



Health & Human Services Agency, Division of
COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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San Benito County
Workforce Investment Board (WIB)
Programs/Planning Committee
January 27, 2009, 12:00 p.m.
Minutes

Present: Esequiel Arrizon, Kay Gibson, Mike Hodges, Mary Damm

Absent: Kendra Bobsin Stan Rose Dave Wright

Staff: Andi Anderson, Sylvia Jacquez, Enrique Arreola

Planning Committee Chair, Esequiel Arrizon, called the meeting to order at 12:10 P.M.

Items for discussion:

- I. **Welcome and Introductions:** Introductions were made by everyone present.
- II. **Purpose of Meeting:** The WIB Planning Committee met to strategize and recommend to the full WIB the priorities and strategies for the 2009 LWIA plan.
- III. **Current Inventory of Services:** Staff and committee members reviewed the existing services being provided.
- IV. **WIA Direct Costs:** Staff and committee members continued discussions on the current direct costs for youth services and two scenarios for services that would serve more clients with the current funds. Staff explained that their goal is to allocate 20% of funding for carry over for the next year. The three scenarios were distributed and explained. Sylvia explained that all applicants must apply for financial aid first, and only receive WIA funds as a last result.
 - A. **Individual Training Accounts (ITA):** Staff explained what ITAs are and how those funds were used to serve 8 individuals in the past with a \$5,000 cap per client. Discussed was the fact that in reality, 8 clients is not very many. Discussed lowering the cost allocation from \$5000 to \$2500.
 - B. **In-School & Out-of-School Youth:** Staff explained the In-school & Out-of School youth funds and how many are served. Currently Out-of-School youth can work 900 hours and In-School youth can only work 400. Discussed decreasing the numbers of hours for Out-of-School youth from 900 hours to 400 hours: in doing so the One-Stop would be able to serve 145 participants instead of 45. Part of the program includes job readiness instruction, job development & job placement.
 - C. **Scenario Three:** The 3rd scenario would eliminate ITA services completely and would focus completely on providing youth services to include Counselors & Job Developers.

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D. **Discussed On-the-Job Training (OJT):** Sylvia explained that the OJT program is where CSWD reimburses the employer for part of the hours worked. Due to the lack of employer interest there aren't many clients enrolled; however, this could be another option. In the past CSWD had a staff person dedicated to promoting the OJT program; however, with budget cuts the program hasn't been widely publicized.

V. **Gaps and Opportunities:** Staff and committee members identified gaps and opportunities:

- A. ITAs
- B. Subsidized Employment
- C. Partial Subsidized Employment (OJT promotion)
- D. Inn-House training:
 - 1. Truck Driving
 - 2. Forklift operators
 - 3. Bio-Health
 - 4. Pharmacy Technology
 - 5. Receptionist/Office training
- E. Employment Readiness & Job Placement
 - 1. Youth Focus
 - 2. Adults
- F. CalWORKS integration

VI. **Top 5 Strategies:** Staff and committee members identified the top strategies/need more follow-up:

- A. Inventory of Training Costs
- B. Include More Scenarios – Direct Costs
- C. In-House/Contractual Services.
- D. Give San Benito County residents priority
- E. Income Eligibility?
- F. List of Business Placements

VII. **Next Steps: I**

- A. Invide CalWORKS to present their services in order for WIB members to understand the CalWORKS process in order to integrate with WIA funds.
- B. Invite Laura Schipper, Employment & Services Training Counselor, to answer questions on youth services.

VIII. **Additional information:** None

Meet Monday February 23, 2009 @ noon -2:00 P.M.