



# 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)

December 14, 3:00 p.m.

1111 San Felipe Road, Ste 108, Hollister, CA 95023

Executive Committee

## MINUTES

**Present:** Carrie Fosdick, Kathy Hough, Nancy Martin  
**Absent:** Kendra Bobsin (Excused)  
**Staff:** Andi Anderson, Enrique Arreola, Sylvia Jacquez  
**Guests:** Yuko Duckworth, Anthony Evans

I. **Public Comment Period:** Dr. Anthony Evans introduced himself and stated he was originally from Bristol, England but has been living in Hollister for 15 years. He provided a brief overview of his qualifications and experience. Discussed his interest in getting youth involved in workforce and developing their skill sets and his interest in assisting youth to prepare them as our future workforce.

II. **Agenda Items:**

A. **WIB Roster & Committees:** The WIB roster has been updated and a copy included. Nancy Martin asked some questions about the committees and Enrique explained the required committees per the bylaws. Nancy requests that the bylaws committee meet with the Executive Committee members to discuss items reviewed at the retreat. A slate of officers for the committees will be presented at the January, 2011 full WIB for action. Committee descriptions are located on pages 7-8 of the bylaws committee.

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

C. **Approval of Minutes:**

1. **September 14, 2010** Executive Committee minutes were approved as presented *M/S/C Kathy Hough/Carrie Fosdick.*
2. **November 9, 2010** Executive Committee minutes were approved as presented *M/S/C Nancy Martin/Carrie Fosdick.*

D. **WIB Membership:** Applications received were considered for appointment to the WIB to fill the mandated public and private sector positions. Staff explained the board membership requirements and the mandated positions.

1. **Gary McIntire**, Superintendent, Hollister School District, submitted an application for the vacancy of Education Representative. After discussion the Executive Committee approved the application of Mr. McIntire for appointment.

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- to the full WIB. His application will be forwarded to the Board of Supervisors for final appointment. *M/S/C Kathy Hough/Carrie Fosdick.*
2. **Dr. Anthony Evans**, Community member, submitted an application for the private sector representative vacancy. After discussion the Executive Committee approved the application of Dr. Evans for appointment to the full WIB. His application will be forwarded to the Board of Supervisors for final appointment. *M/S/C Carrie Fosdick/Kathy Hough.*
  3. **Information Only**: Member packets have been sent to the following: Neil Sturthers (He will forward for labor positions), Ysidro Gallardo (Hazel Hawkins Hospital HR director), Kathy Bisbee (CMAP), and Mike Sanchez. Staff will follow up.
  4. **Current vacancies**:
    - a. Private Sector=3
    - b. Public Sector=2 (Labor Organization and Education) discussed various agencies who provide literacy services and soliciting membership from them.
- E. **WIB Strategic Planning Retreat**: Board members provided an update on the WIB retreat and discussed the next steps. The Retreat notes were included in the agenda packet. Nancy said the retreat was very good and the full WIB will need to prioritize goals, identify strategies and discuss their action plan to move forward. Yuko stated she got a better understanding of her role on the WIB and felt the retreat was very beneficial.
- F. **WorkKeys**: The WorkKeys contract is ready for signature, however, staff still has reservations due to current staff reductions. As a whole there is value in the program. Sylvia Jacquez stated that having staff assigned to administer the assessments would be difficult. Also discussed was the lack of staff to assist with the WIN sections of the program and the fact that staff would need to drive out of county to complete that part of the programming. The One-Stop Career Center will utilize partner agencies to assist with the. Nancy discussed grant opportunities that can be utilized to offset the cost of the program and testing fees. Present to the full WIB for final decision.
- G. **San Benito County Library Request**: Enrique Arreola provided an update on the request submitted by the library. He stated that Health & Human Services Agency (HHSA) recently purchased new computers and the county IT department indicated that the old computers can be placed in the library and IT is moving forward to install the computers at the library. This is not WIB sponsored, however because the library had submitted a request, Enrique felt the board should be kept abreast of what transpired. Nancy Martin shared information on the program at Staples on computers that were purchased and used and returned can be purchased for \$250 each. Nancy

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stated that this is a resource that could be used to create the computer room for public/private partnership in the future.

- H. **Energy Efficiency Management Program Training (West Valley College):** Staff provided an update on the training coming up in January which is scheduled to begin in January. Need at least 15 enrolled but as many as 20. Training is scheduled for January 4<sup>th</sup> or 16<sup>th</sup> 2011. Nancy explained the partnership training efforts and is thankful for the partnership with the WIB. The goal is to bring career paths to Hollister and Gilroy to make them easily assessable. The training will be held at the Veteran's Memorial Building.
- I. **The American Recovery and Reinvestment Act of 2009 (ARRA):** Enrique stated that the funds officially end in June. Some are on the tail end of being expended. Discussed reporting at the next meeting on year to date funds. Discuss how many effected, how many assisted and the services provided. Nancy stated staff did excellent job of maximizing funds.
- J. **One-Stop 10-Yr Celebration:** Laura Schipper, One-Stop Staff, is working on organizing a 10-year celebration and will report more on this next month. Targeted date is March 24, 2011. Discussed quotes for location, etc. Staff would like to hole an Employer recognition and have a celebration at the One-Stop. Staff invites WIB members to be on the planning committee to provide input. Discussed employer recognition breakfast and then an open house at the One-Stop. Nancy would like to be on the committee. Kathy Hough may be interested.
- K. **Additional Information:**
1. **Unemployment Report:** Report for October 2010 is included in agenda packet.
  2. **One-Stop Career Center Newsletter:** Please submit your articles to Andi Anderson at [aanders@cosb.us](mailto:aanders@cosb.us) by December 30, 2010.
  3. **Expo & Job Fair:** The Expo & Job Fair is scheduled for May 12, 2011. Those interested in being on the planning committee please contact Nancy Martin at 831-636-1882. Meetings are held at 9am Hollister Council Chamber.
  4. **CSWD closure: Last week of December:** CSWD office will be closed from December 24, 2010 – January 3, 2011.

The meeting adjourned at 4:00 P.M. *M/S/C Carrie Fosdick/Kathy Hough.*

**Next Full WIB meeting will be held on January 11, 2011 at 3:00 p.m.**

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