San Benito County Workforce Development Board (WDB)
Youth Committee
AGENDA
August 8, 2023 @ 4:00 P.M.

DUE TO THE EXPIRATION OF THE EXECUTIVE ORDER N-29-20,
ALL MEETINGS WILL BE HELD PERSON AT:
America’s Job Center: 1111 San Felipe Rd, Ste. 107, Hollister, CA 95023

Members of the Public may continue to participate remotely by accessing the following link:
Join via Zoom
https://us06web.zoom.us/j/84611179507?pwd=d3AyU0tHVEUzN1gwMkF3bnBTLmduUT09
Meeting ID: 846 1117 9507 - Passcode: 007833
By Mobile: +16699006833,,84611179507#,,,,*007833# US (San Jose)
+14086380968,,84611179507#,,,,*007833# US (San Jose)

I. Welcome, Introductions & Roll Call: Roll will be taken to determine excused absences for attendance requirements.

Quorum Met: Yes ☐ No ☐
☐ Chuck Frowein -V-Chair ☐ Karen Para, Chair ☐ Nelson Leonor, Secretary
☐ Omar Rosa ☐ Irene Guevara ☐ Clair Grissom/Vanessa Klauer ☐ Heidi Jumper

Staff:
☐ Enrique Arreola ☐ Sylvia Jacquez ☐ Ruby Soto ☐ Lizz Sánchez Turner

II. 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.

III. REGULAR AGENDA:

A. Meeting Minutes: Receive Youth Committee meeting minutes for February 14, 2023 for review and approval. The May 9, 2023 meeting was cancelled. Action Required
B. **Committee Membership:**
   1. **Resignation:** Receive resignation letter from Judith Munter and Karen Para. *(Enclosed)*

C. **Youth Request for Proposal (RFP):** Receive an update on the Youth RFP with the submission deadline of April 7, 2023 at 3:00 P.M.

D. **Summer Youth Employment Program:** Receive an update from committee members on the following funding possibilities:
   2. **Temporary Assistance for Needy Families (TANF) funds:** Receive report from Nelson Leonor on [Supporting Summer Youth Employment Programs | Youth.gov](https://www.youth.gov)
   3. **K12 Strong Workforce:** Receive report from Heidi Jumper on [K12SWP](https://www.k12swp.org).
   5. **Youth Build:** Receive report from Irene Guevara on [Home Page - YouthBuild](https://www.youthbuild.org).

E. **Youth Strategic Goals:** Review and update as necessary the enclosed Youth Strategic Goals.

IV. **Additional Information and/or Announcements:**

V. **ADJOURNMENT:** to the next meeting on November 14, 2023 at 4:00 p.m.
San Benito County Workforce Development Board (WDB)
Youth Committee
Minutes
1161 San Felipe Road, Building B - Hollister, CA and via ZOOM
February 14, 2023 @ 4:00 P.M.

Chair, Karen Para, called the meeting to order at 4:00 P.M.

I. Welcome, Introductions & Roll Call: Roll will be taken to determine excused absences for attendance requirements.

II. 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. Youth RFP Emergency: Motion to approve the emergency addition of the Youth RFP discussion to the agenda. M/S/C Nelson Leonor/Omar Rosa.

III. REGULAR AGENDA:
   A. Meeting Minutes: Received Youth Committee meeting minutes for November 8, 2022 for review and approval. M/S/C Nelson Leonor/Omar Rosa.
   B. Youth Request for Proposal (RFP): Requested for the Youth Committee Workforce Development board to approve the release of the Youth RFP for youth work related services. A summary memo was provided to board members for their information. Local boards are required to select a local operator for youth services. After discussion the Youth Committee approved the release of the Youth RFP March 10, 2023 with a deadline for submission on April 7, 2023 at 3:00 P.M. the award can be from $80,000 to $100,000 for work experience, individual training account and on
the job training programs and supportive services. The Executive Committee has
approved this RFP. \textit{M/S/C Omar Rosa/Nelson Leonor.}

C. \textbf{Summer Youth Employment Program:} Board members have been pushing to have
Summer Youth Employment Programs. CSWD doesn’t have the staff capacity to
review all of the funding opportunities and would like the committee members to
research available funding resources, review the opportunities and provide
input/direction to staff on pursuing funding. Members suggested one person
research each funding source and report back at the next meeting and provide
direction. Some other communities solicit funding from businesses and
corporations to support summer youth programs.

1. \textbf{Temporary Assistance for Needy Families (TANF) funds:} \texttt{Supporting Summer Youth}
Employment Programs | Youth.gov} Information enclosed. Staff has attended
workshops for TANF and there are other local areas that use TANF to fund
summer youth programs and there is co-enrollment with WIOA. Will need to
investigate further. Nelson Leonor will research further.

2. \textbf{K12 Strong Workforce:} \texttt{K12SWP} Informational brochure enclosed. Heidi Jumper
to review and report back.

3. \textbf{California Golden State Pathways Program:} \texttt{Golden State Pathways} information
enclosed. Omar Rosa will review and report back.

4. \textbf{Youth Build:} \texttt{Home Page - YouthBuild} Irene Guevara will review and report back.

5. \textbf{Dollar Wise:} \texttt{DollarWise: Mayors for Economic Mobility - United States
Conference of Mayors (usmayors.org).} Karen will review and report back.

D. \textbf{Youth Strategic Goals:} Reviewed the enclosed Youth Strategic Goals. Staff and
members reported on funding opportunities available and continued discussion on
fund development for a Summer Youth Employment Program as stated above.
Another funding source discussed was the Community Action Board’s Community
Services Block Grant (CSBG) which was used last season and the extremely low-
income guidelines for CSBG which made it difficult to enroll youth. Board members
stated that they wouldn’t recommend pursuing this funding again due to amount of
work involved it isn’t worth the staff’s time and effort.

IV. \textbf{OTHER:}

A. \textbf{Services to San Andreas High School Students:} Staff provided an update on services
provided to San Andreas HS and the partnership to provide workshops for students.
The first workshop was held January 25, 2023 on what is the America’s Job Center.
Workshops will include resume writing, job interview skills, 5-minute pitch, etc., and
ending with youth attending the Rock the Mock at the high school.

B. \textbf{Rock the Mock:} 4\textsuperscript{th} Annual Rock the Mock with San Benito High School (SBHS) will
take place March 21, 2023, from 10:30 am-12:30 pm. They are seeking professionals
and community members to interview and provide feedback to our students in a
mock interview setting.
C. **Youth Expo 2023**: Hollister Downtown Association is hosting Youth Expo on March 4, 2023, Staff will be attending to promote services. Discussed reaching out to the lesser-known youth services, i.e. Music lessons, equestrian.

V. **ADJOURNMENT:** to the next meeting is scheduled for: May 9, 2023. The meeting adjourned at 4:56 P.M. *M/S/C Irene Guevara/Heidi Jumper.*
Thank you for the reply, Karen. I have appreciated your leadership and enjoyed participating in the Youth Committee. With my resignation from the Youth Committee, I would like to ask that you please remove my name from the email list, so that the committee will not be prevented from achieving quorum for its future meetings. Best regards, Judith

On Wed, May 3, 2023 at 3:22 PM Karen Para <karenpara@icloud.com> wrote:

Thank you Judith for all your support and hard work. I have enjoyed meeting you and wish you the very best. I do understand about the in-person meetings, it is an issue for many.

I am not sure if there is an official paperwork that Andi will send you to officially submit to the Board to resign, but will ask her now if anything else is needed.

Karen Para
Broker Associate
831-905-3790 cell
Karen@karenpara.com
INTERO Real Estate Services
CA BRE #01246912

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On May 3, 2023, at 2:51 PM, Judith Hope <jhmunter@gmail.com> wrote:

Hi Karen, Good afternoon! I hope you are well. Due to the notice that all meetings will be held on-site and all members must attend in person, I am writing to inform you that I will have to resign from this committee at this time. It was an honor to serve, and I wish you and the members all the best!

Sincerely, Judith

---------- Forwarded message ---------
Dear Workforce Board Members,

It is with very sad regret I must officially resign my position on the Workforce Development Board. You are all such wonderful people who care and respect each other. You all are so dedicated and hard working. It has been a pleasure being part of the Board for all these years. I personally cannot attend the meetings and feel it is a dis service by not giving you that commitment.

My husband and I are on path which has opened up new beginnings in Southern California. We will be able to see our Grandchildren more often by this eventual change that is happening. Family is so important to us. As we are preparing eventually to retire and we will be living in the Palm Desert area much more.

I will always support you in any way possible should you need me.

Thank you,
Karen Para

-----Original Appointment-----
From: Andi Anderson <AAnderson@cosb.us>
Sent: Friday, June 9, 2023 4:53 PM
To: 'Chuck Frowein'; 'Karen Para'; 'Kendra Bobbin'; 'Lizz Sanchez Turner'; Lupe Rubalcava; 'Nelson Leonor'; 'Richard Bianchi'
Cc: Enrique Arreola; Lizzette Turner; Ruby Soto; Sylvia Jacquez; Karen Para
Subject: WDB Meeting - Ex Comm June 13, 2023

When: Tuesday, June 13, 2023 3:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: San Benito County One Stop (1111 San Felipe Rd Ste 107 Ste 107, Hollister, Ca 95023)

Online agenda [link]
**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.

### Strategic Goal #3: Establish Training Programs

**Objective(s):** Create Employable Youth for Future Workforce

<table>
<thead>
<tr>
<th>Created by the Workforce Development Board at their Board Retreat on 3/10/20</th>
<th>Resources &amp; Support Needed</th>
<th>Expected Outcome</th>
<th>Staff Responsible</th>
<th>Due Date</th>
<th>Measurements &amp; Methods of Tracking</th>
<th>Status:</th>
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</table>
| **GOAL:** Establish Training Programs that Create Employable Youth for the future workforce | 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 1:
- Work Experience Program (16-24)  
  - 70% for out of school youth  
  - 30% for in school youth

| Action 2:  
- Outreach to youth in colleges and high school | High School Colleges  
Targeted Ads  
High School Chamber of Commerce/Employers  
WDB  
WDB Youth Committee  
AJCC Staff | 3-4 outreach events at high school/colleges  
50-100 Youth trained in interview & resume writing  
Local Employers participation | Youth Committee and Staff  
Workforce Staff | On-going  
April 2022 | Number of events attended  
20 youth will receive Resume & Interview skills | I=In Progress |

- Rock the Mock Interviews with Students

- Youth Expo Scheduled  
  Youth Committee  
  HDA  
  AJCC CSWD Staff  
  CAB  
  AJCC Staff

  Promote Dream Catcher Program youth ages 5-18

  Youth will have information, access to AJCC services

- See Us Shine Event – Youth Conference  
  Community Solutions  
  AJCC Staff  
  Community Partners  
  AJCC Staff

  2/10/22 & 2/17/22

  Online Registrations

C=Completed
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.

<table>
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<tr>
<th>Action 3:</th>
<th>Action 4:</th>
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| • Offer written document showing career path in industry sector chosen  
  • Focus on priority sectors | • Basic Skills training (2-week training workshops) to include:  
  • Classes We have=**Yellow** (AJCC & EDD) |
| • Labor Market Information  
  • Career Pathways  
  • High School Support/Career Center  
  • Staff | • **Dress for success**  
  • Employment (Career) readiness  
  • Interview technique  
  • Work ethics  
  • Financial Literacy  
  • Customer Service (phone etiquette)  
  • Mental Health |
| • Provide monthly LMI Career Pathway newsletters | • Conduct workshops 1 times a month at the AJCC |
| Youth Committee and Staff | • Staff  
  • Behavioral Health  
  • Dept of Rehab Gavilan College |
| On-going | On-going |
| 25% of Jr & Sr of local High School age youth | I=In Progress |

I=In Progress
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:
- Fund Development
- Establish Ad-hoc Committee to reach out to potential funders. Committee can discuss:
  - Amazon
  - Private/Corporate Sectors
  - 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

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<tr>
<td>Summer Youth program which employs 10 youth</td>
<td>Nelson Leonor Grant consultant: - Jose Vasquez?</td>
<td>Mid-March 2023</td>
<td>Staff will report out on the # youth employed – client tracking system (CalJobs/CAP60)</td>
<td>I=In Progress</td>
<td></td>
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</table>
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