



**Workforce Development Board
Career Services Committee
Wednesday, January 15, 2020, 3:00 p.m.
Cabrillo College, Sesnon House
6500 Soquel Dr., Aptos**

18 W. Beach Street
Watsonville, CA 95076
(831) 763-8900
www.santacruzwb.com

Agenda

Career Services Committee MEMBERS:

Elyse Destout, Chair
Photography by Elyse Destout
Denise Moss, Vice-Chair
GOAL/Cabrillo College
Christina Cuevas, Governing Board Trustee
Cabrillo College
Maria Elena De La Garza, Executive Director
Community Action Board
Mary Gaukel Forster, Executive Director
Your Future Is Our Business
Fernando Giraldo, Chief Probation Officer
Santa Cruz County Probation Department
LeNae Liebetrau,
Senior Vocational Rehabilitation Counselor
Department of Rehabilitation
Annabelle Rodriguez,
Cabrillo College

DIRECTOR:
Andy Stone

- I. **Call to Order/Welcome**
- II. **Introductions**
- III. **Public Comment** – For items not listed on the agenda (limited to 3 minutes)
- IV. **Service Provider Activity Reports** – Sueños, Cabrillo College, Goodwill, Career Center Operator
- V. **Consent Items**
 - C.1 Approval of minutes: September 25, 2019 **2-5**
 - C.2 Career Services Committee Metrics PY 19/20 Q1 **6**
 - C.3 AJCC Hallmarks of Excellence Action Plans **7**
 - C.4 Recontracting PY 20/21 WIOA Services **8-9**
- VI. **Presentation: Sandy Diaz, Workshop Employment Specialist 10**
Goodwill Central Coast Employment Services
Job Search Workshop Overview
- VII. **Administration**
 - A.1 Grants and Initiatives **11**
- VIII. **Chairperson's Report**
- IX. **Announcements/Information Sharing**
- X. **Adjournment**

Next Meeting: April 22, 2020 @ 3:00 pm
Location: Sesnon House, Cabrillo College

Mission: Santa Cruz County Workforce Development supports the Community by cultivating economic vitality and assisting Jobseekers by creating programs that train, educate, and support the workforce to develop key and timely skills. We assist Business to secure the talent they need to thrive now, and into the future.

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefit of the services, programs, or activities. This meeting is located in an accessible facility. If you are a person with a disability and require special assistance in order to participate in the meeting, please call (831) 763-8900 (TDD/TTY- 711) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those affected, please attend the meeting smoke and scent free.



☒Action ☒Consent ☐Information ☐Discussion

C.1 Approval of Meeting Minutes

COMMITTEE: Career Services Committee	MEETING DATE: January 15, 2020
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide	

SUMMARY:

Requesting Consent approval of the September 25, 2019 Career Services Committee meeting minutes.

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the September 25, 2019 Career Services Committee meeting minutes.

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



**Workforce Development Board
Career Services Committee
Sesnon House, Cabrillo College
6500 Soquel Dr., Aptos, CA.
Wednesday, September 25, 2019, 3:00 p.m.**

C.1 Attachment

18 W. Beach Street
Watsonville, CA 95076
(831) 763-8900
www.santacruzwb.com

The Chair called the meeting to order at 3:00 p.m., and a quorum was established. Members, staff and guests introduced themselves.

Committee Members in Attendance

Cuevas, Christina
Destout, Elyse – Chair
Gaukel-Forster, Mary
Jamison, Sara – (substitute voter in for member Fernando Giraldo)
Moss, Denise
Rodriguez, Annabelle

Committee Members Absent

DeLaGarza, MariaElena
Giraldo, Fernando – represented by Probation Dept. Sara Jamison
Liebetrau, LeNae

Staff in Attendance

Chevalier, Katy – WTW Program Manager
Gazza, Laurel – WDB Administrative Aide
Paz-Nethercutt, Sara – WDB Senior Analyst
Stone, Andy – WDB Director

Guests

Berube, Matthew – Goodwill Central Coast
Livingstone, Todd – Watsonville/Aptos/SC Adult Education
Macias, Nohemi – Suenos, SCCOE
Mason, Shelby – Goodwill Central Coast
Reyes, Karen – Cabrillo College SRSN
Valdez, Karina – Goodwill Central Coast
Winter, Amanda – Career Center Operator

Subject: Public Comment

No comments from the public, however Committee Chair Elyse Destout made an announcement regarding the upcoming 9th Annual Youth Days, on October 4-5, 2019.

Career Services Committee MEMBERS:

Elyse Destout, Chair
Photography by Elyse Destout

Andy Hartmann, Vice Chair
IBEW Union, Local 234

Christina Cuevas, Program Director
Community Foundation of Santa Cruz County

MariaElena De La Garza,
Executive Director
Community Action Board

Mary Gaukel Forster,
Executive Director
Your Future Is Our Business

Fernando Giraldo, Chief Probation Officer
Santa Cruz County Probation Department

LeNae Liebetrau,
Senior Vocational Rehabilitation Counselor
Department of Rehabilitation

Denise Moss
CTE/Cabrillo College

Annabelle Rodriguez
GOAL/Cabrillo College

DIRECTOR:
Andy Stone

Subject: Service Providers' Activity Report

Nohemi Macias, of Santa Cruz County Office of Education (SCCOE) Suenos Program; Shelby Mason, of Goodwill Central Coast; and Karen Reyes, of Cabrillo College SRSN; each gave current updates as to the statistics of their individual program enrollments, outcomes and satisfaction of goals for the Fiscal Year 2018-19. Amanda Winter, Career Center Operator; also gave a slide presentation on the current objectives, plans and goals for the Watsonville Career Center.

Subject: Consent Items:

- C.1 Approval of the April 24, 2019 Minutes**
- C.2 Career Services Committee Metrics PY 18/19 Q4**
- C.3 AJCC Hallmarks of Excellence Action Plans**
- C.4 Watsonville Career Center Update**

Status:	Motion to Approve Consent Items:	Annabelle Rodriguez
	Motion Seconded:	Mary Gaukel
	Abstention:	None
	Committee Action:	All in favor, motion passed

Presentation item:

Karina Valdez, Prosperity Planner with Goodwill Central Coast, gave a presentation on the Financial Literacy Services Program, which included current enrollment numbers, program goals and success stories from current participants whose lives were impacted positively.

Subject: Administration Items:**A.1 – AB1111 Breaking Barriers to Employment Grant**

WDB Director Andy Stone gave the latest update on the AB1111 Grant availability and stated that 2 local organizations, Digital Nest and Homeless Garden Project had submitted proposals for the grant, which is made available through State general funds.

Action: No action taken, informational item only.

A.2 – Prison To Employment Grant

WDB Director Andy Stone gave the committee an update on the Prison to Employment Grant and stated that Santa Cruz County was set to receive \$126,784 to serve 13 individuals. He also noted that the County is not taking in any overhead costs.

Sara Jamison, from the County Probation Dept., filling in for Committee member Fernando GiralDOS' office, stated that the grant opportunity was great for individuals involved in the criminal justice system.

Action: No action taken, informational item only.

Chairperson's Report –

No report given, but Chair Elyse Destout mentioned the date of the next Career Services Committee meeting, January 15, 2020.

VIII. Announcements/Information Sharing

No announcements, however Todd Livingstone of Watsonville/Aptos/Santa Cruz Adult Education passed around class schedule brochures to those present at meeting.

Meeting adjourned at 3:57 p.m.

Next Meeting: **Workforce Development Board Meeting**
Thursday, December 5, 2019 @ 8:30 am
Seacliff Room, at Seacliff Inn
7500 Old Dominion Court
Aptos, CA

Career Services Meeting
January 15, 2020 @ 3:00 pm
Sesnon House, Cabrillo College
6500 Soquel Drive, Aptos, CA.



☐ Action ☒ Consent ☒ Information ☐ Discussion

C.2 Career Services Committee Metrics

COMMITTEE:	Career Services Committee	MEETING DATE:	January 15, 2020
STAFF NAME: Andy Stone, WDB Director; Katy Chevalier, ES Program Manager; Sara Paz-Nethercutt, Sr.Analyst			

SUMMARY:

Reports outlining each workforce services contractor's financial, federal (if applicable), and contract performance can be found here : <https://bit.ly/2ZYRtID>

☒ Attachment(s)

SUGGESTED MOTION: (if applicable)

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



☒Action ☒Consent ☐Information ☐Discussion

C.3 Hallmarks of Excellence Plans

COMMITTEE:	Career Services Committee	MEETING DATE:	January 15, 2020
STAFF NAME: Andy Stone, WDB Director; Sara Paz-Nethercutt, Sr. Analyst			

SUMMARY:

Background

As you may recall, on September 11, 2018, the WDB approved the Hallmarks of Excellence Assessment and Certification Action Plan for the Comprehensive AJCC. Using the criteria and procedures established by the State Board, the independent and objective assessment will be conducted every three (3) years and will be due again to the State in 2021.

Under EDD guidance Directive WSD, 18-11, March 14, 2019, this same methodology was applied to the other AJCC sites at the Capitola Employment Development Department (EDD) and WIOA Youth Suenos. This process was submitted to the state by the deadline of June 30, 2019 and will be in effect for two (2) years in order to align with the comprehensive AJCC certification due on 2021.

Update:

Program year action plans for each AJCC site have been developed and progress is displayed for your review.

The link to view the action plans is found here : <https://bit.ly/2R85wkX>

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to direct WDB staff to continue working on Hallmarks of Excellence Action Plans and to report back to the committee on ongoing progress.

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



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C.4 Recontracting PY 20/21 WIOA Services

COMMITTEE:	Career Center Committee	MEETING DATE:	January 15, 2020
STAFF NAME: Andy Stone, WDB Director; Sara Paz-Nethercutt, Sr. Analyst, Katy Chevalier, Program Manager			

SUMMARY:

As you may recall, the WIOA contracts are currently completing year two (2) of a potential four (4) year contract cycle from the last procurement award process. It is recommended that WIOA/Welfare to Work contract services continue with the current service providers as follows:

1. Goodwill Central Coast (GCC) for WIOA Adult/Dislocated Worker program services and WTW job search workshops and subsidized employment programs.
2. Cabrillo Student Resources and Support Network for WIOA/WTW participant support services and WTW work study.
3. Santa Cruz County Office of Education (SCCOE) for WIOA Youth program services, otherwise referred to as Suenos.
4. Career Center Operator, Amanda Winter

Although the Employment Development Department (EDD) has not yet released the Workforce Innovation and Opportunity Act (WIOA) Allocations for Program Year 2020-21 for the Adult, Dislocated Worker (DW), Rapid Response and Youth funding sources, final contractor allocations will be based upon overall state funding levels. It is recommended that the Executive Committee of this Board have final authority over allocation amounts.

Negotiations on the scope of work with the service goals and the budgets will be completed with services continuing as of July 1, 2020 according to the County's continuing contract agreements process. To standardize all PY 20/21 contractor budgets, GCC will be asked to provide a detailed staffing budget similar to the other WIOA contractors.

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the PY 20/21 re-contracting recommendations, submit to the Executive Committee for final allocation approval and direct staff to move forward with contract negotiations upon receipt of approvals.

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:

C.4 Recontracting PY 20/21
Workforce Service Providers

C.4 Attachment

CONTRACTOR	Funding Source/ Services	Actual PY 19/20 Allocation	Recommended PY20/21 Allocation
Goodwill Central Coast	Adult, Dislocated Worker	\$625,000	\$625,000 *
	WTW JSW	\$137,476	\$137,476
	WTW STEP/ TEMP	\$649,715	\$649,715
Cabrillo Student Resource and Support Network	Adult, Dislocated Worker	\$120,000	\$120,000 *
	WTW	\$77,465	\$77,465
	WTW, work study	\$109,189	\$109,189
SCCOE, Sueños	Youth	\$800,000	\$800,000 *
Career Center Operator-Amanda Winter	Adult, Dislocated Worker, Youth	\$75,000	\$75,000

* Final contractor funding allocation is based upon final funding levels from the State.

WTW: Welfare to Work

JSW: Job Search Workshops

STEP/TEMP: Subsidized Transitional Employment Program (STEP)/Temporary Employment to Meet Participation (TEMP) program

NOTE: Contracts for all Workforce Services for Business allocations, ie. rapid response, layoff aversion, will be presented at the Business Services Committee meeting for re-contracting approval.

**Workforce Development Board
Guest Presenter
January 15, 2020**

P.1 Job Search Workshop Overview

Sandy Diaz

Workshop Employment Specialist
Goodwill Central Coast



Sandi started working for Goodwill Central Coast as the Job Search Workshop Instructor in July 2015. Sandi has helped hundreds of individuals with barriers obtain employment as she provides coaching to participants and helps them develop the necessary skills needed to obtain employment. Not only does Sandi prepare participants for job search but simultaneously raises participants' self-confidence as she uses positive reinforcement and commonly gives out "High Fives" when her participants succeed. Sandi demonstrates to be a real "people person" as everyone she interacts with has a positive impression of her and enjoy the optimism she always exhibits. In addition, Sandi is very organized and ensures all administrative work she performs is accurate and completed by the due date without having to be prompted. As a result of her dedication and positivity, she has helped hundreds of individuals obtain employment and stability in their lives.



A.1 Grants and Initiatives

COMMITTEE:	Career Services Committee	MEETING DATE:	January 15, 2020
STAFF NAME: Andy Stone, WDB Director			

SUMMARY:

Assembly Bill (AB) 1111, Removing Barriers to Employment Act:

Two Santa Cruz County Nonprofits applied for this funding: Digital Nest and Homeless Garden Project. Neither application was funded.

Prison to Employment Grant:

Santa Cruz County is set to receive \$126,784 to serve up to 13 individuals. The grant agreement is scheduled to be approved by the Board of Supervisors in February. Grant ends June 30, 2021.

High Road Construction Careers (HRCC): SB 1 Program

The purpose of the HRCC: SB 1 program is to advance careers in the building and construction trades as a reliable pathway to the middle class for disadvantaged Californians. This grant will provide funding to continue the Apprenticeship Readiness trainings Santa Cruz, Monterey and San Benito counties started with the now expired Prop 39 Pre-Apprenticeship funding. The maximum grant award is \$1,500,000 per application and a 1:1 match is required. Applications are due January 21, 2020.

☐ Attachment(s)

SUGGESTED MOTION: (if applicable)

N/A

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other: