



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)
September 11, 2007 at 3:00 p.m.
Minutes

Present: Kendra Bobsin, Tad Coatsworth, Mary Damm, Rick Deraiche, Al Martinez, David Wright

Absent: Connie Herndon

Staff: Andi Anderson, Kathy Flores, Sylvia Gamboa, Sylvia Jacquez

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

I. **Public Comment Period:** There were no public present and no comments were received.

II. **Agenda Items:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Connie Herndon called to say she would not be able to attend and she was excused by the WIB.
- B. **Approval of Minutes:** The minutes of the July 10, 2007 Full WIB Meeting were approved as presented. *M/S/C* Tad Coatsworth/Kendra Bobsin.*
- C. **WIB Membership:** Two applications were received for appointment to the WIB to fill the mandated public sector positions. One application was from Todd Farr of Santa Clara ROP (SCROP) and another one from Nicholas de Lorenzo of the National Council on Aging (NCOA). The Executive Committee approved the appointment of Todd Farr and Nicholas de Lorenzo to the full WIB. M/S/C Tad Coatsworth/ Rick Deraiche.
- D. **Deputy Director Vacancy:** Kathy Flores stated that Health & Human Services Agency (HHS) is in the process of the restructuring the agency, and as a result, discussed hiring one Deputy Director to oversee CSWD and CalWORKS staff. HHS staff has reviewed the internal organization of HHS to see if someone is qualified to oversee both CSWD and CalWORKS staff. Kay Gibson, HHS Assistant Director has reviewed the job specifications and job duty revisions are being reviewed by the County Administration Office & the Merit System for final approval. Kathy stressed the importance of the selected individual to be able to work with the community and staff personnel. Kathy explained the supervisory structure and the chain of command for staff and the importance of maintaining that chain of command. Kathy answered questions on the position requirements and how consolidating CSWD with CalWorks would affect the WIB. Kathy stated that she has researched other counties that have CAB & WIB agencies under HHS to see how they provide services to the community. She stated HHS

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would use them as a model. Once applicants have been identified, Kathy recommended that a member of the WIB & CAB serve on the interview panel. Staff is hoping to begin advertising by the beginning of October. With the recruitment announcement time of 30-days, application review, and interview process, Kathy stated that it may not be until November or December before staff comes on board.

- E. **Current Meeting Schedule:** Staff provided feedback received from County Counsel regarding changing the current full WIB meeting schedule. Sylvia Jacquez reported that it is against the Brown Act to conduct an electronic poll to change the meetings from quarterly to bi-monthly meetings. Al explained that with the current quarterly schedule, board members who miss two meetings miss a half year of information. Sylvia stated that the by-laws do state full WIB meetings are held quarterly on the 2nd Tuesday of each month at 3:00 P.M. *M/S/C Tad Coatsworth/Kendra Bobsin.*
- F. **WIA Legislation/Funding Report:** The report outlining funding decreases was included in the agenda packet. WIA funds were decreased 19.6% overall for FY 2007 – 2008. Kathy explained how the funding cuts have affected services.
- G. **Scan Card/Client Tracking System:** One-Stop & CSWD staff received training on registering clients in the new Scan Card/Client Tracking system. Staff will begin issuing scan cards next week. Upon initial visit to the One-Stop or CSWD a client will be entered into the system. They will only be issued a card upon their second visit. Staff will schedule a tour of the One-Stop & the new computer system the October WIB meeting.
- H. **Rapid Response (RR) Activities:**
1. One of Hollister's oldest manufacturing operations, now called GAF Leatherback Corp., shuts down after decades of making roof materials. Layoffs are expected to take effect after Sept. 18, 2007. The RR Team gave a presentation to 39 employees and two union representatives at Leatherback on Aug 27, 2007. Two individuals have picked up packets to apply for One-Stop services. Most ex-employees have expressed an interest in opening an unemployment claim and are looking for additional work.
 2. Kathy stated that she received an e-mail in reference to lay-offs in the real estate/lending industry and discussed services for individuals not included in regular statistical counts. She stated it is difficult to receive information on real estate employees and is working on finding a way to receive local data. The Chamber of Commerce or the Real Estate Board was suggested as possible contacts. Rick Deraiche suggested contacting Mike Kern, NOVA regional director.
- I. **Meeting of the Minds Conference:** Rick Deriach & Sylvia Gamboa provided a brief report on the Meeting of the Minds that was held in Monterey on September 4-6, 2007. Conference title this year was “Something New Emerging”. Rick stated that the training was very good. Discussed was merging services and the 12 learning labs that are being developed throughout the State as models for integrating customer services. He stated

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that the timing on the swipe card system is perfect. Everyone entering the One-Stops will be enrolled in the system in order to receive services. Due to less funding nationally there is a need for more integrated services and collaboration among agencies. EDD received a 12 million dollar budget cut instead of the proposed 27 million. Sylvia Gamboa stated that from the training aspect, hospitals are phasing out CNA's and are looking more toward hiring RN & LVN. People often choose career paths according to current trends. Often, by the time they finish training, there is no longer a need for individuals in that field. Another seminar was on how to market older workers and One-Stop Activity Based Cost Analysis.

J. **Youth Employment Program Council:** Another 1000 directories were printed and distributed to local schools. There are approximately 600 booklets left.

K. **Updates on Committees:**

1. **Apprenticeship Exploratory Committee:** Many of the individuals on the Apprenticeship Exploratory Committee work in the school system and were unavailable during the summer. Committee efforts will resume once the school year gets underway.

2. **Basic Construction Skills Committee:** David Wright reported that eight students have enrolled in the skills training class. Staff is hoping to gain more students. Classes began last week, and are held every Wednesday from 6:00 p.m. - 9:00 p.m. It is still not too late to register for class.

L. **Bylaws:** The By-laws Committee is scheduled to meet on Sept 25, 2007 from 12:00 p.m. – 1:00 p.m. The By-laws committee will be reviewing recommendations made by County Counsel that need to be incorporated in the by-laws. Committee will review the by-laws and bring revisions to the full WIB.

M. **Grant Updates:** The next quarterly report will be provided in October, 2007.

N. **Additional Information:**

1. Al Martinez stated that Gavilan College would like CSWD and EDC to participate in an oversight committee for a Rural Opportunities Study Grant that the College has received. The project will assist in the identification of opportunities and trends in areas of economic and workforce development. Their first meeting is scheduled for October 8th at 10:00 a.m.

The meeting adjourned at 4:57 P.M. *M/S/C Tad Coatsworth/Kendra Bobsin*

The next full WIB meeting will be held on October 9, 2007 at 3:00 P.M.

*Motion/Second/Concur

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