



**Workforce Development Board
Executive Committee
Sesnon House – Cabrillo College
6500 Soquel Drive, Aptos, CA 95003
Wednesday, March 4, 2020, 8:30 a.m.**

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

Agenda

- I. Call to Order/Welcome**
- II. Public Comment**
- III. Consent Items**
 - C.1 Approval of Minutes: November 13, 2019 meeting **2-6**
 - C.2 Data Dashboard **7-8**
 - C.3 Contractor Activity Reports (thru Q2 PY19/20) **9**
 - C.4 AJCC Hallmarks of Excellence Action Plans **10**
 - C.5 Recontracting PY 20/21 WIOA Services **11-12**
 - C.6 Eligible Training Provider List Appeals Policy **13-16**
- IV. Administration**
 - A.1 Strategic Plan Report Update **17-18**
 - A.2 PY 19/20 Budget Modification **19-20**
 - A.3 WDB Officer Nominations PY 20/21 **21**
 - A.4 WDB Member Recruitment Update **22**
 - A.5 WDB April 2, 2020 Meeting Planning **23**
 - A.6 WIOA Regional Planning Unit Update **24**
- V. Chairperson's Report**
- VI. Adjournment**

**Next Meeting: Workforce Development Board Meeting
Thursday, April 2, 2020 @ 8:30 a.m.
Seacliff Inn – Seacliff Room
7500 Old Dominion Court, Aptos, CA 95003**

**Executive Committee Meeting
Wednesday, May 6, 2020 @ 8:30 a.m.
Sesnon House, Cabrillo College
6500 Soquel Drive, Aptos, CA 95003**

Santa Cruz County Workforce Development supports the Community by cultivating economic vitality and assisting Jobseekers by creating programs to 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.

MEMBERS:

Carol Siegel, Chair
Santa Cruz Seaside Company

Rob Morse, Vice Chair
Pacific Gas and Electric Company

Lamont Adams, Business Manager
IBEW Local 234

Alia Ayyad, Director
Center for Employment Training

Diane Berry-Wahrer, Supervisor
California Department of Rehabilitation

Katie Setzler, Director of Human Resources
Palo Alto Medical Foundation

Christina Cuevas, Board Trustee
Cabrillo College

Maria Elena De La Garza, Executive Director
Community Action Board

Marshall Delk, Vice President
Santa Cruz County Bank

Elyse Destout, Owner
Photography by Elyse Destout

Yuko Duckworth, Employment Program Manager
Employment Development Department

Candice Elliott, HR Director
Glass Jar Company

Sean Hebard
Carpenters Local 505

Carmen Herrera-Mansir, Director
El Pajaro CDC

Mark Hodges, Director, Regional Occupational Program
Santa Cruz County Office of Education

Todd Livingstone, Assistant Director
Career and Technical Education
Watsonville/Aptos Adult Education

Barbara Mason, Economic Development Coordinator
Santa Cruz County Economic Development

Chris Miller, President
ScratchSpace, Inc.

Elisa Orona, Executive Director
Health Improvement Partnership of SC County

Bryce Root, Founder
The Root Group

Francisco Rodriguez, President
PVFT Union, Local 1936

Shaz Roth, President/CEO
Pajaro Valley Chamber of Commerce and Agriculture

Glen Schaller, Political Coordinator
Monterey Bay Central Labor Council, AFL-CIO

Dustin Vereker, Chief Beer Ambassador
Discretion Brewing

DIRECTOR:
Andy Stone

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: Executive Committee	MEETING DATE: March 4, 2020
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide	

SUMMARY:

Requesting Consent approval of the November 13, 2019 Executive Committee meeting minutes.

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the November 13, 2019 Executive 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
Executive Committee
Sesnon House – Cabrillo College
6500 Soquel Drive, Aptos, CA 95003
Wednesday, November 13, 2019, 8:30 a.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 8:30 a.m., and a quorum was established.

Committee Members in Attendance

Delk, Marshall
Destout, Elyse
Morse, Rob
Moss, Denise
Siegel, Carol – Chair

Committee Members Absent

Slack, Ron

Staff in Attendance

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

Guests

Duckworth, Yuko – Employment Development Department
Mason, Shelby – Goodwill Central Coast

Subject: Public Comment

There was no public comment.

MEMBERS:

Carol Siegel, Chair
Santa Cruz Seaside Company

Rob Morse, Vice Chair
Pacific Gas and Electric Company

Alia Ayyad, Director
Center for Employment Training

Diane Berry-Wahrer, Supervisor
California Department of Rehabilitation

Katie Borges, Human Resources Director
Palo Alto Medical Foundation

Todd Livingstone, Assistant Director
Career and Technical Education
Watsonville/Aptos Adult Education

Christina Cuevas, Governing Board Trustee
Cabrillo College

MariaElena De La Garza,
Executive Director
Community Action Board

Marshall Delk, Vice President
Santa Cruz County Bank

Elyse Destout, Owner
Photography by Elyse Destout

Yuko Duckworth,
Employment Program Manager
Employment Development Department

Candice Elliott, Principal Consultant
Fortress and Flourish

Carmen Herrera-Mansir
Director, El Pajaro CDC

Sean Hebard
Carpenters Local 505

Mark Hodges, Director,
Regional Occupational Program
Santa Cruz County Office of Education

Barbara Mason,
Economic Development Coordinator
Santa Cruz County Economic Development

Chris Miller, Founder
ScratchSpace, LLC

Elisa Orona, Director
SC Health Improvement Partnership

Glen Schaller, Political Coordinator
Monterey Bay Central Labor Council, AFL-CIO

Bryce Root, Founder Owner
The Root Group

Shaz Roth, Executive Director & CEO
Pajaro Valley Chamber of Commerce

Dustin Vereker, Chief Beer Ambassador
Discretion Brewing Company

**DIRECTOR:
Andy Stone**

Subject: III. Consent Items:

- C.1 – Approval of August 28, 2019 Meeting Minutes**
- C.2 – Data Dashboard**
- C.3 – Contractor Activity Reports (thru Q4 PY 18/19)**
- C.4 – AJCC Hallmarks of Excellence Action Plans**
- C.5 – PY 19/20 WIOA Budget**

Committee members

Action: It was moved to approve the Consent Agenda

Status: Motion to Approve: Marshall Delk
Motion Seconded: Rob Morse
Abstentions: None
Committee Action: All in favor, motion passed.

Subject: IV. Administration Items:

A.1 – Strategic Plan Report Update

WDB Director Andy Stone gave current updates on the status of the goals for Workforce Santa Cruz County, that were outlined in the last Strategic Plan Update.

Action: It was moved to approve the WDB Directors' Operational Plan update for PY 19-20

Status: Motion to Approve: Rob Morse
Motion Seconded: Elyse Destout
Abstentions: None
Committee Action: All in favor, motion passed.

A.2 – Mid-Year Program Monitoring PY 18-19

Director Andy Stone noted that at the last Executive Committee meeting, the members had asked for an update regarding the progress that had been made since the last monitoring report update. WDB Senior Analyst Sara Paz-Nethercutt recapped the local case management audit that she performed, where she reviewed 8 randomly selected cases and had found 4 concerns. It was suggested that a local Case Management Policy be implemented for contractor Goodwill Central Coast. Committee member Rob

Morse asked if there was a way a monthly report out could be done, in dashboard form, to get monthly updates on the issues in question.

Action: It was moved to approve the monitoring report as provided by WDB staff.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Elyse Destout
Abstentions: None
Committee Action: All in favor, motion passed.

A.3 – WDB Member Recruitment Update

WDB Director Andy Stone advised the committee that the Board currently had the following vacancies: 1 Business Sector vacancy, and 2 Labor vacancies. Current Board membership stands at 22. He encouraged the committee members to recruit new Business Sector member candidates.

Action: It was moved to accept the WDB Member Recruitment Update.

Status: Motion to Approve: Rob Morse
Motion Seconded: Marshall Delk
Abstentions: None
Committee Action: All in favor, motion passed.

A.4 – WDB Meeting Planning

Director Andy Stone stated that Robert Meyer, from Employment Training Partnership (ETP) would be the speaker at the December 5, 2019 WDB meeting. Chair Carol Siegel requested that there be time allotted for a Board member to speak and highlight their business.

Action: It was moved to direct that the WDB staff include the above mentioned items in the December 5, 2019 meeting agenda.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Rob Morse
Abstentions: None
Committee Action: All in favor, motion passed.

VI. Chairperson's Report

No report given.

Meeting adjourned at 9:48 a.m.

**Next Meeting: Workforce Development Board Meeting
December 5, 2019 @ 8:30 am.
Seacliff Inn, Seacliff Room
7500 Old Dominion Court
Aptos, CA 95003**

**Executive Committee Meeting
March 4, 2020 @ 8:30 am
Sesnon House, Cabrillo College
6500 Soquel Drive
Aptos, CA 95003**



☐ Action ☒ Consent ☒ Information ☐ Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

C.2 Data Dashboard

COMMITTEE:	Executive Committee	MEETING DATE:	November 13, 2019
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide; Belinda Barr, WDB Business Svcs Mgr			

SUMMARY:

In addition to the Data Dashboard, Workforce Santa Cruz County responded to 411 layoffs during PY 18/19, as specified below by industry, employer and location (Layoffs/Industry/Employer/Location):

(173) Agriculture, Los Amigos Harvesting, PO Box 2186, Watsonville
 (11) Automotive, Santa Cruz Nissan, 1605 Soquel Ave, Santa Cruz
 (1) Cleaning Services, Bariteau Cleaners, 620 Water St, Santa Cruz
 (11) Education, Learning In Motion, 113 Cooper St, Santa Cruz
 (9) Food & Beverage, Assembly Restaurant, Pacific Ave, Santa Cruz
 (40) Food & Beverage, Hideout Restaurant, 9051 Soquel Dr, Rio Del Mar
 (12) Food & Beverage, Mollies Country Café, 219 Mt. Hermon Rd, Scotts Valley
 (19) Manufacturing, Schmid Group, 180 Westridge Dr, Watsonville
 (2) Retail, BFF Boutique, Capitola Mercantile, 115 San Jose Ave, Capitola
 (4) Retail, Bohemian Boutique, 1306 Pacific Ave, Santa Cruz
 (4) Retail, Judy's Sewing and Vacuum, 806 Ocean St, Santa Cruz
 (52) Retail, Lowes - Orchard Supply, 1601 41st Ave, Capitola
 (3) Retail, Modern Life Home & Garden, 925 41st Ave, Capitola
 (5) Retail, Payless Shoe Store - 1855 41st Ave Space D5 F11, Capitola
 (6) Retail, Payless Shoe Store - 266A Mt Hermon Rd, Scotts Valley
 (1) Retail, Reclaimed In Love, Capitola Mercantile, 115 San Jose Ave, Capitola
 (35) Retail, Sears - Capitola Mall, 4015 Capitola Rd, Capitola
 (7) Retail, Sweets Wood Furniture, 3131 Soquel Dr, Soquel
 (6) Retail, The Village Mouse, 201 Capitola Ave, Capitola
 (10) Waste, SLV Recycling, 9835 Newell Creek Rd, Ben Lomond

☒ Attachment(s)

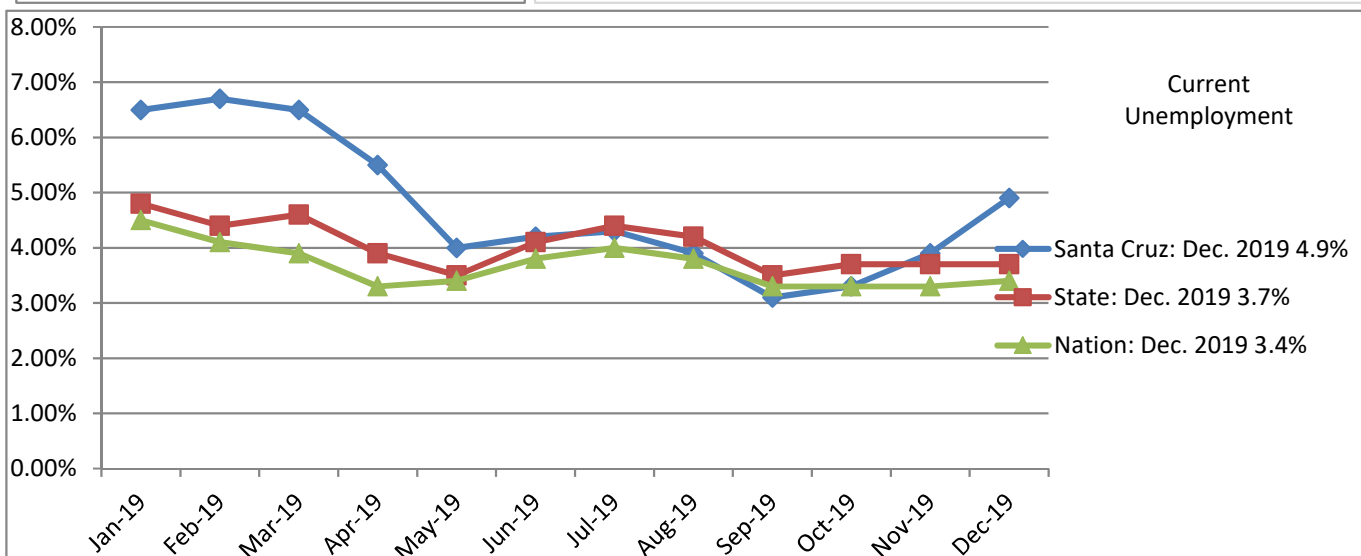
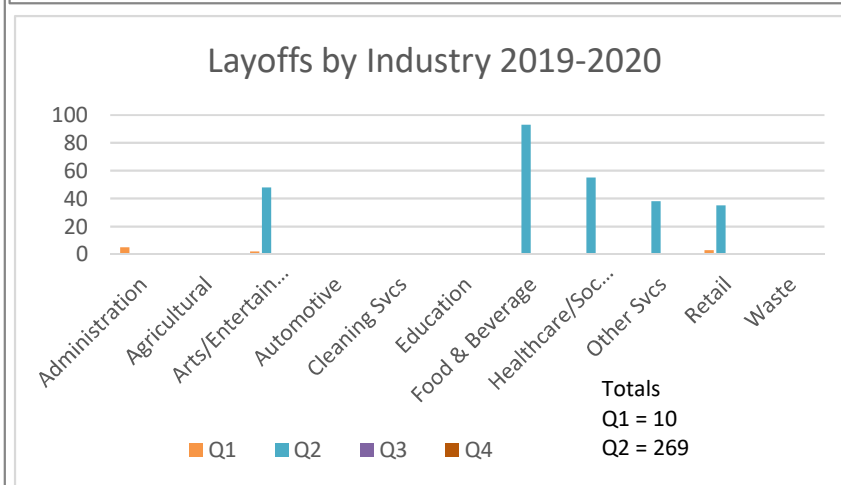
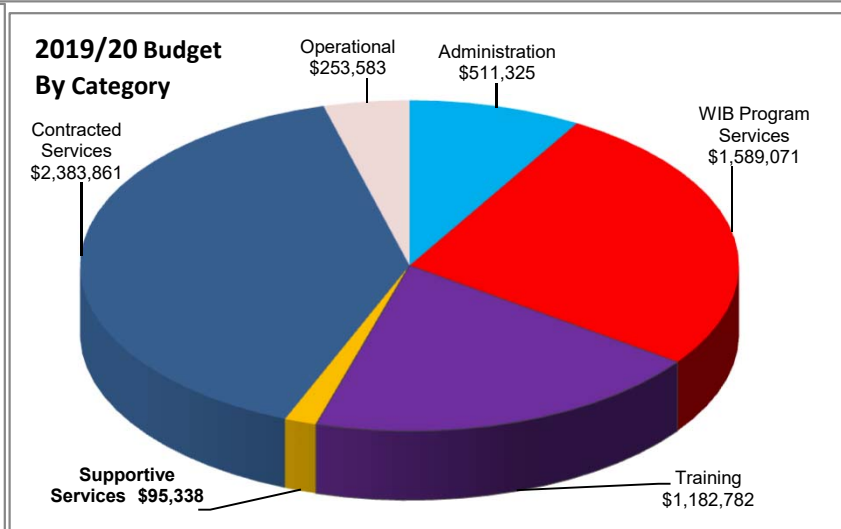
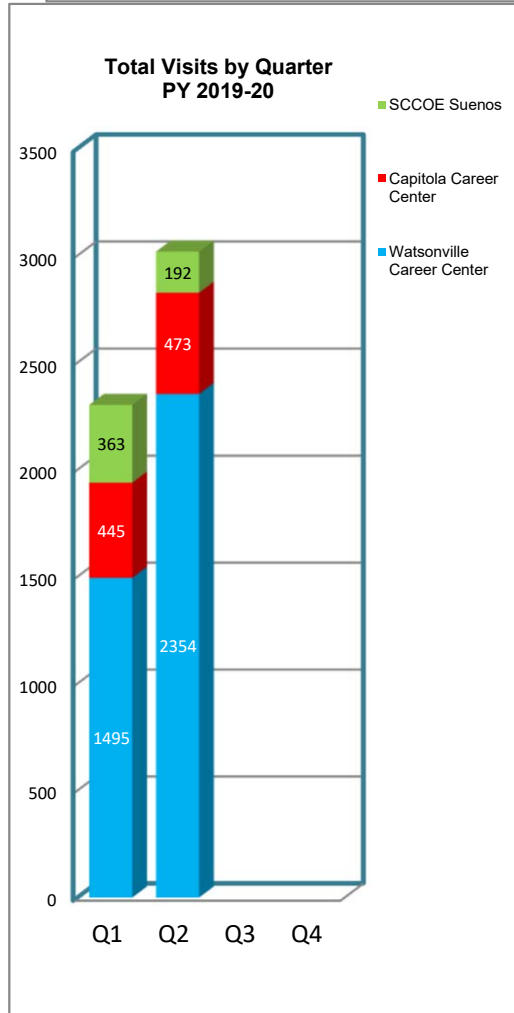
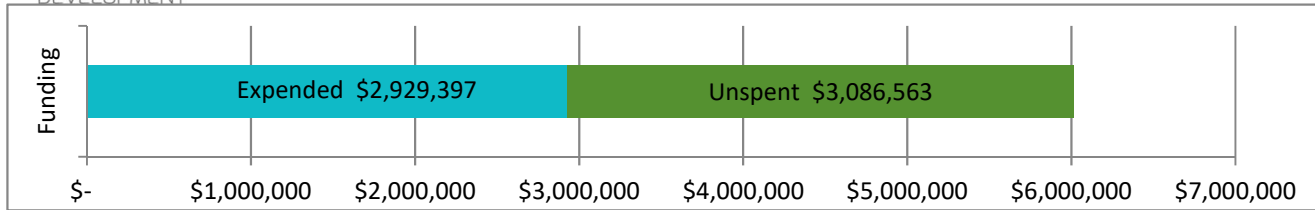
SUGGESTED MOTION: (if applicable)

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:



PY 2019/2020 thru Quarter 2 (thru December 31, 2019)

Program Year (PY) 2019-20 Budget: \$6,015,960





☐ Action ☒ Consent ☒ Information ☐ Discussion

C.3 Contractor Activity Reports

COMMITTEE: Executive Committee	MEETING DATE: March 4, 2020
STAFF NAME: Katy Chevalier, Program Manager; Sara Paz-Nethercutt, Sr. Analyst; Belinda Barr, Bus. Services Mgr.	

SUMMARY:

Reports outlining each workforce services contractor's financial, federal (if applicable), and contract performance can be found here : <https://bit.ly/32tbVMC>

☐ 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.4 Hallmarks of Excellence Plans

COMMITTEE:	Executive Committee	MEETING DATE:	March 4, 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. You can find the action plans here: <https://bit.ly/2HYhXLQ>

☐ 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:



☒Action ☒Consent ☐Information ☐Discussion

C.5 Recontracting PY 20/21 WIOA Services

COMMITTEE:	Executive Committee	MEETING DATE:	March 4, 2020
STAFF NAME: Andy Stone, WDB Director; Sara Paz-Nethercutt, Sr. Analyst; Belinda Barr, Business Services Manager			

SUMMARY:

As you may recall, the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW) and Youth contracts are currently completing year two (2) of a potential four (4) year contract cycle from the last procurement award process. The Small Business Development Center's (SBDC) Layoff Aversion contract is scheduled to terminate on June 30, 2020 with an option to renew. 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 A/DW 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
5. Cabrillo SBDC for Layoff Aversion support under Rapid Response program services

Although the Employment Development Department (EDD) has not yet released the WIOA Allocations for Program Year 2020-21 for the A/DW, Rapid Response and Youth funding sources, final contractor allocations will be based upon overall state funding levels.

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 approve PY 20/21 re-contracting recommendations and direct staff to move forward with contract negotiations.

COMMITTEE DATE	01/15/20	COMMITTEE APPROVAL:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE		BOARD APPROVAL:	<input type="checkbox"/> Yes <input type="checkbox"/> No Other:

C.5 Attachment

Recontracting PY 20/21 Workforce Service Providers

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
Small Business Development Center **	Layoff Aversion	\$44,000	\$44,000 *

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

** Pending Negotiations

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.



☒ Action
 ☒ Consent
 ☐ Information
 ☐ Discussion

C.6 ETPL Appeals Policy

COMMITTEE:	Executive Committee	MEETING DATE:	March 4, 2020
STAFF NAME: Andy Stone, WDB Director; Lacie Gray, Sr. Analyst			

SUMMARY:

Workforce Innovation and Opportunity Act (WIOA) job seekers train through a list of locally approved Eligible Training Providing List (ETPL) vendors, including Cabrillo College and others. Annually, the Employment Development Department (EDD) requires that the Santa Cruz County Workforce Development Board (WDB) review each vendor for eligibility to remain on the state's CalJOBS ETPL. When a vendor review reveals that a vendor does not meet the minimum criteria for continued eligibility, the WDB must remove the particular training program from the state CalJOBS ETPL.

This year, all training programs must have a minimum 68% reported performance rate for employment related occupation for Program Year 2017. If not, a program is to be removed from the CalJOBS ETPL. As a part of the process, if a vendor has a particular training program that does not meet the minimum criteria, that vendor is provided the attached draft ETPL Appeals policy, which includes information on how a vendor may appeal being removed from the CalJOBS ETPL.

☒ Attachment(s)

SUGGESTED MOTION: (if applicable)

Approve ETPL Appeals Policy.

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:

WIOA ETPL Appeals Policy

Policy Memorandum 19-01

Date: April 2, 2020

To: All Eligible Training Provider List Vendors

Purpose: The purpose of this guidance is to establish the appeal process for denial or termination of eligibility as a training provider's participation and the initial and subsequent eligibility of a training provider's programs in the approved Eligible Training Provider's List (ETPL)

Rescissions: N/A

References:

- WIOA (Public Law 113-128) Section 122
- WSD15-07 WIOA Eligible Training Provider List – Policy And Procedures (November 10, 2015)
- Training and Employment Guidance Letter (TEGL) 41.-14, Workforce Innovation and Opportunity Act Title I Training Provider Transition (June 26, 2014)
- California Unemployment Insurance Code (CUIC) Sections 1266-1274.20 "California Training Benefits Program"
- Senate Bill 118, Chapter 562, Statutes of 2013
- California Labor Code Section 4658.7(e)
- California Private Postsecondary Education Act of 2009
- Title 5 California Code of Regulations Division 7.5

Background:

Workforce Innovation and Opportunity Act (WIOA) job seekers train through a list of locally approved Eligible Training Providing List (ETPL) vendors, including Cabrillo College and others. Annually, the Employment Development Department (EDD) requires that the Santa Cruz County Workforce Development Board (WDB) review each vendor for eligibility to remain on the state's CalJOBS ETPL. When a vendor review reveals that a vendor does not meet the minimum criteria for continued eligibility, the WDB must remove the particular training program from the state CalJOBS ETPL.

As a part of the process, if a vendor has a particular training program that does not meet the minimum criteria, that vendor is provided the ETPL Appeals policy, which includes information on how a vendor may appeal being removed from the CalJOBS ETPL.

Policy:

A. Notification of Denial

If the WDB denies a training provider's initial application for listing on the Eligible Training Providers List (ETPL), the WDB will notify the provider in writing within 30 days from the

date of determination. The written notification will include the detailed reasons for the denial and complete information of the appeals process.

B. Reasons for the Denial of Application for Initial Eligibility

1. The WDB may deny eligibility if the data entered into the CalJOBSSM system by a training provider is not complete or not submitted within the required time frame.
2. The WDB may deny eligibility if an applicant fails to meet the minimum criteria for initial listing specified in this policy.
3. The WDB or the State may deny eligibility if it is determined that the applicant intentionally supplied inaccurate information (WIOA Section 122(f)(1)(B)).
4. The WDB or the State may deny eligibility to a training provider who has been found to have substantially violated any Workforce Innovation and Opportunity Act (WIOA) requirements (WIOA Section 122(f)(1)(B)).

C. Reasons for Delisting of a Training Provider or program

1. The private postsecondary provider approved by Bureau for Private and Post-Secondary Education (BPPE) has not complied with the BPPE Annual Performance Reporting requirement. Title 5 California Code of Regulations Division 7.5.
2. A WIOA participant has not enrolled in the training program during the previous two (2) Program Years (July 1 through June 30). The nominating Local Boards' determination to retain a provider eligible for delisting under this criteria will be given priority over this provision.
3. The school has lost its accreditation from Western Association of Schools and Colleges (WASC).
4. The provider has not achieved the minimum performance criteria for subsequent eligibility and has not been approved for a waiver of subsequent eligibility by the Local Board.

D. Reactivating Programs Removed from the List (ETPL)

If a program is removed from the list, the training provider can request that the program be reactivated once the program has met the minimum performance standards approved by the State Board.

E. Penalties

1. If the California Employment Development Department (EDD), in consultation with the nominating Local Board, determines that a provider intentionally supplied inaccurate information, the EDD or the Local Board working with the EDD shall terminate the eligibility of the provider; remove them from the ETPL; and deny their eligibility to receive any funds under WIOA Section 133(b) for at least two (2) years.
2. If it is determined that an eligible provider substantially violated any WIOA requirement(s), the EDD or the Local Board working with the EDD shall terminate the eligibility of the provider for at least two (2) years, or take other such action as deemed appropriate.

F. Appeals to the WDB

1. Any training provider wishing to appeal a decision by the WDB must submit a written appeal within 30 days of the denial notice. The appeal must be addressed to the WDB Director, and delivered via electronic mail to Andy.Stone@santacruzcounty.us.
2. The appeal must include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate provider official. The training provider may choose to rely on the written appeal or an in-person appeal hearing can be scheduled.
3. There will be an Initial informal meeting between the Local Board staff and the provider. The purpose of this meeting is to identify if there is a simple solution to resolve the dispute.
4. If no resolution results from the initial informal meeting, there will be an opportunity for providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten (10) calendar days in advance of the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and question witnesses; to request documents relevant to the proceedings; and to have legal representation.
5. Final decisions will be made within 60 days of receipt of the appeal and the provider and the Local Board notified in writing of the final decision.

G. Appeals to EDD

1. A provider may appeal to the EDD if it has exhausted the local appeal process and is dissatisfied with the Local Board's final decision.
2. A provider wishing to appeal a local decision to the EDD must submit a written appeal within 30 days from a Local Board's final decision on an appeal. The request for appeal must include a statement of the desire to appeal; specification of the program in question; the reason(s) for the appeal (i.e. grounds); and the signature of the appropriate provider official. A provider appeal should be addressed to the following:

Attn: ETPL APPEAL
Central Office Workforce Services Division, MIC 50
P.O. Box 826880
Sacramento, CA 94280-0001

3. The EDD will promptly notify the appropriate Local Board when the EDD receives a request for appeal and when a final decision has been rendered.
4. The EDD will administratively review an appeal, make a preliminary decision, and notify the provider. The EDD can either uphold or reverse the appealed decision.

Action: Any ETPL vendor may reference this policy.

Inquiries: Any questions regarding this policy memorandum may be directed to the WDB Director.

Attachments: None



☒ Action ☐ Consent ☐ Information ☒ Discussion

A.1 Strategic Plan Update

COMMITTEE:	Executive Committee	MEETING DATE:	March 4, 2020
STAFF NAME: Andy Stone, WDB Director			

SUMMARY:

On September 11, 2019 the WDB approved the WDB Director's Program Year (PY) 2019-20 Operational Plan which lays out the specific actions for the program year designed to ensure that the Strategic Plan's goals are met. The attached scorecard represents the updated PY 2019-20 outcomes for the approved goals and action steps.

Both the Strategic Plan and the WDB Director's Operational Plan incorporate the Strategic Goals referenced below.

Strategic Goals for Workforce Santa Cruz County

Goal 1: Increase effectiveness of local and regional workforce development system to better meet job seekers, business and community needs

Goal 2: Align workforce development strategies to support local economic development

Goal 3: Develop strategic relationships with educators, employers and community partners

☒ Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the WDB Director's Operational Plan update for PY 19-20.

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:

**A.1 Attachment - Workforce Development Board of Santa Cruz County
STRATEGIC PLAN STATUS REPORT Program Year (PY) 2019-2020**

	<i>Status</i>	<i>2019-20 Target</i>	<i>2019-20 Operational Goals to meet Target</i>	<i>YTD</i>
<u>Goal 1</u> Increase effectiveness of local and regional workforce development system	✓	Deliver three WDB approved projects	<ul style="list-style-type: none"> • Identify future Career Training and Education trends • Provide a training for WDB and staff on engaging at-risk youth • Provide a local presentation outlining the business case for local employers to upskill their own employees 	Career Training & Education: Presentation at 9/11/19 WDB meeting At-risk youth training: Scheduled for 4/2/20 WDB meeting Upskill Employees: Presentation at 12/5/19 WDB meeting
<u>Goal 2</u> Align workforce development strategies to support local economic development	✓	Partner with economic development to help employers attract and retain talent	<ul style="list-style-type: none"> • Begin first Incumbent Worker Training contract • Partner with Economic Development to Convene Agriculture Sector and develop future trends report • Convene local economic development/business development partners to explore potential Business Resource Network 	Meeting with Salud Para La Gente to discuss Incumbent Worker Training opportunities Ag project: Scheduled for presentation at 5/27/20 WDB Meeting Business Resource Network: Informational webinar with Ohio BRN on 11/23/19
<u>Goal 3</u> Develop strategic relationships with educators, employers and community partners	✓	Build partnerships with Cabrillo College and County Probation	<ul style="list-style-type: none"> • Partner with Cabrillo College to hold an on-campus job fair • Launch Prison 2 Employment Initiative with County Probation 	Cabrillo job fair: Scheduled for April 2020 Prison to Employment: Contract approved by BOS on 2/25/20

✓ on track to meet planned target for the year

✗ not on track to meet planned target for the year



☒Action ☐Consent ☐Information ☒Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

A.2 WIOA Budget PY 2019-20 Modification

COMMITTEE:	Executive	MEETING DATE:	March 4, 2020
STAFF NAME: Andy Stone, WDB Director; Lacie Gray, Sr. Analyst			

SUMMARY:

Workforce Development Board (WDB) staff is requesting a budget transfer between the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) and Adult programs in order to better utilize the funds based on current customer need. Due to the low unemployment rate, more services could be dedicated to low income workers in the adult program. A modified proposed budget for WIOA Adult, DW, Youth and Rapid Response has been developed. If approved by your Board, staff will send a budget modification request to the state to move funds from WIOA DW to WIOA Adult to maximize our ability to serve customers.

In addition to the core funding listed on the attachment for WIOA Youth, DW, Adult and Rapid Response (for lay-offs and lay-off aversion) services, The WDB also has received grant funding this year to serve WIOA customers that has been added to the WDB budget:

- The Slingshot 2.0 grant (\$5,200) will provide funding for WDB staff to attend regional convenings and to implement the regional business engagement strategy which aims to build a stronger and more consistent system of working with businesses across the counties. Slingshot, in its first iteration, resulted in a Community Health Worker curriculum being implemented through Cabrillo College. Slingshot 2.0's reach is more broad and will work with the breadth of business types in the region, rather than focus primarily on healthcare.
- Third Sector grant (\$25,000) for Better Careers Design Group activities, including training for two Santa Cruz County Workforce Development Board staff members (with partners from the Monterey County Workforce Development Board and Hartnell College) to develop a local Solutions Plan which will address the most challenging issues in the workforce development system and create better outcomes for job seekers.

The Prison to Employment grant of \$126,784 has also been received but will not show on the attached budget as the funding was applied directly to a contract that the Probation Department has with Leaders in Community Alternatives, Inc. (LCA). This grant will provide workforce development services to 13 justice-involved individuals.

+

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the proposed WIOA budget modifications for PY 2019-2020 (Transfer \$350,000 from FY 2018-19 DW to FY 2018-19 Adult). Additionally, I move to authorize staff to send a budget modification request to the state to move WIOA DW funds to WIOA Adult services.

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

Workforce Development Board Fiscal Years 18/19 and 19/20 Financial Report

A.2 Attachment

	Fiscal Year 18/19 Activities					Fiscal Year 19/20 Activities						
	FY 18/19 Grant Allocations	Carried in from FY 17/18 Allocations	Total FY 18/19 Budget	Expended in FY 18/19	Unspent funds Carried into FY 19/20	FY 19/20 Grant Allocations	Carried in from FY 18/19 Allocations	Total FY 19/20 Budget	Expended in FY 19/20 YTD Jan-20	Unspent Funds as at 1/31/2020	Proposed Transfer from 18/19 Allocations	Balance After Proposed Transfer
ADULT												
Budget / Expenditure Categories												
Administration	107,814	28,658	136,472	72,041	64,431	86,671	64,431	151,102	44,754	106,348	34,990	141,338
Program Services	236,862	57,700	294,562	294,562	-	248,624	-	248,624	138,048	110,576	220,507	331,083
Contracts	199,138	152,401	351,539	351,539	-	156,149	-	156,149	109,537	46,612		46,612
Operational	109,485	16,913	126,398	26,382	100,017	57,821	100,017	157,838	2,183	155,655		155,655
Training	307,547	293,152	600,699	392,431	208,268	291,503	208,268	499,771	152,685	347,086	94,503	441,589
Supportive Services	34,803	14,165	48,968	26,527	22,441	34,678	22,441	57,119	13,374	43,745		43,745
Subtotal	995,649	562,989	1,558,638	1,163,482	395,156	875,446	395,156	1,270,602	460,580	810,022	350,000	1,160,022
DW												
Administration	99,352	9,458	108,810	57,298	51,511	88,687	51,511	140,198	41,622	98,576	(34,990)	63,586
Program Services	102,309	207,700	310,009	296,416	13,593	211,605	13,593	225,197	137,982	87,215	(220,507)	(133,292)
Contracts	393,754	157,010	550,764	369,900	180,864	191,636	180,864	372,500	107,181	265,319		265,319
Operational	128,287	146,266	274,553	3,391	271,162	123,100	271,162	394,262	-	394,262		394,262
Training	252,595	186,469	439,064	157,833	281,230	277,543	281,230	558,773	79,998	478,776	(94,503)	384,273
Supportive Services	14,891	13,750	28,641	9,744	18,897	3,254	18,897	22,151	5,434	16,717		16,717
Subtotal	991,188	720,653	1,711,841	894,583	817,258	895,824	817,258	1,713,082	372,217	1,340,865	(350,000)	990,865
Youth												
Administration	82,574	10,459	93,033	67,751	25,282	27,673	25,282	52,955	32,629	20,326	-	20,326
Program Services	208,365	15,150	223,515	223,515	(0)	250,453	(0)	250,453	106,866	143,587	-	143,587
Contracts	828,077	122,727	950,804	752,616	198,188	671,970	198,188	870,158	392,883	477,275	-	477,275
Operational	1,922	-	1,922	1,922	(0)	46,229	(0)	46,229	2,040	44,189	-	44,189
Subtotal	1,120,938	148,337	1,269,275	1,045,805	223,470	996,325	223,470	1,219,795	534,417	685,378	-	685,378
RR												
Program Services	101,603	9,428	111,030	111,030	-	96,590	-	96,590	36,446	60,144	-	60,144
Contracts	60,555	-	60,555	60,555	-	44,000	-	44,000	11,013	32,987	-	32,987
Subtotal	162,158	9,428	171,586	171,586	-	140,590	-	140,590	47,459	93,131	-	93,131
Non WIOA Funds												
Prop 39*												
Program Services	40,225	-	40,225	29,437	-	-	-	-	-	-	-	-
SlingShot Healthcare*												
Program Services	77,138	-	77,138	76,242	-	-	-	-	-	-	-	-
Contracts	85,000	-	85,000	85,000	-	-	-	-	-	-	-	-
Operational	11,500	-	11,500	4,753	-	-	-	-	-	-	-	-
Subtotal	213,863	-	213,863	195,432	-	-	-	-	-	-	-	-
SlingShot Healthcare 2.0												
Program Services	-	-	-	-	-	5,200	-	5,200	-	5,200	-	5,200
Subtotal	-	-	-	-	-	5,200	-	5,200	-	5,200	-	5,200
Third Sector Grant												
Program Services	-	-	-	-	-	25,000	-	25,000	-	25,000	-	25,000
Subtotal	-	-	-	-	-	25,000	-	25,000	-	25,000	-	25,000
Grand Total	3,483,796	1,441,406	4,925,202	3,470,887	1,435,884	2,938,385	1,435,884	4,374,269	1,414,673	2,959,595	-	2,959,595

*The non-WIOA funds (Prop 39 and SlingShot Healthcare) were only available for FY 18/19.



☒Action ☐Consent ☐Information ☒Discussion

A.3 WDB Officer Nominations PY 2020-21

COMMITTEE: Executive Committee	MEETING DATE: March 4, 2020
STAFF NAME: Andy Stone - WDB Director	

SUMMARY:

The WDB has a Nominating Committee process which calls for the members of the Slate of Officers Nominating Committee to be appointed by the Executive Committee. Listed below is the composition of the Nominating Committee:

Membership of the Nominating Committee shall include and shall follow these principles:

- The immediate past Chair, and one member from the Executive Committee.
- Two at-large members from the WDB membership.
- One member from the prior year's committee membership.
- The number of Nominating Committee members shall be five total members.
- All discretionary members to be appointed by the Executive Committee. The Nominating Committee shall appoint one member from its committee to be a member of the next committee.

Your committee will want to discuss the Nominating Committee process and decide how to proceed.

Past Nominating Committee members have been: Alia Ayyad, Christina Cuevas, Elyse Destout, and Ron Slack. Ron Slack served as Chair of the most recent Nominating Committee.

The Nominating Committee should return to your committee's May 6, 2020 meeting with a slate of candidates. Then, from the written Nominating Process:

"Executive Committee presents recommended slate of Officers to the Board plus all other nominations before the WDB at the June Board meeting and recommends that nominations be closed. The WDB then votes on a closed written ballot for any contested positions. For positions that are uncontested, a voice vote may be taken. If there are no contested positions the slate may be voted upon in its entirety as a single vote".

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to develop a WDB Officer Nominating Committee and develop a Slate of Candidates for Election at the WDB's May 27, 2020 meeting.

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

A.4 WDB Member Recruitment Update

COMMITTEE:	Executive Committee	MEETING DATE:	March 4, 2020
STAFF NAME: Andy Stone, WDB Director			

SUMMARY:

The Workforce Innovation and Opportunity Act (WIOA) requires that the WDB have a Local Business representation majority of 51%. Our current Board representation requirement is thirteen (13) business members and there is currently one (1) business vacancy. Lamont Adams has been appointed to the WDB by the Board of Supervisors to fill the labor vacancy from Andy Hartmanns' departure. We are still currently in the process of filling one other labor vacancy.

According to the Department of Labor's Training and Employment Guidance Letter WIOA 27-14, a majority of members must be business representatives who are owners, chief executive or operating officers, or other business executives, or employers with optimum policy making or hiring authority. They are to be representatives of businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in the local area in in-demand industry sectors or occupations (as defined in WIOA section 3(23)). These representatives are uniquely suited to communicate the emerging workforce needs of employers in high-growth, in-demand sectors to the Local Board.

At this meeting, the Board will discuss potential strategies and actions to ensure that the WDB meets the membership requirements of WIOA.

☐ Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the WDB Member Recruitment Update.

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

A.5 WDB Meeting Planning

COMMITTEE: Executive Committee	MEETING DATE: March 4, 2020
STAFF NAME: Andy Stone, WDB Director	

SUMMARY:

At a special meeting of the Executive Committee on July 23, 2019, the Committee identified four topics to be presented at full Workforce Development Board (WDB) Meetings in Program Year 2019-2020. The identified topics are:

- Future of Career Training and Education (presented at the September 11, 2019 meeting);
- Finding/Developing Workers with the right skills (presented at the December 5, 2019 meeting);
- Engaging Disconnected Youth (scheduled for the April 2, 2020 meeting); and
- Future of Agriculture in the Pajaro Valley (scheduled for the May 27, 2020 meeting)

The next Workforce Development Board (full board) meeting is scheduled for Thursday, April 2, 2020.

At this meeting, the Executive Committee will consider if it would like to add any additional agenda items to the April 2, 2020 full board meeting agenda.

☐ Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to direct that the WDB staff include the following items in the April 2, 2020 WDB meeting agenda:

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

A.6 Regional Planning Unit Update

COMMITTEE:	Executive Committee	MEETING DATE:	March 4, 2020
STAFF NAME: Andy Stone, WDB Director			

SUMMARY:

The Coastal Regional Planning Unit (RPU), consisting of Santa Cruz, Monterey, San Luis Obispo and Santa Barbara counties has been in place since 2016. The intended purpose of identifying regions is to align workforce development activities and resources with larger economic development areas to provide coordinated and efficient services to job seekers and employers. While the RPU counties have successfully worked together to secure state workforce grants, there have been numerous challenges aligning workforce development activities across the large geographic area.

On February 13, 2020, the California Employment Development Department (EDD) issued [Draft Directive WSDD-209](#), providing guidance regarding the review and update of existing RPU boundaries. As part of this update, the California Workforce Development Board (CWDB) and EDD propose that San Benito County leaves the Bay-Peninsular RPU and joins the Coastal RPU. CWDB and EDD also acknowledged that [its analysis](#) may also support the division of the Coastal RPU into two separate RPUs (listed below) and seeks input from local Workforce Development Boards on this matter.

Preliminary RPU A

- Monterey County Workforce Development Board
- San Benito County Workforce Development Board
- Santa Cruz Workforce Development Board

Preliminary RPU B

- San Luis Obispo County Workforce Development Board
- Santa Barbara County Workforce Development Board

☐Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to direct staff to provide EDD with comments in support of the division of the Coastal RPU into two separate RPUs.

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: