



SAN BENITO COUNTY

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San Benito County
Workforce Investment Board (WIB)
April 14, 2009, 3:00 p.m.
Full WIB Minutes

Present: Kristi Alarid, Esequiel Arrizon, Warren Barry, Mandi Culala, Mary Damm, Maria Fehl, Carrie Fosdick, Ruben Garcia, Kay Gibson, Connie Herndon, Kathy Hough, Mimi Laurent, Nancy Martin, Soila Rojas, Sylvia Sanchez, Mike Walters, Brenda Weatherly, David Wright

Absent: Kendra Bobsin (Excused), Sherrean Carr (Excused), Tad Coatsworth (Excused), Nicholas DeLorenzo (Unexcused), Todd Farr (Excused), Stan Rose (Unexcused), Steven Tuma (Excused) Loree VanBebber (Unexcused)

Guests: Jerry Muenzer

Staff: Kathy Flores, Sylvia Jacquez

Chair, David Wright, called the meeting to order at 3:00 P.M.

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

II. **Agenda Items:**

- A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.
- B. **Approval of Minutes:** The minutes of the March 10, 2009 WIB Executive Committee meeting and the Youth Employment Program (YEP) Council minutes of the March 17, 2009 meeting were approved as presented. *M/S/C* Mary Damm/Ruben Garcia.*
- C. **Guest Speaker:** Terry Newman, Director, Contract & Community Education from Gavilan College provided a presentation on the non-traditional training opportunities being offered through her department at Gavilan College. She distributed information to the board and for those who did not receive a copy; Terry will e-mail the information for distribution to the WIB. Discussed short-term training programs which may meet the needs of the under employed. Provided an outline of the programs that are not for credit, on-line, on-site, etc. Gavilan has been providing numerous courses in the medical field which is a growing field. All programs are short term and are reasonably priced. Starting in June they will be offering Para-Legal courses. One-Stop staff conducted a survey of client needs which was forwarded to Terry and she stated that many of the programs requested are already being provided. For those that are not, Gavilan staff is looking into adding them. Gavilan College is willing to work with the local WIBs in an effort to provide the needed courses.

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The County CSWD is an equal opportunity employer/program. - The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office at 831-637-9293 at least five business days before the needed date to arrange for the special accommodations.

D. The American Recovery and Reinvestment Act of 2009 (ARRA):

1. Sylvia Jacquez gave an overview presentation of the ARRA funds and how they will impact WIA services. A copy of the presentation was included in the agenda packet. Sylvia read the CSWD mission statement for the board and gave an overview of the programs provided by CSWD and the One-Stop Career Center. Discussed the current allocations for the stimulus funding and rapid response funds.

a. Adult funding	\$137,664
b. Youth (Summer)	\$327,127
c. Dislocated Worker (includes \$125,000 received 1 mo ago)	\$434,650
	<i>Sub Total</i>
	<u>\$899,441</u>
d. Rapid Response	<u>\$203,103</u>
	<i>Total</i>
	<u>\$1,102,544</u>

Total ARRA funding received \$977,544. These funds will serve:

- Summer Youth: Recruitment efforts are underway for two temporary Employment & Services Training Counselors for the summer youth program and a Vocational Assistant. They would be hired from May through the beginning of September. Ages of youth are 14-24. Sylvia explained the eligibility criteria. Funds will provide employment opportunities for approximately 121 youth.
 - Dislocated Worker: Definition - An individual who has been terminated or laid off, or has received a termination notice, they also would be eligible for or have exhausted their unemployment insurance benefits and is unlikely to return to their previous occupation.
 - On-the-Job Training (OJT) for adults: Hope to create 29 OJT positions. Timeline is July 2009 – June 2010. Adult criteria is age 18 & older, or meets low-income criteria issued by the state.
 - Individual Training Accounts (ITA) for dislocated workers. Hope to create 88 additional ITA's. Funds must be expended by June 30, 2010.
 - Staff will be discussing Rapid Response allocation in the future. Hoping the RR team will be able to conduct site visits and meet with employers.
2. Sylvia Jacquez updated the board on the additional funds allocated to SBC WIB and the other information regarding stimulus funding. Sylvia stated that CSWD will be receiving additional funding through the Community Services Block Grant (CSBG). She will be attending a Cal/Neva conference in San Francisco to receive information on the funding allocation and how those funds can be utilized. She stated that there has been indication that CSWD will receive 1 ½ times the normal allocation of \$243,000.
- Temporary Aid to Needy Families (TANF):
 - Emergency Food & Shelter Program (EFSP): Rental Assistance & Stop Eviction Assistance programs through CSWD.

Kathy Flores stated that is expected to expend the funding as quickly as possible. Staff is ready to go and is enlisting the help of private sector partners, government

entities, schools, and non-profits to be able to place youth so they can gain meaningful work experience

- E. **Unemployment February Report:** The EDD Unemployment Report for February was attached for WIB review and information. Ruben Garcia stated that EDD staff will be going to Sacramento to receive information on the stimulus funding they are expecting to receive.
- F. **WIB Membership.** Introductions were made by everyone present.
1. Any applications received may be considered for appointment to the WIB to fill the mandated public and private sector positions.
 2. An application was received for consideration for the Private Sector vacancy from Jerry Muenzer of Muenzer's Cyclery and Sports Center. After discussion the full WIB approved the application of Jerry Muenzer for submission to the Board of Supervisors for appointment to the full WIB. *M/S/C Ruben Garcia/Brenda Weatherly.*
 3. WIB Members and staff reported on status of recruitment efforts being conducted to fill the vacant positions. Enrique Arreola has been in contact with the Chamber of Commerce in an effort to fill the remaining two vacancies.
- G. **Rapid Response Activities:** Staff has not received any information on companies laying off staff. Rapid Response Team will be visiting with employers to provide them with rapid response information should they need it.
- H. **Virtual One-Stop System (VOS) Report:** Sylvia gave a brief overview of the VOS system and how it assists staff with tracking client services. Sylvia reported that from March 1, 2009 – March 31, 2009 there were 5,612 distinct users, and actual services provided were 12,316 From July 1, 2007 – June 30, 2008 there were 15,114 users, with 35,894 services. July 1, 2008 – March 31, 2009 seen 26,531 users and provided 75,224 services.
- I. **Updates on Committees:**
1. **Youth Employment Program (YEP) Council:**
 - a. The YEP Council will begin meeting at San Benito High School on May 19, 2009 at 4:00 P.M. in room 172, next to the Principals office. This change has been made in an effort to draw more youth participation.
 - b. Still recruiting In-School & Out-of-School youth and parents.
 - c. Working with the Planning Committee on developing youth programs and spending the stimulus money.
 - d. Kay Gibson reported on a new trend among high school students involving myspace and YouTube where kids are copying photos and posting on YouTube with cross hairs & a red dot, thus targeting local you. The High School is viewing YouTube daily and requesting the photos be removed and YouTube in complying.
 2. **WIB Planning Committee:**
 - a. The Planning Committee provided an update on the April 3, 2009 meeting to strategize for the 2009 LWIA Plan. Esequiel Arrizon explained that the WIB Planning Committee met to review and discuss the various scenarios that were recommended by staff and determined the funds could be best utilized. The WIB

Planning Committee is going to recommend to the YEP Council that In-School & Out-of-School youth work a maximum of 450 hours. Once the new allocation is received for the regular WIA youth funds they will take affect July 1, 2009. This item will be presented to the YEP Council for their approval at the May 19th meeting and then it will be brought back to the WIB for ratification at the June meeting.

- b. The Committee and staff presented the revised Individual Training Account (ITA) and explained what the ITA is. All clients must apply for any grants available to them before qualifying for ITA funding. Discussed how the funds are utilized to provide individuals employment training. The maximum cap is being reduced from \$5,000 to \$3,500. After discussion the full WIB approved the San Benito County Workforce Investment Board Regional WIA Policy for ITA Vouchers as recommended by staff. *M/S/C Ruben Garcia/Kay Gibson.*
- J. **Grant Updates:** The quarterly report was enclosed for board review and information. Sylvia stated that on the 2nd page, under the EFSP Phase 27 it was reported that CSWD would be receiving \$19,196; this amount has been revised to \$18, 901. These funds provide 1st Months & Stop Eviction Assistance to low-income families.
- K. **WIB Retreat:** Andi Anderson is waiting for quotes from St. Francis Retreat Center. Tentative dates are May 27, 28, 29, June 2, 3, 4. from 8am – 12pm. Board members were encouraged to submit retreat topics to Andi Anderson at aanders@cswd.co.san-benito.ca.us.
- L. **One Stop Career Center Resource Sharing Agreement:** Attached was the final copy of the staff resource sharing agreement. The original hard copy was distributed during the meeting for partner's signatures.
- M. **California Workforce Association (CWA) Annual Spring Conference:** Enrique Arreola attended this year's conference in San Diego, CA that was held from April 7-10, 2009. An update will be given at the meeting in May.
- N. **WIA Program Review and Monitoring Report 2008/2009:** Enclosed in the agenda packet was the WIA Monitoring Report for program year 2008-2009 for your review and information. Sylvia explained the findings. 1) Work permits. Staff will be responding to this finding and 2) Certificates which were issued to clients when they completed the Educational Component.
- O. **Statement of Economic Interest Form:** WIB Members received the 700-Statement of Economic Interest Form for your annual filing due date of April 1st. Please submit the form if it hasn't been submitted.
- P. **One Stop Career Center Update:**
 1. **Bus Drive Training:** 16 individual are enrolled in the training and classes are currently underway. Thanks to the support of the San Benito High School District, the Bus Driver Training started the week of March 16, 2009.
 2. **Schedule of Workshops:** The schedule of upcoming workshops was enclosed for board information.
 3. **Spotlight of Hollister Career and Job Fair:** Nancy Martin updated the board on ECONomics Job Expo. Discussed the partnership for the event scheduled for May 14,

2009 and the Veteran's Memorial Building. Currently there are 50 booths scheduled, still accepting registrations.

4. **Newsletter**: The quarterly One-Stop Career Center Newsletter was distributed.
5. **Training Needs Assessment Survey**: Sylvia stated that staff has been surveying clients on the types of training they are interested in so that staff can collaborate with Gavilan College to provide those types of trainings at a possible lower cost to clients. Sylvia will report more on this at the next meeting.

Q. Additional Information.

1. **Community Action Board (CAB) Needs Survey**: Sylvia stated that staff has been collecting surveys for several months in order to determine client's priorities. The CAB suggested that the survey be weighted. Kathy Flores explained the survey results. Areas of priority include Jobs, Food, Transitional Housing, Gang Issues, Migrant Farm Worker Housing, Foreclosure Assistance, & Homelessness. This item is for information only.
2. **EDD Saturday Hours**: Ruben Garcia stated that the Hollister EDD office now has Saturday hours from 10am-2pm for individuals needing assistance with unemployment insurance issues only.

The meeting adjourned at 4:19 P.M. *M/S/C Ruben Garcia/Nancy Martin.*

The next Executive WIB Meeting is scheduled for May 12, 2009 at 3:00 p.m.

The next Full WIB Meeting is scheduled for July 14, 2009 at 3:00 P.M.

*Motion/Second/Concur