



SAN BENITO COUNTY

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San Benito County Workforce Investment Board (WIB)

September 14, 2010, 3:00 p.m.

Executive Committee

MINUTES

Present: Carrie Fosdick, Ruben Garcia, Katherine Hough, Nancy Martin

Absent: Kendra Bobsin (Excused)

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez

Guests: Yuko Duckworth

Interim Chair, Nancy Martin, called the meeting to order at 3:18 P.M.

I. Public Comment Period: Ruben Garcia, EDD Manager will be retiring and recommends Yuko Duckworth as his replacement. Yuko Duckworth introduced herself and provided a brief overview of her qualifications.

II. Agenda Items:

A. **Roll Call:** Roll was taken to determine excused absences for attendance requirements. Individuals who called in were excused by the interim chair.

B. **Approval of Minutes:** The May 11, 2010 and June 8, 2010 Ex Committee meeting minutes are enclosed for review and approval.

1. The May 11, 2010 Ex Committee minutes were approved as presented *M/S/C Ruben Garcia/Kathy Hough. Nancy Martin and Carrie Fosdick abstained.*
2. The June 8, 2010 Ex Committee minutes were approved as presented. *M/S/C Carrie Fosdick/Kathy Hough. Ruben Garcia abstained*
3. The draft minutes of the July 13, 2010 full WIB minutes are enclosed for board information and will be ratified at the full WIB meeting on October 12, 2010.

C. **WIB Membership:**

1. The term of public sector member Stan Rose expired on July 24, 2010, and he has submitted his resignation and will no longer be able to continue serving on the board. A vacancy has been posted. Enrique Arreola sent a member packet to Mike Sanchez. If he is not able to serve on the board it was suggested that Gary McIntire or Dennis Kurtz be contacted as the replacement for Stan Rose. Nancy recommended Jack Bashofer, Chief Development Officer for the Hollister School District. Andi will send members the application, bylaws, introductory letter to board members for prospective members.

COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD
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2. The term of private sector member, Mike Walters has expired. He will not continue to serve the board. A vacancy was posted. Mike Walters is interested in continuing his YEP Council Board membership. Staff will verify if that is possible and report at the next meeting.
 3. Maria Fehl, private sector member is no longer able to serve on the board. She has submitted a letter of resignation. A vacancy has been posted.
 4. With the recent vacancies, WIB must comply with 51% membership of private sector, 49% public sector and 10%-15% organized labor. Staff will report on all current vacancies. Discussed the need for labor, hospitality, attorneys, local business, agriculture, etc. Kathy Hough will connect with Mark Gibson. Kathy Hough suggested someone from the hospital in the HR department of possibly the CEO. If any board members have suggestions on who they would like to invite to join the board were encouraged to submit their name to Andi Anderson for follow-up.
- D. **Partner Request:** At the last Executive Committee meeting, the Library submitted a proposal submitted provide equipment and resources related to workforce services at the library. The Ex Committee had questions: how they would track services? How do we know computers are going to be used for job search? How are they going to report? Etc. Enrique spoke with Doug Orlando, he indicated that as long as there is an MOU they don't need to report as long as the MOU clearly states that the computers are to be used for job search purposes. Discussed was having One-Stop staff to go to the Library to conduct workshops on a limited schedule. Staff will have more information on funding availability on the budget by the next meeting. In the meantime, Nancy Martin requested an MOU be drafted for review and discussion at the next full WIB meeting. Discussed was inviting Salinas One-Stop to come and share on their mobile van to the October meeting. Invite EconoView for the November meeting.
- E. **WorkKeys:** As of this date, the purchase of the WorkKeys National Certificate program from the Central Coast Career Readiness Consortium (CCCRC) is on hold until staff meets with fiscal next week to verify funding availability. Nancy Martin stated that Santa Cruz WIB has already purchased WorkKeys.
- F. **Community Based Job Training Grant:** Staff will provide an update on two collaborative efforts, 1) Monterey Bay Consortium involving Community Colleges and 2) the Bay Area Consortium lead by West Valley. The Proposals have been submitted but were not approved by the State.
- G. **Rapid Response Employer Roundtable:** Sylvia Jacquez provided an update on the roundtable held on August 31, 2010 with the focus on manufacturing. Congressman Sam Farr was the keynote speaker. Sylvia stated well attended, (59 attended), and staff received good feedback. Nancy Martin stated staff did an excellent job. Enrique Arreola thanked Nancy for partnering in the roundtable and for her contributions.
- H. **WIB Roster & Committees:** Enclosed is the WIB Roster and the Committees for FY 2010-2011 for your information. Nancy will assign committees by October.
- I. **2010 CWA Meeting of the Minds Conference:** This event, scheduled from September 7 – 9, 2010 in Monterey, was attended by Enrique Arreola and Nancy Martin. Enrique explained that the meeting with the regional WIB directors on the first day was a very good meeting and connected with other counties. All counties

have same needs with the same goal. Enrique received great feedback on incorporating the EDC and green jobs in SBC WIB goals. Enrique attended several workshops and one that stood out was from Ventura County. He liked the fact that before an individual joins the board they must attend orientation at which time they stress the importance of participating and attendance. Another thing that stood out was the need for an annual retreat. Enrique Arreola spoke with an experienced facilitator about conducting a retreat in San Benito County. The goal is to have the WIB retreat in November.

- J. **State Monitoring:** The State's Compliance Review Division conducted a Fiscal & Procurement monitoring during the week of August 16 – 23, 2010. Sylvia Jacquez reported on potential issues: 1) WIB membership & YEP Council's lack of members. 2) Procurement: Whenever there is an RFP there was no disclaimer for appeals process. Once the final report is completed, staff will provide an update.
- K. **The American Recovery and Reinvestment Act of 2009 (ARRA):**
1. **Adult Services:** Currently there are 17 enrolled for FY 10/11
 2. **Dislocated Worker Services:** Currently there are 51 (32 for FY 09/10 and 19 for FY 10/11) enrolled, 21 pending for FY 10/11.
 3. **Rapid Response (RR):**
 - a. **Company Closure:** No upcoming company closures. Some clients coming in from LifeSparc because the ITA contracts/training services are pending due to the State budget.
 - b. **Last Year RR Allocation:** Discussed the need for layoff aversion which can be done in-house, or contracted out. Doug Orlando provided another funding source to tap into.
 4. **Elevate America Program (Microsoft Certification):** There is nothing to report at this time; because the report does not break down San Benito County's numbers. Staff has requested information from the head agency on the number certifications completed.
 5. **Temporary Assistance for Needy Families/Emergency Contingency Fund (TANF/EFC) Summer Youth Program:** Staff will provide an update. Ends on the September 20, 2010. Served 65 adults and 30+ youth with subsidized employment training.
- L. **Additional Information:**
1. **Unemployment Report:** Report included in agenda packet.
 2. **Grant Update:** The grant update will be provided at the October Meeting.
 3. **One-Stop Career Center Newsletter:** Attached is the One-Stop Career Center Newsletter. Discussion was held with board members in order for them to provide input on how we can make the newsletter have more impact. Nancy stated this should be part of the retreat discussion.
 4. **San Benito County Profile:** Was distributed during the meeting and can also be viewed at www.sanbenitonow.com .
 5. **Ethics Training:** One certificate remains outstanding. Andi Anderson has contacted the individual and requested they submit it immediately.
 6. **YEP Council Membership:** Members suggested various community members as possible candidates.
- M. **Adjournment:** 4:24 P.M. *M/S/C Kathy Hough/Carrie Fosdick.*

*Next full WIB Meeting is scheduled for October 12, 2010 at 3:00 p.m.
1111 San Felipe Road, Ste 108, Hollister, CA 95023*