



San Benito County Workforce Development Board

Executive Committee

1161 San Felipe Road, Hollister, CA 95023

November 9, 2021 @ 3:00 P.M.

MINUTES

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

Chair, Richard Bianchi, called the meeting order at 3:03 P.M.

I. GENERAL INFORMATION:

A. Public Comment Period: Introductions were made by everyone present to include their role and time on the board. Guests included: Claire Grissom, Assistant Principal at the High School and has worked there for 8-9 years. Mike Fisher introduced himself as a Culinary Arts Teacher at the High School and owner of Fisher’s Catering.

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:

- 1. Executive Committee: There was no meeting in August, 2021. The September 14, 2021 and the held on October 26, 2021 Special Ex Committee meeting minutes are enclosed for board review and approval. Nelson Leonor /Karen Para.
2. Full WDB: October 12, 2021 full WDB draft minutes are enclosed for board information.

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

- A. Labor Market/Unemployment and Economic Summary: Enclosed was the October, 2021 report.
B. Layoff Aversion Services/Rapid Response Report/Business Services Report: Enclosed was the report for October 2021.
C. Information Notices & Directives: The most recent Workforce Services Directives WSD21-01 thru WSD21-02 and Information Notices WSIN 21-17-thru WSIN 21-20 are enclosed.



D. **Expenditure Updates:** Enclosed are the September, 2021 expenditure report for board info.

#### IV. **DISCUSSION/ACTION ITEMS:**

A. **Board Membership:** Any applications received may be reviewed for appointment to the board. The current vacancies are: Private Sector Representatives (4).

1. **Term Expiration-Kristina Chavez Wyatt:** The term of Kristina Chavez Wyatt expired on October 23, 2021. She has decided not to continue on the board so that she may focus on the Business Council.

2. **Applications Received:**

a. The enclosed application was received from Mike Fisher, Small Business Owner, to fill a vacancy on the Private Sector. After discussion the board approved the appointment of Mike Fisher for the Private Sector Representative. His application will be forwarded to the Board of Supervisors (BOS) for final appointment to the WDB. *M/S/C Karen Para/Nelson Lenore.*

b. The enclosed application was received from Claire Grissom, Assistant Principal at San Benito High School, to serve on the WDB Youth Committee. After discussion the board approved the appointment of Claire Grissom to the WDB Youth Committee. Her application will be forwarded to the BOS for final appointment to the WDB *M/S/C Karen Para/Chuck Frowein.*

B. **America's Job Center of California (AJCC) Comprehensive and Affiliate/Specialized Certification:** Staff provided an update on the Directive WSD20-08 which was due to be submitted to the State by the November 1, 2021 deadline; an extension was given and the report will be submitted by November 12, 2021. Completed every few years, this policy provides the guidance and procedures regarding certification of comprehensive and affiliate/specialized AJCC locations. This policy also required the AJCC to submit a Continuous Improvement Plan which is due December 31, 2021.

C. **Program Reports:** Staff and board chair met to discuss the various employment opportunities in the surrounding Tri-counties and locally and the issues filling said positions, how to engage with employers and the types of trainings such as work experience and vocational which are currently in place. Will discuss local positions in San Benito County, how to assist employers, marketing, and development of partnerships. A policy is being worked on to be included in the discussion. It is important to assist employers to know about the services provided and the possibility of developing an employer outreach campaign with a goal to share the services offered and recruitment efforts. Improvement with partnership with high school to include: resume writing, career exploration, job interviews, etc. Mike Fisher discussed what he does with the culinary program and how he has been assisting his students with employment development and his goal of incorporating work experience into the curriculum and finding the funding to support this. There are students that are actually employees of the school, and they work in the cafeteria through the Culinary Program preparing meals to be sold to teachers. The long-term goal is to try to open that up so students can go work in local restaurants, bakeries and that it isn't an added expense for the employer, but an extension of the high school culinary program. This is a similar concept to the summer youth employment program and Mike's input is in alignment with WIOA programs which are already in place. Discussed ways to partner using existing programs, eligibility requirements, pursue other grant funding/match funds, etc. It would be worth it to come together to discuss further in order to best serve the students. Discuss this further at the next youth committee meeting. Claire asked for information so she can be better informed, and staff will send. She stated 85% of student's self-report that they are continuing on to secondary education, 10% are either going to work or the military. The Youth Committee will schedule a meeting in December and come back with recommendations for the board and staff. Also discussed needs for employers and why people may or may not want to work due to COVID and receiving unemployment and getting more money by not working.

Also discussed was if a survey had been completed for employees and why they may have left their previous employer.

D. **Committee Updates:** The Board Chair asked that all committees come back to the next meeting with any recommendations or updates for their respective committee. In doing so, it could help the board and staff to be more effective with their time and energy moving forward.

1. **Ag Committee:**

2. **Audit Committee:** A program desk review was scheduled for the 1<sup>st</sup> week in November.

3. **Business Services Committee (BSC):**

4. **Membership Committee:** The committee provided an update on recruitment recommendations and emailed to committee members to review and provide and edits. Staff will resend the list for edits.

5. **Youth Committee:** Committee members provided an update and are happy to add Heidi Jumper and Clair Grissom to the committee. Schedule a meeting in December to discuss the items as discussed above under program updates. A few dates will be provided to staff for scheduling.

V. **ADDITIONAL INFORMATION:**

VI. **ADJOURNMENT:** *M/S/C Nelson Leonor/ Chuck Frowein 3:48 P.M.*

The next Executive Committee meeting is scheduled for December 14, 2021 at 3 PM

The full WDB meeting is scheduled for January 11, 2022 at 3 PM