



San Benito County
Workforce Investment Board
Youth Employment Program Council
1111 SAN FELIPE ROAD, SUITE 108
HOLLISTER, CA 95023
(831) 637-9293 • FAX (831) 637-0996

Special Meeting
June 28, 2007
12:00 pm

MINUTES

- Present:** Kathi Bosworth, Denise Ceballos, Elena DeLaPuerta, Martha Martinez, Alanna Mendoza, Mike Walters, David Wright
- Absent:** Tad Coatsworth, Nora Jimenez, Josie Moreno, Duane Morgan, Patty Wright
- Staff:** Andi Anderson, Sylvia Jacquez

Co-Chair, Kathi Bosworth called meeting to order at 12:10 P.M. Introductions were made by everyone present.

- I. **Review Request for Proposals (RFP):** YEP Members reviewed and discussed the RFP received for the Workforce Investment Act Educational Component.
- A. Sylvia Jacquez stated that Gavilan College Contract Education Department submitted a proposal by the closing date of June 22, 2007 at 5:00 P.M. No other proposals were submitted. The RFP was posted in the local paper for the required time period. Kathi Bosworth stated this is the first time that Gavilan has submitted an RFP for the educational component. She also stated that ROP did not submit a proposal because they provide specific training requirements and the educational component does not meet those requirements. Training courses need to be 360 hours in order to be considered by ROP as job training. Kathi is still working on trying to provide other certificates that are able to meet performance measures so that ROP can submit an RFP in the future.
 - B. Kathy Flores stated that the County Administrative Officer (CAO) has changed the process for RFP's in that anything under 10,000 can be signed by the CAO and does not need to through the Board of Supervisors (BOS).
 - C. Providers need to be on the State's Youth Eligible Training Provider List (YETPL) and Gavilan College has been added to that list.
 - D. Kathy Flores stated that the classes will be held at the Gavilan College satellite site at the Brigg Building, thus exposing students to a college campus. Kathi Bosworth stated that the classes were conducted at the Briggs Building last year and there was a noticeable difference in their conduct, attitude, dress, etc.
 - E. There will be two separate training weeks: week one session tentative dates are July 30 – August 3, and week two session tentative dates are August 6-10.
 - F. Youth already enrolled in the Youth Experience Works Program are required to participate in the Educational Component and they are paid for attending. Currently 27 youth are enrolled. Mike asked how youth are recruited, Sylvia explained. Discussed the difficulty of recruiting out-of-school youth. Mike recommends for next year that flyers be sent to youth while they are still in school to make them aware of the program and

attempt to recruit them. Sylvia stated that there is not a lack of referrals; it is the lack of follow through on the part of the youth.

- G. Mike requested a definition of the curriculum. Sylvia Jacquez gave an overview of the RFP requirements for each skill set. Kathi Bosworth asked about the curriculum, and Sylvia stated it is provided by CSWD based on WIA regulations.
 - H. Elena DeLaPuerta stated that if there are youth from Santa Ana School who attend, they can receive vocational credits. She doesn't know if the high school will do this or not. Elena will coordinate a list of youth with Laura Schipper.
 - I. After discussion, the YEP Council approved forwarding the application of Gavilan College Contract Education Department the full WIB for approval. Upon WIB approval, staff will draft a contract to be forwarded to Gavilan College and the CAO to finalize the contract. Motion/Second/Concur: Elena DeLaPuerta/David Wright.
- II. Kathy Flores stated that Maria Fehl has retired, and therefore she will be attending the meetings until a new deputy director is hired.
- III. Discussed the need for 1000 more YEP Directories. Directories are needed by the first week of August. Andi Anderson stated that she placed a call to Tad Coatsworth and is awaiting word from him as to who printed the latest edition. Once she has that information, she will make arrangements for the printing of additional directories.

The meeting adjourned at 12:58 P.M. M/S/C Mike Walters/Elena DelaPuerta.

The next regular YEP Council will be held on July 17, 2007.