



SAN BENITO COUNTY

KATHRYN FLORES
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 108 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

**San Benito County
Workforce Investment Board (WIB)
May 11, 2010, 3:00 p.m.**

Executive Committee

Minutes

Present: Kathrine Hough, Ruben Garcia

Absent: Esequiel Arrizon (Excused), Kendra Bobsin (Unexcused), Carrie Fosdick (Unexcused), Nancy Martin (Unexcused)

Guests: Jess Bosquez

Staff: Enrique Arreola, David Montes

Co-Chair, Katherine Hough, called the meeting to order at 3:04 P.M.

I. **Public Comment Period:** Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to five minutes per guest unless the board determines that more time is needed.

II. **Agenda Items:**

A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.

B. **Approval of Minutes:** The minutes of the March 9, 2010 and April 13, 2010 meeting are enclosed in the agenda packet for board review and approval upon word from County Counsel. Enrique Arreola stated that at the April full WIB meeting a board member questioned why the board is approving minutes to meetings they did not necessarily attend. Staff has contacted County Counsel and is waiting for further direction. Discussed was visiting the restructuring of the agenda to include consent agenda items at the next meeting.

C. **Youth Employment Program (YEP) Council:** The minutes of the January 19, 2010 YEP Council meeting were enclosed for ratification. As with item B above, staff will report on direction from County Counsel before approving the minutes.

D. **WIB Membership:**

1. Staff will report on the final word on the application from former Youth Participant, Chris Koroluk, for appointment to the YEP Council. It came to the attention of the board that due the fact that Chris is a San Benito County employee, he is unable to participate on the YEP Council.
2. No applications were received to be considered for appointment to the WIB to fill the mandated public and private sector positions. Current vacancy is in Organized

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD
SERVING SAN BENITO COUNTY SINCE 1978



The County CSWD is an equal opportunity employer/program

EQUAL HOUSING
OPPORTUNITY

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.

3. Labor Union and a Private Sector member. Check to see if someone from SEIU could participate on the board as an Organized Union Labor representative.
- E. **WIA Allocations FY 2010/2011:** A report was included in the agenda packet. Enrique Arreola provided an overview of our allocation which included \$99,846 less than last year.
- F. **Partner Request:** Review and discuss the attached proposal submitted by the Library to provide workforce services. Enrique Arreola explained the request and how services would be utilized. The Library is requesting \$6,400 for equipment, \$1,500 for materials, for a total of \$7,900. This is not an action item, but open for discussion at the next meeting. Members discussed on how the computers would be utilized, monitored, how to prevent abuse of the systems, maintenance of computers, security blocks, etc. Suggested inviting the Library to the next meeting to discuss further.
- G. **Energizing Workforce on Northern California Consortium:** Enrique Arreola stated Item G & H are the same funding stream, but CSWD was partners with two different consortiums. CSWD became a partner in order for CSWD to receive training opportunities in Green Jobs for San Benito County. This is information only.
- H. **Community Based Job Training (CBJTG) Consortium:** See G: Monterey County WIB is the lead in this item. This items focus is Health Care and is for info only.
- I. **Committee Updates-Programs/Planning Committee:** No update at this time.
- J. **Strategic Retreat:** Follow-up on the discussion of identifying potential dates for a WIB Strategic Retreat. Ruben Garcia will report on a possible facilitator. Discussed holding the retreat in October or November. Ruben Garcia stated he would like to suggest John Chamberlain. Staff will follow-up.
- K. **RR Marketing Materials:** Extended the contract to include additional items, video, translations, etc. The Hollister Downtown Association secured \$5,000 through the city of Hollister RDA department to contribute for the video and the San Benito County Economic/Workforce Development profile. Things are moving forward and all deadlines are being met.
- L. **Elevate America Program:** Microsoft Training Vouchers are being distributed for the free on-line training through the One-Stop Career Center. If the vouchers are not issued by June 1st they will be lost. Staff will provide an update at the next meeting on the number of vouchers issued. Some of the voucher numbers were not working properly and they have been re-issued.
- M. **Work Keys:** Enrique Arreola explained the program and how it could benefit employers. Discussed having WorkKeys attend a meeting again and give a presentation so that the WIB would be more familiar with the services they provide in order to make a well informed decision on whether or not to move forward. Enrique Arreola explained the fee structure.
- N. **The American Recovery and Reinvestment Act of 2009 (ARRA):** Staff will provide an update.
 1. **Adult Services & Dislocated Worker Services:** Twenty Eight contracts have been completed. There is enough funding for 3-4 more contracts. Of the 26

participants hired there has been a 100% retention rate. David Montes is working on updating client files.

2. **Rapid Response (RR)**: Staff will provide an update on upcoming round tables.
- O. **Temporary Assistance for Needy Families – Emergency Contingency Fund (TANF/ECF) Summer Youth Program**: Looking into having a summer youth program. TANF ECF requires a 20% match fund, which can be the time spend for training from each work site. More info to come.
- P. **Grant Update**: The grant update was distributed at the meeting.
- Q. **Additional Information**:
 1. **Statement of Economic Interest Form**: WIB members should have received the Form 700-Statement of Economic Interest for annual filing the due date of April 1st. Please submit the form if it has not been submitted. Andi Anderson will e-mail form to WIB members in the event they did not receive their copy.
 2. **Unemployment Report**: The Unemployment Report for March is attached.
 3. **One-Stop Career Center Newsletter**: The newsletter was distributed at the meeting
 4. **Ethics Training**: Several members have not submitted their Ethics Training Certificates. Please have those completed and submit to Andi Anderson. Reminder that members can be fined for not completing the Ethics Training.
 5. **Spotlight on Hollister**: Expo/Job Fair scheduled for May 13, 2010 at the Vets Building. KSBW8 is now a sponsor and is working on promoting. Hoping to have Adobe or Google present. Website: www.sbcexpo.com. 28 employers have been confirmed. Local bakery is donating bread. Victor Gomez, Hollister Mayor, is donating pizza, California Organics donated salads. It is a “no waste” event, so everything is recyclable. Air Show flyover at 2pm.
 6. **Community Action Board Survey**: Please take the survey online at: <http://www.zoomerang.com/Survey/WEB22AADB5T9F>

Adjournment: 4:05 P.M.

Next Executive Committee Meeting: June 8, 2010 at 3:00 p.m.