

Cal-Liope

Join CWC
The Professional
Association
For Workforce
Professionals

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SAVE THE DATE
STATE CONFERENCE
 (Virtual)
 "Elevate Your Teleworking Presence"
June 12-13, 2021

MESSAGE FROM THE CALIFORNIA WORKFORCE CONNECTION **PRESIDENT**

By Melissa Lauritzen, President Sacramento Chapter Member

"You have brains in your head, and feet in your shoes. You can steer yourself any direction you choose."

—Dr. Seuss

Dear California Workforce Connection (CWC) members,

As we move into the year anniversary of the COVID-19 pandemic, we are cautiously optimistic about a possible light at the end of the tunnel with the vaccines becoming more readily available to the public. With that in mind, now is a good time as any to reevaluate your career path – are you working towards your passions or are you working towards money, fame, and recognition?

It is never too late to refocus your career path; what is your

goal in life? What steps do you need to take to achieve that goal? What steps have you already completed to your goal? Do you need additional education to get to your goal? Do you need leadership experience? Professional writing experience? CWC might be able to help you develop your skills to get to your goal in life! CWC has the [Bybee Grant](#) to assist in reimbursing career-related class fees, various [committees and executive boards](#) to serve on to develop tangible leadership experience, and the [Cal-Liope](#) is always accepting workforce-related articles.

As George Bernard Shaw said, "don't wait for the right opportunity: create it." With CWC you can learn new and



PRESIDENT MELISSA LAURITZEN

"CWC might be able to help you develop your skills to get to your goal in life!"

develop existing skills to forge ahead with reorienting your career path towards your passions. Contact your local chapter president or district director today to see what you can do to develop your skills within CWC!

New CWC Executive Office Manager

By Raymond Cabrera, District IV Director

On Saturday, February 6, 2021, the CWC Board approved Yvette Quevedo as our new Executive Office Manager effective February 1, 2021. Yvette is a graduate of the University of Southern California with a secondary education in Business Administration from Cal Poly Pomona. She started working for the Employment Development Department (EDD) in 2009 as an Employment Program Representative Bilingual/Spanish at the West Covina

workforce services office. While at the West Covina office she participated in several workgroups, including Business Services Regional Team and SharePoint 2010 Transition. From 2011-2017, Yvette was the Administrative Assistant to the Glendale and San Gabriel Valley Region of the Los Angeles-Coastal Division, working closely with the Deputy Division Chief (DDC), and served as a budget analyst to the Division's Chief of Staff and travel expert. Also, she provided training on workforce services Title III programs, EDD policies



YVETTE QUEVEDO
EXECUTIVE OFFICE MANAGER,
SACRAMENTO CHAPTER

and procedures, and training for trainers. She assisted the DDC with the draft and final Memorandums of

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CALIFORNIA CHAPTER

President
MELISSA LAURITZEN

First Vice President
VERLETTA "VAL" MOELLER

Second Vice President
JESSICA ESCOBEDO

Treasurer
PHIL DWYER

Past President
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Membership Coordinator
LUCELY TUT

Cal-Liope Editor
YVETTE QUEVEDO

District I Director
TANYA DAVIDSON

District II Director
FRED RUIBAL

District III Director
DADISI ELLIOTT

District IV Director
RAY CABRERA



Our association is dedicated to bringing education, opportunity, and innovation to all individuals with a common interest in workforce development

YVETTE

CONTINUED FROM PAGE 1

Understanding for Phase I and Phase II of the Workforce Innovation and Opportunity Act for five Local Workforce Development Areas. She demonstrated personal and professional integrity while maintaining confidential documents related to the field office operations, premises, and personnel.

Yvette has been a member of the International Association of Workforce Professionals (IAWP)/California Workforce Connection (CWC) since she first became a state employee in 2009. She has held several leadership positions, including International Marketing Chair, State President, Immediate Past President, Second Vice President, Social Media Chair, Webmaster, District Awards Chair, Local Chapter President, and Treasurer. As State President, she acted as the official spokesperson and leader for the California Chapter. She wrote articles for the Chapter's newsletter *Cal-Liope* and saved the chapter over \$13,000 by spearheading its move from paper to exclusively online. She also collaborated with the EDD Liaison to have each newsletter sent to all EDD employees to promote the organization and publicize the work taking place statewide. She supervised the work of board members for five years, including one year of directly supervising three contractors.

As the Second Vice President, she headed the State Chapter's Recognition/Awards Committee, and served as the Vice-Chair of the Finance Committee;

she established a budget and made recommendations to be brought to the executive board of directors for approval. During this time, Yvette was the Marketing Chair at both the State- and International-level for the same term and developed an annual marketing plan and materials, such as brochures and other informational documents to increase membership. She worked as the webmaster and was key to the transition to a new website design. As the San Gabriel Valley Local Chapter President, she coordinated workshops, training, employee recognition, and community events.

In December of 2017, an opportunity opened at the Sacramento office for a Project Manager in the National Dislocated Workers Grant (NDWG) unit as an Associate Government Program Analyst. She served as the lead for two of seven grants, managing over \$72 million with 13 project operators. She was the primary point of contact for state and local agencies in America's Job Center of California (AJCC) network.

Ultimately, in October of 2019, she was promoted to Regional Advisor, Staff Services Manager I (Specialist). As a primary point of contact for state and local agencies in America's Job Center of California (AJCC) network in the Central Valley, she facilitates the development and approval of local and regional solutions to promote effective administration, coordination, and implementation of local workforce programs. Yvette promotes continuous improvement of employment and training systems throughout assigned regions to align with state and local strategic plans. She establishes and maintains effective and

beneficial relationships with internal and external customers.

During the COVID-19 pandemic, she developed and managed state and local-level Workforce Innovation and Opportunity Act (WIOA) Additional Assistance grants to assist impacted businesses and workers, managing over \$12 million. As the Statewide Rapid Response (RR) Coordinator, she develops and maintains administrative policies and leads a statewide team that provides oversight over the program.

Yvette has received several accolades over the years in her various roles in the workforce system, including:

- **2011:** IAWP Employee Performance Award - Workforce Services Branch
- **2012:** IAWP Workforce System Customer Service Group Award for developing a Job Preparation Academy in collaboration with Vons to employ 66 Participants.
- **2013:** IAWP State and International Merit Award for exceptional administrative support to EDD and IAWP.
- **2018:** Department of Labor recognition of the NDWG Team for its Promising Practice of Project Launch Webinars, which she was instrumental in creating.
- **2018:** EDD Making a Difference Award for work on the National Dislocated Worker Grants.
- **2020:** EDD Making a Difference Certificate of Excellence in response to additional duties created by COVID-19 as the Statewide Rapid Response Coordinator and project manager over the Underserved COVID-19 Impacted Individuals grant.

RETIREE MESSAGE

By Nanette Bowman
Orange Empire, State Retiree Chair

Thanks to all retirees who renewed their membership for 2021. Membership is paid by calendar year and it is not too late to renew if it slipped your mind. Instructions are on the California Website or give me a call for help (714-269-0612). Be sure to let me know if you want the *Cal-Liope* mailed to you. I am recovering from hip replacement surgery that was done on 3-8-2021. I was up and around right away but now I am really anxious to get rid

of the walker. My family has been spoiling me so that part is cool. Perhaps the timing is good since activities are still quite restricted. Hopefully, we will soon be able to gather for lunch with our friends. In the meantime, I am grateful for all the Zoom connections. Stay well and stay in touch.
nanettebowman@cox.net

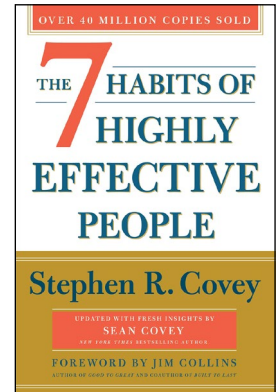


NANETTE BOWMAN



By Arlene Bautista
East Bay Chapter President

Coming soon! After a long hiatus, the CWC State Chapter Book Club will be up and running again. Our next book will be **The 7 Habit of Highly Effective People** by Stephen Covey and will begin Thursday evening, April 22, 2021, at 7 p.m. This is open to all members. More information will be posted on the CWC website. You can also send an email to the CWC Book Club:
caworkforcebc@gmail.com.



Nominations Sought for 2021-2022 CWC New Officers

By James Thomas
CWC Immediate Past-President

The nomination process for electing the California State Officers for 2021-2022 is underway. Due to the COVID-19 epidemic that is plaguing our country, we will not be having a conference to elect our officers. **The deadline for all nominations to be sent to me at Zelodis@att.net is April 24, 2021.** We will have the voting online from June 1-12, 2021. The CWC website address is www.californiaworkforceconnection.org and our new officers will be announced in *Cal-Liope*.

The California State Officers and job descriptions are:

PRESIDENT

- Previously served as one of the following:
 - 1st Vice President
 - 2nd Vice President
- Membership: Three years minimum
- Will be bonded by CWC (must be bondable)

1st VICE PRESIDENT

- Previously served as one of the following:
 - 2nd Vice President

- District Director
- Membership: Three years minimum
- Will be bonded by CWC (must be bondable)

2ND VICE PRESIDENT

- Previously served as one of the following:
 - District Director
 - Local Chapter President, Officer, or Chairperson
- Membership: Two years minimum
- Will be bonded by CWC (must be bondable)

TREASURER

- Previously served as one of the following:
 - Local Chapter President, Officer, or Chairperson
 - State Chapter Chairperson
- Membership: Two years minimum
- Pass background check
- Minimum Education: AA degree
- Basic Computer Skills
- Knowledge of computerized accounting software
- Background in accounting principles
- Able to handle confidential information
- Will be bonded by CWC (must be bondable)

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SUBMIT YOUR NOMINATION FOR THE 2021-2022 CWC OFFICERS

By James Thomas, Nominations Chair

All nominations for the next CWC State board positions should be sent to James Thomas, CWC Immediate Past President, at zelodis@att.net. **The deadline for all nominations will be April 24, 2021.** Voting will be conducted from June 1, 2021 – June 12, 2021. The results of the election will be announced on the CWC website – www.californiaworkforceconnection.org and in *Cal-Liope*.

NOMINATOR:

I HEREBY NOMINATE: _____
FOR THE CALIFORNIA CHAPTER OFFICE OF:

BY _____
SIGNATURE OF NOMINATOR AND DATE

NOMINATOR'S LOCAL CHAPTER NAME: _____

NOMINEE:

I HEREBY ACCEPT THE NOMINATION FOR THE OFFICE OF:

IN THE CALIFORNIA CHAPTER. IF ELECTED, I WILL PERFORM THE DUTIES OF THIS OFFICE TO THE BEST OF MY ABILITIES. I HAVE NOTIFIED MY SUPERVISOR OF MY NOMINATION, OR I WILL GIVE SUCH NOTIFICATION WITHIN 30 DAYS OF MY NOMINATION.

BY _____
SIGNATURE OF NOMINEE AND DATE

NOMINEE'S CALIFORNIA CHAPTER NAME: _____

IF THE OFFICE TO WHICH YOU HAVE BEEN NOMINATED REQUIRES ELIGIBILITY CRITERIA, PLEASE INDICATE HOW YOU MEET THAT CRITERIA. SUBMIT COMPLETED FORM TO:

James Thomas, Immediate Past President, zelodis@att.net
Nominate candidates for President, First Vice-President, Second Vice-President, Treasurer, Membership Coordinator, or Karl E. Bybee Board Member.

**MEMBERSHIP
COORDINATOR**

- Previously served as one of the following:
 - Local Chapter President, Officer, or Chairperson
 - State Chapter Chairperson
- Membership: Two years minimum
- Pass background check
- Minimum Education: AA degree
- Advanced Computer Skills
- Able to update and maintain an electronic database
- Able to handle confidential information

**MEMBER, KARL E.
BYBEE EDUCATION
FOUNDATION BOARD**

- Previously served as one of the following:
 - Local Chapter President, Officer, or Chairperson
 - State Chapter Chairperson
- Membership: Two years minimum
- Be bondable
- Will be bonded by CWC (must be bondable)

The District Directors will be elected by caucus by their Local Chapters, as well as Local Chapter Officers. All California State Officers, District Directors, and Local Chapter Officers will be posted on the CWC website.

Thanks to everyone for understanding why this new process is vital for the safety of the entire membership.

MEMBERSHIP CORNER

*By Dadisi Elliott,
Membership Committee Chair,
SGV member*

Time to share your story!

This last year has been a very challenging time for most, if not all, of us! The fact that you are still here is a testament to your resilience, faith, support from family and friends, good health insurance/medical treatment, as well as luck. You have overcome much, and in the process, you have learned to navigate work and relationships in new ways.

We are requesting each chapter to submit an article about an individual member which features personal and professional experiences that highlight resilience, success, and how they overcame challenges that would benefit their fellow workforce employees and partners.

Your activities and achievements deserve to be shared and they may encourage more employees to join and benefit from the training and activities offered by your chapter.



DADISI R ELLIOTT
DISTRICT III DIRECTOR
SAN GABRIEL VALLEY
CHAPTER PRESIDENT

We look forward to receiving your exciting news for publication in the next edition of Cal-Liope! Start preparing your articles and pictures for the May/June issue.

10
**Ways to Boost
Chapter
Membership**

*By Dadisi Elliott,
State
Membership
Chair*

The following list contains some simple, but proven effective methods to boost your membership and help your chapter and the overall organization to grow:

1

Develop an Individual Chapter Plan (ICP). Consult with the Membership Coordinator or review the Membership Report to analyze your chapter history and learn about the trends in your membership growth and losses. Set a realistic goal for retaining current members and recruiting new ones. Regularly update your chapter's membership recruitment plan to achieve your membership goals by a specific pre-determined date. Assign a Chapter Membership Chair or an entire Committee

to plan a membership drive consisting of one or more activities that highlight the value and benefit of joining your chapter of CWC. The Membership Committee is available to help.

2

Educate members. Attend New Hire Orientations for new state employees. Make sure your chapter features regular topics about CWC and your chapter activities and projects. The more your members know about CWC, the more effective they will be to promote CWC to prospective members.

3

Take turns inviting guests.

At least one member should be expected to bring a guest to every meeting or activity. It is a sure bet that some guests will want to join. This also helps members get in the habit of identifying prospects and asking them to join.

4

Practice good hospitality.

Roll out the welcome mat and make guests and new members feel comfortable and at home. This can even be done utilizing Zoom teleconferencing! First impressions are important. Encourage members to introduce themselves and talk about chapter goals/accomplishments.

5

Create and present great programs. Design educational lunch and learn workshops and other activities that meet the needs of your audience. Hosting interesting chapter meetings will make those guests want to come back for more.

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6

Public Relations. Put your chapter on display. Assign one or two social butterflies in your chapter to work on a public relations campaign, to post flyers, posters, and other information in the break rooms, bulletin boards, agency newsletters, and the CWC website, www.californiaworkforceconnection.org, to promote chapter activities. Be sure to provide the names, emails, and phone numbers of chapter officers or members who can be contacted for more information.

7

Reclaim Retirees and terminated memberships. Pull out old CWC membership rosters and identify those who have left the chapter. Assign some volunteers to give those members a call; you never know, their situations may have changed since they left, and they may be interested in becoming active in your chapter again. If for some reason they are unable to join, ask them for some names of people they think would make good CWC members.

8

Make the most of service projects and educational workshops. Whenever the chapter provides a “lunch and learn” workshop, contributes to an event, or sponsors a community service project, promote CWC to everyone in attendance. Ask prospects to get involved as volunteers before they join. Highlighting a meaningful community service project may prod some good prospects to commit. Give them literature on CWC, invite them to visit your chapter Zoom meetings, and encourage them to become members.

9

Plan a fun virtual social event. Organize a party or other fun activity as a recruitment event. Invite as many prospective members and their spouses or significant others as possible. While having fun and socializing at the get-together, include some education and a soft-sell presentation to invite prospects to join your chapter of CWC.

10

Learn from other CWC chapters. Scan the CWC membership reports located on the website www.californiaworkforceconnection.org, to identify those chapters that have successfully grown. Contact them to find out how they increased membership. Observe how they handle their meetings and how they welcome guests to events. Plug into the State Membership Committee meetings for support and guidance, as well as attend your District meetings, in addition to the CWC State Annual Education and Leadership Conferences.

(Adapted from the Rotary Club Membership Manual)



DISTRICT CAUCUS

CALIFORNIA WORKFORCE CONNECTION CHAPTER PRESIDENTS AND MEMBERS!

We hope that this message finds you, your families, and members safe and healthy!

Since we will not be able to have our usual annual individual caucus meetings due to the lack of in-person meetings, at our State Educational Conference, we need to establish a new method this year to select four new District Directors.

If you are not sure which District you might belong to, here is a breakdown of the districts and the local chapters:

District 1:

Sacramento, Joaquin, and Fresno

District 2:

East Bay and Silicon Valley

District 3:

Cabrillo Del Rio, Los Angeles, Los Compadres, Los Tres Condados, and San Gabriel Valley

District 4:

Inland Empire, Orange Empire, and Puerto del Sol

We will hold the election on Saturday, May 15, 2021, via Survey Monkey, making it short, fast, and easy. If anyone wishes to run for any of the District Director positions, please submit your name to the Immediate Past President James Thomas at zelodis@att.net so that we can place your names on the ballot. Nominations will be accepted now through Saturday, May 9, 2021. Winning nominations will be announced at the State Educational Conference/Convention via Webinar on June 12, 2021.

We expect each of you to have a distribution list of all your Local Chapter members' personal emails so that you can send them this message letting them know of the election. This notice will also run in our *Cal-Liope* newspaper and posted on our Website. Members should look for their District Directors' emails about these elections. To make sure you get proper notifications please make sure that we have your personal email. If you are not sure, please send your home email address to Val Moeller at retire2k07@aol.com.

During these times we are experiencing matters, both personally as well as professionally, that we never thought we would have to in our lifetime. We need the most experienced officers on the CWC Board to guide us through this storm and onto smoother waters.

Be assured that we will make it through the storm more united and even stronger.

Thank you,
CWC Board of Directors

Support for Veteran-Owned Small Businesses

By Dana Burks, Los Angeles

Opening a small business is no easy feat, but fortunately, there is support for Veterans that would like to take the challenge. Backed by Veterans Affairs, the Vets First Verification program is a program for Veteran-Owned Small Businesses (VOSB). The program is run by the Office of Small & Disadvantaged Business Utilization (OSDBU). VOSB that register with OSDBU and choose to enter the program may be eligible for advantages when bidding on government contracts. To be eligible to register one's business as a VOSB, a veteran must:

- Own 51% or more of the company he or she wants to register, and
- Have full control over the day-to-day management, decision-making, and strategic policy of the business, and
- Have the managerial experience needed to manage the business, and
- Be the highest-paid person in the company (or can provide a written statement explaining why he or she taking lower pay helps the business), and

- Work full time for the business, and
- Hold the highest officer position in the company.

For VOSBs that participate in the Service-Disabled Veteran-Owned Small Business (SDVOSB) Program, the government limits competition for certain contracts. Also, joining the SDVOSB Program makes one's business eligible for set-aside contracts while allowing the business to compete for contract awards under other socio-economic programs that the veteran's business qualifies for.

To register a business as a Service-Disabled Veteran-Owned Small Business (SDVOSB), a veteran must:

- Be a small business, as defined by the Small Business Administration (SBA)
- Be at least 51% owned and controlled by one or more service-disabled veterans
- Have one or more service-disabled veterans manage day-to-day operations and make long-term decisions
- Eligible veterans must have a service-connected disability

Visit the Veterans Affairs website, www.va.gov, and the SBA's website, www.sba.gov, for more information.

Apply Now! Bybee Grant Can Help

By Arlene Bautista, BYBEE Grant Trustee

One of the greatest benefits of membership to the California Workforce Connection (CWC) is the Bybee Grant. The Bybee Grant provides financial assistance to members who would like to enhance their skills and perform their jobs more efficiently. Interested in taking a class that would help expand your career opportunities? If you have been a member for at least a year, you may be eligible for this grant. Local chapters are also encouraged to apply to pay for educational materials and speaker costs.

The Bybee Board, consisting of three Bybee trustees, can approve requests up to \$500 or two grants per member, per fiscal year, whichever is less. The process is simple:

- Take the course.
- Submit a completed application and attach the required documents such as a copy of the program description, proof of completion, and payment receipt. Send the packet to each of the three BYBEE Trustees.
- Once the board receives the proper documentation, the applicant will receive acknowledgment of the receipt of the application within 15 days.
- Within 30 days, the applicant will receive a letter regarding the status of the request.
- If approved, the CWC State Chapter Treasurer will issue the payment. If not approved, the decision can be appealed to the CWC State Chapter President.

Grants may not be used for institutes, conventions, books, or college matriculation purposes.

This year, the CWC Bybee Trust Board is Arlene Bautista, Tom Sims, and John Szeibert. Contact information is found at the bottom of the application form and these application forms can be downloaded from the CWC website: www.californiaworkforceconnection.org. You can also contact your District Director or Local Chapter President for more information.

Do not forget about this valuable benefit. I look forward to seeing your application.

DID YOU KNOW?

By Ray Cabrera, Inland Empire District IV Director

This is the third article in the new feature: "Did You Know?" These articles will emphasize information that you might not be familiar with but are especially important material that everyone should know.

I apologize for taking a sabbatical and not writing any recent articles, but with my retirement, establishing a new offshoot of our organization, and then the pandemic things have been tough, to say the least. Now, my wife has also retired, and we have spent 24/7 for the last 13 months in our little house. All I kept thinking was, "Love the one you're with."

During my absence, we have had several changes, and all of them to the

good. Since in-person meetings are out of the question, we moved over to the Zoom meeting platform. Each of the District Directors obtained Zoom meeting accounts where we have been having local chapter training and meetings via Zoom. The District Directors have also been having quarterly Zoom meetings with their local chapter presidents. So, as you can see, we have created communications between the members and chapters even though we have no in-person meetings. We continue to honor the distancing criteria set by the Centers for Disease Control (CDC). With most of the EDD employees teleworking, we felt this was the best way to continue good communication with our members.

The most popular Zoom training

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Thank You for Everything, ITB!

By *Waunetah Gains*
Sacramento, Chapter Secretary

The year 2020 brought numerous challenges (often simultaneously) to the Unemployment Insurance Branch (UIB) and its customers – both internal staff and end-user claimants. With the worsening effects of the 2019 Novel Coronavirus (COVID-19) Public Health Emergency (the COVID-19 pandemic), Congressional legislation ushered in new UI programs requiring herculean efforts on behalf of the Information Technology Branch (ITB). Since March 2020, the ITB has worked almost literally around the clock, and largely behind the scenes, to meet the challenges faced by the UIB as it worked to bring momentous and positive change to the lives of the Californians affected in these unparalleled times.

In response to the COVID-19 pandemic, numerous UI Program provisions and functionality changes had to be made in a short time to assist those who needed it most. Several of the programmatic updates and changes were taking place at the same time brand new system functionalities and processes were being put into place. At each turn, staff within the UIB and ITB collaborated and worked tirelessly (and

creatively) to find ways to quickly provide benefits to affected individuals. Each change and improvement sought to enhance the UI customer experience and make significant improvements to streamline workload processes for UIB staff while highlighting how the collaboration between UIB and the ITB can continue to bring about through the modernization of UI systems and self-service options for customers.

On **March 27, 2020**, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), was signed into law based on the COVID-19 pandemic's effect on the national economy, which brought new provisions for the UI Program. The efforts listed below are just a fraction of what the ITB completed on behalf of the UIB in 2020:

April 12, 2020 – the ITB implemented the necessary initial programming to issue the additional \$600 Pandemic Additional Compensation (PAC) payments on all eligible weeks as provided by the CARES Act for customers on most UI benefit programs.

April 25, 2020 – just two days after California's Labor Secretary at the time directed the Department to immediately process available weeks from March 14 – May 9, without requiring customers to submit

certifications through the usual channels, ITB updated the California Unemployment Benefit Services (CUBS) to automatically start processing the certifications.

April 28, 2020 – only 13 days after the Department of Labor (DOL) provided the UIB with the necessary guidance on how to administer a historic new benefits program, the ITB implemented the first phase of the Pandemic Unemployment Assistance (PUA) program. For the first time in UI Program history, self-employed individuals, business owners, independent contractors, and those who had a limited attachment to the labor market and would normally not be able to file a UI claim or receive benefits, were potentially eligible to receive assistance under the CARES Act.

May 20, 2020 – a month after the initial implementation was complete, the second phase of PUA was released which included two key changes helping front-line UIB Claim filing staff perform their duties with greater efficiency.

May 27, 2020 – the ITB implemented the first phase of the Pandemic Emergency Unemployment Compensation (PEUC) extension – the first tier of the EUC claims – which provided up to 13 weeks of additional UI benefits to individuals who had already exhausted all available benefits.

June 30, 2020 – a little over two months after programming the system to automatically pay benefits without certification, the ITB had to create another process that would allow those 1.6 million customers to submit a retroactive certification for each week that had previously been automatically processed

July 1, 2020 – the ITB released the programming required for the FED-ED extension which allowed for additional benefits of up to 13 weeks for those meeting specific criteria.

July 8, 2020 – phase two of the PEUC programming was implemented.

July 21, 2020 – programming was released to file new FED-ED extensions at 20 weeks instead of up to 13 weeks, as well as automatically refiling existing FED-ED extensions to bring them up to 20 weeks.

September 1, 2020 – the Upload Document feature was implemented as a new functionality allowing UI customers to upload required documents through their UI OnlineSM account to mitigate the delays in critical claims processing and determinations due to the explosion of UI applications and the pandemic's effect on mail delivery.

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DID YOU KNOW?

CONTINUED FROM PAGE 6

is our Statement of Qualification (SOQ) training. Many of the local chapters in all the Districts have conducted SOQ training with great results. Attendance has been

high, and we are still getting requests for more SOQ training events. Please review our website regularly for the latest information on any training taking place up and down the State. It does not matter what local chapter you belong to; all local chapters will accept any member for training. If you are not a member, join and be able

to attend training for free. Membership applications are available through our website: www.californiaworkforceconnection.org.

These are different times, but new and exciting times. We are pushing the envelope to create new ways of doing business for and with our members. Do we have all the answers? NO, we do not.

Behind the scenes, your Board members are taking training to improve our presentations. If you have the education, skills, and experience, then speak up and help. Contact me at onthegoray@aol.com and we can go from there.

Thanking you in advance for your participation.

THANK YOU, IT! FROM PAGE 7

September 5, 2020 – phase one of the Lost Wages Assistance (LWA) program was implemented to retroactively provide up to \$400 per week in additional benefits, based on a Presidential Memorandum after the PAC program ended, to individuals unemployed due to the COVID-19 pandemic and already receiving at least \$100 of UI benefits from the State. Ensuring that only the \$100 was charged to an employer's account (if the customer was on a non-PUA claim) meant ITB had to modify an existing program to allow for the most accurate benefits payment and detailed reporting mechanisms for UIB.

September 10, 2020 – an entirely new UI Online Continued Claim Certification and paper Continued Claim Form (CCF) for the PUA program was created based on DOL requirements. The format, completely different than the existing versions, meant that ITB had to adjust UI programs and systems again to ensure all parties would be served appropriately.

September 15, 2020 – phase two of the LWA program was implemented.

September 19, 2020 – UIB entered a historic “reset” period and did not accept new UI applications for two weeks. Based on a recommendation made by the Governor's Office Strike Team and with the approval of the DOL, the UIB took the proactive step to improve the identity verification process to address the increase in fraudulent activities requiring ITB coordinating and programming multiple UI systems to work with the ID.me as a third-party vendor.

October 31, 2020 – the ITB recalculated all existing PUA claims up from 39 weeks to 46 weeks based on Governor Newsom's legislation to extend the PUA under the CARES Act, while also updating the new claim filing programming to file any new PUA claim at the correct new number of weeks.

November 20, 2020 – the ITB implemented the Income Substantiation process for all PUA claims in coordination with the Tax Branch

“To all the Division Chiefs, Engineers and Architects, IT Specialists and Associates, Analysts, Supervisors, and Managers within the ITB – whether providing direct service to customers or supporting the UI program at large – demonstrated unwavering support for Californians as they worked to fulfill the Mission and Vision of the EDD at large. All the good things which happened to the UIB and its customers in 2020, plainly could not have happened were it not for the efforts of the ITB. Thank you again, ITB. You are all appreciated!”

and based on historic legislation granting UIB access to Franchise Tax Board (FTB) records for this purpose.

December 12, 2020 – the ITB implemented the initial phase of the efforts to further preserve the security of a UI customer's personal information by removing both the individual's Social Security Number (SSN) and even the randomly generated EDD Customer Account Number (EDDCAN) from UI forms and notices. To accomplish this effort based on a report from the California State Auditor, the ITB and UIB had to find a way to translate SSN and EDDCAN information from the internal UI systems onto documents that would be printed and mailed to the customer in such a way that if/when the customer returned the document to UI, the claim could be in the

system since often only the initial of the first name is also printed.

December 27, 2020 – additional legislation passed to extend unemployment provisions originally made available under the CARES Act. The Consolidated Appropriations Act of 2021 (the CAA) meant the ITB again had to quickly implement new and updated programming: extend the end-dates of pandemic-related claims to March 7, 2021; reinstate supplemental PAC payments; recalculate over four million PUA claims to 57 weeks; program some PUA and PEUC claims to be payable through April 10, 2021; create the second tier of extended benefits named Pandemic Emergency Unemployment Extension (PEUX) as the second tier of extended benefits, and program UI systems to provide a new and historic Mixed Earner Unemployment Compensation (MEUC) at \$100 per week to individuals who have at least \$5,000 a year in self-employment income but are disqualified from receiving a PUA claim based on eligibility for regular UI benefits at any weekly amount.

What is a Webinar? How Does it Work?

By Raymond Cabrera
District IV Director

A webinar is an online event that is hosted by an organization and broadcast to a select group of individuals/members through their computers via the Internet. It is sometimes also referred to as a “webcast”, “online event” or “web seminar.” It allows a speaker from the hosting organization to share PowerPoint presentations, videos, web pages, or other multimedia content with audiences that can be located anywhere, for CWC that means anywhere in the State of California. Typically, it has both audio and visual components. The visual component is shared through a web conferencing tool or Internet browser. The audio portion of a webinar is usually broadcast through the audience's personal computers (through speakers and media players) or the telephone.

A webinar allows the hosting organization to interact with its members. The audience can ask the speaker or moderator (who is leading the webinar) questions in real-time through an instant messaging tool usually called the chat room. The objective of a webinar is up to the host, but the options to choose from are on a wide spectrum. This means that the tools you use to launch your webinar have to be flexible enough to provide you with features that will keep your audience engaged, no matter the topic.

Preparing a webinar means nothing if nobody sees or hears what you have to say. Most of your webinar's success will come from promotions, just like any event's success would. Promoting at the wrong time on the wrong outlets will not get you high-quality leads. It might not even get you an audience.

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Holding someone's attention in a traditional meeting or presentation is one thing, but doing it virtually is another obstacle to jump over. The format of your webinar will determine the difficulty of this first step, but one of the things that keep people engaged is including them in your conversation. If there is a way that you can incorporate hand raising, a Q&A, or polls into your presentation, doing so will hold the attention of a viewer longer than if they were listening to one person speak for the entire session. Opportunity for participation can go a long way.

Additionally, make the visual appearance of your webinar appealing and exciting. Whether that means using "Graphic Interchange Format" (GIFs), images, or videos visual assets that can help explain what you are talking about will capture the attention of your audience.

Keep your webinar light-hearted and speak directly to the audience – this can be a great way to help them feel included. One way to break tension or lessen the stress on yourself is to have a couple of jokes prepared at the beginning. Run them by the rest of the team but having a few light comments ready to go while introducing guests, touching on housekeeping, or welcoming people to the event can put you in a more relaxed mood and help you navigate that awkward or uncomfortable feeling.

Finally, know that the webcam is a must for the presenter. Even with all the above tools and methods, listening to a presentation without seeing the presenter is bound to lead to people leaving your webinar before long. Show yourself so that you have the opportunity to make a real connection with your audience.

Always host a dry run with your speakers and presenters. As experienced or as senior as your presenters may be, this is a great opportunity to ensure everyone is on the same page. On the day of the presentation, it is good to have the team login early to ensure everyone accesses the platform, that the audio works, confirm the order of events so there is an agreed-upon flow, and assign any last-minute to-dos such as changes to content, updates to slides, etc.

Just like any presentation, preparation is critical, especially when the people you are presenting to are people that you are hoping will turn into members.

Forgiveness

By Rob Claudio, Orange Empire member

A few weeks ago, I was following a discussion online about the topic of forgiveness and although it is a topic that I periodically see come up, I realized that I had not yet directly written about it in my column. My first thoughts were that this is not an easy subject for many people, because everyone who has had to contend with this in their lives may have wounds of varying depths and degrees. I remember when I was in high school and Mothers Against Drunk Driving (MADD), had become an influential organization. It was created out of the necessity for mothers to bond and feel that their child's life had not been taken in vain while finding a purpose in this type of tragedy as they tried to prevent future heartbreaking losses.

Fast forward to today and there are several other such worthy organizations which focus on saving lives and helping others by sharing the experience of personal pain. Along these lines, I recalled watching a news special on one of the evening shows several years ago, when a mother had a face-to-face discussion with the person that took her son's life as a result of a crime. The mother who listened to the individual personally apologize for what he did, took courage to a whole new level. Also, that inmate who decided he wanted to face this person that he had caused so much pain to, was equally valiant. You can certainly say that both needed healing in their lives and the boldness to face each other was among the hardest things they both have had to endure.

I remember the mother at the end of that conversation with tears in her eyes, told that individual that she had to forgive him because she believed in a God that expected nothing less of her. It was a mesmerizing and touching moment to see, and you could almost feel the weight of this great tragedy begin to lift from both people after they concluded their conversation. I have also met people over the years who carried resentment and unforgiveness towards someone that caused them pain yet were still not willing to make peace with them.

The energy that it took to carry such ongoing mental weight in my view, continued

to prevent them from mending something that was broken inside them. However, until we have experienced something significant of this nature ourselves, it may be difficult to understand what someone else's heartache feels like. The one thing I know for sure is that it takes a lot of stamina to continue to hold on to negative feelings while conditioning oneself to purposefully recall anger or resentment on an ongoing basis. The best advice I ever saw written in a short sentence regarding forgiveness, was that it is needed for you to heal and not necessarily for the person that caused the pain. I could certainly write a lot more about what I have witnessed related to this topic, however, my purpose is to bring people closer in some way to finding that relief which many may be seeking.

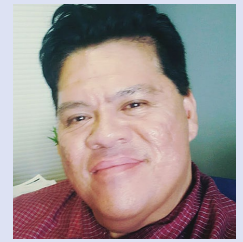
Another saying that sticks out for me related to this topic, is that everyone has a personal story that can break your heart. These I am sure were born of tragic circumstances which changed the course of people's lives. The hardest part is always how one picks up the pieces of something that was broken and begins putting things back in their rightful place. My deepest hope is that for those who may be contending with this issue, that they find a way to forgive, to move forward towards a form of curative recovery. Remember forgiving does not mean forgetting, however, in time you will see that if you can bring yourself to this place, you may find it harder to remember the pain which was caused and why you chose to hold on to it for so long.

My other best advice is to tell your story to others who may need to hear it. You could be the best example to show people they are not alone and to see what forgiveness can look like personified in others.

*"True forgiveness is when you can say,
"Thank you for that experience."*

– Oprah Winfrey

You can also follow the "Inventing Your Life" blog at: www.inventingyourlife.blogspot.com



ROBERT CLAUDIO

Have You Checked Out the Members Only Portal?

By B.J. Sims, Silicon Valley, Website Administrator

Looking for CWC resources? Try the “Members Only” portal on www.californiaworkforceconnection.org! You can find information about the Board meetings, Budget, Resources, Training, and Surveys along with archived local chapter documents and much more. This portal is for CWC members only, and it is a repository for reference documents, templates, and guidelines that can be easily accessed. The intent is to save trees, reduce printing, and efficiently do business in the 21st century. The expectation is to have continuous website development; there will always be updates, improvements, and innovations that require us to adapt and embrace change.

This portal relies on the State and Local Officers to submit documents, flyers, and updates to the Website Administrator to keep it current and useful to members. The Archive page includes local chapter documents, reports, flyers, and newsletters submitted by those chapters. Local chapter presidents will find this a great resource to see what other chapters have done and got ideas for flyers. The Board Page provides meeting agendas, meetings, officer reports, and presentations. The Budget page includes the Local Chapter Treasurer Reporting Responsibilities, contact information, and reporting schedule. Operating Budgets and Treasurer Reports are available for members to view.

The Resources page has governance documents such as the Bylaws, Operating Procedures, and Local Chapter Handbook to help officers. Also listed are the current forms used for reporting, reimbursement forms, meeting template forms, and the logo that can be downloaded. The Survey Page is for past and future surveys to be made available to members. The Training Page provides a narrated New Employee Orientation, a variety of PowerPoint training used by presenters, and conference videos. To request access to the “Members Only” portal, use the website [CONTACT US](#) form and be sure to include your personal email for CWC to use to communicate with you. Due to security issues, Employment Development Department email addresses will not be allowed to access the Members Only Page. Upon confirming membership status, a password will be sent via email with instructions. We will not share your email with any third party.

Visit www.californiaworkforceconnection.org and thank you for your membership and participation!

DISTRICT II THOUGHTS FROM DISTRICT II

By Fred Ruibal, District II Director

2021 is proving to be going by fast! We are already approaching spring, with those spring rites of passages such as springing forward with the time, spring cleaning, and waiting for the time when we can finally get together with our friends and family with some degree of normalcy. Last year at this time, we were of course hunkering down due to the pandemic, limiting our time spent outside of our homes, and dreaming of the time when things could be back to normal. Schools had to shut down, ballparks empty, and restaurants closed to dining indoors. I can remember going to the store the first weekend of sheltering in place and observing how the shelves were empty, with essential household items being very slim pickings! The first time I was able to buy flour, I never thought I would get so excited about doing so! Hahaha! And to be honest, last year seemed like it would never end!

However, as always, folks were able to adjust to the new normal. District II, like everyone else, had to adjust the way they conduct business with its members accordingly. Using the Zoom format to conduct our affairs took a little getting used to, but it is proving to be effective. The district recently did a Statement of Qualifications Training for CWC members. It was conducted by none other than Val Moeller, who gave a great presentation to our viewers. She presented a slide show of the ins and outs of an SOQ. The SOQ is a summary of a person’s job skills that are relevant to the job they are applying for. Many positions are requiring this along with the standard application. When EDD was hiring last year due to the volume of people

applying for unemployment, it opened many management positions. And with these positions, the SOQ was being used in place of the formal interview in many situations. Maybe this will be the new norm? Only time can tell.



FRED RUIBAL
DISTRICT II DIRECTOR

District II is currently collaborating with the other districts in putting together this year’s conference. It can be a painstaking process, for there are many bases to cover and prepare for. Last year, we were not able to have a conference due to the pandemic. So, this year we are looking to commence one using video conference format. There will be challenges in such a format, but I am confident that the conference committee team will rise to the occasion and will be able to put something together that is exciting and informative! Hopefully, as time goes on, we will be able to have more in-person type of events as COVID-19 rates start to go down and more folks get vaccinated. But for now, we can probably expect to conduct our CWC business via Zoom and other social media platforms.

With that said, District II will continue to march forward, engaging with its members and making plans for activities and events. For us to be relevant and attract more membership, we must continue to allow ourselves to be open to new ways of engagement to meet the challenges of modern times. District II will always find a way! I think we all will!



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DISTRICT III ANNUAL AWARDS EVENT HONORS WINNERS

By Verletta (VAL) Moeller
Cabrillo Del Rio Member,
District III Awards Co-Chair

District III hosted its annual Award Recognition event on Saturday, January 30, 2021. The Denim & Diamonds Gala was

our first recognition virtual (on ZOOM) event due to the pandemic. It was a challenging task, but thanks to the awards committee, everything went very smoothly. We would especially like to thank our sponsors: Optimum Seismic, Allied Universal, Revolution National Pest Council, Inc., Veterans Advocacy Group of America, Laborers Int. Union

of North America Local No. 585, AFL-CIO, Prince James Reed-Williams, and Val Moeller.

All nominees received Certificates of Excellence. Prince James Reed-Williams, Employment Program Manager I, Compton Workforce Services (WS), served as the Master of Ceremonies and Jacqueline

Gomez served as co-host for the ZOOM PowerPoint presentation.

Cesar Valladares, Deputy Division Chief, LA Coastal Workforce Services Division presented a tribute to EDD employees for their efforts to serve the people of California under pandemic conditions. Many employees multi-tasked and embraced a virtual environment while remaining core to EDD values and mission.

Congratulations to the following award winners! DISABILITY INSURANCE

- Employee Performance – Virginia Valle
- Customer Service – Juan Nunez
- Customer Service Groups: (1) Van Nuys OJT Trainer Team – Esau Marquez, Michael Goldthreath & Susanna Keshishyan; (2) Van Nuys Senior Management Team – LaDeana Adams, Diana Ogandjanian, & Romeo Miranda

UNEMPLOYMENT INSURANCE

- Management Employee Performance – Christopher McGann
- Employee Performance Groups: (1) Inglewood Onboarding Team – Pamela Norris, Pleshette Burrell, Francisco Capitulo, Rina Carr, Luis Chavez, Ceneal Croxton, Helen Estrella, Eliza Euwing, Mark Fag, Mia Gist, Doreen Goldsmith, Francisco Huerta, Shanetta Johnson, Lisa Shaw, La Trea Kidd, Francisco Lindaya, Chris McGann, Rene Almaraz, Dionisio Ople, Maritza Osorio, Tracie Ponds, Vance Richards, Maria Shintani,

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District II: East Bay and Silicon Valley Chapters



We are in it Together And Together we will get through it!

Hear From

- **Rick Jennings II**
- Retired NFL Raider, Super Bowl winner and Sacramento City Councilman
- Will talk about strategies that help teams get through tough times

Learn how to win together




Rick Jennings II

CEO, Center for Fathers & Families
Council Member, City of Sacramento
Husband, Father, Community Servant
Devoted Raider Fan

Date: March 27, 2021

Time: 2-3:30 pm

Zoom Presentation: “Importance of supporting each other during hard times”

Members Deadline to RSVP BY 3/20/21!

Due to limited Zoom space availability - priority to CWC members and those submitting applications by deadline date. RSVP early to secure admittance!

Zoom Link information to be emailed 3/26/21 upon receipt of RSVP and membership confirmation.

- **Free** to Members – Must RSVP by COB 3/20/21 or direct your questions to Arlene Bautista: ajosebautista@gmail.com or Fred Ruibal: rui28@yahoo.com
- **Free** to Non-Members - if joined by 3/20/21 upon confirmation of a submitted membership application. To join go to <https://www.californiaworkforceconnection.org/join-now/> and make your RSVP to Arlene Bautista: ajosebautista@gmail.com or Fred Ruibal: rui28@yahoo.com
- **Non-Members pay \$25.00** via Eventbrite registration depended on space availability: <https://www.eventbrite.com/e/cwc-district-ii-zoom-tickets-144733589061>

www.californiaworkforceconnection.org

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Delores Vargas, Annette Herrera, Linda Phu, Vahe Yeghiayan, Kimberly Ward, Loranda Cutrer, Abel Monreal, Nadia Moreno, Irene Presiado, Fredrick Warren, Charles Freeman, Janet Alexander, Faraz Aqil, & Jing Morse; (2) Inglewood Rapid Response Team – Eliza Euwing, Francisco Lindaya, Marco Martinez, Farrah Pleasant, Yesenia Olvera, Maritza Osorio, Sandra Rosete, Mia Gist, Irene Preciado & Vahe Yeghiayan.

- Customer Service – **Eddie Rudolph**
- Customer Service Groups: (1) **Clerical Support Team** – Janet Alexander, Charles Freeman & Fara Aqil; (2) **Inglewood Adjustments Team** – Eliza Euwing, Sonia Alvarez, Denise Burnett, Antoinette Carter-Collins, Althea Chang, America Cortez, Harold Fisher, Terri Harrison, Otis Hollins, Erica Morgan, Katherine Smith, Sylvia Gentry-Henry, Effie Hall, Arlene Carillo, Kacie Love, Quinton Tatum, Lisarenee Chin,, Wanda Reid, & Stasha Eiland; (3) **Inglewood Mentor Group** – Dan Hanami, Sandra Rosette, Christina Arballo, Yesenia Olvera, Farrah Pleasant, Linda Famiyuro & Marco Martinez
- Partner Employee Performance – **Department of Industrial Relations (DIR) and Department of Apprenticeship Services (DAS) Interagency Volunteer Team** – Cristen Harrington, Ellen Soakai, Susan Babirye, Adria

Galbreath-Baker, Carlos, Medrano, Oluchi Iwuoha, Puliloa Chavira, Rhiannon Rogers, Jennifer Vargas, Rania Brown, Joe Espiritu, Kao Saetern, Carrie Stanosis, Ameilia Meza & Adrianna Salmoran. This group answered the call to help the Unemployment Insurance (UI) Branch at the Inglewood UI office.

WORKFORCE SERVICES

- Employee Performance – **Jacqueline Gomez**
- Management Employee Performance – **Dinah White & Alexis Carter**
- Group Employee Performance: **Region 2 UI Resolution Team** – Rodney Whitney, Pamela Norris, Carlos Zambrano, Jose Medina, Ray Reed & Cathy McKinney.
- Customer Service – **Dominique Grenmalm**
Customer Service Group: **Southeast Los Angeles County (SELACO) American’s Job Center of California (AJCC) Change Makers Team** – Evangelina Arroyo, Echo Lau, Stacey Girdner, Corina Coronel, Vivien Hochschlid, Amber Hernandez, Renee Fakhfour, Tammy Ferranti & Paty Dominguez.
- UI/JS Fusion Award – **Helen Cabrera** – This is a new award that District III created to recognize employee performance in both Workforce Services (WS) and Unemployment Insurance programs. This became necessary when WS staff were



redirected to UI due to the pandemic. This award embodies accomplishments in both programs.

- Services to Veterans Awards – **Selina Lee**
- Services to Veterans Group: **Compton DVOP Team** – HW Joiner, Dana Burks, and Dinah White.

The event ended with Remembering a Rose – **Mary Navarro-Aldana**. Mary was an active member of CWC formerly IAPES/IAWP for almost 42 years and was an EDD employee for 44 years. She passed away on December 29, 2020. Cesar Valladares and I honored her legacy with tributes that were deserving as well as memorable.

Thanks to all our award presenters: **Cesar Valladares, Ferdinand Guzman, Shanetta Johnson, Matthew Pierson, Irene Preciado, Ken Gomez, Julia Lugo and Carolyn Anderson.**

Congratulations to all award nominees! You are all winners!

This kind of event takes a team to accomplish. My thanks to the Awards Committee team of **Dinah White, Kimberly Green, Tova Barbour, Sterling Barbour, Dadisi Elliott, Jackie Gomez and Prince James** for a successful event!

EAST BAY CHAPTER

By *Arlene Bautista*
East Bay, Chapter President

Together with the Silicon Valley Chapter, the East Bay Chapter is excited to have a series of events for our members. Last February, the Statement of Qualification (SOQ) training was held via Zoom, presented by CWC State Chapter First Vice President Val Moeller. The virtual seminar was filled with valuable information and at the end, attendees asked detailed questions on the best way to complete the SOQ. All had positive comments on the way it was presented and the ease of attending the seminar. In March, there will be another general meeting: “We Are in It Together and Together We Will Get Through It” where the guest speaker will be Rick Jennings. This dynamic speaker is a former Raider, drafted in 1976 and played during Super Bowl XI. He is currently a City Council member for Sacramento representing District 7. In April, Victor Tawn from Savings Plus will be showing us how to better manage our hard-earned dollars especially as some of us will be heading into retirement. Victor has done these presentations for our chapter in the past and each time we learned something new to make better financial decisions. Stay tuned for future events. On a final note, as everyone strives to slowly emerge from their COVID bubble, CWC will be here to support all of you.



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LOS ANGELES CHAPTER

TIPS FOR INTERVIEWING WITH ZOOM

By Dinah White, Los Angeles Chapter President

We are in a new frontier utilizing video conferencing software and especially Zoom. So, in this article, I will provide you some tips for succeeding during zoom interviews.

Use your mute button: Zoom has a feature where you can mute your audio. This is a great feature to use while your interviewer is speaking for long periods. While using the mute button, they cannot hear anything on your end. This is useful when there are loud sounds in your household such as dogs barking or children playing. Keeping yourself on mute as they speak can help your interviewer feel more focused on what they want to tell you.

Look into the camera while speaking: During an in-person interview, maintaining eye contact with your interviewer is a sign of confidence and respect. Video chat makes this a bit different, because if you were to look them in the eye on your screen, it may not look like that on their end. Instead, look into the camera as you are speaking. This creates the illusion that you are looking at them rather than yourself or the screen.

Choose a professional background: When setting up your computer, choose an area that is tidy and free of clutter. Make sure your background is sparse rather than busy and only has professional-looking items in the background. Setting up in front of a blank wall or a few tasteful decorations shows that you are organized and pay attention to detail.

Find a brightly lit room: Your interviewer needs to be able to see your body language and facial expressions during your Zoom interview. Choose a room with good lighting, so they can easily see you. Setting your interview space facing a window that lets in a lot of natural lighting is a great way to make yourself more visible. Setting up with a window behind you can cast shadows on your face and make you appear to look like a silhouette.

Silence your phone: Before your Zoom interview, silence your phone and put it away. This way, you can focus on the interview rather than a text message or phone call. It may be a good idea to put your phone away awhile before your interview, so you can clear your mind and focus on preparing before you start.

Maintain your focus: While your interviewer is speaking, keep your focus on the screen. Like you would in an in-person interview, show them that you are paying attention to what they have to say through active listening. You can do this by affirming what they say, nodding as they speak, and asking questions based on what they say.

Hopefully, you will incorporate these tips when you have an interview using Zoom and keeping checking the California Workforce Connection calendar for upcoming Zoom trainings!

WORKPLACE POSTERS REQUIREMENTS AND APPLICABLE LAWS AND REGULATIONS

By Dinah White, Los Angeles Chapter President, State Legislative Chair

Some of the statutes and regulations enforced by the U.S. Department of Labor (DOL) require that notices be provided to

employees and/or posted in the workplace. DOL provides free electronic copies of the required posters and some of the posters are available in languages other than English.

Please note that posting requirements vary by statute; that is, not all employers are covered by each of the Department's statutes and thus may not be required to post a specific notice. For example, some small businesses may not be covered by the Family and Medical Leave Act and thus would not be subject to the Act's posting requirements.

List of required Posters:

- Employee Rights Under the Fair Labor Standards Act (FLSA / Minimum Wage)
- Job Safety and Health: It's the Law (Occupational Safety and Health Act/OSHA)
- Employee Rights and Responsibilities: Under the Family and Medical Leave Act (FMLA)
- Equal Employment Opportunity is the Law (EEO)
- Pay Transparency Nondiscrimination Provision (41 CFR Part 60-1.35)
- Migrant and Seasonal Agricultural Worker Protection Act Notice (MSPA)
- Employer Rights for Workers with Disabilities Paid at Special Minimum Wages (FLSA Section 14(c))
- Employee Polygraph Protection Act Notice (EPPA)
- Your Rights Under USERRA Notice
- Employee Rights Under the H-2A Program

Applicable Laws and Regulations

- [Fair Labor Standards Act](#) (FLSA) – Establishes minimum wages, overtime pay, record keeping and child labor standards for private sector and government workers. The FLSA is administered and enforced by the [Wage and Hour Division](#).
- [Family and Medical Leave Act](#) (FMLA) – Provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) when the employee is unable to work due to his or her own serious health condition. The FMLA is administered and enforced by the Wage and Hour Division.
- [Occupational Safety and Health](#) (OSH) Act – Requires employers to comply with occupational safety and health standards issued by the Occupational Safety and Health Administration (OSHA) and to provide employees with a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm. The OSH Act is administered and enforced by [OSHA](#).
- [Migrant and Seasonal Agriculture Worker Protection Act](#) (MSPA) – Requires farm labor contractors, agricultural employers, and agricultural associations who recruit, solicit, hire, employ, furnish, transport, or house agricultural workers, as well as providers of migrant housing, to meet certain minimum requirements in their dealings with

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migrant and seasonal agricultural workers. The MSPA is administered and enforced by the Wage and Hour Division.

- [Employee Polygraph Protection Act \(EPPA\)](#) – Prohibits most private employers from using lie detector tests, either for pre-employment screening or during the course of employment. The EPPA is administered and enforced by the Wage and Hour Division.
- [Executive Order 11246](#) (Equal Employment Opportunity) – Prohibits certain Federal contractors and subcontractors from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin. This E.O. applies to Federal contractors and subcontractors and to Federally assisted construction contractors and subcontractors, who do over \$10,000 in government business in one year. Additionally, Executive Order 11246 prohibits federal contractors and subcontractors from, under certain circumstances, taking adverse employment actions against applicants and employees for asking about, discussing, or sharing information about their pay or the pay of their co-workers. The Executive Order also requires covered government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of employment. Executive Order 11246 is administered and enforced by the [Office of Federal Contract Compliance Programs](#).
- [Davis-Bacon and Related Acts \(DBRA\)](#) – Requires that all contractors and subcontractors performing work on federal or District of Columbia construction contracts in excess of \$2,000, or on federally assisted contracts, pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits. The DBRA is administered and enforced by the Wage and Hour Division.
- [McNamara-O’Hara Service Contract Act \(SCA\)](#) – Requires contractors and subcontractors performing services on federal or District of Columbia contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality or the rates (including prospective increases) contained in a predecessor contractor’s collective bargaining agreement. The wage and hour requirements of the SCA are administered and enforced by the Wage and Hour Division.
- [Walsh-Healey Public Contracts Act \(PCA\)](#) – Requires covered contractors to pay employees on federal supply contracts not less than the federal minimum wage for all hours worked and time and one half their regular rate of pay for all hours worked over 40 in a workweek. The wage and hour requirements of the PCA are administered and enforced by the Wage and Hour Division.
- [The Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) – Requires employers to provide to employees notice of their rights, benefits, and obligations under USERRA. Employers may provide the required notice by distributing it or posting it where employee notices are customarily placed. USERRA is administered by the [Veterans’ Employment and Training Service \(VETS\)](#).

SILICON CHAPTER

By Fred Ruibal,
Silicon Valley Chapter President

Hello everyone! We hope everyone is staying safe! We are now approaching the second quarter of the year. I cannot believe it. Time is going by amazingly fast, certainly compared to last year. At least for me, it has! As many folks were adjusting their routines to account for the “new normal,” the Silicon Valley Chapter was doing the same. In the past, we had met in restaurants for awards presentations, meetings, etc. But with the challenges that the current pandemic has forced us to confront, we have adapted to new ways of meeting and communicating. Zoom has proven to be our best friend! Very convenient and user-friendly! At least sometimes!

Silicon Valley has been working together with its District II co-chapter East Bay in putting together activities for members. We recently did an SOQ presentation, that was done by Val Moeller. It turned out to be highly informative. We had a good turnout. As new positions open, there will be new opportunities for advancement. SOQs are being required now as a screening tool to get an interview. We learned in the presentation that the SOQ should reflect the job requirements as far as one’s skills, experience, talents, etc. And that it should be constantly updated as we update our skills and knowledge. Val suggested that the time to put one together is now! Very sound advice coming from her! She knows what she is talking about and has years of managerial experience to back it up!

As I write this article, Silicon Valley and East Bay are collaborating on its next event, which will take place on March 27, via Zoom. We will have a featured speaker by the name of Rick Jennings II. He is a current Sacramento City Councilman, former Oakland Raider, and CEO for Fathers and Families. Rick will be speaking on the importance of supporting each other in tough times. A very appropriate topic given the times, as many of us are working from home away from the office and sometimes feel that the weight of the world is bearing down on us as we go on with our daily lives. The event is open to all CWC members. Please go to the CWC website for the flyer and details. A follow-up to this exciting event should be in the May/June edition. So, stay tuned!

I would just like to end this article by saying that the Silicon Valley chapter of CWC will continue to plan events and activities that will engage its members and serve as a platform for meeting their career needs. I encourage all the chapters statewide to continue to support each other during these times and be open to new ways of delivering events and news whether it be via Zoom or whatnot. Again, be safe and healthy!

How To Recruit New Members To CWC:

Organize a Zoom or other video conferencing luncheon or happy hour as a fun activity to recruit new members. Invite as many prospective members and their spouse or significant other as possible. While having fun with the video conference and socializing safely, include some educational benefits and invite them to join your chapter of CWC.

Membership Application

New
 Update
 Renewal
 Date: _____

*Mail form (and payment) to: **CWC**, Membership Coordinator, PO Box 7858, Oxnard, CA 93031*

Name: _____

Last name First Name: MI

Local Chapter: _____ **Telephone Number:** _____

Home email: _____

Address: _____

Number and Street Address City State Zip Code

Employer: _____ **City:** _____

Job Title: _____ **ARU:** _____ **Bargaining Unit:** _____

(If applicable) (If applicable)

Type of Member & Association Annual Dues Amount

Partner/Non-State Employee: \$98.00
 Cash/Check payable to CWC: I hereby agree to be sent an annual invoice for renewal of dues.

Retiree: \$36.00
 Cash/Check payable to CWC: I hereby agree to be sent an annual invoice for renewal of dues.

EDD State Supervisor/Exempt Employee: \$0.00

I agree to provide my full social security number, which will be kept confidential. **SSN #** _____

EDD State Employee Bargaining Unit 1 or 4: \$48.00

I agree to provide my full social security number, which will be kept confidential. **SSN #** _____

Automatic Deduction: By checking this box, I hereby authorize the State Controller's Office (SCO) to automatically deduct **\$4.00** from my salary each month and transmit, as designated, an amount for membership dues to the CWC. I certify that I am now a member of the CWC and allow the organization to establish, change and/or cancel my deduction. This authorization will remain in effect until I submit a written request to the SCO to cancel this deduction and termination of membership will cancel all deductions made under this authorization. I understand that processing may take 2-3 pay periods.

-OR- **Cash/Check Payment payable to CWC:** I hereby agree to be sent an annual invoice for renewal of dues.

Other State Employee (Non-EDD): \$98.00 – Refer to your Bargaining Unit Contract for possible reimbursement.

I agree to provide my full social security number, which will be kept confidential. **SSN #** _____

Automatic Deduction: By checking this box, I hereby authorize the State Controller's Office (SCO) to automatically deduct **\$8.17** from my salary each month and transmit, as designated, an amount for membership dues to the CWC. I certify that I am now a member of the CWC and allow the organization to establish, change and/or cancel my deduction. This authorization will remain in effect until I submit a written request to the SCO to cancel this deduction and termination of membership will cancel all deductions made under this authorization. I understand that processing may take 2-3 pay periods.

-OR- **Cash/Check Payment payable to CWC:** I hereby agree to be sent an annual invoice for renewal of dues.

I understand that the processing of this form/payment may take 1-3 months and that the California Workforce Connection (CWC) organization does not issue refunds.

Member Signature: _____ **Date:** _____

Recruiter's Name: _____ **Local Chapter:** _____