



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  
April 13, 2010 @ 1:30 P.M.

**MINUTES**

**DRAFT**

- Present:** Jess Bosquez, Ruben Garcia, Yuko Duckworth
- Absent:** Kendra Bobsin, Sherrean Carr, Todd Farr, Kathy Flores, Mimi Laurent, Nancy Martin, Stan Rose
- Staff:** Andi Anderson, Enrique Arreola, Sonya Espinola, Sylvia Jacquez
- Guests:** Agustin Prudencio/NCOA

Enrique Arreola called the meeting to order at 1:32 P.M.

- I. **Introductions:** Introductions were made by everyone present.
- II. **Approval of Minutes:** The minutes of the January 12, 2010 were approved with the correction that Enrique Arreola not present at previous meeting *M/S/C\* Ruben Garcia/Jess Bosquez.*
- III. **Virtual One Stop (VOS) Report:** Sonya Espinola provided an overview and verification on the VOS report and copies were distributed. Staff discussed & explained the coding system and indicated which codes are used for each department and explained how counts are taken for partner agencies. Sylvia Jacquez stated that partner agencies need to annotate, on the agency referral form, which service they provide a client in order for the counts to reflect actual services received. Sylvia & Sonya attended a VOS training and discussed the changes expected to be coming in October and decided to wait to pursue client self intake until that time. Staff is also looking at the cost associated with self check-in. Partners can be given a pass word so that they can enter the services they provide as well as maintain case notes via the VOS system. This will be addressed at the next partners meeting.
- IV. **Expo & Job Fair:** Staff provided an update on the event scheduled for May 13, 2010. 2-7 pm. Currently staff has confirmed 17 employers for the Job Fair and are continuing their recruitment efforts for employers hiring.
- V. **American Recovery and Reinvestment Act of 2009 Update: Staff will provide an update on:**
  - A. **Summer Youth Employment 2010:** There is no update on whether funds will be released for a summer youth program. A majority of recipients of ARRA funds split

EQUAL HOUSING  
OPPORTUNITY

San Benito County "One - Stop" Career Center Partners: San Benito County Department of Community Services & Workforce Development, State of California Employment Development Department, Go Kids, Inc., Gavilan College, SBC Health & Human Services Agency, SBC Office of Education, Santa Clara County ROP South, San Benito High School, National Council on the Aging, Inc. (NCOA), State of California Department of Rehabilitation, Veterans' Employment Services, Economic Development Corporation of San Benito County, Small Business Development Center, Central Coast Center for Independent Living, San Jose Job Corps

The County One-Stop Career Center is an equal opportunity employer/program



their funds in order to have two year funding for summer youth. San Benito County spent all of their ARRA funding last summer.

- B. **Adult Services**: Sylvia Jacquez reported there are 17 participants working, and two who have completed their contract. Funds from On-the-Job Training (OJT) program have been moved to provide Work Experience slots. Currently there are seven additional contracts pending approval. Staff is hoping to have 24 Work Experience participants placed by next week.
- C. **Dislocated Worker Services**:
  - 1. There are 32 enrolled. Staff is focusing on utilizing Grant 307 funds. All necessary clients have been enrolled. Under the regular Dislocated Worker allocation funds are available and staff is working on placing clients in Individual Training Accounts (ITAs).
  - 2. EDD & Microsoft Elevate America program Microsoft Certification. Vouchers available at One-Stop. Staff will check to see if partners and staff can sign up for the training.
- D. **Rapid Response (RR)**: On March 30, 2010 the County of San Benito took a big step forward by hosting it's first ever "Employer Round Table" at San Juan Oaks in Hollister. The goal of the Round Table was to identify the One-Stop Career Center as a resource to employers and how center staff can address employer needs. The Round Table also provided an opportunity for staff to have an intimate discussion which directly affects our local employers. The topic of the first Round Table was Allied Health. Over 14 employers participated in the one hour event. The next round table is scheduled for May 26<sup>th</sup> and will focus on Small Businesses.
- E. **Temporary Assistance to Needy Families Emergency Contingency Funds (TANF ECF)**: Staff will provide an update.
  - 1. **TANF Summer Youth Funds**: TANF allows for funds for summer youth. Enrique Arreola stated that CalWORKs staff, Esther Alva is researching for option for moving forward with a summer youth program utilizing TANF funds. There is still \$39 mil in funding available and agencies have been encouraged to request these funds.
  - 2. **Subsidized employment**: About 50% completed. One-Stop Career Center has contracted with Gavilan College and they will be placing 30 participants. There are an additional 20 participant placements pending and staff is hoping to include a summer youth component.
  - 3. **Short Term Nonrecurring**: A request was submitted to the Federal Government last month. Staff expects to hear word on the approval in 1-2 weeks. Enrique Arreola provided an overview of services that will be available once the funds are released. Individuals who fall in 200% poverty guideline should qualify. More information to come. This request is for \$700,000/20% non-federal match funds.
- F. **EDD ARRA Funding**: Ruben Garcia stated that EDD has hired all ARRA funded staff. Currently funds expire on Sept 30, 2010 but they are hoping funds will be extended. Just hired 3 *Operation Welcome Home Veterans* for the Salinas office. The new staff will cover Monterey & San Benito Counties. New hires are currently

attending training and hopefully once their training is completed, they will be assigned to San Benito County.

- VI. **Grant Update:** The quarterly report was to be distributed, however; with the loss of the accountant, it has been difficult acquiring the report in a timely manner and staff is working to rectify this.
- VII. **One-Stop Newsletter:** Enrique Arreola stated that partner agencies have not been fulfilling their obligation of providing input for the newsletter. As a result, the newsletter was not finalized. Andi Anderson stated that the original intent of the newsletter was for partner agencies and local businesses to become aware of the services offered through the One-Stop Career Center, to highlight partner agencies and updates on One-Stop activities and was not intended as resource for clients conducting job search, resume writing, etc. Discussed was making a schedule for partner highlights. Ruben Garcia will provide information on the Veterans program. One-Stop Career Center staff will provide information on the recent Round Table as well as upcoming round tables. Include information on Elevate America.
- VIII. **One Stop Career Center Update:**
- A. **Upcoming Workshops:** Information is available at the One-Stop Career Center or on the website.
- B. **One-Stop Marketing Materials & Video.** Schipper Design is giving a presentation at the full WIB today at 3:00 P.M. Members were invited to attend.
- IX. **Other:**
- A. **Article on CA and its counties have high stress levels:** Was included in packet for information.
- B. **Unemployment Report:** The Unemployment Report is included in the agenda packet.
- C. **10<sup>th</sup> Year Anniversary in October of the One-Stop:** Discussed having an award/recognition celebration at the One-Stop to recognize the partners, employers, WIB Members and to recognize client success. Staff will discuss at the next partner meeting and will work on forming a committee to move forward. CSWD staff will also provide support.

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

**The meeting adjourned at 2:42 P.M. M/S/C Jess Bosquez/Ruben Garcia**

**\* Motion/Second/Concur**