



SAN BENITO COUNTY

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**San Benito County
Workforce Investment Board (WIB)
October 14, 2008, 3:00 p.m.
Full WIB Agenda**

Meeting will be held at 1111 San Felipe Road Suite 108 in the Conference Room

Present: Kristi Alarid, Esequiel Arrizon, Kendra Bobsin, Tad Coatsworth, Mary Damm, Ruben Garcia, Carrie Fosdick, Mike Hodges, Mimi Laurent, Al Martinez, Sylvia Sanchez, Steven Tuma, Mike Walters, David Wright

Absent: Sherrean Carr (Excused), Nicholas DeLorenzo (Excused), Todd Farr (Excused), Maria Fehl (Excused), Connie Herndon (Unexcused), Kathy Hough (Excused), Don Moody (Unexcused), Soila Rojas (Excused), Stan Rose (Unexcused), Loree VanBebber (Excused), Brenda Weatherly (Excused)

Staff: Andi Anderson, Enrique Arreola, Kathy Flores, Sylvia Jacquez

Guests: Nancy Martin (EDC), Jess Bosquez (NOCA), Terri Newman (Gavilan College)

Chair, David Wright, called the meeting to order at 3:03 P.M.

Public Comment Period: Introductions were made by everyone present. Al Martinez introduced Nancy Martin the new EDC Director. Al will be working with Nancy through the end of the month as she transitions into the EDC Director position. Nancy stated she moved to Hollister from Southern CA and gave a brief overview of her qualifications.

I. Agenda Items:

A. Roll Call: Roll was taken to determine excused absences for attendance requirements and individuals who called in were excused by the chair.

B. Approval of Minutes: The minutes of the September 9, 2008, WIB Meeting were approved as presented. *M/S/C* Tad Coatsworth/Steve Tuma.*

C. WIB Membership:

1. Youth Employment Program (YEP) Council recommended Alice Rivera for consideration for the appointment to the YEP Council. After discussion the full WIB approved the application of Alice Rivera for appointment to the YEP Council. The application of Alice Rivera will be forwarded to the Board of Supervisors for final appointment to the YEP Council. *M/S/C Tad Coatsworth/Kendra Bobsin.*

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD
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2. Maria Fehl has resigned as the board chair. Vice-Chair David Wright has accepted the chair position. David indicated that the assignment of a new vice-chair is still under negotiation and will be announced at the next Executive Committee meeting.
3. WIB Members and staff reported that no applications have been received to fill the vacant positions for the Private Sector. There are currently two vacancies. Sylvia Jacquez stated that there needs to be a majority of 51% of the private sector on the board.

D. WIA Priorities:

1. With the high demand for services and the decrease in resources, board members discussed finding ways of using existing resources to serve more of the needs of clients: through assessment, job preparation, making dollars stretch, and in-house services. This year CSWD received WIA youth funds in the amount of \$249,082.
2. Staff explained how business is conducted through the WIB to provide contract training through WIA programs. Currently there are 11 outstanding contracts for clients enrolled in training schools. Enrollments in the Work Experience (in-school and out-of-school youth) are as follows:
 - 13 older youth (maximum of 900 hours at minimum wage) &
 - 23 younger youth (maximum of 450 hours at minimum wage).This fulfills our direct services. Ages for the WIA youth program are 14-21, however; because of the labor laws for younger youth ages 14-15 most of the youth in the program are ages 16-21. Discussed the pros of work experience and how the youth are connected to employers that provide meaningful training. Most of the youth are placed in public offices. Esequiel Arrizon suggested doing a share of cost to hire youth and having WIA & employers split the salaries in half. This is one way more youth could be served and would also help employers offset their costs at the same time. Kathy will check to see if this is allowable.
3. Kathy explained that the WIB set a \$5000 cap per person to assist with training. Those funds covered tuition, transportation, and childcare. Clients are encouraged to apply for financial aid prior to receiving WIA funding. If training exceeds \$5000, clients may be encouraged to apply for a loan to cover the difference. Discussed lowering the individual cap per person.
4. Discussed the services and the cost for those services, the possibility of conducting on-site/in-house classes instead of outsourcing, and having WIB members scheduled to conduct courses in their area of expertise. Under WIA, CSWD can train incumbent workers.
5. Kathy explained the differences between Core, and Intensive services and how eligibility is determined, and the performance standards and how they need to be met.
6. Esequiel suggested having a former participant come in to share their success story and also reinstituting the Award Ceremony for outstanding participants.
7. After discussion the top priorities are:
 - Look at pre-employment and Job Placement
 - On-the-Job-Training
 - Review cap for training vouchers
 - Success stories celebration.This discussion will continue at the next meeting

- E. **Rapid Response Activities:** An update was provided on the status of the companies and employees.
1. One-Stop Career Center staff sent out a letter, in mid-August, to NorCal Waste Management requesting that they forward Rapid Response information to the individuals: who may have been laid off when they lost their contract locally. Staff has not received any feedback from NorCal. Al Martinez stated that he spoke with Ken Gemalli and he indicated that most of the truck drivers were absorbed by the new disposal company, as well as some of the office staff. Esequiel Arrizon stated that many of the other employees were hired on by the Salinas office.
 2. A local company recently contacted One-Stop staff to inform them that they would lay off approximately 20 employees and they wanted Rapid Response information to provide to those employees. They have asked to remain anonymous until they notify their staff. Sylvia offered the services of the Rapid Response team to give a presentation but they indicated they would present the information themselves. Sylvia also provided the company information on the Job Fair
- F. **Youth Employment Program (YEP) Council:** The YEP Council members provided a brief update on the youth programs and activities. The newly updated, English/Spanish, Youth Services Directories have been distributed to the local High Schools. Members are beginning brainstorming for future events/programs. Discussed the need to have more youth on the board. Enrique Arreola stated that he received a list of 5-6 Hollister Youth Alliance (HYA) participants who are interested in serving on the board. Discussed providing community service hours to youth participants. Also under discussion has been finding ways to offer more youth opportunities in the community, what can partners do, and how to provide additional resources and priority setting.
- G. **One Stop Operations Report:**
1. The One-Stop newsletter was included in the packet for board review. Staff had requested feedback on the newsletter and it was recently reformatted to incorporate the suggestions received. Enrique Arreola stated that his goal is to have the newsletter be an effective tool in marketing the One-Stop, their partners and, services provided to the community and employers. Staff's goal for the future is to have a bi-monthly and eventually a monthly newsletter and spotlight partner agencies. Requested suggestions for future issues: next quarter will feature the new EDC director, Nancy Martin. The newsletter is distributed to all board members, made available at the One-Stop Career Center, and at CSWD. In the past, Andi sent out the newsletter to all of her community contacts, however, with the new format, the document was too large to distribute via e-mail. Staff has been discussing distribution strategies. This month the Job Fair was spotlighted and included tips on attending a job fair. Copies were made available to One-Stop Career Center clients up to two weeks prior to the job fair. It was suggested that the newsletter be made available to the Board of Supervisors (BOS) and Kathy Flores stated that she reminded the BOS of the Job Fair. Enrique thanked Andi for making the newsletter possible.

2. Enrique Arreola & Ruben Garcia have been in discussion during the past few months with staff and partners to brainstorm ways to integrate partner services. Staff suggested the following strategies:
 1. Customer service: assisting clients from the moment they walk in, to when they walk out;
 2. Looking at updating policies & procedures and logistics;
 3. Improving marketing material, newsletter, brochure, surveys;
 4. Ongoing workshops, resume, money management, filling out applications, etc. Discussed monthly speakers – something ongoing with a set schedule;
 5. Increasing onsite partners and increasing partnerships with them.

As a next step, this vision will be finalized with all One-Stop staff for implementation. Al Martinez suggested using the core WIB members and having them schedule speakers for the workshops. These are also strategies for the learning labs.

H. Updates on Committees:

1. **Basic Construction Skills (BCS) Committee:** David Wright reported that the BCS course is going into their 7th week. Attendance is up with seven students registered. One student so impressed he brought his father, and now father enrolled in class. Gavilan has discussed expanding the program and advertising through the builders' exchange. Discussed the Carpenters Apprenticeship program through Steve Tuma. There are currently 700 on the waiting list. Explained the enrollment process, 9 week course. Tad with sheet metal will be holding two more tests this year 200 on wait list. BCS preps for this class. Oct 21 & Nov 4th.

I. Grant Updates: The quarterly report was enclosed for board review.

1. **CSBG 2008:** Mary Damm asked about the funding balance for CSBG 2008. Enrique Arreola stated that some of the grants are fiscal year, and others are calendar year. Staff indicated that this grant ends December 31, 2008. Kathy explained that allocations have been shrinking, but all funds will be expended by the contract end date. It is expected that budgets will be very lean for the next two years. Staff will need to review needs and select the most important needs for the community.
2. **WIA Funding:** Enrique Arreola stated that there is a huge demand for WIA services and there is a waiting list. Once priorities are pinpointed, staff will make recommendations for which programs to fund.
3. **Farm Worker Housing Grant (FWHG):** An architect was selected and has drawn plans for the Farm Worker kitchen and dormitory. The documents are currently awaiting approval and are expected to go out for bid by the end of October. The project completion date has been pushed up to July 2009. Staff is hopeful that the Invitation for Bid (IFB) will go out in early November and bidding to begin in December. Kathy Flores has requested a one year extension in order to complete the project.
4. **Transitional Housing:** Discussed the transitional housing. Andi Anderson stated that there are currently 150 families on the waiting list. Explained how the shelter works and the classes that are provided to assist clients in becoming self-sufficient. Discussed the housing crunch and what some other communities are doing.

5. **CDBG YMCA Funds:** Mary Damm asked about the CDBG YMCA program. Kathy Flores explained the grant that which was applied for to provide YMCA funds. It was only a 3-years and very competitive. CSWD has approximately \$1300 left for sport activities provided by the YMCA. Once those funds are expended CWSD will no longer provide YMCA vouchers. Kathy stated that CSWD has applied and was awarded CDBG funds and those funds will go toward towards the priorities that were established by the Community Action Board (CAB), (i.e., rent assist, food and child abuse prevention services). Funds received must be used for low-income families. Kathy stated that CSWD, on behalf of the County, plans to apply for additional CDBG funds for FY 09/10. She explained the application process and how the CAB will review the applications. This is a very competitive application. An ad will appear in the newspaper this weekend and the application will be released Monday, October 20, 2008 and are due to CSWD on November 26, 2008. Nancy asked if there will be a workshop to assist applicants in completing the applications. An information session will be held on Monday, October 27, 2008 at 11:00 A.M. at the CSWD office.
 6. Discussed scheduling a tour for board members of some of the projects funded by CSWD.
- J. **November, 2008 Meeting:** Board members discuss changing the November WIB meeting to another day due to the holiday. Members approved moving the meeting to November 18, 2008 at 3:00 P.M. *M/S/C Tad Coatsworth/Steve Tuma.*

II. **Additional information:** None

The meeting adjourned at 4:14 P.M. *M/S/C Tad Coatsworth/Kendra Bobsin.*

*Motion/Second/Concur