



SAN BENITO COUNTY

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**San Benito County
Workforce Investment Board (WIB)
June 8, 2010, 3:00 p.m.**

Executive Committee

MINUTES

- Present:** Esequiel Arrizon, Carrie Fosdick, Kathy Hough, Nancy Martin
Absent: Kendra Bobsin, Ruben Garcia
Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez, Sylvia Gamboa, David Montes
Guests: Jess Bosquez, Nora Conte, Samatha Harrison, MaryAnn Leffel

Chair, Esequiel Arrizon, called the meeting to order at 3:01 P.M.

- I. **Public Comment Period:** Introductions were made by everyone present. There were no public comments 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 9, 2010 and May 11, 2010 were enclosed in the agenda packet for board review and approval. After discussion the Ex Committee approved the Minutes of the March 9, 2010 meeting. *M/S/C* Kathy Hough/Nancy Martin.* The May 11, 2010 Ex Committee minutes are pending.
 - C. **Youth Employment Program (YEP) Council:** The minutes of the January 19, 2010 and March 16, 2010 YEP Council meeting were enclosed for board review and information.
 - D. **WorkKeys:** MaryAnn Loffel, WorkKeys, gave an overview of the program and services and explained the initiatives in California, the Education and Training delivery system, Employment Cycle: 1) Job Profiling, 2) National Career Readiness Certificate, 3) Training, & 4) Your Company, Shared Benefits: 1) Employers, 2) Educators, 3) Individuals, CCCRC Barriers, Marketing Objectives, Plan overview, Cost is \$8,000/3year contract then \$1,000/year. Staff and board members will discuss the benefits of WorkKeys and seek further direction from the full WIB board.
 - E. **WIB Membership:** No applications were received to be considered for appointment to the WIB to fill the mandated public and private sector positions. Current vacancies are for Organized Labor and a Private Sector member. Esequiel Arrizon & Nancy Martin indicated that they know individuals who may be interested in the Private

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Sector membership and Sylvia Jacquez will e-mail the board membership information so they can forward the information to the interested parties.

- F. **Youth Stipend Incentive Proposal:** Sylvia Jacquez presented and explained the Youth Stipend Incentive Proposal to the board and indicated the Youth Council approved the proposal at a special meeting on May 26, 2010. After discussion the Ex-Committee ratified the Youth Stipend Incentive Proposal. *M/S/C Nancy Martin/Kathy Hough.*
- G. **Partner Request:** Ex Committee members reviewed and discussed the attached proposal submitted by the Library to provide workforce services. Nora Conte was invited to the meeting to discuss the partnership with the Library. A list of questions was provided to the library and their responses were included in the agenda packet. Nora stated that the library is in no way attempting to duplicate the services provided at the One-Stop Career Center but stated that the Library's vision is to have a career center location at library; a step in-between to the services provided at the One-Stop. The computers would be monitored by library staff. Computers at the library are categorical by need. Discussed were the barriers clients face for accessing job search services, ways to log statistics and how services will be provided. Nora stated the library is using an online tutoring and resume writing site: www.brainfuse.com. Currently there are 28,000 Library card holders. Staff will discuss budget with accounting and will bring to the full WIB for recommendation. Also discussed was researching "Techsoup" an organization that services non-profits with technology: <http://home.techsoup.org/pages/default.aspx>
- H. **Committee Updates-Programs/Planning Committee:** Staff will provide an update.
1. **Nomination Committee:** Board members discussed the formation of the Nomination Committee for next year's officers. Esequiel Arrizon can nominate the committee: Esequiel Arrizon, Kathy Hough and Jesse Bosquez will be the nominating committee. They will meet to present a board of officers for the next fiscal year. Carrie Fosdick indicated she would be willing to serve as secretary for another term.
- I. **Strategic Retreat:** Staff is in the process of planning a WIB retreat for October or November as recommended at the last meeting. WIB recommendation was to contact John Chamberlain to see if he could facilitate and staff is waiting for a response on his availability.
- J. **RR Marketing Materials:** One-Stop Staff are in the process of planning a video premiere at Premiere Cinemas: scheduled for Tuesday, June 29th Cinema #8, showing at 5:45 P.M., 6:00 P.M. & 6:15 P.M., refreshments will be served. Participants, employers and schools featured in the video will also be invited. Discussed was the development of a website devoted to the videos.
- K. **Elevate America Program:** Deadline for online and accessing vouchers is today. Sylvia provided a report on the number of vouchers distributed at the One-Stop. Committee requested a final report on how any vouchers were issued and used. This request will be submitted to the Elevate America Coordinator.
- L. **The American Recovery and Reinvestment Act of 2009 (ARRA):**
- Adult Services:** David Montes reported on the 27 contracts which have been Completed is; 2 individuals have been hired by companies at \$20/hr. Others have been offered positions, one joined the Navy, one pending contract, once it

approved staff will move forward. One is pending certificate of services. By the end of the month the majority of the participants will have completed the training.

1. **Dislocated Worker Services**: 32 enrolled. Staff is working on the regular WIA grant allocation.
2. **Rapid Response (RR)**: There is nothing to report on business closures. An Employer Round Table focused on Small Business is being held off at this time due to the scheduling of an Open House at the One-Stop Career Center on July 7, 2010 to bring awareness of the services to the stakeholders.
3. **Temporary Assistance for Needy Families – Emergency Contingency Fund (TANF/ECF) Summer Youth Program**: Sylvia Jacquez reported on the TANF ECF summer youth program: 500 letters were mailed out to youth on the waiting list. You must be on cash aid. Laura Schipper will be checking with CalWORKs to identify eligible youth.

M. **Additional Information**:

1. **Unemployment Report**: The Unemployment Report for May was attached.
2. **Grant Update**: The next quarterly report will be available at the July, 2010 meeting.
3. **One-Stop Career Center Newsletter**: The next quarterly newsletter will be available at the July, 2010 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 was held on May 13, 2010 at the Vets Building. Esequiel Arrizon felt this was the most successful Expo, for his business, than any other in the past 5 years. Esequiel stated he has placed 14 people as a result of the contacts at the Job Fair. David Montes reported that the local papers have been calling for statistics and that 23 out of 24 employers were surveyed and they reported that 141 participants were interviewed and of those, 57 were hired! David thanked Nancy Martin for all her work in organizing the event. It was very successful! Jesse Bosquez stated it was also very successful for NCOA. Nancy stated that all staff was very supportive and very active in servicing the clients. Discussed more advertisement and marketing for the future. KSBW8 & KION46 had video clips of the event. Nancy stated the Station Manager attended and is supportive of next year's event.
6. **Community Action Board Survey**: Please take the survey online at: <http://www.zoomerang.com/Survey/WEB22AADBM5T9F>

The meeting adjourned at 4:51 P.M. M/S/C Kathy Hough/Nancy Martin

Next Full WIB Meeting:

July 13, 2010 at 3:00 p.m. at 1111 San Felipe Road, Suite 207

**Motion/Second/Concur*