



SAN BENITO COUNTY

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COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

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San Benito County Workforce Investment Board (WIB)

March 8, 2011 @ 3:00 p.m.

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

WIB EXECUTIVE COMMITTEE

MINUTES

Present: Kendra Bobsin, Yuko Duckworth, Carrie Fosdick, Nancy Martin, Dave Wright

Absent: (Excused): Kathy Hough, Gary McIntire

Staff: Andi Anderson, Enrique Arreola, Sylvia Jacquez

Guests: Kristi Alarid, Anthony Evans

Treasurer, Kendra Bobsin called the meeting to order at 3:07 P.M.

I. **Public Comment Period:** Introductions were made by everyone present.

II. **Agenda Items:**

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

B. **Approval of Minutes:**

1. **WIB Executive Committee Minutes:** The minutes of the February 8, 2011 Executive Committee meeting were approved as presented. *M/S/C David Wright/Carrie Fosdick.*
2. **Full WIB Minutes:** The January 13, 2011 meeting minutes were enclosed for information.

C. **WIB Membership:**

1. **Applications received:** No applications were received to be considered for appointment to the WIB to fill the mandated public and private sector positions.
2. The term of Board member Kendra Bobsin from the Public Sector (CBO) is due to expire on March 31, 2011. Ms. Bobsin has decided to renew her membership for another three-year term. After discussion the Executive Committee approved the re-appointment of Kendra Bobsin to the full WIB. *M/S/C/ Carrie Fosdick/Dave Wright Kendra Bobsin abstained.*
3. The term of Board member Mimi Laurent from the Public Sector (DOR-mandated partner) is due to expire on April 21, 2011. Ms. Laurent has decided to renew her membership for another three-year term. After discussion the Executive Committee approved the re-appointment of Mimi Laurent to the full WIB. *M/S/C/ Carrie Fosdick/Dave Wright*
4. **Current WIB Vacancies:** Staff provided a current Board roster. There are currently 4 vacancies in the Private Sector.

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5. **Recruitment Efforts:** Discussed recruitment efforts such as distribution of flyer to various local businesses, place an ad in the newspaper, add links to CSWD letterhead, direct to www.sbcnow.org
- D. **WIB Board recertification:** Staff informed the Committee that the CWIB lifted the 90-day conditional recertification status due to the submittal of our corrective action plan.. San Benito County WIB is fully recertified.
- E. **State Monitoring Results/Update:** Enrique Arreola explained the response letter submitted to the State's Compliance Review Division (CRD). A copy of the letter was enclosed for your review.
- F. **2010-2011 WIA/ARRA Final Monitoring Report:** Enrique commended staff for a great job as this report indicated San Benito County LWIA is in compliance with its programs.
- G. **Committee Updates:**
 1. **Planning Committee:**
 - a. **NEG Application.** Enrique Arreola reported that SBC LWIA has collaborated with NorTEC on an application to request approximately \$450,000 to train individuals who are laid off. This is an effort with 21 WIB's. We are awaiting notification if awarded.
 - b. **Local Plan Modification (LPM).** Enrique Arreola explained that there were no changes to be made to our LPM, therefore no forms were required to be submitted to the State.
 - c. **Strategic Planning Retreat:** Within the next couple of weeks, Staff will develop and forward a survey to WIB members to prioritize goals for the upcoming year.
 2. **Audit/Evaluation Committee:** Committee members will identify a day and time to meet to discuss priorities for this year. Andi will contact the committee chairs to coordinate meetings.
 3. **Bylaws Committee:** Committee members will identify a day and time to meet to review the WIB Bylaws and make the necessary recommendations, if any.
 4. **The Executive Committee** Enrique Arreola explained the types of specialized committees for areas of change in the community. Staff will get information on structure of the committees from surrounding areas to provide input on the types of committees. Suggested were: Funding Committee, Initiative & Coordination Committee, Energy efficiency Committee, Allied Health, Recruitment/Membership Committee. Staff will follow-up with WIB committee structures. Discuss further at next meeting.
 5. **YEP Council**
- H. **WorkKeys:** The WorkKeys contract has been forwarded to County Counsel for final approval. Contract has not been finalized. Board members recommend that Kathy Flores contact Mr. Matt Granger for assistance in finalizing contract so we can proceed with this purchase.
- I. **Fundraising Efforts:** Enrique Arreola informed the Committee about the submittal of an application to the Community Foundation for funds to operate a small Summer Youth Program (5 clients) and to pay for the WorkKeys certificates (200 clients). We are awaiting notification if awarded.
- J. **Energy Efficiency Management Program Training (West Valley College):** Sylvia Jacquez reported that sixteen (16) students completed the training. They have been invited to enroll

in other energy efficient classes offered by WVC. Students were excited that these classes are offered locally. Enrique Arreola reported that WVC's goal is to provide bilingual classes and to have a satellite center in town.

- K. **One-Stop 10-Yr Celebration:** Sylvia Jacquez reported that the Employer Appreciation Breakfast will be held at San Juan Oaks from 8am – 9:30am. Thursday, March 24, 2011 with an Open House at One Stop will be held from 10:30am – 1pm. Guest Speakers have been scheduled, workshops will be conducted. The invitations have been mailed out. Encouraged all the WIB members attend.

III. **Additional Information:** Any non-agenda items may be discussed at this time.

- A. **Expo & Job Fair:** The Expo & Job Fair is scheduled for May 12, 2011. Nancy reported that KSBW will be a sponsor. Still need more booth sign-ups.
- B. **Unemployment Report:** Report for January 2011 was distributed.
- C. **Volunteer Income Tax Assistance:** Free tax assistance every Wednesday at CSWD from 5:30-8:30 pm. Flyer distributed.
- D. **Community Action Board:** Community wide survey can be taken at www.sbcjobs.org. All board members are encouraged to take the survey and pass on to friends.
- E. WIB members want to staff to continue to forward WIA budget information as it becomes available. WIA is currently on a Continuing Resolution.
- F. Nancy Martin reported that EDC of SBC is coordinating an annual Citizenship event to be held July, 2011 at the Hollister Airport. More information will be provided in the near future.

IV. **Adjournment:** *M/S/C David Wright/Nancy Martin: 4:07 P.M.*

The next Full WIB meeting will be held on July 12, 2011 at 3:00 p.m.

1. Audit/Evaluation Committee: Require a minimum of one meeting per fiscal year.
2. Bylaws Committee: Will evaluate if need currently established committees. Discussed having the bylaws committee to insert the new committees formed into WIB bylaws. Nancy Martin will convene a meeting in the near future.
3. Executive Committee: Further discussion on the development of sub-committees. Suggested were: Outreach and Membership Committee, Green Jobs Committees, Agriculture Committee and Allied Health.
4. Youth Council: Will review bylaws and federal register on who may be the Council Chairperson