



San Benito County Workforce Development Board

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SAN BENITO COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) Executive Committee

AGENDA

Tuesday, September 12, 2023, at 3:00 P.M.

DUE TO THE EXPIRATION OF EXECUTIVE ORDER N-29-20,

ALL MEETINGS WILL IN PERSON AT:

America's Job Center of CA

Join in Person: 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=d3AyU0tHVEUzN1gwMkF3bnBLTmdUUT09>

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 <input type="checkbox"/> No <input type="checkbox"/> U=Unexcused			
Representing the Private Sector (PR)		Representing the Public	
<input type="checkbox"/>	Bianchi, Richard, <i>Chair/</i>	<input type="checkbox"/>	VACANT
<input type="checkbox"/>	Frowein, Chuck, <i>Vice Chair/</i> <i>Joanne Kim (Alt)</i>	<input type="checkbox"/>	Sanchez-Turner, Lizz/ <i>Karen Para (Alt)</i>
<input type="checkbox"/>		<input type="checkbox"/>	Bobsin, Kendra, <i>Treasurer</i> Nancy Barocio (Alt)
<input type="checkbox"/>		<input type="checkbox"/>	Leonor, Nelson <i>Lula Ramirez</i>
<input type="checkbox"/>		<input type="checkbox"/>	Rubalcava, Lupe

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. **Amendments to the Agenda:**

III. **CONSENT ITEMS:** All items will be voted on as a whole without discussion and approved



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unless the board wishes to discuss further. The board may request to pull the item for discussion and place the item on the Regular Agenda.

A. **Meeting Minutes:**

1. **Executive Committee:** Approve the June 13, 2023 Ex Committee meeting minutes. The May meeting was cancelled. (Enclosed) *Action Required*
2. **Full WDB:** Receive the July 11, 2023, full WDB meeting minutes, info only. (Enclosed)
3. **Youth Committee:** Receive the August 8, 2023 Youth Committee minutes, info only. (Enclosed).

B. **Layoff Aversion Services/Rapid Response Report/Business Services Report and Labor Market/Unemployment and Economic Summary:** Receive the report for August, 2023. (Enclosed)

C. **Information Notices & Directives:** Receive most recent Workforce Services Directives [WSD23-01](#), Information Notices [WSIN23-06 thru WSIN23-09](#). (Enclosed)

D. **September is National Workforce Development Month:** A Proclamation will be presented at the Board of Supervisor meeting on September 12, 2023, declaring September 2023 as National Workforce Development Month. Board members are encouraged to attend. (Enclosed)

IV. REGULAR AGENDA/ACTION ITEMS:

A. **Board Membership:** Any applications received may be reviewed for appointment to the board. There are three current vacancies: one Private Sector Representative, and two Public Sector Representatives: 1) Labor Organization, 2) CBOs with experience serving individuals with barriers or Out-of-School Youth.

B. **Nomination Committee:** The Nomination Committee will present a slate of officers for fiscal year 2023/2024. *Action Required.*

C. **Full WDB and Strategic Planning Meeting:** The WDB moved to hold the full WDB meeting and Strategic Planning session on October 17, 2023 at the Community Foundation Epicenter from 10am – 2 pm. Discussion will be held to determine if the full WDB meeting will be held before or after the Strategic Planning Meeting. *Action Required.*

D. **High Road Construction Careers Resilient Workforce Fund (HRCC:RWF):** Receive an update on the HRCC:RWF grant application. (Enclosed)

E. **Regional Equity Recovery & Partnerships (RERP) and Prison to Employment (P2E):** Receive an update on receipt of the RERP and P2E Contracts. (Enclosed)

F. **Committee Updates:**

1. **Committees:** Request volunteers to serve on committees due to resignations. The Committee list is Enclosed.
2. **Audit Committee:** Enclosed are the final reports from the State Compliance Review Division for the Fiscal & Procurement and Program monitoring conducted on October 10, 2022 thru October 13, 2022 for PY 2021-2022 and Final Monitoring Report for PY 2019-2020.

3. **Executive Committee**: The committee will schedule a meeting after the retreat to update next year's goals.
4. **Business Services Committee (BSC)**: Staff and Committee members will provide an update.
5. **Youth Committee**: The next meeting is scheduled for November 14, 2023 at 4PM.
6. **Membership Committee**: Receive an update on recent recruitment efforts.

V. **ADDITIONAL INFORMATION**:

- A. **CWA Meeting of the Minds**: Enrique Arreola and Scott Reese will give an update on the Meeting of the Minds 2023 conference they attended from September 5-7, 2023, with the theme "Rooted in Community: Working Together Toward Success".

VI. **ADJOURNMENT**: To the **full WDB** meeting on October 17, 2023



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SAN BENITO COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) Executive Committee

MINUTES

Tuesday, June 13, 2023, at 3:00 P.M.

Treasurer, Kendra Bobsin, called the meeting to order at 3:04 P.M

- I. **Welcome, Introductions & Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair. (*Virtual)

Quorum Met: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> U=Unexcused			
Representing the Private Sector (PR)		Representing the Public	
<input checked="" type="checkbox"/>	Bianchi, Richard, <i>Chair/</i>	<input checked="" type="checkbox"/>	Para, Karen, <i>Secretary</i> <i>Lizz Turner (Alt)</i>
<input checked="" type="checkbox"/>	Frowein, Chuck, <i>Vice</i> <i>Chair/ Joanne Kim (Alt)</i>	<input checked="" type="checkbox"/>	Sanchez-Turner, Lizz/ <i>Karen Para (Alt)</i>
<input type="checkbox"/>		<input type="checkbox"/>	Bobsin, Kendra, <i>Treasurer</i> Nancy Barocio (Alt)
<input type="checkbox"/>		<input type="checkbox"/>	U Rubalcava, Lupe <i>Beverly Sunshine (Alt)</i>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Leonor, Nelson <i>James Dion (Alt)</i>
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto			
Guests: Kim O'Connor, Peter Escobedo*			

II. **General Information:**

- A. **Public Comment Period:** No public comments were received.
- B. **Amendments to the Agenda:**

- III. **CONSENT ITEMS:** All items were voted on as a whole without discussion and approved unless the board wishes to discuss further. The board may request to pull the item for discussion and place the item on the Regular Agenda. *M/S/C Richard Bianchi/Lizz Sánchez Turner*

A. **Meeting Minutes:**

1. **Executive Committee:** Approved as presented were the February 14, 2023 and March 14, 2023, Ex Committee meeting minutes. The May 9, 2023 meeting was cancelled. (Enclosed).
2. **Full WDB:** Received the April 11, 2023, full WDB meeting minutes for board information.
3. **Youth Committee:** Received the February 14, 2023 meeting minutes board information.



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4. **Business Services Committee**: Received the February 16, 2023 meeting minutes for board information.
- B. **Layoff Aversion Services/Rapid Response Report/Business Services Report and Labor Market/Unemployment and Economic Summary**: Received the report for May, 2023.
- C. **Fiscal Report**: Received the WDB expenditure report through April, 2023.
- D. **Information Notices & Directives**: Received most recent Workforce Services Directives [WSD22-11-WSD22-14](#), Information Notices [WSIN22-36-WSIN22-49](#).
- E. **PY 2021 Performance Scores**: Received the PY 2021 Performance Scores.

IV. **REGULAR AGENDA/ACTION ITEMS**:

- A. **Request for Proposal (RFP) for Youth Services**: Staff provided an update for the request for proposal for Youth Services stating that we are required to solicit RFPs every 3-5 years. An RFP was released and there were none were received. AJCC staff will continue to provide services in house. Funding is approximately \$110,000.
- B. **Board Membership**: No applications were received to be reviewed for appointment to the board. There are three (4) current vacancies are: one (2) Private Sector Representatives, and two (2) Public Sector Representatives: (1) Labor Organization, (1) Community Based Organization.
- C. **Nomination Committee**: The Nomination Committee will present a slate of officers for fiscal year 2023/2024. *Table to next meeting.*
- D. **Regional Coordination**:
 1. **Regional Equity Recovery & Partnerships (RERP) and Prison to Employment (P2E)**: Staff provided a presentation on RERP and P2E. Under P2E a consultant will be hired to lead the program.
 2. **Career Pathway Mapping**: Received the Career Pathway project synopsis for Medical Assistant. Staff provided an explanation on the career pathway and credentials needed. Info Only.
- E. **WDB Strategic Plan**: Discussed holding a Strategic Planning meeting with board members and select a date, possibly at the October full Board Meeting and make it an extended meeting. Discussed hiring a professional Board Trainer *Table to next meeting.*
- F. **Committee Updates**:
 1. **Executive Committee**: The committee met and decided to hold off on the Strategic goals until after the next retreat when there is a better understanding of what the goals should be since the ones presented from the previous retreat were outdated.
 2. **Business Services Committee (BSC)**: Staff and Committee members provided an update and are working on updating the BSC goals. The committee is also trying to decide on holding bi-monthly meeting or quarterly meetings.
 3. **Youth Committee**: The next meeting is scheduled for August 9, 2023 at 4 P.M.
 4. **Membership Committee**: Received an update on recent recruitment efforts. Several

individuals have been contacted and staff is waiting to hear back.

V. ADDITIONAL INFORMATION:

1. **Kids at the Park (KAP):** KAP is Wednesday, June 13, 2023 from 10am-2pm AJCC will have an outreach booth.
2. **Mini Job Fairs:** Staff have been working with employers and hosting mini-Job Fairs at the AJCC. They are also assisting businesses with marketing and helping those having difficulty recruiting employees.
3. **Free Chromebooks at the Library:** All you need is a Library Card and call the Library to make an appointment. They have approximately 4000 chrome books to give away.
4. **In-Home Supportive Services (IHSS) & Public Authority:** IHSS gave a presentation at the last CAB meeting and stated they have approximately 700 recipients in the IHSS system needing caregivers and only 600 caregivers registered. They need assistance with recruitment and are requesting assistance from AJCC.
5. **September National Workforce Development Month:** Discussed creating a Proclamation at the BOS for Workforce Development Month.
6. **Leadership Luncheon:** A save the date was sent out to all board members for the Community Matters Leadership Luncheon scheduled for September 20, 2023.
7. **Gavilan College Groundbreaking:** Scheduled for Friday, June 16, 2023, at 10 am at 505 Fairview Road, Hollister, CA.

VI. ADJOURNMENT: To the full WDB meeting on July 11, 2023, at 3:00 P.M. *M/S/C Lizz Sánchez Turner/Richard Bianchi 3:52 P.M.*



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SAN BENITO COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) Full WDB

1161 San Felipe Road, Building B, Hollister, CA 95023

MINUTES

Tuesday, July 11, 2023, at 3:00 P.M.

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

- I. **Welcome, Introductions & Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair. Introductions were made by everyone present.

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/> U=Unexcused (V=Virtual)							
Representing the Private Sector (PR)				Representing the Public			
<input checked="" type="checkbox"/>	Bianchi, Richard, <i>Chair/</i>		VACANT - Para, Karen, <i>Secretary Lizz Turner (Alt)</i>	<input checked="" type="checkbox"/>	Bobsin, Kendra, <i>Treasurer</i> <i>Nancy Barocio (Alt)</i>	<input checked="" type="checkbox"/>	Reese, Scott <i>Frank Austin (Alt)</i>
<input checked="" type="checkbox"/> V	Frowein, Chuck, <i>Vice Chair/</i> <i>Joanne Kim (Alt)</i>	<input checked="" type="checkbox"/>	Sanchez-Turner, Lizz <i>/Karen Para (Alt)</i>	<input checked="" type="checkbox"/>	Hangse, Sorath <i>Peter Escobedo (Alt)</i>	<input checked="" type="checkbox"/>	Rosa, Omar <i>Jennifer Dias (Alt)</i>
<input checked="" type="checkbox"/>	Fernandez, Rosa <i>Patricia Fernandez (Alt)</i>	ex	Giancola, Shelley <i>Susan Slater (Alt)</i>	ex	Leonor, Nelson <i>Lula Ramirez (Alt)</i>	<input checked="" type="checkbox"/>	Rubalcava, Lupe <i>Beverly Sunshine (Alt)</i>
ex	Guevara, Irene <i>Renee Nations (Alt)</i>	un	Winkler, Nick <i>Gabe Ramirez (Alt)</i>			<input checked="" type="checkbox"/> V	Sweeney, Susan <i>Annette Gutierrez (Alt)</i>
<input checked="" type="checkbox"/>	O'Conner, Kim						
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Ruby Soto							
Guests: Vivian Estrada, Belen Garcia, Sam Humphrey, Peter Escobedo, Cosia Marcia							

II. **General Information:**

- A. **Public Comment Period:** No public comments were received.
- B. **Success Stories:** Summer Youth Employment Participant, Belen Garcia, shared her experience on the Summer Youth Work Experience Program. Staff provided a Work Experience participant success story.
- C. **Amendments to the Agenda:** Add Action item for the application received from San Benito Foods to Board Membership.

- III. **CONSENT ITEMS:** All items will be voted on as a whole without discussion and approved unless the board wishes to discuss further. The board may request to pull the item for discussion and place the item on the Regular Agenda. *M/S/C Lizz Sánchez Turner/ Rosa*



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Vivan Fernandez

A. Meeting Minutes:

1. **Full WDB:** Approved the April 11, 2023, full WDB meeting minutes.
2. **Executive Committee:** Received the June 13, 2023 draft Ex Committee meeting minutes. The May meeting was cancelled.
3. **Youth Committee:** Received the February 14, 2023 meeting minutes board information. The May 9, 2023 meeting was cancelled.
4. **Business Services Committee:** Received the February 16, 2023 meeting minutes for board information.

B. Layoff Aversion Services/Rapid Response Report/Business Services Report and Labor Market/Unemployment and Economic Summary: Received the report for June, 2023.

C. Fiscal Report: Received the WDB expenditure report through May, 2023.

D. WIOA Formula Allocations PY 23-24: Received a summary of allocations for San Benito County and Central Coast Region.

E. Program Update: Received the program report for July 2023.

F. CWA WORKCON 2023: Received summaries provided by staff that attended the conference “Clarity Through Action” held in San Diego, CA.

G. Information Notices & Directives: Received most recent Workforce Services Directives [WSD22-15](#), Information Notices [WSIN22-50 thru WSIN22-53](#) and [WSIN23-01 thru WSIN23-02](#).

IV. REGULAR AGENDA/ACTION ITEMS:

A. Board Membership: Any applications received may be reviewed for appointment to the board. There are four (4) current vacancies: one (2) Private Sector Representative, and two (2) Public Sector Representatives: 1) Labor Organization and 1) Community Based Organization.

a. **Resignation:** Received resignation from Karen Para, Private Sector Representative and WDB Secretary.

b. **New Board Appointment:** Welcomed Kim O’Connor, Private Sector Representative to the full WDB.

c. **New Application Received:** An application was received from Sam Humphrey, Plant Manager, San Benito Foods. Mr. Humphrey introduced himself and stated that he has been with San Benito Foods for 7 years now and as the 2nd largest employer in San Benito County is excited about the partnership with the AJCC and becoming a member of the WDB. After discussion the board made the motion to accept the application of Mr. Humphrey and will forward his application to the Board of Supervisors for appointment to the WDB. *M/S/C Lizz Sánchez Turner/ Lupe Rubalcava.*

B. Nomination Committee: The Nomination Committee will present a slate of officers for fiscal year 2023/2024. *Table to Next Meeting.*

C. **Meeting of the Minds**: The Meeting of the Minds 2023 conference, with the theme "Rooted in Community: Working Together Toward Success," is scheduled for September 5-7, 2023. The early-bird rate of \$819 is valid through August 11, 2023. Requested board approval to send 1-2 staff and board members. Any board members wishing to attend were instructed to let staff know. *M/S/C Lupe Rubalcava/Omar Rosa.*

D. **Regional Coordination**:

1. **Regional Equity Recovery & Partnerships (RERP) and Prison to Employment (P2E)**: Received an update on receipt of the RERP and P2E Contracts. Staff provided an update and visual presentation.

E. **WDB Strategic Plan**: Discussed including a Strategic Planning session and a full WDB meeting on the regular full WDB meeting date of October 10, 2023 from 1-5PM or October 17, 2023 from 10AM-2PM at the Epicenter. After discussion the WDB moved to hold the full WDB meeting and Strategic Planning session on October 17, 2023 and requested to have a facilitator for the event. *M/S/C Lizz Sánchez Turner/ Lupe Rubalcava.*

F. **September is National Workforce Development Month**: A Proclamation will be presented at the Board of Supervisor meeting on September 12, 2023 declaring September, 2023 as National Workforce Development Month. Staff will determine the number of individuals who will be employable by 2025.

G. **Committee Updates**:

1. **Executive Committee**: The committee will schedule a meeting after the retreat to update next year's goals.

2. **Business Services Committee (BSC)**: Committee members haven't set a meeting date to update the BSC goals but are working on scheduling it.

3. **Youth Committee**: The next meeting is scheduled for August 9, 2023 at 4PM

4. **Membership Committee**: Received an update on recent recruitment efforts. Staff have reached out to another possible union representative and are hoping to hear back soon.

V. **ADDITIONAL INFORMATION**:

1. **Leadership Luncheon**: A save the date was sent out to all board members for the Community Matters Leadership Luncheon scheduled for September 20, 2023 at 11:45AM.

2. **Tidal Wave of Change**: Received the Continuum of Care (CoC) Youth Service Provider's Coordinated Community Plan - [Tidal Wave of Change](#) to Wash away Youth Homelessness. Objectives and action steps to assisting homeless youth and coordination of services with Community Action Agencies and WIOA are outlined on Pages 32-37. (Enclosed) To see the full report please visit: https://www.sbccab.com/files/ugd/a38391_2084cf650cab4919a6bcead894b5556c.pdf

VI. **ADJOURNMENT**: To the full WDB meeting on October 17, 2023, at 10:00 P.M. M/S/C Scott Reese/ Lupe Rubalcava 4:04 P.M.



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San Benito County Workforce Development Board (WDB)

Youth Committee

MINUTES

August 8, 2023 @ 4:00 P.M.

Chair, Nelson Leonor, called the meeting to order at 4:04 P.M.

- I. **Welcome, Introductions & Roll Call:** Roll was taken to determine excused absences for attendance requirements. Chuck Frowein was excused by the Chair. Staff did not hear from Heidi Jumper and Omar Rosa joined virtually.

Quorum Met: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> V=Virtual					
ex	Chuck Frowein -V-Chair	<input type="checkbox"/>	Karen Para, Chair	<input checked="" type="checkbox"/>	Nelson Leonor, Secretary
V	Omar Rosa	<input checked="" type="checkbox"/>	Irene Guevara	<input checked="" type="checkbox"/>	Clair Grissom/Vanessa Klauer Un Heidi Jumper
Staff:					
<input type="checkbox"/>	Enrique Arreola	<input checked="" type="checkbox"/>	Sylvia Jacquez	<input checked="" type="checkbox"/>	Ruby Soto
<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	Lizz Sánchez Turner

II. GENERAL INFORMATION:

- A. **Public Comment Period:** Kim O'Connor, new member to the WDB, introduced herself and stated that she is interested in joining the Youth Committee. She stated she loves working with youth and was a teacher for many years. She has grant writing experience and worked with migrant education for 23 years at the school district. She also shared her work on the Migrant Education Program through California Department of Education and how this funding is used to employ migrant youth.

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. **No action was taken due to the lack of a quorum**
- B. **Committee Membership:**
1. **Resignation:** Received resignation letters from Judith Munter and Karen Para.
- C. **Youth Request for Proposal (RFP):** Received an update that there were no submissions for the Youth RFP by the due date of April 7, 2023 at 3:00 P.M. Staff explained that every three years AJCC is required to solicit community organizations



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to provide youth services. Since no proposals were received, CSWD will continue to provide the services in-house.

- D. **Summer Youth Employment Program:** Receive an update from committee members on the following funding possibilities:
 - 2. **Temporary Assistance for Needy Families (TANF) funds:** Received report from Nelson Leonor on [Supporting Summer Youth Employment Programs | Youth.gov](#). It is up to the receiving agency to allocate these designated funds for youth employment.
 - 3. **K12 Strong Workforce:** Receive report from Heidi Jumper on [K12SWP](#). Due to Heidi’s absence she this item will be tabled to the next meeting.
 - 4. **California Golden State Pathways Program:** Received report from Omar Rosa on [Golden State Pathways](#). Funding is due to be released in November. Omar will research more.
 - 5. **Youth Build:** Received report from Irene Guevara on [Home Page - YouthBuild](#). This is a 6–24-month obligation to learn labor trade. Geared towards high school and foster youth. Provides tangible skills in apprenticeship/construction trades. Will request Enrique Arreola to see if this program is being offered in Monterey/Santa Cruz Counties, and Nelson Leonor will check Alameda County.
 - 6. **Dollar Wise:** Karen Para was to report out. Kim O’Connor will report at the next meeting on [DollarWise: Mayors for Economic Mobility - United States Conference of Mayors \(usmayors.org\)](#).
- E. **Youth Strategic Goals:** Nelson stated that, based on the meeting minutes, the goals were reviewed in February 2023. Notes will be provided to staff to update and this item will be **tabled to next meeting**.

IV. Additional Information and/or Announcements:

- A. **Dream Catcher:** Members asked if Dream Catcher funds were still available and staff provided an update stating funding is extremely limited. The policy is currently under revision based on input from the Community Action Board and youth. Also, the income guidelines will be changing back to the 125% poverty from 200% in September. For example, at the 200% income guidelines, a family of 4 is eligible if their annual income is \$60,000 or less. For the 125% a family of 4 the annual income must be \$30,000 or less. Staff are hopeful that Community

Development Block Grant funding will be released which will expand the program and increase the income guidelines so that more individuals we be able to be served.

Join our [listserv](#) to stay up-to-date on the latest news regarding the poverty guidelines.

2023 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For families/households with more than 8 persons, add \$5,140 for each additional person.	

- B. **California Community Economic Development Association (CCEDA)**: CCEDA serves as a clearinghouse for information and action that advances the field of community economic development through training and continuing education, technical assistance, and advocacy on public policy. Staff stated that CCEDA has about 20 hours available and will be following up on staff's request for services and grant opportunities which may be available to the Community Action Board but may also include WIOA youth employment services.
 - C. **Migrant Education**: Kim O'Connor shared about the Migrant Education Employment Program that she worked on in the past with the High School and stated she would be willing to work in bringing this program back.
 - D. **Job Fair**: Scheduled for September 14, 2023 at the Veteran's Memorial Building. It was suggested to also have businesses share on their social media that they are participating in the Job Fair. This will help boost number of attendees.
 - E. **Youth Expo**: Scheduled for September 21, 2023 at the Veteran's Memorial Building. More to come.
- V. **ADJOURNMENT**: to the next meeting on November 14, 2023 at 4:00 p.m. The meeting ended at 4:56 P.M.



September 1, 2023

To: Workforce Development Board
From: Lizz Sánchez Turner- Business Services Specialist/Rapid Response Coordinator
Re: Business Services, Layoff Aversion and Rapid Response Activities for August 2023

At the direction of the Workforce Development Board the following are the activities for August 2023:

1) Business Services Engagement:

Business Recruitments:

- San Benito Foods – (Onsite Hiring Events & Marketing Planning)
- Youth Alliance- (Marketing & Events Assistance)
- Job Fair Outreach- Over 300 Contacts Made

Meetings & Training:

- San Benito County Economic Development Advisory Committee- (BOS. Sotelo & Curro)
- EconoVue – Training Series-Fine Tune Reports
- Cal Coastal- SBDC
- California Association for Economic Development-(CALED)
- San Benito County Business Council- Monthly
- Bay Area Rapid Response Roundtable- Bimonthly
- Business Services Team Meeting -Monthly
- Business Advocacy Committee Meeting- Monthly
- Rapid Response Business Engagement Focus Group-
- Regional Rapid Response Roundtable-
- EDC Economic Development Partnership
- Southern CA Rapid Response Roundtable
- Economic Vitality Meeting- Monthly
- Economic Development Community Advisory Committee-EDCAC
- Workforce GPS – Various Training Topics
- Hollister Downtown Association (HDA)- Monthly
- EDD/Caljobs Training: CRM & Marketing Plans & Training (Various Topics)
- Central Coast Business Engagement Roundtable
- HHS Website Champions- Monthly



Area Profile for San Benito County, CA

Area Labor Force, Employment and Unemployment Data Table

The table below shows the monthly not seasonally adjusted Labor Force, Employment and Unemployment data for San Benito County, CA in September 2022.

Area	Civilian Labor Force	Number Employed	Number Unemployed	Unemployment Rate
San Benito County	32,700	30,900	1,800	5.4%
California	19,362,400	18,431,400	931,200	4.8%

Source: Labor Market Statistics, Local Area Unemployment Statistics Program
Downloaded: 9/8/2023 11:00 PM

- **Please See attached U.S. EMPLOYMENT SNAPSHOT**

2) Job Search Assistance & WIOA Workshops

- WIOA Orientations are being held virtually and in-person until the end of the year every Wednesdays and Fridays.
- AJCC continues to serve clients and provide access to computers so they can log in to their EDD and Cal JOBS accounts.
- The AJCC is currently providing Resume writing assistance to all clients that come to our office.
- Monthly Calendars released at the start of the month to display AJCC orientations and workshops.
- Social Media Post 3 or more times a week to promote workshops on Instagram and Facebook.
- Instagram Reels have been created to explain and promote the WIOA Training Programs.

3) Job Fairs:

- i. Currently holding Individual Onsite Hiring Events- (onsite in Atrium or Conference Room)
- ii. Countywide Job & Resource Fair Coming September 14, 2023 @ the Vets Memorial Building

4) Success Stories:

- Continuously cultivating new relationships from the contacts made during In-person Business Centric meetings throughout the City and County.
- We had 4 very successful hiring events in August for:
 - i. San Benito Foods
 - ii. Elevo Learning
 - iii. San Jose Youth Alliance

5) Rapid Response/WARN Events:

- Nothing to report.

6) Social Media Insight:

- Highest Reach on Posts: Elevo Hiring Event
 - i. Post Impressions: 1,175% more reactions Post reach 4004 Post Engagement 13
- Highest Reactions on Posts: Out of School Youth (\$5000 Scholarship Flyer)
 - i. Post Impressions: 2,300% more reactions Post reactions 24

Page Overview

Followers: Facebook **2,143** Instagram **401** Last 28 days

Facebook Page Visits: **1,021 up 8.7%** Instagram Page visits: **57 up 32.6%**

Facebook Post Reach **13,800 down 10.8%** Post Engagement **519 up 27.8%** New followers **11**

Instagram Reach **1,300** Followers **406 down 169.6%**

(Impressions: The number of times your post was on screen. Reach: The number of people who saw any of your posts at least once. Reach is different from impressions, which may include multiple views of your posts by the same people.

Post Engagement: The number of reactions, comments, shares and clicks on your posts.)

U.S. Economy Gained 187,000 Jobs In August, 2023

THREE-MONTH CHANGE IN JOB CREATION ¹

	June, 2023	209,000
	July, 2023	187,000
¹	August, 2023	187,000

ONE-MONTH CHANGE IN JOB GROWTH BY INDUSTRY ¹

Industry	People Employed July, 2023	People Employed August, 2023	Gain or Loss
Mining	644,000	642,000	-2,000
Construction	7,971,000	7,993,000	22,000
Manufacturing	12,981,000	12,997,000	16,000
Wholesale	6,065,400	6,070,100	4,700
Retail	15,538,600	15,544,900	6,300
Transportation	6,709,500	6,675,300	-34,200
Utilities	554,800	557,300	2,500
Information	3,066,000	3,051,000	-15,000
Finance	9,154,000	9,158,000	4,000
Professional	22,996,000	23,015,000	19,000
Health	25,418,000	25,520,000	102,000
Leisure	16,615,000	16,655,000	40,000
^{B1} Associations	5,869,000	5,882,000	13,000
Government	22,650,000	22,658,000	8,000
			186,300

AUGUST, 2023, HIRES BY BUSINESS SIZE ²

Percentage of US new hires

Small Business (1-49 employees)	10%
Mid-Size Business (50-499 employees)	44%
Large Business (500+ employees)	46%

The U.S. Employment Snapshot

161,484,000 People Were Employed In August, 2023

THREE MONTH CHANGE IN EMPLOYMENT

	June, 2023	160,994,000
	June, 2023	161,262,000
A	August, 2023	161,484,000

ONE-MONTH CHANGE IN EMPLOYMENT BY OCCUPATION ¹

Occupation	People Employed July, 2023	People Employed August, 2023	Gain or Loss	
Management	30,109,000	30,458,000	349,000	
Professional	38,268,000	38,822,000	554,000	
Services	25,675,000	26,646,000	971,000	
Sales	14,112,000	14,286,000	174,000	
Office, administrative	15,886,000	16,122,000	236,000	
Farming, fishing, forestry	1,037,000	1,074,000	37,000	
Construction, extraction	8,312,000	8,530,000	218,000	
Installation, maintenance	4,877,000	5,002,000	125,000	
Production	8,486,000	8,526,000	40,000	
A 13	Transportation	11,952,000	11,960,000	8,000

PEOPLE WORKING PART TIME FOR ECONOMIC REASONS ¹

	June, 2023	4,095,000
	July, 2023	4,000,000
A 8	August, 2023	4,221,000

ONE YEAR CHANGE IN HOURS AND WAGES ¹

	July, 2023	August, 2023	
Average workweek in hours	34.5	34.4	
Average manufacturing overtime in hours	3.2	3.0	
Average hourly wage	\$32.43	\$33.82	
B 2 B 3	Average weekly earnings	\$1,118.84	\$1,163.41

The U.S. Employment Snapshot

6,355,000 People Were Unemployed In August, 2023

THREE MONTH CHANGE IN UNEMPLOYMENT ¹

June, 2023	5,957,000
July, 2023	5,841,000
August, 2023	6,355,000

A
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UNEMPLOYMENT RATES IN AUGUST, 2023 ¹

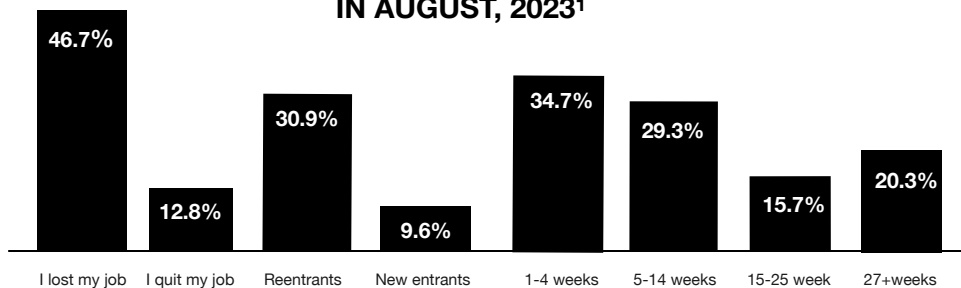
3.8	3.7	3.2	12.2	3.4	5.3	3.1	4.9	3.8	2.2	4.3
US	Men	Women	Teens	White	Black	Asian	Hispanic	High School Diploma	Bachelor's Degree+	Gulf II Veterans

UNEMPLOYMENT BY OCCUPATION ¹

	People Unemployed In August, 2023	Unemployment Rate
Management	649,000	2.1
Professional	1,063,000	2.7
Services	1,344,000	4.8
Sales	580,000	3.9
Office, administrative	663,000	3.9
Farming, fishing, forestry	76,000	6.6
Construction, extraction	413,000	4.6
Installation, maintenance, repair	92,000	1.8
Production	282,000	3.2
Transportation, material moving	742,000	5.8

A 13

REASON FOR UNEMPLOYMENT AND LENGTH OF UNEMPLOYMENT IN AUGUST, 2023¹



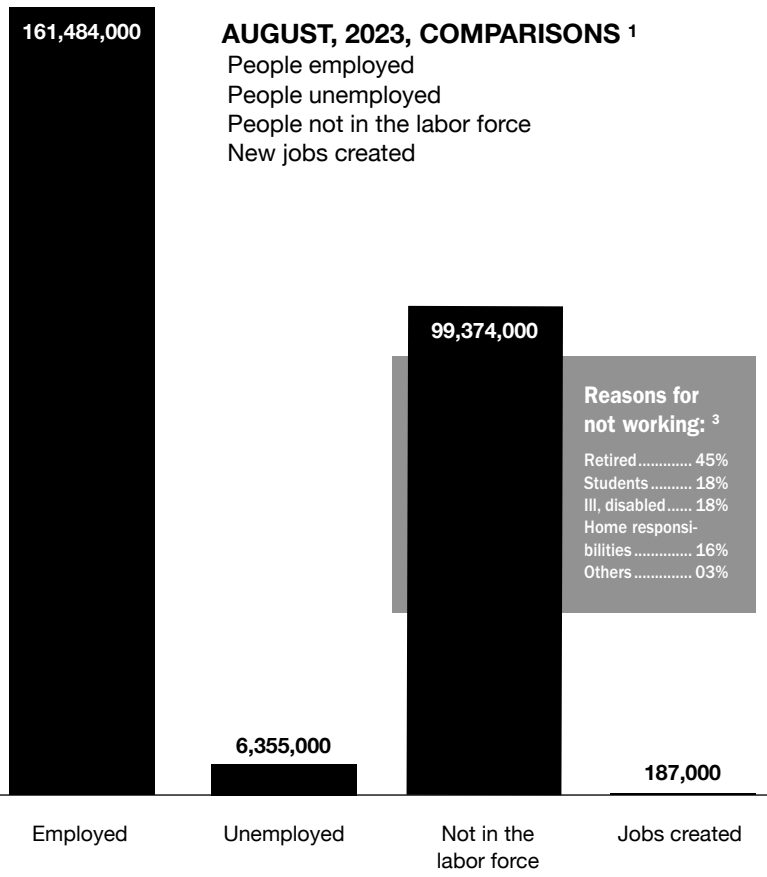
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A 12

The U.S. Employment Snapshot

99,374,000 People, Age 16 Years And Older, Were Not In The Labor Force In August, 2023

THREE MONTH CHANGE IN THOSE NOT IN THE LABOR FORCE ¹

	June, 2023	99,850,000
	July, 2023	99,899,000
A	August, 2023	99,374,000



www.HarryDahlstrom.com

A
1

by Harry Dahlstrom | author of *The Job Hunting Handbook* and *Surviving a Layoff*

1. <https://www.bls.gov/news.release/pdf/empsit.pdf>
 2. <https://adpemploymentreport.com>
 3. <https://www.bls.gov/opub/btn/volume-4/people-who-are-not-in-the-labor-force-why-arent-they-working.htm>

MEMORANDUM

September 2023**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): Directives provide policy and guidance regarding various Workforce Services program requirements, funding and activities for EDD Workforce Services Staff and Workforce Partners.

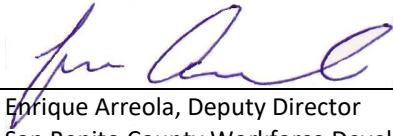
Background/Summary (Information Notices): The Employment Development Department (EDD) issues Workforce Services Information Notices (WSIN) to disseminate announcements, general information, and procedural guidance on departmental programs for EDD staff, workforce partners, stakeholders, and other individuals in the workforce development system. Through the Workforce Innovation and Opportunity Act and the Wagner-Peyser Act, the EDD administers programs for veterans, youth, dislocated workers, people with disabilities, including Trade Adjustment Assistance, CalJOBSSM, 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.

Workforce Service Directives: https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm

WSD23-02	<p>70 Percent LLSIL and Poverty Guidelines for 2023-This policy provides the guidance and establishes the procedures regarding the 70 Percent Lower Living Standard Income Level (LLSIL) for 2023 published by the US Department of Labor (DOL) in the Federal Register on May 8, 2023. This policy also issues the 2023 poverty guidelines published by the US Department of Health and Human Services (HHS) in the Federal Register on January 19, 2023. This policy applies to all Local Workforce Development Areas (Local Area) and is effective on their dates of publication in the Federal Register, May 8, 2023, and January 19, 2023, respectively. This Directive finalizes Workforce Services Draft Directive 70 Percent LLSIL and Poverty Guidelines for 2023 (WSDD-248), issued for comment on June 30, 2023. The Workforce Development Community submitted one comment during the draft comment period. A summary of comments, including all changes, is provided as Attachment 2.</p> <p>This policy supersedes Workforce Services Directive 70 Percent LLSIL and Poverty Guidelines for 2022 (WSD21-06), dated June 14, 2022. Retain this Directive until further notice.</p>
WSD23-01	<p>Operational Guidance for National Dislocated Worker Grants- This policy provides the guidance and establishes the procedures, requirements, and priorities of the Disaster Recovery (DR) and Employment Recovery (ER) National Dislocated Worker Grants (NDWGs). This policy applies to all Project Operators (POs), subawardees, subrecipients, contractors, and partners of the NDWGs, and is effective immediately. This Directive finalizes Workforce Services Draft Directive Operational Guidance for National Dislocated Worker Grants (WSDD-246), issued for comment on April 26, 2023. The Workforce Development Community submitted no comments during the draft comment period.</p> <p>This policy supersedes Workforce Services Directive Disaster National Dislocated Worker Grant Guidance (WSD18-08) dated October 15, 2018. Retain this Directive until further notice.</p> <p>Background: Under Section 170 of the WIOA, NDWGs are discretionary funds from the Secretary of Labor to assist areas impacted by significant job losses due to large, unexpected layoff events or a major disaster. The purpose of the NDWGs is to reemploy dislocated workers through earning and employability enhancements to help recovery efforts in the clean-up and recovery following a federally-declared disaster or a mass layoff event. The California Employment Development Department (EDD) administers two different types of NDWGs: Disaster Recovery (DR) and Employment Recovery (ER). Unique opportunities for NDWGs may also be released by the DOL to address specific disasters, public health emergencies, or other economic events, and will be accompanied by a corresponding TEG</p>
<p>Information Notices: https://www.edd.ca.gov/jobs_and_training/Information_Notices.htm</p>	
WSIN23-09	<p>Campesino De California Outreach Grant – Radio Media PY 23-24- The Employment Development Department (EDD) announces the availability of up to \$100,000 of Wagner-Peyser 10 Percent Governor’s Discretionary funds through the Campesino de California Outreach Grant – Radio Media Program Solicitation for Proposals (SFP) for Program Year (PY) 2023-24. The goal of this initiative is to provide Migrant and Seasonal Farmworkers (MSFW) and their families with relevant, timely information regarding the various programs and services offered through the EDD and its partners. The grantee of the project must develop and deliver 16 semi-monthly, 30-minute hosted radio talk shows and record in video format for the MSFW population in Spanish during PY 23-24. Additionally, the grantee must use complementing online and social media outlets to publicize the radio talk show and communicate additional information as necessary. Eligible applicants include non-profit public or private organizations, community and faith-based organizations, tribal governments, and educational institutions. Individuals are not eligible to apply. Proposal applications must be received by no later than 3 p.m. on September 26, 2023. To view this SFP,</p>

	<p>please visit the Workforce Development Solicitations for Proposals webpage. For questions or additional information, please contact Alma Cruz at 1-916-796-2492 or Alma.Cruz@edd.ca.gov.</p>
WSIN23-08	<p>Firefighter Joint Apprenticeship Programs SFP Award – PY 22-23- The Employment Development Department (EDD), in coordination with the California Labor and Workforce Development Agency (LWDA), is pleased to announce the award of \$4 million from the State of California General Fund for the Firefighter Joint Apprenticeship Program (FJAP) Program Year (PY) 2022-23 Solicitation for Proposal (SFP). These funds will expand and develop apprenticeships and pre-apprenticeships that recruit, train, and employ firefighters and paramedics prioritizing the inclusion of young adults who come from a disadvantaged or underrepresented background. The awarded organization will facilitate the expansion and development of apprenticeships and pre-apprenticeships by incorporating data-proven strategies to recruit, train, and employ firefighters and paramedics. The grant supports the preliminary research and planning, development, and the implementation of training programs for apprenticeships and pre-apprenticeships and registered programs sponsored by the California Apprenticeship Council (CAC) defined in Labor Code Section 3070 and registered with the California Division of Apprenticeship Standards (DAS). Consistent with the objective of the EMS Intermediary PY 22-23 SFP, the goal is to recruit, train, hire, and advance an ethnically and culturally inclusive health and human services workforce, with improved diversity and higher wages, and can serve their local community with basic life support care, thereby strengthening the healthcare system. The program is designed to increase the number of EMS Corp program graduates, or other individuals in local communities, enter a firefighter apprenticeship or pre-apprenticeship training program. The EDD expects the performance period to be between 48 – 54 months. Information about the awardee and descriptions of their project is available on the EDD Workforce Development Solicitation for Proposals webpage.</p>
WSIN23-07	<p>Aviation Maintenance Technical Workers Workforce Development Grant Program – Grant Opportunity- The U.S. Department of Transportation’s (USDOT) Federal Aviation Administration (FAA) hereby requests applications for the award of new grant agreements under the FAA Aviation Maintenance Technical Workers Workforce Development Grant Program. The purpose of the program is to expand the Aviation Maintenance Technical Workers workforce throughout the United States and support activities to facilitate the transition to careers in aviation maintenance. Through the award of these grants, the USDOT and the FAA will assist in expanding the United States aviation maintenance technical workers workforce. The program aims to provide meaningful educational experiences to stimulate interest and encourage students throughout the Nation to prepare to enter this career field. The program also supports activities to facilitate the transition to careers in aviation maintenance, including members of the Armed Forces. Consistent with Federal policy and the Authorizing Legislation the funding can create opportunities for the improvement of communities that have been historically underserved and further benefit the public by advancing equity. Only projects that fall into one or more of the below categories will be eligible for award: Projects that establish new educational programs that teach technical skills used in aviation maintenance, including purchasing equipment, or to improve existing programs. Projects that establish scholarships or apprenticeships for individuals pursuing employment in the aviation maintenance industry. Projects that support outreach about careers in the aviation maintenance industry to Primary, secondary, and post-secondary school students; or communities underrepresented in the industry. Projects that support educational opportunities related to aviation maintenance in poor geographic area. Projects that support transition to careers in aviation maintenance, including for members of the Armed Forces. Projects that otherwise enhance aviation maintenance technical education or the aviation maintenance industry workforce.</p>
WSIN23-06	<p>DHH Grant Program SFP – PY 23-24- The Employment Development Department (EDD) Workforce Services Branch (WSB) announces the availability of Wagner-Peyser 10 percent Governor’s Discretionary funds of \$2,650,000 for the Deaf and Hard of Hearing (DHH) Program. The purpose of these funds is to provide employment and training services to individuals who are deaf and hard of hearing. These funds will also ensure that services provided to deaf and hard of hearing individuals are at least equal to services received by non-deaf and non-hard of hearing individuals. This program provides deaf and hard of hearing individuals with enhanced services and training in select America’s Job Center of CaliforniaSM (AJCC) locations throughout California. The program will ensure effective communication and increased service opportunities for deaf and hard of hearing individuals by providing specialized counseling, interpretive services, job placement, follow-up services and advocacy, and specialized training to assist them in becoming job ready. The program is also designed to assist job-ready deaf and hard of hearing individuals in obtaining and retaining unsubsidized employment. The program also intends that interpretive services be provided to enable these individuals to receive other EDD-related services. Proposals will be accepted from public agencies or private non-profit corporations. Individuals are not eligible to apply. Applicants</p>

must clearly demonstrate their ability to provide services to the targeted population. Applicants may submit proposals to provide services for one or multiple sites. Applicants may also submit one proposal to provide services at multiple sites within a targeted geographical area. Proposals must be received by 3 p.m. PT on September 5, 2023. An informational webinar will be held on August 16, 2023, at 10 a.m. PT. Pre-registration is required. Please register through the [Webinar Registration](#) page by 9 a.m. on Wednesday, August 16, 2023. The EDD encourages applicants to submit a Notice of Intent to apply by 12 noon on Monday, August 23, 2023, to WSBSFP3@edd.ca.gov. To view this SFP, visit the [EDD Workforce Development Solicitations for Proposals](#) webpage.



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

9/01/2023

Date

Proclamation

WHEREAS, Workforce Development Month marks an important time to raise awareness of the training, employment, and education opportunities that the county has available to the residents of San Benito; and

WHEREAS, preparing every San Benito County resident to enter an in-demand occupation is vital to sustaining San Benito County's economic growth and prosperity; and

WHEREAS, San Benito County is aligning education and workforce development programs to provide in-demand career pathways for San Benito County Residents; and

WHEREAS, as part of the America's Job Center of California, over 2,000 residents receive workforce services annually adding highly skilled employees to California's workforce through Local and Regional Workforce partnerships; and

WHEREAS, San Benito's attainment efforts are focused on adult learners, dislocated workers, high school students, out-of-school youth, veterans, individuals in the justice system and populations with significant barriers; and

WHEREAS, San Benito's workforce training services will require braiding federal and state funding streams, implementing data-driven, decision-making processes and enhancing access to apprenticeships; and

WHEREAS, San Benito has made incredible progress over the past year working alongside employers, job seekers, and partners, but also remains focused on identifying remaining barriers and gaps within the workforce; and

NOW, THEREFORE, the San Benito County Board of Supervisors declares September as the National Workforce Development Month and recognizes the crucial role of workforce development in supporting businesses, local workers, and growing the economy; and recognizing the hard work and dedication of all *San Benito County* Workforce Development Board and staff.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of *San Benito County*, on this day of *12, 2023*.

In witness of the approval of this proclamation by the board of Supervisors of San Benito County on this 12th day of September 2023.

Mindy Sotelo
San Benito County Board of
Supervisors

From: Aldrich, Joyce x3505 <AldrichJ1@co.monterey.ca.us>

Sent: Tuesday, August 8, 2023 9:49 AM

To: Enrique Arreola <EARreola@cosb.us>

Cc: Sylvia Jacquez <SJacquez@cosb.us>

Subject: Update on High Road Construction Careers: Resilient Workforce Fund (HRCC:RWF)

Importance: High

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

Good morning Enrique,

I thought you may want an update on the HRCC:RWF regional grant to update your Executive Committee this afternoon as well?

I've cc'd Sylvia (just in case you are not at the meeting).

High Road Construction Careers Resilient Workforce Fund

The HRCC:RWF grant is getting underway, this grant runs from June 12, 2023 through March 2026. The Monterey Santa Cruz Building and Trades Council is primary training facility with MC3 certified trainer

First Boot camp begins September 25, 2023 with first MC3 training class beginning immediately after

Applications are online at the following link:

www.Montereycountywdb.org

Click on What's New tab and then scroll down to Tri-county pre-apprenticeship training program

To date 21 applications have been received, One from San Benito County (Hollister)

Two of the applicants are female (priority as part of the grant) from Greenfield and Salinas

Flyers are out, have been sent to your team so hopefully being distributed across the Human/Community Services programs

Second class will be in Winter 23/24, and so on.

Let me know if you have any questions.

Hope you have a great meeting with a quorum!

Joyce Aldrich

Joyce Aldrich, Regional Organizer

North Central Coast RPU

Aldrichj1@co.monterey.ca.us

San Benito County Workforce Development Board

GRANT UPDATES
REGIONAL EQUITY & RECOVERY PARTNERSHIP
PRISON TO EMPLOYMENT 2.0
SEPTEMBER 12, 2023



1

Regional Equity & Recovery Partnership (RERP)

PERP invests in partnerships to support high road approaches to existing sector strategies and career **pathway** programs. "High Road" is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment.

The strategies include:

1. improvement job quality and job access, including for women and people from underserved and underrepresented populations;
2. meet the skill and profitability needs of employers; and
3. meet the economic, social, and environmental needs of the community.



2

Regional Equity & Recovery Partnership (RERP)

- North Central Coast Region received funding in the amount of **\$1,150,000**
- Workforce Boards Include Monterey, Santa Cruz, and San Benito County with Monterey County as the lead applicant.
- Term: March 7, 2023 – October 31, 2025.



3

Regional Equity & Recovery Partnership (RERP)

RERP Amounts Allocated to WDBs:	MCWDB	SCCWDB	SBCWDB	TOTALS
Case Management @ \$3,500 ea.	\$ 171,500	\$ 171,500	\$ 80,500	\$ 423,500
Training @ \$4,500 ea.	\$ 189,000	\$ 144,000	\$ 72,000	\$ 405,000
Supportive Services	\$ 6,400	\$ 6,400	\$ 3,200	\$ 16,000
Certifications	\$ 18,665	\$ 14,000	\$ 7,335	\$ 40,000
Administration Funds	\$ 97,365	\$ 12,000	\$ 5,635	\$ 115,000
Subtotals	\$ 482,930	\$ 347,900	\$ 168,670	\$ 999,500
Staff Travel	\$ 1,500			\$ 1,500
Regional Meetings	\$ 4,500			\$ 4,500
Regional Organizer	\$ 64,500			\$ 64,500
RERP Admin. Amount to be Allocated to North Central Coast Region Community Colleges	\$ 80,000			\$ 80,000
Total RERP Allocations	\$ 633,430	\$ 347,900	\$168,670	\$ 1,150,000



4

Regional Equity & Recovery Partnership (RERP)

RERP WDB Participant Goals:	MCWDB	SCCWDB	SBCWDB	TOTALS
Numbers to be Enrolled	49	49	23	121
Numbers to be Trained	42	32	16	90

RERP Community College Administrative Services Allocations	Numbers to be Trained	Admin. \$
Hartnell College	10	\$20,000
Monterey Peninsula College	32	\$20,000
Cabrillo College	32	\$20,000
Gavilan College	16	\$20,000
Totals	90	\$80,000

America's Job Center of California



5

Regional Equity & Recovery Partnership (RERP)

RERP WDB Participant Goals:	MCWDB	SCCWDB	SBCWDB	TOTALS
Numbers to be Enrolled	49	49	23	121
Numbers to be Trained	42	32	16	90

RERP Community College Administrative Services Allocations	Numbers to be Trained	Admin. \$
Hartnell College	10	\$20,000
Monterey Peninsula College	32	\$20,000
Cabrillo College	32	\$20,000
Gavilan College	16	\$20,000
Totals	90	\$80,000

America's Job Center of California



6

Regional Equity & Recovery Partnership (RERP)

San Benito County Workforce Development Board will provide workforce development services in under the RERP grant.

Target Populations:

1. English Language Learners
2. Immigrants
3. Justice-Involved Individuals
4. People with Disabilities
5. Veterans
6. Out-of-School Youth
7. Homeless and Housing Insecure
8. First Generation College Students
9. Low-Income Households; and
10. Dislocated Workers



America's Job Center of California

7

Regional Equity & Recovery Partnership (RERP)

RERP Activities include:

Outreach, Assessment	Intake, Career Exploration	co-enrollment in WIOA
Work Experience	On-the-Job Training	Job Readiness
Supportive Services	Job Placement	Career Coaching
		Follow-up

Site 2 RERP Grant Outcomes	Goal
Individuals Enrolled	23
Individuals Trained	16
Individuals Completing Training	11
Attained Industry Recognized Certificate or Credential	11
Career Advancement – Promotion in Employment (Incumbent Workers)	8
Employment (New Employees)	9
Industry/Sector Employment	5
State-Approved Apprenticeship	1



America's Job Center of California

8

Regional Equity & Recovery Partnership (RERP)

Vocational Trainings are being provided by the regional community colleges (Gavilan, Hartnell, Cabrillo, and Monterey Peninsula).

Trainings Include:

- Cyber Security
- Healthcare- Community Health Worker, Medical Assistant
- IT Essentials
- Tech Support Program
- Hospitality- Culinary Arts
- Welding
- Other....



America's JobCenter of California

9

Prison To Employment (P2E)

The P2E proposal was submitted in December of 2022 with a request of \$650,000 to serve Justice involved individuals.

The State approved an award of \$321,458.27 for the North Central Coast Region:

- Monterey County: \$102,730
- Santa Cruz County: \$77,048
- San Benito County: \$141,680.27

Lead Applicant: San Benito County



America's JobCenter of California

10

Prison To Employment (P2E)

As a region, will serve 22 justice involved clients:

- Monterey County: 9
- Santa Cruz County: 6
- San Benito County: 7

Contract has not been executed.

Once executed, will enter into contract with Monterey and Santa Cruz County WDBs.

Workforce Services will take place after execution of contracts



America's JobCenter of California

11

Questions?



America's JobCenter of California

12

WDB COMMITTEES

7/1/22 through 6/30/23

EXECUTIVE COMMITTEE (WDB Chair-private sector, 3 private sector, 3 other)

Richard Bianchi, Chair

Private Sector:	Other:
Chuck Frowein, <i>Vice Chair</i>	Kendra Bobsin, <i>Treasurer</i>
Karen Para, Secretary	Lupe Rubalcava
Lizz Sánchez Turner	Nelson Leonor

BUSINESS SERVICES COMMITTEE

Lizz Sánchez Turner, Committee Chair

Private Sector:	Other:
Karen Para	Omar Rosa
Nick Winkler	
Irene Guevara	

BYLAWS COMMITTEE (Chair & Vice-Chair to be from private sector and shall include the Chairperson of the WDB – Total of 4-7 members)

Private Sector:	Other:
Chair: Chuck Frowein	Randy Brown
Vice-Chair: Richard Bianchi	Kendra Bobsin

AUDIT/EVALUATION COMMITTEE (WDB Treasurer is committee chair, 4-7 members balanced between private sector and non-private sector members)

Kendra Bobsin, Committee Chair

Private Sector	Other:
Richard Bianchi	Lupe Rubalcava
Lizz Turner	Kristi Alarid

YOUTH COMMITTEE: Members of the Youth Committee shall be appointed by the WDB and shall include: 1) A Member of the local WDB, who must chair the committee; 2) A Member of Community based organizations with a demonstrated record of success in serving eligible youth, 3) Other individuals with appropriate expertise and experience who are not members of the local board; May also include parents, participants and youth

Private Sector	Nelson Leonor, Secretary/alt: James Dion
Chuck Frowein- <i>Co Chair</i>	Kim O'Connor
Heidi Jumper	
Rosa Fernandez	Clair Grissom/alt: Vanessa Klauer
Irene Guevara	Omar Rosa

WDB SUB-COMMITTEES

<u>Nominating Committee</u>	<u>Ag Committee</u>	<u>Web-Site Committee</u>	<u>Job Fair Committee</u>	<u>Membership Committee</u>
Richard Bianchi Karen Para Kendra Bobsin	Richard Bianchi Randy Brown	Richard Bianchi Lizz Sánchez Turner	Nelson Leonor Lizz Sánchez Turner	Richard Bianchi Lizz Turner Michelle Leonard



November 22, 2022

Enrique Arreola
Deputy Director
San Benito County Workforce Development Board
1161 San Felipe Road, Bldg. B
Hollister, CA 95023

FISCAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2021-22 FINAL MONITORING REPORT

Dear Enrique Arreola:

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO) Workforce Innovation and Opportunity Act (WIOA) on-site monitoring review of the San Benito Workforce Development Board's (SBCWDB) fiscal systems for Program Year (PY) 2021-22.

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 activities for PY 2021-22. 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 July 1, 2021 through June 30, 2022.

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, oversight of your subrecipients, audits, and debt collection.

The on-site review was conducted by Kahnne Daley from October 10, 2022 through October 13, 2022. The exit conference for this review was held on October 18, 2022.

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We collected the information for this report through interviews with SBCWDB representatives; and by reviewing applicable policies, procedures, a sample of PY 2021-22 expenditures, and your response to the Fiscal Monitoring Questionnaire.

FISCAL REVIEW RESULTS

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

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.

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 Kahnle Daley, Compliance Monitoring Analyst, at Kahnle.Daley@edd.ca.gov or Karen Fuller-Ware, Compliance Monitoring Supervisor, at Karen.Fuller-Ware@edd.ca.gov

Sincerely,

Natalie Villanueva

NATALIE VILLANUEVA, Chief
Compliance Monitoring and Resolution Section
Compliance Review Office

See Distribution List

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Distribution List

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May 30, 2023

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

Dear Enrique Arreola:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2019-20
PROGRAM REVIEW
FINAL MONITORING REPORT**

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), review of the 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; reviewing applicable policies, procedures, a sample of youth

case files for the scope of the review, and your responses to the Program Administration and Operations Questionnaires. We reviewed 20 case files for the 37 youth participants enrolled in the WIOA program for the scope of the review period.

We received your response to our draft report on July 5, 2022 and reviewed your comments and documentation before finalizing this report. Your response adequately addressed findings two, three, four, five, and seven cited in the draft report and we consider the issues resolved. However, your response did not adequately address findings one and six in the draft report, and we consider these findings unresolved. We request that SBCWDB provide the CRO with additional information to resolve the issue that led to the findings. Therefore, these findings remain open and were assigned Corrective Action Tracking System (CATS) numbers 20166 and 20171.

PROGRAM REVIEW RESULTS

We concluded 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

Criteria	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.”
Condition	A majority of the SBCWDB are not representatives of local area businesses. There are only 17 total WDB members.
Cause	Currently, local area businesses only comprise 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).

Corrective Action 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.

**SBCWDB
Response**

The SBCWDB stated that they have “established an Ad hoc Committee to recruit new employers to fill the vacancies of the business majority requirement. The committee reports to the WDB on a monthly basis the status of the recruitment.”

Additionally, the SBCWDB stated that “The committee has identified over fourteen new potential employers and letters have been sent to those individuals to fill the vacant business seats...The SBCWDB expects to fill the vacant business seats by December 31, 2022.”

State Conclusion Based on SBCWDB’s response, we cannot resolve this finding. We recommended that the SBCWDB provide the CRO with documentation of the appointments and a revised WDB roster once the vacant business seats have been filled. On February 28, 2023, we received the most recent WDB roster. The SBCWDB has demonstrated that they have fulfilled the business majority requirement. However, the WDB roster does not show at least 19 active members as required by the WDB By-Laws.

The Compliance Monitoring Section (CMS) performed the monitoring review and assigned CATS number 20166 to this finding. Since the SBCWDB’s response was not sufficient, CMS is closing CATS number 20166 and making a referral to the Compliance Resolution Unit (CRU). The CRU will assign a case number and handle further resolution efforts.

FINDING TWO

Criteria Title 20 CFR, Chapter V, Part 681, Subpart C, § 681.420(a)(1) and (2) states, in part, “The design framework services of local youth programs must: (1) Provide for an objective assessment of each youth participant that meets the requirements of WIOA sec. 129(c)(1)(A), 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; (2) 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 described in WIOA sec. 116(b)(2)(A)(ii), 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.”

Condition 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.

Cause 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.

Corrective Action 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.

SBCWDB Response The SBCWDB indicated that their case managers have been trained on how to properly complete an Individual Employment Plan (IEP), which is like an ISS. They also conveyed that their IEP is a living document that requires modifications throughout the start and ending of the services for each participant. Additionally, the client

and SBCWDB case manager will jointly develop the IEP and sign it accordingly. All the necessary fields of the IEP are completed including information for participant barriers.

Additionally, the SBCWDB stated “The IEP will be reviewed with the participant at least one time per month and updated accordingly. The IEP must be updated when necessary to reflect any goal changes from the initial plan.” They further stated that “The Supervisor/MIS Administrator will conduct a monthly Quality Assurance review on participant files to ensure completeness of IEP, case notes and activities.”

State Conclusion Based on our review of SBCWDB’s response, we consider this finding **resolved**.

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 Tile 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 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.

SBCWDB Response The SBCWDB indicated that it has been compliant with this requirement. The SBCWDB also provided the CRO their MOU, IFA, and Other Shared Costs budget with signatures from all required partners.

State Conclusion Based on our review of SBCWDB’s response, we consider this finding **resolved**.

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, CalJOBSSM 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 22-01, 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."

Condition Youth participants who received a supportive service and/or an incentive payment were not entered into CalJOBSSM as activities.

Cause 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 CalJOBSSM. 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.

Corrective Action 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 CalJOBSSM, (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.

**SBCWDB
Response**

The SBCWDB stated, "Staff have been trained to properly input Supportive Services Activity codes in CalJOBS. Case Manager processes a reimbursement payment in the form of a live check to the participant from our County Auditor's department. Case Manager will input the appropriate activity code into CalJOBS with the actual date of receiving the live check using the date as the start and end date. Detailed Case notes will be documented along with the appropriate activity." The SBCWDB further stated that the "Case Manager will print out updated CalJOBS activity sheet along with case notes and will be stored into the participant's file. Case

Manager will then give [the] participant’s file to Supervisor/MIS Administrator for review to ensure proper documentation into the CalJOBS system.” They also indicated that a quality assurance review on participant case files will occur monthly.

State Conclusion Based on our review of SBCWDB’s response, we consider this finding **resolved**.

FINDING FIVE

Criteria 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.”

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 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.

SBCWDB Response The SBCWDB indicated that they have been utilizing the referral process noted in their current MOU since July 1, 2019. A universal referral form has also been created by all America’s Job Center of CaliforniaSM partners during on-going monthly meetings and will be used to refer all clients to appropriate programs. The SBCWDB also provided CRO the referral form.

State Conclusion Based on our review of SBCWDB’s response, we consider this finding **resolved**.

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.

SBCWDB Response

The SBCWDB stated, “Since the implementation of WIOA in 2014 and during annual Compliance Review monitorings, SBCWDB was never made aware of this potential finding. SBCWDB will request Technical Assistance from our Regional Advisor on this issue. Modification to our existing contract to include the participant’s signature will require review from our Legal Counsel and final ratification of said agreement by the Board of Supervisors.”

State Conclusion

Based on our review of SBCWDB’s response and reevaluating SBCWDB’s initial response stating the participant does sign an ITA Participant Agreement, we consider this finding **resolved**.

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.

SBCWDB Response The SBCWDB indicated that staff have been trained to request secondary school diploma or its equivalent. They also stated, “Self-Attestation is not used as a primary method to verify participant’s receipt of a secondary diploma or its equivalent.”

The SBCWDB also uses a Pre-Application Questionnaire to identify school status and request clients to provide a copy of their completed General Education Development certificate, high school diploma, or transcript during orientation. The SBCWDB provided CRO their pre-application questionnaire.

State Conclusion Based on our review of SBCWDB's response, we consider this finding **resolved**.

AND

Additionally, CRO is making efforts to close out prior findings pending in the system. Below are open prior findings and their statuses.

Prior Open Findings

Corrective Action Tracking System (CATS) Number: 19088

State Conclusion (when the finding was established):

During the PY 2018-19 monitoring review, the CRO found that the SBCWDB members did not have a business majority. The CRO recommended for the SBCWDB to provide a CAP to recruit and retain enough WDB members to be in compliance with WIOA requirements. Based on the SBCWDB's response, the CAP was sufficient to resolve the issue. However, the finding remained open for a CAP implementation verification during a future monitoring review.

Current Status Update:

During the PY 2019-20 monitoring review, 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 had not been implemented.

On February 28, 2023, we received the most recent WDB roster. The SBCWDB has demonstrated that they have fulfilled the business majority requirement. However, the WDB roster does not show at least 19 active members as required by the WDB by-Laws. The CMS is closing CATS number 19088 and making a referral to the CRU. The CRU will assign a case number and handle further resolution efforts.

CATS Number: 19089

State Conclusion (when the finding was established):

During the PY 2018-19 monitoring review, CRO found that the SBCWDB's by-laws were not revised to address the alternative designee process that will be used when a WDB member is unable to attend a meeting and assigns a designee, or the use of technology, such as phone and web-based meetings, that will be used to promote WDB member participation. The CRO recommended for the SBCWDB to 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; the SBCWDB must also provide CRO a copy of the revised WDB by-laws. Based on your response, we cannot resolve this issue at this time.

Current Status Update:

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 **resolved** and **closed**.

CATS Number: 19090

State Conclusion (when the finding was established):

During the PY 2018-19 monitoring review, the CRO found that the SBCWDB's written PII policy and procedures does not cover all the areas that the SBCWDB must be in compliance with. The CRO recommended for the SBCWDB revise its PII policy and procedures to cover all forms of sensitive/confidential data and ensure that it includes all the compliance areas covered in TEGl 39-11 and provide CRO with a copy of the revised PII policy and procedures. Based on the SBCWDB's response, the CAP was sufficient to resolve the issue. However, we cannot close this issue until we receive a copy of the revised PII policy to include all the compliance areas covered in TEGl 39-11. Until then, this issue remains open and has been assigned CATS number 19090.

Current Status Update:

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 **resolved** and **closed**.

CATS Number: 19091

State Conclusion (when the finding was established):

During the PY 2018-19 monitoring review, the CRO found that the SBCWDB provides incentives to adult and dislocated worker participants which is not a necessary or reasonable activity/cost for the performance of the WIOA Title I adult or dislocated worker grant programs. Additionally, unlike youth incentives, incentives for adults and dislocated worker participants are not otherwise authorized by statute. The CRO recommended for the SBWDB to discontinue the practice of providing incentive payments to adults and dislocated workers. 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.

In addition, the SBCWDB needs to identify all incentive payments to adults and dislocated worker participants between October 10, 2017, and February 1, 2019, reverse these charges, assign them to a non-federal grant and provide CRO documentation of the re-assignment. Based on the SBCWDB's 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.

Current Status Update:

During the program year 2020-21 WIOA program review, 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 **resolved** and **closed**.

CATS Number: 19092

State Conclusion (when the finding was established):

During the PY 2018-19 monitoring review, the CRO found that the SBCWDB placed a participant at a work experience site where he was supervised by his father-in-law; there is no indication that the SBCWDB was aware of this relationship prior to placing the participant at the worksite. After discovering the relationship between the participant and the supervisor, the SBCWDB discontinued the work experience activity, but still reimbursed the supervisor/father-in-law for the cost of the work items bought on behalf of the participant/son-in-law.

The CRO recommended for the SBWDB to reverse the charges for the work experience wages (\$6,114.13) and the supportive services (\$483.31), assign them to a non-federal grant and provide CRO documentation of the re-assignment. In addition, the SBCWDB needs 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 notification to participants should include SBCWDB's definition of immediate family members.

Based on the SBWDB's response, the CAP was not sufficient to resolve the issue.

Current Status Update:

During the program year 2020-21 WIOA program review, the SBCWDB stated they do not agree that 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 the required revised nepotism notice

verbiage. Based on the information reviewed, we consider this finding **resolved** and **closed**.

CATS Number: 19093

State Conclusion (when the finding was established):

During the PY 2018-19 monitoring review, the CRO found that the SBCWDB reviewed three adult and dislocated worker work experience contracts and found that they did not include enough information to demonstrate that the work experience was a planned, structured learning experience. The CRO recommended for the SBCWDB to revise its work experience contract to include verbiage that shows a planned and structured learning work experience. Based on the SBCWDB's response, the CAP was sufficient to resolve the issue. However, we cannot close this issue until we receive a copy of the revised work experience contract to include the above verbiage.

Current Status Update:

During the program year 2019-20 WIOA program review, 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 2020-21 program review, the SBCWDB had not provided a copy of the revised work experience contract.

On February 28, 2023, we received the SBCWDB's revised work experience contract that includes the verbiage that shows a planned and structured learning work experience. Based on the information reviewed, we consider this finding **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.

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,

Enrique Arreola
May 30, 2023
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please contact Mechelle Hayes, Compliance Monitoring Analyst, at Mechelle.Hayes@edd.ca.gov or Melissa McDaniel, Compliance Monitoring Manager, at Melissa.McDaniel@edd.ca.gov.

Sincerely,

Margo Hattin

MARGO HATTIN, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Ruby Soto, SBCWDB
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Gabriel Garcia
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