



San Benito County
"One-Stop" Career Center

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San Benito County One-Stop Career Center
Administrative Management Team Quarterly Meeting
1111 San Felipe Road Suite 107
January 12, 2010 @ 1:30 P.M.

MINUTES

- Present:** Jess Bosquez, Ruben Garcia
- Absent:** Kendra Bobsin, Sherrean Carr, Todd Farr, Mimi Laurent, Nancy Martin, Stan Rose
- Staff:** Andi Anderson, Enrique Arreola, Sylvia Jacquez
- Guests:** Agustin Prudencio, Doug Orlando

Enrique Arreola called the meeting to order at 1:35 P.M.

- I. **Introductions:** Introductions were made by everyone present.
- II. **Approval of Minutes:** The minutes of the October 13, 2009 meeting were approved as presented. *M/S/C Ruben Garcia/Jess Bosquez.*
- III. **Virtual One Stop (VOS) Report:** The VOS report was included in the agenda packet for board review. Sylvia explained the report is distributed quarterly. Services doubled in 2009. Doug Orlando questioned the count for Item# 110 - One Stop Visits. Sylvia Jacquez will look into how the number was derived at and report back.
- IV. **American Recovery and Reinvestment Act of 2009 Update**
 - A. **Summer Youth Employment:** Staff provided an update on the Summer Youth Employment program for the 2010 stating that as of this point, there has been no clear direction if there will be funds for summer 2010. Doug Orlando stated speculation is high, but not definite.
 - B. **Adult Services:** Staff reported that there are 5 currently enrolled in the On-the-Job Training (OJT) program, approximately 30-40 are in the eligibility stage. Sylvia Jacquez explained eligibility requirements for all programs. Discussed co-enrollments with National Council on Aging (NCOA).
 - C. **Dislocated Worker Services:** There are currently 32 enrolled in the Individual Training Account (ITA).
 - D. **Rapid Response (RR):**
 1. **Rapid Response Team Presentations:** Staff reported that the Rapid Response team gave two presentations at Safety Storage (English/Spanish). Safety Storage,

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a manufacturing company, is closing on January 15, 2010 as they will be moving to another state. As a result of the closure, 40 employees are affected. After the RR team gave their presentation employees were surveyed and staff received good feedback on presentations. Doug Orlando stated that there is 25% discretionary funds that are available once current funds have been exhausted. Those funds can also be used to hire additional staff.

2. **Regional Rapid Response Round Table**: Mark Rianda, EDD staff will be attending an upcoming Rapid Response round table.
 3. **Marketing**: Staff reported that the Request for Proposal (RFP) for marketing materials has been contracted out to Schipper Design and they are working on samples that should be completed by the end of April. Enrique Arreola explained the marketing materials and how they will be utilized to promote San Benito County One-Stop Career Center.
- E. **Temporary Aid to Needy Families Emergency Contingency Funds (TANF ECF)**: CalWORKS staff are initiating all staff services for the 70 slots for subsidized employment. More info to come.
- F. **EDD ARRA Funding**: EDD staff reported on ARRA funds they received. Ruben Garcia stated that the Youth Employment Opportunity Program (YEOP) funds are limited and he is working on augmenting ARRA funds to provide youth with up 30-35 hours of employment per week. He stated that youth participate in presentations, job shadowing, work shops, green jobs, etc.
- V. **CA New Start Program- Prison-to-Employment**: The San Benito County WIB was awarded a total of \$14,987 for the CA New Start Program to serve parolees. Enrique Arreola distributed the updated plan which reflects the \$14,987. Discussed recruitment and outreach for referrals, supportive services, etc. and how the program will be integrated with current funding sources.
- VI. **Grant Update**: The quarterly report was distributed at the meeting.
- VII. **One-Stop Newsletter**: The One-Stop Newsletter was included in the packet.
- VIII. **One Stop Career Center Update**:
- A. **Upcoming Workshops**: A list of the upcoming workshops was included in the agenda packet. Workshops have not been well attended. A staff person was assigned to recruitment, however, the One-Stop Career Center has had some staffing changes and as a result, has not had a staff person focused on promotion of the workshops. Staff will begin coordinating the workshops with JobLINK staff designate a staff person to begin promoting the workshops again.
 - B. **Staffing Changes**:
 1. **One-Stop & CSWD** has undergone several staffing changes. Sylvia Jacquez was the Administrative Services Specialist but is now the Employment & Training Supervisor, she will be overseeing staff at the One-Stop. CSWD hired a new

Eligibility Supervisor, Nora Jimenez, to oversee CSWD staff and both are currently in transition. Sonya Espinola was hired to fill the Employment Counselor/Computer Specialist position vacated upon the retirement of Bonnie Wells. Grace Orta, Eligibility Worker, has been reassigned to assist with the eligibility process at the One-Stop.

2. **EDD** manager, Debbie Houx, retired. Ruben Garcia has requested a manager for the site. A limited term manager has been approved and going through channels and will be assigned in the near future. EDD is currently interviewing for ½ time veteran's staff for Hollister, and full time for Salinas. Currently Ofelia Orabuena is the EDD lead and Jesse Mungia is the backup. Governor Schwarzenegger has announced "Operation Welcome Home" which is proposing to hire 325 separated Veterans who will be deployed throughout the state. Ruben Garcia stated EDD will be receiving 2 veterans and will report to Sacramento.
- C. **Other Activities**: Working on a Job Fair in May. More info to come.
- IX. **Unemployment Report**: The Unemployment Report for November was attached. Current rate 15.6% for San Benito County.
- X. **Other**:
- A. **Thanks for Support**: Jess Bosquez thanked One-Stop staff for their support of the NCOA.
 - B. **Computer Lab**: Information Technology is going through transition and we are waiting for them to respond to the request to set up the computer lab in the One-Stop.

Reminder: Next meeting will take place on April 13, 2010 at 1:30 P.M.

Adjournment: 2:30 P.M.