



Health & Human Services Agency
Division of
COMMUNITY SERVICES & WORKFORCE DEVELOPMENT
1111 SAN FELIPE ROAD, SUITE 108 • HOLLISTER, CA 95023 • (831) 637-9293 • FAX (831) 637-0996

San Benito County
Workforce Investment Board (WIB)
3:00 P.M. –February 13, 2007
WIB Executive Committee Minutes

Present: Tad Coatsworth, Mary Damm, Rick Deraiche, Connie Herndon, David Wright

Absent: Kendra Bobsin, Al Martinez

Staff: Andi Anderson, Maria Fehl, Sylvia Jacquez

Vice-Chair, Connie Herndon, called the meeting to order at 3:30 P.M.

I. **Public Comment Period:** No public comments were received.

II. Agenda Items:

A. **Roll Call** – Roll call was taken and Kendra Bobsin and Al Martinez were excused by the Co-Chair.

B. **Approval of Minutes:** The minutes of the January 9, 2007 full WIB meeting and the January 16, 2007 YEP Council meeting were approved as presented. **M/S/C * David Wright/Rick Deraiche.**

C. **WIB Membership**

1. **Private Sector Representatives:**

- a. An application was received from Jacqueline Peters for a private sector vacancy, however; the applicant does not fit WIB criteria because of her occupation and the agency she works for is not in San Benito County. The Executive Committee suggested including eligibility criteria for each board on the website. After discussion the Executive Committee moved to submit a letter to Ms. Jacqueline Peters stating that she did not meet the eligibility criteria, however, she may consider applying for other board positions that she would qualify for. **M/S/C Mary Damm/Tad Coatsworth.**
- b. Kathy Hough submitted an application for a private sector position for which she meets WIB requirements. After discussion the Executive Committee approved forwarding the application of Kathy Hough, private sector representative, to the Board of Supervisors (BOS) for appointment to the full WIB. **M/S/C David Wright/Rick Deraiche.**
- c. The terms of Mary Damm and Connie Herndon, private sector representatives, are due to expire on March 31, 2007. Both individuals have expressed an interest in continuing to serve on the full WIB. After discussion, the Executive Committee moved to forward the names of Mary Damm and Connie Herndon to the BOS for reappointment to the WIB to representative the private sector for another three



year term. **M/S/C Tad Coatsworth/ David Wright.** *Mary Damm and Connie Herndon abstained.*

2. **YEP Council:** The YEP Council approved forwarding the applications of Nora Jimenez and Alanna Mendoza to the WIB for approval at the January 16, 2007 YEP Council meeting. After discussion, the Executive Committee moved to forward the applications of Nora Jimenez and Alanna Mendoza to the BOS for final appointment to the YEP Council. **M/S/C Tad Coatsworth/ Mary Damm.**
 3. **Public Sector Representative:** Department of Rehabilitation (DOR), public sector representative, Steve Hatch is no longer available to serve on the WIB. The DOR has requested that Ms. Diane Berry-Wahrer be appointed to replace Steve Hatch on the San Benito County WIB. After discussion the Executive Committee approved forwarding the application of Diane Berry-Wahrer, public sector representative, to the Board of Supervisors (BOS) for appointment to the full WIB. **M/S/C Rick Deraiche/Mary Damm.**
- D. **Transfer of Funds:** Staff recommendation to transfer Adult funds to the Dislocated Worker program for the current program year 2006/2007 were included in the agenda packet. Maria Fehl gave an explanation of the adult funds and dislocated worker funds and how they are allocated and may be utilized. Per WIA regulations, a client does not have to be living in the county where they request services under the Dislocated Worker program. Counties can apply for additional dislocater worker funds but not adult funds. After review, the Executive Committee approved the staff recommendation to transfer funds from Adult to the Dislocated Worker program in the amount of \$81,577. **M/S/C Tad Coatsworth/ Mary Damm.**
- E. **State Monitoring:** The State's Compliance Review Division conducted a program monitoring during the week of January 8th. Maria Fehl reported that staff hasn't received the final outcome. The youth program, which was the main focus of the review, had not been reviewed in seven years. The monitor focused on case management. Maria Fehl explained the discrepancies that were found and how the monitor will report to his superiors with recommendations for correcting the case management procedures. Once the recommendations are made, that information will be forwarded to CSWD for correction/implementation by staff.
- F. **Rapid Response Activities:** Rapid Response staff is coordinating services with former employees from Ridgemark & Milgard Windows who were recently laid off. Ridgemark laid off 25 employees. Due to a decrease in construction locally, Milgard Windows laid off 35 employees on January 18, 2007. A few individuals from Ridgemark have contacted the One-Stop for assistance.
- G. **Updates on Committees:**
1. **Apprenticeship Exploratory Committee:** A meeting has been scheduled for March 1, 2007 at 3:00 P.M. to explore incorporating apprenticeship programs in the schools. Many students do not know what programs are available for those that do not go to college. Currently there are 91 programs available to San Benito County residents and they are not being marketed.

2. **Basic Construction Skills Committee:** David Wright stated that Sherrean Carr is working on a Tri-County Cooperation effort for Basic Construction Skills. The curriculum was recently approved by Gavilan College. David gave an overview of the curriculum and how it is important for students to obtain basic skills. Maria Fehl stated that funding is available, however, an individual to put the application together has not been identified. Maria stated that staff from Monterey, Santa Clara and San Benito County are currently working on setting a date for a meeting to try to coordinate efforts. A tentative meeting date is Feb 28, 2007. The application is due March 31, 2007.

H. **Bylaws Committee:** Maria Fehl stated that a date has not been set to review the bylaws for 2007, however it is in the works.

III. **Additional information:**

A. Sylvia Jacquez stated that the Annual Spring WIB conference is scheduled for April 10-12, 2007 in San Diego. WIB members are encouraged to attend. CSWD will pay for members to attend, provided they have submitted their Ethics Training certificate.

B. Sylvia Jacquez reminded the Executive Committee that the WIB Retreat is scheduled for April 3, 2007 at San Juan Oaks at 9:00 A.M. to approximately 2:00 P.M.

The meeting adjourned at 3:40 P.M. M/S/C Tad Coatsworth/ Mary Damm.

The next Executive Committee meeting will be held on March 13, 2007 at 3:00 P.M.

* M/S/C = Motion/Second/Concur