



**Health & Human Services Agency**  
Division of  
**COMMUNITY SERVICES & WORKFORCE DEVELOPMENT**  
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**San Benito County**  
**Workforce Investment Board (WIB)**  
**July 10, 2007 - 3:00 p.m.**  
**Minutes**

- Present:** Diane Berry-Wahrer, Kendra Bobsin, Sherrean Carr, Tad Coatsworth, Carrie Fosdick, Connie Herndon, Mike Hodges, Kathy Hough, Al Martinez, Sue Rocha, Soila Rojas, Sylvia Sanchez, Loree VanBebber
- Absent:** Esequiel Arrizon, Kathi Bosworth, Mary Damm, Rick Deraiche, Michael Dodgin, Kay Gibson, Don Moody, Brenda Weatherly, Mike Walters, David Wright
- Staff:** Andi Anderson, Kathy Flores, Sylvia Jacquez
- Guests:** Todd Farr/South County ROP, Vince Saso/EDD

Chair, Al Martinez, called the meeting to order at 3:00 P.M.

I. **Public Comment Period:** Introductions were made by everyone present. Kathy Flores stated that Maria Fehl has retired and she will be stepping in until her position is filled.

II. **Agenda Items:**

- A. **Roll Call:** Roll was taken and individuals who called in were excused by the chair.
- B. **Approval of Minutes:** The minutes of the March 12, 2007 Bylaws Committee, March 13, 2007 & June 12, 2007 WIB Executive Committee meetings were approved as presented. *M/S/C\* Tad Coatsworth/Kendra Bobsin.*
- C. **Election of Officers:** Al Martinez stated that because of the changes within CSWD, he and staff felt it would be best to maintain the consistency of officers and have the current slate officers remain the same. Al stated that he will continue to serve Chair until his retirement in 3-4 months. David Wright indicated that his is willing to take over as chair upon Al's departure. After discussion, the full WIB moved to keep the slate of officers will remain the same as they were last year. *M/S/C Tad Coatsworth/Connie Herndon:*

Chair Person - Al Martinez                      Secretary - Kendra Bobsin

Vice-Chair - Connie Herndon                  Treasurer - David Wright

D. **WIB Membership:**

1. An application was received from Stan Rose, Superintendent of San Benito High School District. After discussion the full WIB moved to forward application of Stan Rose to the Board of Supervisors for final appointment to the WIB. *M/S/C Tad Coatsworth/Kendra Bobsin.*
2. The term of public sector member, Al Martinez is scheduled to expire on July 31, 2007, and he has agreed to continue serving on the board. After discussion the full WIB moved to recommended forwarding the name of Al Martinez to the Board of



- Supervisors for re-appointment to the WIB for another 3-year term. *M/S/C Kendra Bobsin/Tad Coatsworth.*
3. The term of private sector member, David Wright is scheduled to expire on August 31, 2007, and he has agreed to continue serving on the board. After discussion the full WIB recommended forwarding the name of David Wright to the Board of Supervisors for re-appointment to the WIB for another 3-year term. *M/S/C Tad Coatsworth/Kendra Bobsin.*
- E. **Youth Educational Component:** The Youth Employment Program (YEP) Council approved a proposal submitted by Gavilan College in the amount of \$4,952 for the provision of Educational Component services at their June 28<sup>th</sup> meeting. Staff requested full WIB approval to accept the YEP Council's recommendation and to proceed with a contract with Gavilan College to provide this summer's Educational Component. Kathy Flores gave an overview of the program and stated classes will be held at the Gavilan College satellite in Hollister which is located at the Briggs Building. After discussion, the full WIB ratified the YEP Council's decision to accept the proposal submitted by Gavilan College to provide the Education Component. *M/S/C Loree VanBebber/Connie Herndon. Sherrean Carr abstained.*
- F. **Performance Standards:** Discussion was held regarding the most recent calculation of the Program Year 2006/2007 performance results. Results were included in the packet. Kathy explained how the performance standards are administered.
- G. **Scan Card/Client Tracking System:** Sylvia Jacquez reported that staff entered into a contract agreement with Geographic Solutions for the Scan Card/Client Tracking System. The scan system should be place by the end of the July 2007. Sylvia gave an explanation of the tracking system and the time-savings of tracking of clients. Staff is currently tracking clients manually. The tracking system will also assist with the WIA case management. Information gathered will be reported directly to the State. Kathy suggested that at the next full WIB meeting, WIB members receive a tour of the One-Stop and demonstrate how the tracking system works.
- H. **Rapid Response (RR) Activities:** Sylvia Jacquez reported that the RR Team conducted a presentation on June 15, 2007 at the Harris Moran Seed Company. Eight employees from San Benito County have been laid off. Six of them indicated that they are interested in utilizing the WIA training services. Staff is not aware of any other layoffs at this time.
- I. **Updates on Committees:**
1. **Apprenticeship Exploratory Committee:** Kathi Bosworth is researching apprenticeships at this time.
  2. **Basic Construction Skills Committee:** David Wright is conducting the training at Gavilan College. Topics covered are basic safety, math, and construction standards.
- J. **Youth Employment Program (YEP) Council:** The YEP Council formed a YEP Directory Committee consisting of Mike Walters & Elena DeLaPuerta. They have requested an additional 1000 copies of the directory for distribution at the beginning of the upcoming school year. The directories will be ready by August 1, 2007.

- K. **Current Meeting Schedule:** Chairman, Al Martinez, discussed conducting a poll of the full WIB to determine if the current meeting schedule and time is satisfactory with the majority's schedule. Al explained the need to revisit the meeting schedule and stated that currently if a member misses one meeting, they miss ½ a year of information. Discussed a bi-monthly meeting, as opposed to a quarterly meeting. By attending bi-monthly meetings, members can have a more hands on approach. Kathy Flores stated that staff will need to check the bylaws before the WIB can act on any changes. Once the by-laws have been reviewed, Al Martinez directed staff to conduct an electronic poll to see if meetings should be held bi-monthly and have the change implemented in January 2008.
- L. **One Stop Operation Report:** The One Stop Career Center Newsletter was distributed. Andi Anderson encouraged members to submit articles for future editions, photos are always welcome.
- M. **Grant Updates:** Sylvia distributed the quarterly report and stated the Migrant Center has been included in the report.
- N. **Additional information items may be reported or discussed prior to adjournment.**
1. Al reported that Zoom Eye Ware (Cable Car Eye Ware) has put their building up for sale. They are moving into the old Semi-Fab building. Al contacted an employer that is interested in relocating to San Benito County and he stated that the business is prepared to make an offer on the old Zoom Eye Ware facility. Zoom is growing and will be hiring new employees.
  2. Sylvia Jacquez reminded members, who have not already done so, to turn in their Form 700 to the Elections Office.
  3. Sylvia will be contacting members via e-mail to remind them to turn in their Ethics Training Certificates.

The meeting adjourned at 3:40 P.M. *M/S/C Tad Coatsworth/ Loree VanBebber.*

***Reminder – The August Executive Committee meeting has been cancelled.***

The next Executive Committee meeting will be held on September 11, 2007 at 3:00 P.M.

\*Motion/Second/Concur