



San Benito County Workforce Development Board

Proud Partners of
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1111 San Felipe Road, Suite 107, Hollister, CA95023
Office: (831) 637-JOBS (5627) ● www.sbcjobs.org ● FAX (831) 637-0996

San Benito County Workforce Development Board (WDB)

Youth Committee

AGENDA

March 20, 2024 @ 10:00 A.M.

- 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"/> V=Virtual <input type="checkbox"/>			
<input type="checkbox"/> Chuck Frowein - <i>V-Chair</i>	<input type="checkbox"/> Kim O'Connor, <i>Chair</i>	<input type="checkbox"/> Nelson Leonor, Secretary	
<input type="checkbox"/> Omar Rosa		<input type="checkbox"/> Clair Grissom/Vanessa Klauer	
Staff:			
<input type="checkbox"/> Enrique Arreola	<input type="checkbox"/> Sylvia Jacquez	<input type="checkbox"/> Ruby Soto	<input type="checkbox"/> Lizz Sánchez Turner

II. **GENERAL INFORMATION:**

- A. **Public Comment Period:** Select the “Participants Tab” and click “Raise Hand” icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed

III. **REGULAR AGENDA:**

- A. **Meeting Minutes:** Receive Youth Committee meeting minutes for February 14, 2023 and August 8, 2023 for review and approval. The May 9, 2023 and the November 11, 2023 meetings were cancelled. **Action Required.**
- B. **Summer Youth Employment Program:** Receive an update from committee members on the following funding possibilities:
- K12 Strong Workforce:** Members to discuss this opportunity-[K12SWP](#).
 - 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.
 - 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.



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4. **Dollar Wise**: Kim O'Connor will report at the next meeting on [DollarWise: Mayors for Economic Mobility - United States Conference of Mayors \(usmayors.org\)](https://usmayors.org).

5. **Amazon**: Discuss partnering with Amazon Apprenticeships and certification programs. [Amazon Apprenticeships, Upskilling & Job Training Programs](#)

C. **Youth Strategic Goals**: Review the goals from February 2023. **Enclosed**

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

V. **ADJOURNMENT**: to the next meeting on **February 13, 2024** at 4:00 p.m.



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San Benito County Workforce Development Board (WDB) Youth Committee Minutes

1161 San Felipe Road, Building B - Hollister, CA and via ZOOM

February 14, 2023 @ 4:00 P.M.

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

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

Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Representing the Private Sector (PR)	
<input type="checkbox"/> Chuck Frowein -V-Chair	<input checked="" type="checkbox"/> Karen Para, Chair
<input checked="" type="checkbox"/> Omar Rosa	<input checked="" type="checkbox"/> Irene Guevara
Representing the Public	
<input checked="" type="checkbox"/> Nelson Leonor, Secretary	<input type="checkbox"/> Judith Munter
<input type="checkbox"/> Clair Grissom/Vanessa Klauer	<input checked="" type="checkbox"/> Heidi Jumper
Staff:	
<input type="checkbox"/> Enrique Arreola	<input checked="" type="checkbox"/> Sylvia Jacquez
<input checked="" type="checkbox"/> Ruby Soto	<input checked="" type="checkbox"/> Lizz Sánchez Turner
Guest: Nicolle Stone	

II. GENERAL INFORMATION:

- A. **Public Comment Period:** Select the “Participants Tab” and click “Raise Hand” icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.
- B. **Youth RFP Emergency:** Motion to approve the emergency addition of the Youth RFP discussion to the agenda. *M/S/C Nelson Leonor/Omar Rosa.*

III. REGULAR AGENDA:

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



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the job training programs and supportive services. The Executive Committee has approved this RFP. *M/S/C Omar Rosa/Nelson Leonor.*

- C. **Summer Youth Employment Program:** Board members have been pushing to have Summer Youth Employment Programs. CSWD doesn't have the staff capacity to review all of the funding opportunities and would like the committee members to research available funding resources, review the opportunities and provide input/direction to staff on pursuing funding. Members suggested one person research each funding source and report back at the next meeting and provide direction. Some other communities solicit funding from businesses and corporations to support summer youth programs.
1. **Temporary Assistance for Needy Families (TANF) funds:** [Supporting Summer Youth Employment Programs | Youth.gov](#) Information **enclosed** Staff has attended workshops for TANF and there are other local areas that use TANF to fund summer youth programs and there is co-enrollment with WIOA. Will need to investigate further. Nelson Leonor will research further.
 2. **K12 Strong Workforce:** [K12SWP](#) Informational brochure **enclosed**. Heidi Jumper to review and report back.
 3. **California Golden State Pathways Program:** [Golden State Pathways](#) information **enclosed**. Omar Rosa will review and report back.
 4. **Youth Build:** [Home Page - YouthBuild](#) Irene Guevara will review and report back.
 5. **Dollar Wise:** [DollarWise: Mayors for Economic Mobility - United States Conference of Mayors \(usmayors.org\)](#). Karen will review and report back.
- D. **Youth Strategic Goals:** Reviewed the **enclosed** Youth Strategic Goals. Staff and members reported on funding opportunities available and continued discussion on fund development for a Summer Youth Employment Program as stated above. Another funding source discussed was the Community Action Board's Community Services Block Grant (CSBG) which was used last season and the extremely low-income guidelines for CSBG which made it difficult to enroll youth. Board members stated that they wouldn't recommend pursuing this funding again due to amount of work involved it isn't worth the staff's time and effort.

IV. **OTHER:**

- A. **Services to San Andreas High School Students:** Staff provided an update on services provided to San Andreas HS and the partnership to provide workshops for students. The first workshop was held January 25, 2023 on what is the America's Job Center. Workshops will include resume writing, job interview skills, 5-minute pitch, etc., and ending with youth attending the Rock the Mock at the high school.
- B. **Rock the Mock:** 4th Annual Rock the Mock with San Benito High School (SBHS) will take place March 21, 2023, from 10:30 am-12:30 pm. They are seeking professionals and community members to interview and provide feedback to our students in a mock interview setting.

- C. **Youth Expo 2023**: Hollister Downtown Association is hosting Youth Expo on March 4, 2023, Staff will be attending to promote services. Discussed reaching out to the lesser-known youth services, i.e. Music lessons, equestrian.
- V. **ADJOURNMENT**: to the next meeting is scheduled for: May 9, 2023. The meeting adjourned at 4:56 P.M. ***M/S/C Irene Guevara/Heidi Jumper.***



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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.



STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 02.14.23
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WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Strategic Goal #3: Establish Training Programs	Objective(s): Create Employable Youth for Future Workforce
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Created by the Workforce Development Board at their Board Retreat on 3/10/20 GOAL: Establish Training Programs that Create Employable Youth for the future workforce	Resources & Support Needed	Expected Outcome	Staff Responsible	Due Date	Measurements Methods of Tracking	Status: C=Completed I=In Progress O=On going
Action 1: <ul style="list-style-type: none"> Work Experience Program (16-24) <ul style="list-style-type: none"> 70% for out of school youth 30% for in school youth 	Staff Funding Employer Participation	30% total allocation spent on Work Experience	Youth Committee and Staff	On-going	15-20 youth complete WEP 50% of students would gain fulltime employment	I=In Progress
Action 2: <ul style="list-style-type: none"> Outreach to youth in colleges and high school 	High School Colleges Targeted Ads	3-4 outreach events at high school/colleges	Youth Committee and Staff	On-going	Number of events attended	
<ul style="list-style-type: none"> Rock the Mock Interviews with Students 	High School Chamber of Commerce/Employers WDB WDB Youth Committee AJCC Staff	50-100 Youth trained in interview & resume writing Local Employers participation	Workforce Staff	April 2023	20 youth will receive Resume & Interview skills	I=In Progress
<ul style="list-style-type: none"> Youth Expo Scheduled 	Youth Committee HDA AJCC CSWD Staff	Promote Dream Catcher Program youth ages 5-18	CAB AJCC Staff	3/24/23 annually	10-15 youth apply for Dream Catcher	C=Completed
<ul style="list-style-type: none"> 						
Action 3: <ul style="list-style-type: none"> Offer written document showing career path in industry sector chosen Focus on priority sectors 	<ul style="list-style-type: none"> Labor Market Information Career Pathways 	<ul style="list-style-type: none"> Provide monthly LMI 	Youth Committee and Staff	On-going	25% of Jr & Sr of local High School age youth	I=In Progress



STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 02.14.23
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WIOA is designed to help job seekers access employment, **education**, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

	<ul style="list-style-type: none"> High School Support/Career Center Staff 	<ul style="list-style-type: none"> Career Pathway newsletters 				
Action 4: <ul style="list-style-type: none"> Basic Skills training (2-week training workshops) to include: Classes We have=Yellow (AJCC & EDD) 	<ul style="list-style-type: none"> Dress for success Employment (Career) readiness Interview technique Work ethics Financial Literacy Customer Service (phone etiquette) Mental Health 	<ul style="list-style-type: none"> Conduct workshops 1 times a month at the AJCC 	<ul style="list-style-type: none"> Staff Behavioral Health Dept of Rehab Gavilan College 	On-going		I=In Progress
Action 5: <ul style="list-style-type: none"> Fund Development Establish Ad-hoc Committee to reach out to potential funders. Committee can discuss: 	<ul style="list-style-type: none"> Amazon Private/Corporate Sectors Apple HP Cisco Packard Target/Walmart Big 5 Microsoft Netflix Local Businesses—May look at to have them be a support system by participating in mock interviews Family Foundations Evan Moor Educational Publishing 	<ul style="list-style-type: none"> Summer Youth program which employs 10 youth 	<ul style="list-style-type: none"> Nelson Leonor Grant consultant: - Jose Vasquez? 	Mid-March 2023	<ul style="list-style-type: none"> Staff will report out on the # youth employed – client tracking system (CalJobs/CAP60) 	I=In Progress



STRATEGIC PLANNING DOCUMENT

Project Name: WDB Strategic Goals

REV. Date: 02.14.23

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

	<ul style="list-style-type: none">• Leverage Members and non-traditional partners to leverage funds• Provide greater support to WDB staff when seeking funding opportunities so potential for success is greater					
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STRATEGIC PLANNING DOCUMENT	Project Name: WDB Strategic Goals	REV. Date: 02.14.23
WIOA is designed to help job seekers access employment, education , training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.		

<p>Created by the Workforce Development Board at their Board Retreat on 3/10/20 GOAL: <i>Establish Training Programs that Create Employable Youth for the future workforce</i></p>	<p>Resources & Support Needed</p>	<p>Expected Outcome</p>	<p>Staff Responsible</p>	<p>Due Date</p>	<p>Measurements Methods of Tracking</p>	<p>Status: C=Completed I=In Progress O=On going</p>

Focus

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

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