



SAN BENITO COUNTY

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COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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**San Benito County
Workforce Investment Board (WIB)
Programs/Planning Committee
September 3, 2009, 2:00-3:00 p.m.
Notes**

Present: Esequiel Arrizon, Kendra Bobsin, Sylvia Sanchez

Absent: Mandi Culala, Kay Gibson, David Wright

Staff: Enrique Arreola, Sylvia Jacquez

Agenda Items:

1. **Welcome:** Enrique Arreola called the meeting to order at 2:00 P.M. Kendra took lead to chair the meeting.
2. **WIB Committees:** Enrique Arreola explained the roles and responsibilities of WIB committees were reviewed at the recent WIB orientation and that discussion sparked follow-up. Enrique distributed a PowerPoint outline of the Program/Planning Committees' Roles & Responsibilities and proceeded to give an overview for the members present so that they could better understand their role and responsibilities.
3. **WIB Planning Committee Goals:** Planning Committee members discussed the committee roles, expectations, identified the goals for this year and determined how often to meet. Discussed thoughts/input of the committee members. Discussed scheduling meetings on an as-needed basis.
 - ***Example:*** CSWD receives funds for XYZ, committee would meet to discuss how to best utilize those funds to meet the needs of the clients served.Decided was scheduling meetings for known upcoming activities on a quarterly basis in order to be ahead of the curve and scheduling other meetings as needed.
4. **Rapid Response Activities:** Staff and board members will continue discussions on Rapid Response activities to recommend to the WIB Executive Committee.
 - A. **Request for Proposal (RFP):** Discussed and reviewed the Draft RFP for the WIB Marketing Strategies for San Benito County One-Stop Career Center. Made changes as appropriate and set a date for October 7, 2009 at 12:00 P.M. for the

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- B. Program/Planning Committee to review and approve the layout for presentation to the full WIB.
5. **On-the-Job Training (OJT) Policy Review:** A draft OJT Policy was included in the agenda for committee review and feedback. Changes were made and annotated by staff. After review the Programs Planning Committee accepted the draft OJT Policy with the annotated corrections.
6. **Other Information:** None

The meeting adjourned at 3:01 P.M.