** is the Monitoring Review showing no findings. For WIOA PY 2021-22.

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** Any applications received will be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives Two (2)
1. **Resignation:** Kristi Alarid will be retiring and has submitted her **enclosed** letter of resignation. **Enclosed** is an application from Steve Garcia for board approval. *Action Required*
  2. **Term Expirations:** The term of Michelle Leonard, Public Sector, expired July 9, 2022 and she will not be serving another term. Michelle covers EDC which is a mandated position. The vacancy was posted for EDC representatives to submit their applications.
- B. **Comprehensive Economic Development Strategy (CEDS):** Renee Wells presented at the last meeting on the Comprehensive Economic Development Strategy (CEDS) for SBC and has requested a WDB member to sit on the CEDS Strategy Committee. More Info: <https://edcsanbenito.org/wp-content/uploads/2022/03/CEDS-Final.pdf>. *Action Required.*
- C. **CWA Meeting of the Minds Registration now open:** Staff and/or Board Members to attend in person Meeting of the Minds, Monterey Marriott, September 6-8, 2022. Early Member rate of \$649 until 8/5/2022. *Action required* to approve up to 3 staff/board.
- D. **Prison to Employment (P2E) 2.0:** **Attached** is a memo regarding the P2E 2.0 funding.
- E. **Cancel August Meeting:** Discuss cancelling the August meeting. *Action Required.*
- F. **Resolution for Remote Meetings:** AB361 requires that a resolution be adopted every month to continue to allow teleconferenced meetings. **Attached** is the AB361 Legislation along with the resolution. *Action Required.*
- G. **San Benito County AJCC Job Fair:** Staff may provide an update on the AJCC Job Fair.
- 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. **Nomination Committee**: The Nomination Committee will present a slate of officers for fiscal year 2022/2023. *Action Required*
2. **Audit Committee**: Staff and committee members may provide an update on the Audit Committee audit reports received for the following monitoring visits:
  - a. The State Compliance Review Division conducted the Fiscal and Procurement review from June 2, 2021 thru June 11, 2021.
  - b. The State Compliance Review Division conducted the Program review from January 21, 2020 thru January 24, 2020.
3. **Ag Committee**: Board members may provide an update.
4. **Executive Committee**: Committee members may provide an update on their goals.
5. **Business Services Committee (BSC)**: Committee members may provide an update.
6. **Youth Committee**: Staff may provide an update on the Summer Youth Employment Program.
7. **Membership Committee**: Committee members and staff may provide an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION:**

VI. **ADJOURNMENT:** to the next meeting.

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

The next Executive Committee meeting is scheduled for August 9, 2022, at 3 PM



San Benito County Workforce Development Board
Executive Committee Meeting
1161 San Felipe Road, Building B - Hollister, CA 95023
June 14, 2022 @ 3:00 P.M.
MINUTES

Table with 2 columns: Representing the Private Sector (PR) and Representing the Public. Rows include names like Richard Bianchi, Chuck Frowein, Karen Para, Lizz Sanchez Turner, Kendra Bobsin, Nelson Leonor, and Lupe Rubalcava.

Call to Order: Nelson Leonor at 3:06 P.M.

- I. GENERAL INFORMATION: A. Public Comment Period: Introductions were made by everyone present. Renee Wells stated that EDD is working on a Comprehensive Economic Development Strategy (CEDS) for San Benito County...
II. REGULAR AGENDA: A. Roll Call: Roll was taken to determine excused absences for attendance requirements. Karen Para was excused. Richard Bianchi and Chuck Frowein were unexcused for not contacting staff. B. Meeting Minutes: 1. Executive Committee: The May 17, 2022, Ex Committee meeting were approved as presented.
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. A. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed was the report for May 2022. B. Labor Market/Unemployment and Economic Summary: Enclosed was the California



Unemployment Report for May 2022.

- C. **Information Notices & Directives:** The most recent Workforce Services Directives [WSD21-04 thru WSD21-05](#) and Information Notices [WSIN 21-43-thru WSIN 21-49](#) were enclosed.

IV. **DISCUSSION/ACTION ITEMS:**

- A. **Board Membership:** No additional applications were received to be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives four (4).

1. **Term Expirations:**

- The term of Shelley Giancola, Private Sector member, is due to expired July 9, 2022 and she has agreed to serving another 3-year term. After discussion, the WDB approved the application of Shelley Gaincola which will be forwarded to the Board of Supervisors (BOS) for re-appointment to the WDB. *M/S/C Lizz Sañchez Turner/Lupe Rubalcava.*
- The term of Michelle Leonard, Public Sector, is due to expired July 9, 2022 and she will not be serving another term. Michelle covers EDC which is a mandated position. The vacancy will be posted for EDC representatives to submit their applications.

2. **Resignation:** Randy Brown submitted his notice of resignation due to retirement. He has recommended that Susan Sweeny, Interim Dean of Student Success and Workforce Pathways, to be appointed as his replacement and she submitted an application for board review and approval. After discussion, the WDB approved the application of Susan Sweeny which will be forwarded to the BOS for appointment to the WDB *M/S/C Kendra Bobsin/ Lupe Rubacalva.*

- B. **Resolution for Remote Meetings:** AB361 requires that a resolution be adopted every month to continue to allow teleconferenced meetings. **Attached** is the AB361 Legislation along with the resolution. *M/S/C Kendra Bobsin/Lizz Sañchez Turner.*

- C. **CWA WORKCON:** Staff and members provided an update on the CWA WORKCON 2022 attended in San Diego from May 24-27, 2022. Lizz Sañchez Turner shared her experience and appreciation for the staff and all the work they do stating many organizations are having difficulty finding workers. She will share a link with some of the recordings to be reviewed by WDB members who are interested. Ms. Sañchez Turner felt there is opportunity to boost programs, there is support out there, was encouraged and with all of the excitement around people being ready to work, she felt the Federal government is listening to communities and working to provide services. Enrique Arreola felt this was the best CWA conference he has ever attended. Discussed the Business Services and how the local areas can come together and working across counties with a focus on messaging and services that promote and support the investment to our local workforce. There is a need to list to current trends and make changes as “Change is Good”. We can’t stay in the mindset of “this is how we have always done it.” Need to embrace failure, learn from it, move on. Self-Care was also a hot topic. Nelson Leonor also attended and stated that many of the workshops he attended were centered around Racial Equity and Diversity, how COVID-19 shaped companies, different ways to adopt new programs and services in the workforce as well as dealing with the many resignations. Staff stressed the importance of attending the conferences and WDB member participation.

- D. **Workforce Development Board Memorandum of Understanding (WDB MOU) and Resource Sharing Agreement (RSA):** Staff provided an update on the WDB MOU &

RSA which is due to the State June 30, 2022.

- E. **Hospitality & Healthcare Sector Regional Forum**: Staff provided an update on the forum held May 19<sup>th</sup> at 2:30 p.m. Enclosed were the notes from the forum. Discussed were issues with hospitality/healthcare finding staff, changes on how services are provided with shortages/obstacles. There is a need to reach out to hospitality providers to get a sense of their needs, communicate with businesses more often and offer support. When conducting outreach, it would be good to focus on hospitality during job fairs. It was interesting to hear what is/isn't work for local restaurants/caregivers. With 24 in attendance, it would have been nice if there was more.
- F. **San Benito County Job Fair**: Staff provided an update stating that the Chamber decided not to move forward with their Job Fair. AJCC staff will move forward with planning and a committee will be established to move forward with a job fair within the next quarter.
- G. **Board Proxy**: Assign board proxy, per the WDB Bylaws Article IV. Section 4.01. Explained the importance of a proxy to maintain quorum and staff requests board members select someone in their agency to act on their behalf should they not be able to attend.
- H. **Committee Updates**: Committee members may provide recommendations or updates for their respective committee.
  - 1. **Nomination Committee**: The Nomination Committee will present a slate of officers at the July full WDB meeting for fiscal year 2022/2023. Staff will set up a committee meeting.
  - 2. **Audit Committee**: The Audit Committee met just prior to today's meeting to review the audit reports received for the following monitoring visits, which will be reported at the July full WDB meeting.
    - a. The State Compliance Review Division conducted the Fiscal and Procurement review from June 2, 2021 thru June 11, 2021.
    - b. The State Compliance Review Division conducted the Program review from January 21, 2020 thru January 24, 2020.
  - 3. **Ag Committee**:
  - 4. **Executive Committee**: Committee needs to schedule a meeting to update their goals & priorities. Suggested Tuesdays at 3pm. June 21, 28, July 19. Staff will poll committee.
  - 5. **Business Services Committee (BSC)**: Committee members provided an update.
  - 6. **Youth Committee**: Staff provided an update on the Summer Youth Employment Program. Currently have 4 applications. Worksite agreements ready for: Hollister Paint, Bumper to Bumper, Garden Mart, Library and La Catrina. Staff is still promoting on social media. Applications are being picked up, but they aren't being turned in. Staff also did a mass mailing to previous clients who may be eligible.
  - 7. **Membership Committee**: Committee members and staff provided an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION**:

- 1. **City Wide Job Fair**: Nelson Leonor will provide a flier for distribution.

VI. **ADJOURNMENT**: *M/S/C Lizz Sanchez Turner/Lupe Rubalcava 4:04 P.M.*

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

The next Executive Committee meeting is scheduled for August 9, 2022, at 3 PM



July 12, 2022

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

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

**1) Business Services Engagement:**

- a. Business Recruitments:
  - Royal Circuit- Multiple Positions Available
  - Casa De Fruta—Multiple Positions Available
  - Summer Youth Program – Multiple Positions Available
  - Teknova—Multiple Positions Available
  - Infinity Staffing—Multiple Positions Available
  - Pacific Scientific—Multiple Positions Available
  - San Benito County Office of Education – Resource Specialist Teacher
  - Pacific Coast Post-Acute- Certified Nursing Assistant
  
- b. Unemployment Rate for San Benito County unemployment rate was 5.3% with 1700 unemployed. This is down from 5.7% from the previous month. The State average unemployment rate is currently 4.2% with approximately 823,000 unemployed.

**2) Job Search Assistance & Resume Writing Workshops**

- a. WIOA Orientations are being held virtually and in-person until the end of the year every Monday, 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. **Forming Job Fair Committee to address the needs of the county.**

**4) Success Stories:**

- a. **None**

**5) Rapid Response/WARN Events:**

- a. None



**6) Social Media Insight:**

- a. Post Engagement – 2008
- b. Over 15,835 views overall in the last 28 days
- c. Top Performer Homeless Services-11983



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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>19,190,200</b>	<b>18,453,600</b>	<b>736,600</b>	<b>3.8%</b>
ALAMEDA	10	820,900	797,700	23,200	2.8%
ALPINE	42	510	490	20	4.7%
AMADOR	28	14,310	13,750	560	3.9%
BUTTE	25	92,600	89,000	3,600	3.8%
CALAVERAS	15	21,590	20,940	650	3.0%
COLUSA	57	11,000	9,880	1,110	10.1%
CONTRA COSTA	18	548,300	531,500	16,900	3.1%
DEL NORTE	35	9,300	8,880	420	4.5%
EL DORADO	10	92,600	90,000	2,600	2.8%
FRESNO	50	453,300	425,900	27,400	6.0%
GLENN	35	12,580	12,010	570	4.5%
HUMBOLDT	21	59,400	57,500	1,900	3.3%
IMPERIAL	58	67,600	59,700	7,900	11.7%
INYO	18	8,160	7,900	260	3.1%
KERN	54	382,900	356,900	26,000	6.8%
KINGS	53	56,100	52,400	3,700	6.6%
LAKE	35	28,410	27,150	1,270	4.5%
LASSEN	22	8,890	8,580	310	3.5%
LOS ANGELES	42	5,029,100	4,791,000	238,000	4.7%
MADERA	48	62,200	58,600	3,600	5.7%
MARIN	2	128,700	126,100	2,700	2.1%
MARIPOSA	40	6,570	6,270	300	4.6%
MENDOCINO	22	37,070	35,780	1,290	3.5%
MERCED	55	115,500	107,100	8,500	7.3%
MODOC	35	3,210	3,070	150	4.5%
MONO	13	9,280	9,010	270	2.9%
MONTEREY	49	215,100	202,600	12,400	5.8%
NAPA	8	69,600	67,700	1,900	2.7%
NEVADA	13	47,220	45,870	1,350	2.9%
ORANGE	8	1,580,000	1,536,800	43,300	2.7%
PLACER	5	192,300	187,600	4,600	2.4%
PLUMAS	52	7,080	6,630	450	6.4%
RIVERSIDE	25	1,151,300	1,108,000	43,300	3.8%
SACRAMENTO	22	723,800	698,300	25,500	3.5%
SAN BENITO	40	32,700	31,200	1,500	4.6%
SAN BERNARDINO	25	1,008,200	969,900	38,300	3.8%
SAN DIEGO	15	1,575,100	1,527,500	47,600	3.0%
SAN FRANCISCO	4	567,400	555,100	12,300	2.2%
SAN JOAQUIN	44	333,500	316,700	16,800	5.0%
SAN LUIS OBISPO	5	136,600	133,300	3,300	2.4%
SAN MATEO	1	448,600	439,900	8,700	1.9%
SANTA BARBARA	10	222,600	216,300	6,300	2.8%
SANTA CLARA	2	1,040,100	1,018,300	21,800	2.1%
SANTA CRUZ	35	133,600	127,600	6,100	4.5%
SHASTA	28	73,400	70,500	2,900	3.9%
SIERRA	28	1,300	1,250	50	3.9%
SISKIYOU	47	16,080	15,240	840	5.2%
SOLANO	32	199,400	191,400	8,000	4.0%
SONOMA	7	245,800	239,400	6,400	2.6%
STANISLAUS	46	239,800	227,500	12,200	5.1%
SUTTER	51	45,700	42,800	2,800	6.2%
TEHAMA	34	25,120	24,060	1,060	4.2%
TRINITY	28	4,300	4,130	170	3.9%
TULARE	56	205,200	190,100	15,100	7.4%
TUOLUMNE	32	19,840	19,050	790	4.0%
VENTURA	15	409,600	397,100	12,500	3.0%
YOLO	20	108,800	105,300	3,500	3.2%
YUBA	44	31,100	29,500	1,600	5.0%

**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

	Apr 21	Feb 22	Mar 22 Revised	Apr 22 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,028,500	1,073,500	1,081,700	1,072,800	-0.8%	4.3%
Civilian Employment	971,600	1,041,500	1,054,200	1,049,500	-0.4%	8.0%
Civilian Unemployment	56,900	32,000	27,500	23,300	-15.3%	-59.1%
Civilian Unemployment Rate (CA Unemployment Rate)	5.5%	3.0%	2.5%	2.2%		
(U.S. Unemployment Rate)	8.3%	4.9%	4.3%	3.8%		
	5.7%	4.1%	3.8%	3.3%		
<b>Total, All Industries (2)</b>	<b>1,091,600</b>	<b>1,136,400</b>	<b>1,144,700</b>	<b>1,154,000</b>	<b>0.8%</b>	<b>5.7%</b>
Total Farm	5,100	3,500	4,000	4,900	22.5%	-3.9%
Total Nonfarm	1,086,500	1,132,900	1,140,700	1,149,100	0.7%	5.8%
Total Private	993,200	1,039,200	1,046,000	1,053,600	0.7%	6.1%
Goods Producing	218,600	224,700	225,000	226,700	0.8%	3.7%
Mining, Logging, and Construction	51,400	52,900	53,400	54,000	1.1%	5.1%
Mining and Logging	200	200	200	200	0.0%	0.0%
Construction	51,200	52,700	53,200	53,800	1.1%	5.1%
Specialty Trade Contractors	37,200	37,300	37,500	37,600	0.3%	1.1%
Building Equipment Contractors	17,900	17,900	18,000	18,000	0.0%	0.6%
Manufacturing	167,200	171,800	171,600	172,700	0.6%	3.3%
Durable Goods	154,900	158,200	158,000	159,100	0.7%	2.7%
Machinery Manufacturing	11,100	11,100	11,100	11,100	0.0%	0.0%
Computer & Electronic Product Manufacturing	116,900	120,800	120,700	121,600	0.7%	4.0%
Computer & Peripheral Equipment Manufactur	55,300	58,200	57,900	58,400	0.9%	5.6%
Electronic Computer Manufacturing	53,000	55,900	55,500	56,000	0.9%	5.7%
Semiconductor & Electronic Component Mfg	38,300	39,000	39,100	39,300	0.5%	2.6%
Bare Printed Circuit Board Manufacturing	3,500	3,500	3,500	3,500	0.0%	0.0%
Semiconductor & Related Devices Manufac	27,200	27,600	27,600	27,600	0.0%	1.5%
Electronic Instrument Manufacturing	15,900	16,100	16,100	16,200	0.6%	1.9%
Transportation Equipment Manufacturing	5,500	5,200	5,200	5,200	0.0%	-5.5%
Aerospace Product & Parts Manufacturing	4,400	4,300	4,300	4,200	-2.3%	-4.5%
Nondurable Goods	12,300	13,600	13,600	13,600	0.0%	10.6%
Service Providing	867,900	908,200	915,700	922,400	0.7%	6.3%
Private Service Providing	774,600	814,500	821,000	826,900	0.7%	6.8%
Trade, Transportation & Utilities	117,300	120,200	120,500	120,300	-0.2%	2.6%
Wholesale Trade	28,400	27,900	28,400	28,300	-0.4%	-0.4%
Merchant Wholesalers, Durable Goods	20,500	20,200	20,600	20,500	-0.5%	0.0%
Retail Trade	73,200	74,900	75,000	75,300	0.4%	2.9%
Electronics & Appliance Stores	3,500	3,600	3,700	3,700	0.0%	5.7%
Building Material & Garden Equipment Stores	6,000	6,100	6,200	6,300	1.6%	5.0%
Food & Beverage Stores	17,600	16,600	16,500	16,500	0.0%	-6.3%
Health & Personal Care Stores	5,100	5,500	5,600	5,600	0.0%	9.8%
Clothing & Clothing Accessories Stores	7,000	7,500	7,400	7,300	-1.4%	4.3%
General Merchandise Stores	12,700	13,400	13,300	13,200	-0.8%	3.9%
Transportation, Warehousing & Utilities	15,700	17,400	17,100	16,700	-2.3%	6.4%
Transportation & Warehousing	14,100	15,700	15,400	15,000	-2.6%	6.4%
Couriers & Messengers	6,200	7,200	7,000	6,900	-1.4%	11.3%
Information	105,100	108,000	109,100	109,400	0.3%	4.1%
Publishing Industries (except Internet)	36,900	37,300	37,500	37,600	0.3%	1.9%
Telecommunications	5,100	5,200	5,200	5,300	1.9%	3.9%
Financial Activities	38,400	37,600	37,000	37,600	1.6%	-2.1%
Finance & Insurance	23,600	22,900	22,500	22,900	1.8%	-3.0%
Credit Intermediation & Related Activities	14,200	13,900	13,700	13,700	0.0%	-3.5%
Real Estate & Rental & Leasing	14,800	14,700	14,500	14,700	1.4%	-0.7%
Real Estate	12,900	12,600	12,500	12,700	1.6%	-1.6%
Professional & Business Services	239,900	249,900	251,200	252,500	0.5%	5.3%
Professional, Scientific & Technical Services	165,400	173,400	174,200	175,500	0.7%	6.1%
Architectural, Engineering & Related Services	17,300	18,400	18,400	18,500	0.5%	6.9%
Computer Systems Design & Related Services	89,500	92,000	92,600	92,800	0.2%	3.7%
Scientific Research & Development Services	24,300	27,300	27,300	27,600	1.1%	13.6%

Data Not Seasonally Adjusted

	Apr 21	Feb 22	Mar 22 Revised	Apr 22 Prelim	Percent Change	
					Month	Year
Management of Companies & Enterprises	14,200	14,100	14,200	14,400	1.4%	1.4%
Administrative & Support & Waste Services	60,300	62,400	62,800	62,600	-0.3%	3.8%
Administrative & Support Services	57,500	59,700	60,100	59,900	-0.3%	4.2%
Employment Services	21,900	25,400	25,400	25,200	-0.8%	15.1%
Educational & Health Services	177,700	183,900	184,800	184,200	-0.3%	3.7%
Educational Services	44,300	46,100	46,500	46,500	0.0%	5.0%
Colleges, Universities & Professional Schools	28,500	30,100	30,200	30,200	0.0%	6.0%
Health Care & Social Assistance	133,400	137,800	138,300	137,700	-0.4%	3.2%
Ambulatory Health Care Services	47,100	49,100	49,200	48,500	-1.4%	3.0%
Hospitals	30,600	30,700	31,200	31,100	-0.3%	1.6%
Nursing & Residential Care Facilities	12,700	12,900	12,800	12,800	0.0%	0.8%
Social Assistance	43,000	45,100	45,100	45,300	0.4%	5.3%
Leisure & Hospitality	74,000	91,100	94,100	98,500	4.7%	33.1%
Accommodation & Food Services	63,800	77,400	80,000	83,400	4.3%	30.7%
Accommodation	4,700	6,400	6,600	6,800	3.0%	44.7%
Food Services & Drinking Places	59,100	71,000	73,400	76,600	4.4%	29.6%
Restaurants	52,500	62,500	64,500	67,200	4.2%	28.0%
Other Services	22,200	23,800	24,300	24,400	0.4%	9.9%
Government	93,300	93,700	94,700	95,500	0.8%	2.4%
Federal Government	10,500	10,400	10,300	10,300	0.0%	-1.9%
Department of Defense	700	700	700	700	0.0%	0.0%
State & Local Government	82,800	83,300	84,400	85,200	0.9%	2.9%
State Government	7,000	6,600	7,000	7,300	4.3%	4.3%
State Government Education	4,900	4,700	5,100	5,300	3.9%	8.2%
State Government Excluding Education	2,100	1,900	1,900	2,000	5.3%	-4.8%
Local Government	75,800	76,700	77,400	77,900	0.6%	2.8%
Local Government Education	36,700	37,000	37,500	37,600	0.3%	2.5%
Local Government Excluding Education	39,100	39,700	39,900	40,300	1.0%	3.1%
County	21,900	22,200	22,400	22,600	0.9%	3.2%
City	12,600	12,800	13,000	13,000	0.0%	3.2%
Special Districts plus Indian Tribes	4,600	4,700	4,500	4,700	4.4%	2.2%

**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: Nicolle Stone 916-530-1755 or Nati Martinez 209-941-6551

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: Nicolle Stone  
(916) 530-1755

**SAN JOSE-SUNNYVALE-SANTA CLARA METROPOLITAN STATISTICAL AREA (MSA)  
(SAN BENITO AND SANTA CLARA COUNTIES)**  
**Steady gains reported in most industries**

The unemployment rate in the San Jose-Sunnyvale-Santa Clara MSA was 2.2 percent in April 2022, down from a revised 2.5 percent in March 2022, and below the year-ago estimate of 5.5 percent. This compares with an unadjusted unemployment rate of 3.8 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 4.6 percent in San Benito County, and 2.1 percent in Santa Clara County.

**Between March 2022 and April 2022**, total employment in the San Jose-Sunnyvale-Santa Clara MSA, which also includes San Benito County, rose by 9,300 jobs to total 1,154,000.

- Leisure and hospitality (up 4,400 jobs) continued to lead the month-over industry growth, adding 3,200 of these jobs in food services and drinking places.
- Professional and business services followed with net gains of 1,300 jobs. The largest increase was experienced in professional, scientific and technical services (up 1,300).
- Manufacturing gained a total of 1,100 jobs. All of the gains were in durable goods.
- Other growth included: government (up 800 jobs), construction (up 600), and financial activities (up 600).

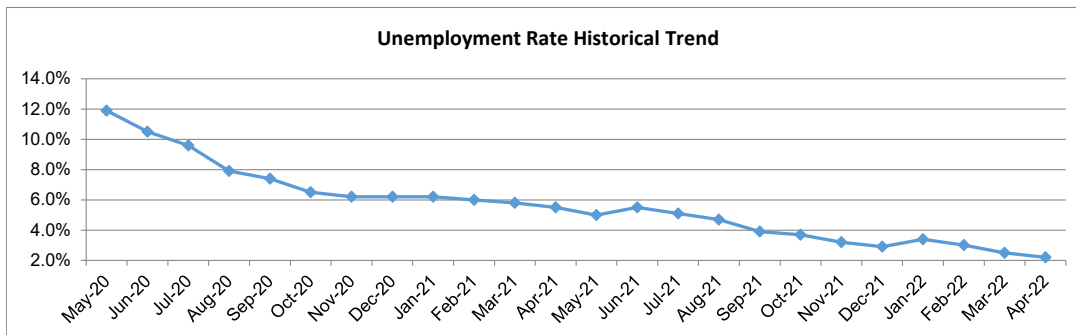
**Between April 2021 and April 2022**, combined employment in the South Bay counties of San Benito and Santa Clara, increased by 62,400 jobs, or 5.7 percent.

- Leisure and hospitality led the way with a total of 24,500 jobs added over last year. This growth included 17,500 jobs in food services and drinking places.
- Professional and business recorded an addition of 12,600 jobs, with 80 percent of the expansion in professional, scientific, and technical services (up 10,100 jobs).
- Private educational and health services increased by 6,500 jobs. In detail, health care and social assistance was up 4,300 jobs and educational services added 2,200 jobs.
- Other notable growth included: manufacturing (up 5,500 jobs), information (up 4,300), trade, transportation and utilities (up 3,000), construction (up 2,600), as well as government and other services (each up 2,200 jobs).

#####

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 2.2 percent in April 2022, down from a revised 2.5 percent in March 2022, and below the year-ago estimate of 5.5 percent. This compares with an unadjusted unemployment rate of 3.8 percent for California and 3.3 percent for the nation during the same period. The unemployment rate was 4.6 percent in San Benito County, and 2.1 percent in Santa Clara County.



Industry	Mar-2022	Apr-2022	Change		Apr-2021	Apr-2022	Change
	Revised	Prelim				Prelim	
Total, All Industries	1,144,700	1,154,000	9,300		1,091,600	1,154,000	62,400
Total Farm	4,000	4,900	900		5,100	4,900	(200)
Total Nonfarm	1,140,700	1,149,100	8,400		1,086,500	1,149,100	62,600
Mining, Logging, and Construction	53,400	54,000	600		51,400	54,000	2,600
Mining and Logging	200	200	0		200	200	0
Construction	53,200	53,800	600		51,200	53,800	2,600
Manufacturing	171,600	172,700	1,100		167,200	172,700	5,500
Trade, Transportation & Utilities	120,500	120,300	(200)		117,300	120,300	3,000
Information	109,100	109,400	300		105,100	109,400	4,300
Financial Activities	37,000	37,600	600		38,400	37,600	(800)
Professional & Business Services	251,200	252,500	1,300		239,900	252,500	12,600
Educational & Health Services	184,800	184,200	(600)		177,700	184,200	6,500
Leisure & Hospitality	94,100	98,500	4,400		74,000	98,500	24,500
Other Services	24,300	24,400	100		22,200	24,400	2,200
Government	94,700	95,500	800		93,300	95,500	2,200

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](http://www.labormarketinfo.edd.ca.gov)

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**MEMORANDUM**

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July 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, CalJOBS<sup>SM</sup>, 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.

<b>Workforce Service Directives:</b> <a href="https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm">https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm</a>	
<a href="#">WSD21-06</a>	70 Percent LLSIL and Poverty Guidelines for 2022 - This policy provides the guidance and establishes the procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) for 2022 published by the US Department of Labor (DOL) in the Federal Register on April 6, 2022. This policy also issues the 2022 poverty guidelines published by the US Department of Health and Human Services (HHS) in the Federal Register on January 21, 2022. This policy applies to all Local Workforce Development Areas (Local Area), and is effective on their dates of publication in the Federal Register, April 6, 2022, and January 21, 2022, respectively. This policy contains some state-imposed requirements. All state-imposed requirements are indicated by bold, italic type. This Directive finalizes Workforce Services Draft Directive 70 Percent LLSIL Poverty Guidelines for 2022 (WSDD-229), issued for comment on May 11, 2022. The Workforce Development Community submitted one (1) comment during the draft comment period. A summary of the comment and response is provided as Attachment 2. This policy supersedes Workforce Services Directive 70 Percent LLSIL and Poverty Guidelines for 2021 (WSD21-01), dated August 16, 2021. Retain this Directive until further notice
<a href="#">WSD21-07</a>	Salary and Bonus Limitations for 2022 - This policy provides the guidance and establishes the procedures regarding the 2022 salary and bonus limitations for individuals paid by funds appropriated to the Department of Labor (DOL) Employment and Training Administration (ETA). This policy applies to all subrecipients expending Workforce Innovation and Opportunity Act (WIOA) program funds. The 2022 salary rates for executive level employees became effective January 1, 2022. This policy contains no state-imposed requirements. This Directive finalizes Workforce Services Draft Directive Salary and Bonus Limitations for 2022 (WSDD-231), issued for comment on May 24, 2022. The Workforce Development Community submitted no comments during the draft comment period. This policy supersedes Workforce Services Directive Salary and Bonus Limitations for 2021 (WSD21-02), dated August 16, 2021. Retain this Directive until further notice.
<b>Information Notices:</b> <a href="https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm">https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm</a>	
<a href="#">WSIN21-50</a>	PY 2021 Annual Reporting Timeline - Per <a href="#">Performance Guidance (WSD19-03)</a> and <a href="#">Training and Employment Guidance Letter (TEGL) 10-16, Change 1 (PDF)</a> , the Employment Development Department (EDD) is responsible for submitting California's participant and performance data, including the Effectiveness in Serving Employer data, to the Department of Labor (DOL) annually by October 1. If October 1 falls on a holiday or weekend, the report is due on the next business day. The EDD established the reporting timeline below for the Program Year (PY) 2021 <i>Workforce Innovation and Opportunity Act</i> (WIOA) Annual Report. The following are key dates for PY 2021 annual reporting in CalJOBS <sup>SM</sup> and to the DOL
<a href="#">WSIN21-51</a> -	State Negotiated Performance Goals PY 22 and 23 - The <i>Workforce Innovation and Opportunity Act</i> (WIOA) Section 116(b) requires states to reach an agreement with the US Department of Labor (DOL) on state-level performance goals for the Wagner-Peyser, and WIOA Title IB Adult, Dislocated Worker, and Youth programs every two years. In May 2022, the State negotiated the performance goals with the DOL for Program Years (PY) 2022 and 2023. The Employment Development Department will negotiate levels of performance for the same five WIOA primary indicators of performance with Local Areas for PY 2022 and 2023.
<a href="#">WSIN21-52</a>	WIOA Services for DACA Recipients -Individuals granted relief under the Deferred Action for Childhood Arrivals (DACA) with employment authorization documents are eligible to access programs and services under the Workforce Innovation and Opportunity Act (WIOA).

DACA recipients with valid work authorization remain eligible for WIOA services and should be encouraged to participate in WIOA programs until their work authorization permit expires or is otherwise revoked.

*What is DACA?*

On June 15, 2012, the Department of Homeland Security (DHS) announced its [DACA](#) process for undocumented individuals who came to the United States as children and meet a number of requirements. DACA provides eligible, undocumented individuals the opportunity to have legal status and work legally in the United States.

The DACA program provides recipients with a two-year period, subject to renewal, of deferred action, offering protection from deportation or from being placed in removal proceedings, as well as employment authorization for the period of deferred action. Under current regulations, an individual whose immigration case is deferred is eligible to receive employment authorization for the period of deferred action, provided he or she can demonstrate an economic necessity for employment.

While the DACA program has been in effect since 2012, on September 5, 2017, the DHS initiated the phase out of the DACA program, however, due to legal court challenges the DACA program did not end.



7/07/22

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

Date



June 24, 2022

Enrique Arreola, Deputy Director  
San Benito County Workforce Development Board  
1111 San Felipe Road, Suite 108  
Hollister, CA 95023

Dear Enrique Arreola:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188  
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS  
ANNUAL COMPLIANCE MONITORING REVIEW  
FINAL REPORT PROGRAM YEAR (PY) 2021-22**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of San Benito County Workforce Development Board (SBCWDB) for compliance to the WIOA Section 188 for PY 2021-22.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by SBCWDB with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2021-22.

We collected the information for this report through a desk review of documents submitted by the SBCWDB, the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with SBCWDB representatives, and a review of applicable policies and procedures.

**COMPLIANCE MONITORING REVIEW RESULTS**

We conclude that, overall, SBCWDB is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

This report contains no findings or conditions; therefore, we are issuing this report as the final report.



Enrique Arreola  
June 24, 2022  
Page 2

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SBCWDB's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain SBCWDB's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Hulita Saafi at [Hulita.Saafi@edd.ca.gov](mailto:Hulita.Saafi@edd.ca.gov) or Kimberly Clinton, EEO Office Manager, at [Kimberly.Clinton@edd.ca.gov](mailto:Kimberly.Clinton@edd.ca.gov).

Sincerely,

/s/ MATILDA AIDAM  
State-level EO Officer

cc: Ruby Soto, SBCWDB EO Officer  
Vivian Estrada, Workforce Services Branch, MIC 50

**From:** [Kristi Alarid](#)  
**To:** [Andi Anderson](#); [Enrique Arreola](#)  
**Cc:** [Steve Garcia](#)  
**Subject:** RE: Full WDB Meeting - July 12, 2022  
**Date:** Wednesday, July 6, 2022 1:26:17 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
**Importance:** High

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

Good afternoon Andi & Enrique-

After 45 years I will be retiring from Hope Services -my last day will be July 22,2022. I will be resigning from my position on the WDB- and need direction regarding the process. I will be attending the upcoming meeting on July 12,2022. I have a person from Hope who I think would be a great replacement- Steve Garcia, Hope's Employment Specialist. Can you please let us know how to proceed?

I would like to invite Steve to attend the meeting next week- if that is appropriate.

It has been a pleasure working with both of you over the years- I wish you the very best-

Kind regards-

Kristi

Kristi Alarid.South District Director  
Hope Services  
8855 Murray Avenue  
Gilroy, CA 95020-6770  
Direct: 408 846-6885 • Main: 408 846-6902 •  
Fax: 408 842-6770  
[kalarid@hopeservices.org](mailto:kalarid@hopeservices.org)



Transforming lives through Hope since 1952





*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: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EDUCATION: \_\_\_\_\_

AFFILIATIONS: \_\_\_\_\_

REASON(S) FOR SEEKING APPOINTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_ 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  
or email: [jfrechette@cosb.us](mailto:jfrechette@cosb.us)

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](mailto:aanderson@cosb.us)

## MEMORANDUM

July 12, 2022

**TO:** SBC Workforce Development Board (WDB)

**FR:** Enrique Arreola

**RE:** **Prison to Employment 2.0 (P2E)**

The CA Workforce Development Board released the Prison to Employment 2.0 regional grant. A total of \$19 million is available statewide and I expect that The North Central Coast region will get about \$500K-\$600K.

Monterey County has been the lead for most of the regional grants while Santa Cruz County has done so as well. Both are unable to take the lead role. Rather than having these funds assigned to other boards, I elected for SBC to take the lead primarily because we had success and experience with this type of program during the prior P2E grant and because the justice involved population is in need of this program.

As you can see, the grant is due on August 1<sup>st</sup>. Our grant writer will take the lead with the completion of the application.

Here information on this program:



### **Prison to Employment (P2E) 2.0 Regional Partnership and Technical Assistance Grants – Funding Opportunity**

The California Workforce Development Board (CWDB) is pleased to announce the availability of approximately \$19,000,000 in state general funds for the implementation of regional plans to serve the formerly incarcerated and other justice-involved individuals in California (this funding is referred to as the P2E 2.0 Regional Partnership grant). These funds are available to Regional Planning Units (RPUs) and will be awarded based on the strength of the RPU's application and regional factors including recidivism rate, size of the formerly incarcerated and justice-involved populations, and the RPU's performance under the first cycle of Prison to Employment Initiative grant funding.

Additionally, up to \$500,000 is available to fund a Technical Assistance (TA) team that will support the P2E 2.0 Regional Partnership grantees in the continued development and implementation of their projects. Provide a forum for cross-project communication and peer-to-peer learning, supporting project-specific outcomes and broad P2E goals. TA applicants will complete a separate application, which is on an identical timeline to the Regional Partnership application and award process.

All applications for P2E funding must be submitted electronically through the [Cal E-Grants website](#). The application can be accessed via the Funding Opportunities tab at the top of the Cal E-Grants page linked above, and selecting this grant's link under CWDB Grant Opportunities.

### **View the P2E 2.0 RFA**

#### **Eligible Applicants**

P2E 2.0 Regional Partnership funds are intended to support the implementation of regional plans to serve the formerly-incarcerated and other justice-involved individuals in California.

Each region must designate one entity as the applicant and fiscal agent for each grant.

Technical Assistance eligible applicants include Local Workforce Development Boards, labor organizations, labor-management partnerships, public universities, K-12 education entities and adult schools, community colleges, county social services agencies, worker centers/worker's rights organizations, community-based organizations, business related non-profit organizations, and workforce intermediaries.

Note: A for-profit private business or a for-profit consortium of businesses cannot be the lead TA applicant but can be a partner on the TA Team.

#### **Eligible Participants**

Funds awarded under this grant are designed to address the personal development, training, and employment needs of California's justice-involved and formerly-incarcerated populations.

The term "justice-involved" is defined in Section 14040(b) of the Unemployment Insurance Code and refers to individuals (adults and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision, or are otherwise part of the supervised population as defined in Penal Code §1234(d) and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation. This also includes individuals who are on county informal probation, county deferred entry of judgement, or any other county diversion program such as drug courts, veterans' courts, community courts, or other specialty courts.

The term "formerly-incarcerated" is not defined in statute, and for the purposes of this program includes any individual who has at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility; or in any alternative custody program such as home detention.

#### **Submitting a P2E 2.0 Application**

All applications for P2E funding must be submitted electronically through the [Cal E-Grants website](#). Only applications submitted through the Cal E-Grants application portal will be considered. Paper applications will not be accepted and will be automatically disqualified.

The application can be accessed through the [Cal E-Grants website](#) under the **Funding Opportunities** tab at the top of the Cal E-Grants page linked above, then selecting this grant's link under **CWDB Grant Opportunities**.

Applicants will complete a full application package which includes necessary documentation required to enter into a contract with CWDB. The complete application will include a detailed work plan, deliverables, partner commitments, participant plan, and comprehensive budget exhibits.

See **Section Four. Application Submission Instructions** of the P2E 2.0 RFA for detailed application instructions. Additional application resources are also available at the bottom of this page.

### Application and Award Timeline

Event	Details
RFA Release Date	June 20, 2022
Application Presentation available	June 28, 2022
Live Office Hours for assistance with the Salesforce platform	July 7, 2022
Weekly Q&A Postings	Weekly starting July 1, 2022 Final Q&A posting will be July 28th. Final questions must be submitted by July 26th.
Applications Due (submitted via Cal E-Grants)	August 1, 2022
Award Announcement	September 2022
Grant Term	January 1, 2023 – December 31, 2025

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**RESOLUTION #22-001**  
**AUTHORIZING USE OF REMOTE TELECONFERENCING PROVISIONS (AB**  
**361)**

**WHEREAS**, the San Benito Workforce Development Board (“WDB”) is committed to open and transparent government, and full compliance with the Ralph M. Brown Act (“Brown Act”); and

**WHEREAS**, the Brown Act generally requires that a public agency take certain actions in order to use teleconferencing to attend a public meeting virtually; and

**WHEREAS**, the WDB recognizes that a local emergency persists due to the worldwide COVID-19 pandemic; and

**WHEREAS**, the California Legislature has recognized the ongoing state of emergency due to the COVID-19 pandemic and has responded by creating an additional means for public meetings to be held via teleconference (inclusive of internet-based virtual meetings); and

**WHEREAS**, on September 16, 2021, the California legislature passed Assembly Bill (“AB”) 361, which amends Government Code section 54953 and permits a local agency to use teleconferencing to conduct its meetings in any of the following circumstances:

(A) the legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;

(B) the legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or

(C) the legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; and

**WHEREAS**, in order for the WDB to use teleconferencing as allowed by AB 361 after October 1, 2021, it must first adopt findings in a resolution, allowing the Board of Education to conduct teleconference meetings for a period of thirty (30) days; and

**WHEREAS**, Governor Gavin Newsom declared a state of emergency for the State of California due to the COVID-19 pandemic in his order entitled “Proclamation of a State of Emergency,” signed March 4, 2020; and

**WHEREAS**, the WDB hereby finds that the state and local emergencies have caused and will continue to cause imminent risks to the health or safety of attendees; and

**WHEREAS**, the WDB is conducting its meetings through the use of telephonic and internet-based services so that members of the public may observe and participate in meetings and offer public comment;

**NOW THEREFORE BE IT RESOLVED**, that the recitals set forth above are true and correct and fully incorporated into this Resolution by reference;

**BE IT FURTHER RESOLVED**, that the WDB has determined that given the state of emergency, holding in-person meetings would present imminent risks to the health or safety of attendees.

**BE IT FURTHER RESOLVED**, the WDB hereby authorizes staff to take all actions necessary to conduct WDB meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, using teleconferencing for a period of thirty (30) days from the adoption of this Resolution after which the Workforce Development Board will reconsider the circumstances of the state of emergency.

**PASSED AND ADOPTED** by the San Benito Workforce Development Board this 12<sup>th</sup> day of July, 2022, by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

**ABSTAIN**





April 15, 2022

Enrique Arreola  
Deputy Director  
San Benito County Workforce Development Board  
1111 San Felipe Road, Suite 107  
Hollister, CA 95023

WORKFORCE INNOVATION AND OPPORTUNITY ACT  
PROGRAM YEAR 2019-2020  
PROGRAM REVIEW  
DRAFT MONITORING REPORT

Dear Enrique Arreola,

This draft monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO) review of San Benito County Workforce Development Board's (SBCWDB) Workforce Innovation and Opportunity Act (WIOA) program operations for Program Year (PY) 2019-20.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184 (a)(4). The purpose of this review was to determine the level of compliance by SBCWDB with applicable Federal and State laws, regulations, policies, and directives related to the WIOA grant specific to financial management and procurement activities for PY 2019 - 20. The SBCWDB was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of September 1, 2017 through August 31, 2019.

For this review, we focused on WIOA youth activities, including but not limited to the following areas: Workforce Development Board and Standing Committee composition, local program oversight and monitoring of subrecipients, management information system/reporting, incident reporting, nondiscrimination and equal opportunity, grievance, and complaint system, participant eligibility, and career services.

The on-site review was conducted by Mechelle Hayes and Kathleen Doe from January 21, 2020, through January 24, 2020. The exit conference for this review was held on January 24, 2020. We collected the information for this report through interviews with SBCWDB representatives; and by reviewing applicable policies,

procedures, a sample of PY 2017-18 and PY 2018-19 youth case files, and your responses to the Program Administration and Operations Questionnaire. We reviewed 20 case files for the 37 youth participants enrolled in the WIOA program for the scope of the review period.

## **PROGRAM REVIEW RESULTS**

We conclude that SBCWDB did not comply with the requirements regarding Workforce Development Board (WDB) composition, individual service strategy (ISS), memorandum of understanding (MOU) and infrastructure funding agreement (IFA), activity code reporting, eligible youth referral process, participant signature on Individual Training Accounts (ITA), and self-attestation. The findings that we identified in these areas which require corrective action are specified below:

### **FINDING ONE**

<b>Criteria</b>	Title 20 Code of Federal Regulations (CFR), Chapter V, Part 679, Subpart C, § 679.320(b) states, in part, "A majority of the members of the Local WDB must be representatives of business in the local area."  The County of San Benito Workforce Development Board Bylaws state, in part, "the provisions of federal and state laws regarding membership must be met, but in no event shall the WDB have less than 19."
<b>Condition</b>	A majority of the SBCWDB are not representatives of local area businesses. There are only 17 total WDB members.
<b>Cause</b>	Currently, business only comprises 47-percent of the SBCWDB. The SBCWDB staff stated that due to the small number of businesses based in the local area it has been challenging to fill the vacancies on the local board and that the SBCWDB is consistently addressing the vacancies. Prior to the on-site review, WDB membership was an agenda item on the three previous SBCWDB meetings (June, October, and December 2019).
<b>Corrective Action</b>	The SBCWDB must provide CRO a corrective action plan (CAP), including a timeline, to fill the two vacant business seats in order to meet the business majority requirement as well as the 19

members required by the WDB By-Laws. The SBCWDB must provide CRO documentation of the appointments and a revised WDB roster.

## **FINDING TWO**

<b>Criteria</b>	Title 20 CFR, Chapter V, Part 681, Subpart C, § 681.420(a)(2) states, in part, "The design framework services of local youth programs must...Provide for an objective assessment of each youth participant...and includes a review of the academic and occupational skill levels, as well as the service needs and strengths, of each youth for the purpose of identifying appropriate services and career pathways for participants and informing the individual service strategy...Develop, and update as needed, an individual service strategy based on the needs of each youth participant that is directly linked to one or more indicators of performance...that identifies career pathways that include education and employment goals, that considers career planning and the results of the objective assessment and that prescribes achievement objectives and services for the participant."
<b>Condition</b>	The Individual Service Strategy (ISS) does not demonstrate that all factors of the participant's objective assessment were considered and used to develop the ISS. Additionally, the ISS' are not being updated as needed and are not signed by the participant.
<b>Cause</b>	We reviewed 17 ISS' and found that most of the ISSs were not completed. Specifically, 9 of the 17 ISSs did not include any information in the Sequence of Services, Training Program Referrals, or Case Management – Progress Form sections. Additionally, 9 of the 17 of the individuals were participating in an activity (work experience, supportive service, job search, or a workshop) that was not included in the ISS. Most of the work experience and/or occupational skills training included start dates, but did not include end dates or address significant developments (drop out, completion, etc.) in the activity. All 17 participants were basic skill deficient, but this was not addressed in their ISS.
<b>Corrective Action</b>	The SBCWDB must provide CRO a CAP, including a timeline, to ensure that all fields in the ISS are completed and the participant's barriers are addressed. The CAP must also include

how it will ensure that the ISS is updated when an activity is started, ended, or there are significant developments in the activity. Finally, the CAP must include how the ISS for all currently enrolled youth participants will be reviewed and updated as needed.

### **FINDING THREE**

**Criteria**

Title 20 CFR, Chapter V, Part 678, Subpart E, § 678.755(b) states, in part, “The MOU...must contain the following information... Identification of an infrastructure and shared services budget that will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received.”

Workforce Services Directive (WSD) 18-12, WIOA Memorandums of Understanding, states, in part, “For this MOU process, Local Areas must submit an MOU that addresses shared customers, services, and costs... The WIOA requires that every MOU contain an assurance that they will be reviewed and updated at least every three years. It is also required that the IFAs and Other System Costs Budgets be reviewed annually and if any substantial changes have occurred, be amended. The reviews should be ensuring accurate, up-to-date information regarding funding, delivery of services, additional partners, and any changes in the signatory official of the Local Board, CEO, or AJCC partners. In order to allow for state monitoring and policy development, all MOUs shall be effective on the same three year schedule starting on July 1, 2019... Attachments are available on the internet... Sample MOU Template... Sample IFA and Other System Costs Template.”

**Condition**

The SBCWDB does not have a current, signed Memorandum of Understanding (MOU) or Infrastructure Funding Agreement (IFA) with all of its America’s Job Center of California (AJCC) partners.

**Cause**

The SBCWDB operates one comprehensive AJCC. The SBCWDB provided two documents when we requested current MOU/IFA for this AJCC. The first document is titled “Phase II Memorandum of Understanding” and includes the IFA and Shared

Costs budget and has a term July 1, 2019, through June 30, 2022. The SBCWDB used the sample IFA and Other System Costs Template from WSD18-12 as the basis for this document. This document, however, is not signed by all the AJCC partners. The Phase II MOU is missing signatures from Gavilan College (representing Title II Adult Education and Literacy and Carl Perkins Career Technical Education), Peninsula Family Services (representing Title V Older Americans Act), EDD (representing Migrant Seasonal Farmworkers, Veterans, Trade Adjustment Assistance Act, and Unemployment Compensation), the local area's Chief Executive Officer (CEO), and the local workforce development board's Chairperson.

The second document is a MOU that includes the required MOU elements except the IFA and Shared Cost Budget. This MOU includes, but is not limited to, the following required sections: methods for referring customers, shared technology and system security, confidentiality, grievance/complaints, supervision/day to day operations, and dispute resolution. The second document has a term of July 1, 2016, through June 30, 2019 and was signed in 2016.

According to SBCWDB staff, the Phase II MOU document was submitted to the EDD Regional Advisor by June 30, 2019; the MOU was accepted by the EDD Regional Advisor and SBCWDB was not notified that anything was missing.

The SBCWDB also provided a printed copy of an email dated November 7, 2019, from SBCWDB's Regional Advisor to SBCWDB's Deputy Director. This email states, in part "Attached are the revised, correction versions of your MOU and IFA agreements. While the substance of the agreements and the partners remain the same, the change in the term dates constitutes a new agreement and, therefore, must be signed by all parties."

**Corrective Action** The SBCWDB must provide CRO a CAP, including a timeline, to review its MOU, IFA and Other Shared Costs budget and obtain signatures from all partners. The review should ensure that the MOU/IFA includes accurate, up-to-date information regarding funding, delivery of services, additional partners, and any

changes in the signatory office of the Local Board, CEO, or AJCC partners. The SBCWDB must provide CRO a copy of the signed, revised MOU, IFA and Other Shared Costs budget upon completion.

#### **FINDING FOUR**

##### **Criteria**

Title 20 CFR, Chapter V, Part 677, Subpart C, § 677.205(a) states, in part, "Each local area in a State under WIOA title I is subject to the same primary indicators of performance for the core programs for WIOA title I...that apply to the State."

Title 20 CFR, Chapter V, Part 677, Subpart F, § 677.240 states, in part, "States must...ensure that they submit complete annual performance reports that contain information that is valid and reliable."

The EDD's WSD 19-06, CalJOBS<sup>SM</sup> Activity Codes, states, in part "The use of activity codes has a direct relationship to federal reporting and WIOA performance indicators, and should be evaluated closely to ensure the service provided aligns with the definition of the activity code selected for entry into CalJOBS...To ensure the EDD reports accurate data to the DOL, each CalJOBS activity code's definition was closely reviewed to ensure the definition clearly reflected the intent behind the service provided, and met the requirements of the program(s)...Supportive services should be entered in CalJOBS and tracked based on Local Area policy...Most activity codes have been set to a one day service."

The EDD's WSD 19-03, Performance Guidance, states, in part, "The WIOA strives to ensure federal investments in employment and training programs are evidence-based, data-driven, and accountable to participants and tax-payers. One way WIOA strives to accomplish this is by requiring the core programs to report on common performance indicators...All performance measures (for both participants and employers) are quantified by the data that is entered into CalJOBS. Therefore, it is mandatory that all performance related data (e.g. activity codes, MSGs, credentials, etc.) are entered accurately."

<b>Condition</b>	Youth participants who received a supportive service and/or an incentive payment were not entered into CalJOBS <sup>SM</sup> as activities.
<b>Cause</b>	We reviewed four youth case files where the participant received a supportive service or incentive payment, but the participant was not enrolled in that activity in CalJOBS <sup>SM</sup> . When we reviewed the entire participant roster for the period September 1, 2017 through August 31, 2019, we found that none of the participants on the roster (Adult, Dislocated Worker or Youth) were enrolled in a supportive service or incentive activity.
<b>Corrective Action</b>	The SBCWDB must provide CRO a CAP, including a timeline, to: (1) ensure that all participants who receive a supportive service or incentive payment are enrolled in the appropriate activity code in CalJOBS <sup>SM</sup> , (2) ensure that the supportive service or incentive payment activity code reflects the actual date the participant received the service or payment, and (3) review all active case files and, if the participant has received a supportive service or incentive payment, enroll that participant into that activity.

## **FINDING FIVE**

<b>Criteria</b>	<p>Title 20 CFR, Chapter V, Part 681, Subpart C, § 681.420(d-e) states, in part “Local WDBs must ensure that WIOA youth service providers meet the referral requirements...for all WIOA youth participants including...Referring these participants to appropriate training and educational programs that have the capacity to serve them on a sequential or concurrent basis...If a youth applies for enrollment in a program of workforce investment activities and either does not meet the enrollment requirements for that program or cannot be serviced by that program, the eligible training provider of that program must ensure that the youth is referred for further assessment, if necessary, or referred to appropriate programs to meet the skills and training needs of the youth.”</p> <p>Department of Labor’s Training and Employment Guidance Letter 08-15 states, in part, that “states and local areas may spend up to 100 percent of their local area youth funds on OSY if they choose.’ However, states and local areas should keep in mind the requirement in WIOA Section 129(c)(3)(B) that each eligible provider of a program of youth workforce investment activities shall ensure that an eligible applicant who does not meet the</p>
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enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs. States and local areas must ensure that those eligible youth, including ISY, that are not enrolled in the program are appropriately referred to alternative programs.”

**Condition** The SBCWDB has chosen to only serve Out-of-School Youth (OSY), but did not provide the referral process that would be used to refer eligible In-school Youth (ISY) to an alternative program.

**Cause** The SBCWDB staff stated that due to limited WIOA youth funds, the local board decided to provide only OSY services with WIOA funds. The SBCWDB staff stated that it provides services for individuals who qualify as a WIOA ISY by using non-WIOA funds. We requested copies of any applicable policies and referral forms but, these were not provided.

**Corrective Action** The SBCWDB must provide CRO a CAP, including a timeline, to document the referral process that is used to refer eligible youth, who cannot be served in SBCWDB WIOA youth program, to appropriate alternative programs.

## **FINDING SIX**

**Criteria** Title 2 CFR, Chapter II, Part 200, Subpart E, § 200.400(a) states, in part, “The application of these cost principles is based on the fundamental premises that...The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.”

Title 2 CFR, Chapter II, Part 200, Subpart E, § 200.403(g) states, “Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards...Be adequately documented.”

Title 20 CFR, Chapter V, Part 680, Subpart C, § 680.340(a) states, “Training services, whether under ITAs or under contract, must be provided in a manner that maximizes informed consumer choice in selecting an eligible training provider.”

**Condition** The SBCWDB does not require the youth participant’s signature on the Individual Training Account (ITA).



**Cause** The SBCWDB staff stated that there are contract provisions included in the ITA that would not be appropriate to provide the participant. The ITA is signed by the training provider, SBCWDB staff, and a representative of San Benito County Counsel's Office, but not the participant. Since the ITA is the official, final agreement for the training, it should be signed by all affected parties, including the local area, training provider, and participant. The ITA also includes: the name of the training provider, the name of the program, the duration of the program, the training costs, the terms of the agreement, the start and end dates of the training, and the address of the training facility. The participant should be informed of the information included in the final agreement.

Participants who receive an ITA do sign the following forms: WIOA Individual Training Account (ITA) Participant Agreement, Individual Training Account (ITA) Expense CAP Form, and Process for Award of ITA Vouchers (Training Scholarship). These documents, however, do not include all of the information included in the ITA. For example, these documents do not include: the duration of the program, the complete training costs, the terms of the agreement, the start and end dates of the training, or the address of the training facility.

**Corrective Action** The SBCWDB must provide CRO a CAP, including a timeline, to revise the ITA to include the participant's signature demonstrating that the participant has been informed of what is included in the final agreement.

## **FINDING SEVEN**

**Criteria** Title 20 CFR, Chapter V, Part 681, Subpart B, § 681.210 states, in part, "An OSY is an individual who is...Not attending any school...Not younger than 16 or older than 24 at time of enrollment...and...One or more of the following...A recipient of a secondary school diploma or its recognized equivalent who is low-income individual and is either basic skill deficient or an English language learner."

The WSD 15-14, WIOA Adult Program Priority of Service states, in part, "self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third party corroboration are not available."

**Condition** The SBCWDB uses self-attestation from a pre-application questionnaire to verify that a youth applicant has received a secondary school diploma or its recognized equivalent.

**Cause** We reviewed nine case files who were determined eligible based on the criteria of being a recipient of a secondary school diploma or its recognized equivalent and basic skill deficient. The receipt of a secondary school diploma or its recognized equivalent was verified via self-attestation for all nine participants; self-attestation is not to be used as the primary method of gathering documentation to verify data elements.

**Corrective Action** The SBCWDB must provide CRO a CAP, including a timeline, to ensure that self-attestation is not used as the primary method to verify a participant's receipt of a secondary school diploma or its equivalent.

### Prior Open Findings

#### **Corrective Action Tracking System (CATS) Number: 19088**

**State Conclusion:** The stated corrective action for this finding should be sufficient to resolve this issue. However, we cannot close this issue until we receive a WDB roster demonstrating all required vacant seats identified above have been filled. Until then, this issue remains open and has been assigned CATS number 19088.

**Status:** The SBWDB corrective action plan stated that all WDB vacancies would be filled by December 31, 2019. As of January 24, 2020, the local WDB had two vacant business seats. As of the 2019-20 program review, the corrective action for this finding has not been implemented. Therefore, this finding remains **open**.

**Corrective Action Tracking System (CATS) Number: 19089**

**State Conclusion:** Based on your response, we cannot resolve this issue at this time. We again recommend that SBCWDB revise its WDB by-laws to address the alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee, and the use of technology, such as phone and web-based meetings, that will be used to promote WDB member participation. Additionally, we recommend the SBCWDB provide CRO a copy of the revised WDB by-laws. Until then, this issue remains open and has been assigned CATS number 19089.

**Status:** During the program year 2020-21 WIOA program review, the SBCWDB provided a copy of its revised WDB by-laws that includes the required provisions. The revised by-laws were approved by the SBCWDB on June 9, 2020. Based on the information provided, we consider this finding **closed**.

**Corrective Action Tracking System (CATS) Number: 19090**

**State Conclusion:** The stated corrective action for this finding should be sufficient to resolve this issue. However, we cannot close this issue until we receive a copy of the revised PII policy to include all of the compliance areas covered in TEGL 39-11. Until then, this issue remains open and has been assigned CATS number 19090.

**Status:** During the program year 2020-21 WIOA program review, the SBCWDB provided a copy of its revised PII policy and procedures that includes the required provisions. Based on the information provided, we consider this finding **closed**.

**Corrective Action Tracking System (CATS) Number: 19091**

**State Conclusion:** Based on your response, we cannot resolve this issue at this time. Although incentive payments are allowable for youth participants, they are not allowable for adult and dislocated worker participants. Again, we recommend SBCWDB discontinue the practice of providing incentive payments to adults and dislocated workers. And for the six incentive gift cards (total of \$150) identified during the review, SBCWDB needs to reverse the charges, assign them to a non-federal grant and provide CRO documentation of the

re-assignment. Until then, this issue remains open and has been assigned CATS number 19091.

**Status:** The SBCWDB stated it has an approved policy from the Board to authorize issuance of incentive payments to adults and dislocated workers. The SBCWDB believes this is necessary and reasonable for the performance of the federal award. Based on additional review of legal requirements, we determined SBCWDB's issuance of incentive payments to adults and dislocated workers to be in compliance. We consider this finding **closed**.

**Corrective Action Tracking System (CATS) Number: 19092**

**State Conclusion:** Based on your response, we cannot resolve this issue at this time. Unfortunately, lack of knowledge regarding the supervisors' relationship to the work experience participant is not a regulatory justification to allow the costs incurred. Therefore, we again recommend that SBCWDB reverse the charges of the work experience wages (\$6,114.13) and assign them to a non-federal grant and provide CRO documentation of the re-assignment. Additionally, we recommend SBCWDB provide the CRO with a copy of the revised nepotism notice that includes the prohibition of allowing immediate family to directly supervise or be supervised by immediate family. Until then, this issue remains open and has been assigned CATS number 19092.

**Status:** The SBCWDB stated they do not agree they should reverse the charges for the work experience wages (\$6,114.13) and the supportive services (\$483.31) as SBCWDB did not discover the work experience site supervisor was the participant's father-in-law until December 19, 2018. At that point the participant had already completed 555.83 hours of work experience at \$11.00 resulting in the (\$6,114.13). As soon as the SBCWDB discovered the nepotism the participant was immediately removed. The SBCWDB agrees to revise the nepotism notice provided to participants so that it includes the prohibition of allowing immediate family to directly supervise or be supervised by immediate family. The SBCWDB stated it would provide a revised copy of its nepotism notice to the State by January 31, 2020. On April 15, 2022, the SBCWDB provided the CRO an updated San Benito County WIOA Work Experience Program Worksite Agreement template that contains

the required revised nepotism notice verbiage. Based on the information reviewed, we consider this finding **closed**.

**Corrective Action Tracking System (CATS) Number: 19093**

**State Conclusion:** The stated corrective action for this finding should be sufficient to resolve this issue. However, we cannot close this issue until we receive a copy of the revised work experience contract to include the above verbiage. Until then, this issue remains open and has been assigned CATS number 19093.

**Status:** The SBCWDB stated it would revise the work experience contract to include verbiage that shows a planned and structure learning work experience and provide a copy to the State by January 31, 2020. As of the 2019-20 program review, SBCWDB has not provided a copy of the revised work experience contract. Therefore, this finding remains **open**.

**Summary**

We provide you up to 25 working days after receipt of this report to submit your response to the CRO. Therefore, please submit your response by **May 20, 2022** to [PACBCROComplianceMonitors@edd.ca.gov](mailto:PACBCROComplianceMonitors@edd.ca.gov). If we do not receive a response by this date we will release this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is SBCWDB's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SBCWDB's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mechelle Hayes, Compliance Monitoring Analyst, at [Mechelle.Hayes@edd.ca.gov](mailto:Mechelle.Hayes@edd.ca.gov) or Melissa McDaniel, Compliance Monitoring Unit Manager, at [Melissa.McDaniel@edd.ca.gov](mailto:Melissa.McDaniel@edd.ca.gov).

Enrique Arreola  
April 15, 2022  
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Sincerely,

*Margo Hattin*

MARGO HATTIN, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc: Kathleen Doe, MIC 22M  
Jennifer Fischer, MIC 50  
Jennifer Gouvaia, MIC 50



May 11, 2022

Enrique Arreola  
Deputy Director  
San Benito County Workforce Development Board  
1111 San Felipe Road, Suite 108  
Hollister, CA 95023

Dear Enrique Arreola:

FISCAL AND PROCUREMENT  
85% FORMULA GRANT  
FISCAL YEAR 2020-21  
FINAL MONITORING REPORT

This final monitoring report is to inform you of the results of the Employment Development Department's Compliance Review Office (CRO) Enhanced Desk Monitoring Review (EDMR) of the San Benito County Workforce Development Board (SBCWDB) Workforce Innovation and Opportunity Act (WIOA) fiscal and procurement (F&P) systems for Program Year (PY) 2020-21.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by SBCWDB with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant, specific to financial management and procurement activities for PY 2020-21. The SBCWDB was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of January 1, 2020 through December 31, 2020.

For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, and oversight of your subrecipients, audits, and debt collection. For the procurement portion of the review, we examined procurement transactions and property management.

The EDMR was conducted by Kathleen Doe from June 7, 2021, through June 11, 2021. The exit conference for this review was held on October 7, 2021. We collected

the information for this report through interviews with SBCWDB representatives; and by reviewing applicable policies, procedures, a sample of PY 2019-20 and PY 2020-21 expenditures and procurements, and your response to the F&P Monitoring Questionnaires.

### **FISCAL REVIEW RESULTS**

We conclude that we did not identify any areas of SBCWDB not meeting WIOA requirements concerning financial management.

### **PROCUREMENT REVIEW RESULTS**

We conclude that we did not identify any areas of SBCWDB not meeting applicable WIOA requirements concerning procurement.

Additionally, the CRO is making efforts to close out prior findings pending in the system. Below are open prior findings and their statuses. Prior findings will remain on draft and final reports until they are fully implemented.

### **PRIOR OPEN FINDINGS**

#### **Corrective Action Tracking System (CATS) Number: 19102**

#### **State Conclusion (when finding was established):**

Because the SBCWDB did not respond to our draft monitoring report, we cannot resolve this issue. We will consider resolving this issue when SBCWDB provides a Corrective Action Plan (CAP) to the CRO to ensure that SBCWDB has done the following:

- Updated the property inventory log of WIOA-related purchased property missing required information as stated in the regulations to include manufacturer's serial number, model number, or other identification number, location, use, and condition of the property, ultimate disposition data including the date of disposal and the sale price for items purchased on or after July, 2015.
- Located the missing items located during the inventory review.



- Properly tracked the disposed items on the disposition log and proper disposition backup documents.
- Updated and tracked items that have been moved in a timely manner to ensure that the inventory log identifies the correct location of items.
- Conducted a physical inventory to ensure that the inventory records reflect factual information.
- Provided necessary training to individuals that are responsible for handling and maintaining the inventory logs.

Until then, this finding will remain open and has been assigned CATS number 19102.

**Current Status Update:**

During the PY 20-21 monitoring review, SBCWDB provided an updated inventory log dated May 10, 2022, with the required language (location/disposition) and the missing inventory information (inventory items #90.504, #90.643, #90.774, #90.814 and #90.915). This finding is considered resolved and closed.

**SUMMARY**

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is SBCWDB's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SBCWDB's responsibility.