



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

---

**Bi-Monthly  
MINUTES  
July 21, 2009 at 4:00 pm**

**NEW MEETING PLACE  
San Benito High School  
1220 Monterey Road, Ste. 172, Hollister, CA 95023  
(Next to the Principal's Office)**

**Present:** Alice Rivera, Mike Walters, David Wright  
**Absent:** Marla Davies, Josie Moreno, Stan Rose, Joe Torquato  
**Staff:** Andi Anderson, Enrique Arreola, Sylvia Jacquez, David Montes  
**Guests:** Crystal Rangel, Sandra Romero, Kylie Sullivan

Mike Walters called the meeting to order at 4:03 P.M.

- I. **Public Comment Period:** Introductions were made by everyone present. No public comments were received.
- II. **Regular Agenda:**
  - A. **YEP Council Minutes:** *Due to the lack of a quorum*, the minutes of the March 17, 2009 and the May 19, 2009 were not approved and were tabled to be reviewed at the next meeting.
  - B. **YEP Board Membership:**
    1. An application was received from Kylie Sullivan for consideration for the vacancy of In-School Youth Representative. *Due to the lack of a quorum, this item was agenized to the next meeting.*
    2. An application was received from Sandra Romero for consideration for the vacancy of In-School Youth Representative. *Due to the lack of a quorum, this item was agenized to the next meeting.*
    3. Letters of resignation were received from Tony Lamonica, Elena DeLaPuerta, Tad Coatsworth and Kathi Bosworth.

4. Staff and Board Members will continue discussion on recruitment efforts to fill the required vacant positions:
  - a. Tad Coatsworth: WIB member with special interest in youth.
  - b. Tony Lamonica: Representative of youth service agency to include law enforcement or juvenile institution.
  - c. Kathi Bosworth: Out-of-School Youth Parent Representative
  - d. Sandra & Kylie: will fill the in-school youth vacancies.
- C. **Meeting Time:** Discussed changing the meeting time to 3:15 or 3:30 P.M. in order to accommodate the youth. Youth present stated that 3:15 would be best. Will continue discussion and determine exact time at the next meeting.
- D. **High School Web-Site:** Follow-up discussion on adding the YEP Council meeting information to the high school web-site. Mike Walters stated that he could follow-up on this and will coordinate with Andi Anderson. Sandra Romero suggested adding an announcement about the YEP Council in the school bulletin and also suggested stating on the website that more information is available at the Career Center.
- E. **Youth Updates:**
  1. **The American Recovery and Reinvestment Act of 2009 (ARRA):**
    - a. **Summer Youth Employment & Training Program:** David Montes updated the board on the Summer Youth Employment & Training Program. He stated that as of today close to 300 youth have applied and over 200 youth have been interviewed, 70 youth are on a waiting list. There are 39 employer participants in Hollister, San Juan, Aromas & Gilroy. He explained the workshops attended by the youth prior to their employment. 136 working as of today and all of them have been enrolled in Virtual One-Stop (VOS) program. Staff is still placing youth and three more were hired today. The positions were broken down into four areas: maintenance, child care, miscellaneous, and clerical. Youth attended 1 hr orientation and job selection and they were required to contact the employer to set up their own interview. Once the interviews were conducted, employer contacted staff to make their selection. David Montes stated that staff is currently focusing on inputting case notes into VOS, dealing with daily issues and monitoring worksites. David stated that there was a nice article in the Freelance News about CMAP and that the Summer Youth Employment program was also mentioned.
    - b. **Individual Training Accounts (ITA's):** Sylvia Jacquez update the board on the ITA's Program and stated that ten individuals are enrolled, approximately 20 are in the in-between stages of either visiting school or awaiting start dates. Recruitments continue to be conducted. There are approximately 66 training sites.
    - c. **On-the-Job Training (OJT) Program:** Juan Rodriguez, Employment Services & Training Counselor, has been recruiting employers for the OJT Program. Staff has been recruiting clients and is hoping to enroll 26 participants. Sylvia explained how the OJT works.
    - d. **ARRA Rapid Response:** There is no update on the Rapid Response activities as there are no know layoffs coming up in San Benito County. Sylvia explained the Rapid Response presentation that is provided to employers & employees who may be facing lay-offs.

2. **WIA Formula Allocations-PY 2009-10:** Staff updated the board on the WIA Formula Allocations for program year 2009-2010. Sylvia explained how the funds are utilized. The Youth allocation is used for the year round work experience program. CSWD is expecting to receive incentive awards for meeting performance standards. Last years amount was approx \$8500.
3. **WIA Program Activities:** Table to next meeting: Staff will provide an update on WIA youth program activities.
4. **Updates on Committees:**
  - a. **Work Experience Policy:** A special meeting was held on June 2, 2009 for the YEP Council to approve the Work Experience Policy to be effective July 1, 2009. The notes from that meeting are enclosed for board review.
  - b. **Marketing:** Continued discussion on setting aside funds for marketing the YEP Directories and the possibility of utilizing incentive funds for a reprint the directory. Sandra Romero stated that she found the directory to be very helpful and gave an example of how it helps her to find out about opportunities available at the YMCA. She also uses it to assist the youth she assists through YEOP. Sandra suggested attending the first rally of the school year to discuss and distribute the directories. This would be a way to educate the youth on what the YEP Directory is and how it is useful to them. David Wright suggested doing a skit on how to use the directory. Sandra is willing to volunteer to promote the directory to the community.
  - c. **Grant Opportunities:** Table to next meeting. Continue discussion on tapping into community organizations that offer grants for youth. Staff will touch base with Laura Schipper as this was her suggestion.
- F. **Grant Updates:** The quarterly report is included in the agenda packet for member information. Enrique Arreola stated that figures as of May 31, 2009 and not March.
- G. **Unemployment May Report:** The EDD Unemployment Report for May is attached for review and information. Current rate for San Benito County is 14.4%.
- H. **One Stop Career Center Update:**
  1. **Workshops:** A calendar was included in the agenda packet on the upcoming workshops to be held at the One-Stop.
  2. **Newsletter:** The quarterly One-Stop Career Center Newsletter was included in the packet for board information. This month's focus was on the Summer Youth Employment Program and ARRA funding.
  3. **Other Activities:** None
- I. **Community Updates:** Members provided updates regarding local activities, news and or events pertaining to youth.
  1. **Link Crew:** Mike Walters stated that the Link Crew is gearing up for the upcoming school year. This is a group that assists the freshman at San Benito High School.

2. **ARRA**: The Summer Youth Employment Program will end August 17<sup>th</sup>, 2009. David Montes stated that employer celebrations will be held and he encouraged board members to make an appearance as there is not enough staff to attend all of the celebrations. Anyone interested in attending can contact him to schedule a visit at 637-5627.
  3. **YEOP**: Sandra Romero introduced herself as the new YEOP staff at EDD. She stated she is working hard to recruit youth. Since there is no funding it has been a challenge but she is finding employers and her clients are getting interviews.
  4. **School Starts**: August 17, 2009.
  5. **WIB/YEP Orientation**: WIB orientation is scheduled for tomorrow, July 22, 2009 at 5:30 P.M. Discussed holding off on YEP Orientation until the vacancies are filled.
- J. **Additional information**: Additional items may be discussed at this time.
1. **Special YEP meeting**: Will need to hold a special meeting to vote on action items and to approve minutes of the last two meetings. After discussion a special meeting was scheduled for August 4, 2009 at 4:00 P.M. Staff will try to make arrangements to hold the meeting at the High School.
  2. **Future Agenda Items**: Select new co-chairs.

**The meeting adjourned at 5:04 P.M.**

*The next Youth Employment Council Meeting will be on September 15, 2009 at 4:00 p.m. at our new location: 1220 Monterey Street, Room 172. (San Benito High School)*