



Workforce Development Board
Santa Cruz Best Western Seacliff Inn
7500 Old Dominion Ct., Aptos
December 5, 2019, 8:30 a.m.

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

Agenda

- I. Call to Order/Welcome/Introductions**
- II. Public Comment**
- III. Consent Items**
 - C.1 Approval of September 11, 2019 Meeting Minutes..... **2-5**
 - C.2 Data Dashboard **6-7**
 - C.3 Contractor Activity Reports (thru Q4 PY18/19)..... **8**
 - C.4 AJCC Hallmarks of Excellence Action Plans **9**
 - C.5 PY19/20 WIOA Budget..... **10-11**
 - C.6 WDB Member Recruitment Update **12**
 - C.7 Annual Report to BOS 18/19 WDB Activities/Achievements..... **13-31**
 - C.8 ETPL Annual Report PY 18/19..... **32**
- IV. Presentation**
 - P.1 Robert Meyer, Director of Economic Development, Employment Training Panel (ETP): Train Your Employees with ETP **33**
- V. Administration**
 - A.1 Strategic Plan Report **34-35**
 - A.2 Watsonville Career Center Update **36-42**
- VI. Chairperson's Report**
- VII. Adjournment**

Next Meeting: Workforce Development Board Meeting
Thursday, April 2, 2020
Seacliff Inn, 7500 Old Dominion Ct.
Aptos, CA 95003

Mission: 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

Alia Ayyad, Director
Center for Employment Training

Diane Berry-Wahrer, Supervisor
California Department of Rehabilitation

Katie Borges, 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

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: WDB Full Board	MEETING DATE: December 5, 2019
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide	

SUMMARY:

Requesting Consent approval of the September 11, 2019 Full WDB meeting minutes.

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the September 11, 2019 Full WDB Board 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
Full Board Meeting
Best Western Seacliff Inn
7500 Old Dominican Ct., Aptos
Wednesday, September 11, 2019 8:30 a.m.**

C.1 Attachment

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

Chair Carol Siegel called the meeting to order at 8:45 a.m., when a quorum of 12 members were present. Members, staff and guests introduced themselves.

Board Members in Attendance

Ayyad, Alia
De La Garza, MariaElena
Delk, Marshall
Hebard, Sean
Herrera-Mansir, Carmen
Livingstone, Todd
Mason, Barbara
Miller, Chris
Orona, Elisa
Root, Bryce
Siegel, Carol
Vereker, Dustin

Board Members Absent

Berry-Wahrer, Diane
Borges, Katie
Cuevas, Christina
Destout, Elyse
Duckworth, Yuko
Elliott, Candice
Hodges, Mark
Morse, Rob
Rodriguez, Francisco
Roth, Shaz
Schaller, Glen

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, Director of Human Resources
Palo Alto Medical Foundation
Christina Cuevas, Program Director
Community Foundation of Santa Cruz County
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
Andy Hartmann, Business Manager/
Financial Secretary
IBEW Union, Local 234
Sean Hebard
Carpenters Local 505
Herrera-Mansir, Carmen
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
Miller, Chris, President
ScratchSpace, Inc.
Orona, Elisa, Executive Director
SC Health Improvement Partnership
Francisco Rodriguez, President
PVFT Union, Local 1936
Bryce Root, Founder
The Root Group
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 Co.

DIRECTOR:
Andy Stone

Staff in Attendance

Barr, Belinda – WDB Business Services Manager
Chevalier, Katy – EBSD Program Manager
Gazza, Laurel – WDB Administrative Aide
Gray, Lacie – WDB Sr. Analyst
Paz-Nethercutt, Sara – WDB Sr. Analyst
Stone, Andy - WDB Director

Guests

Grabiell, Eric – Cabrillo College
Macias, Nohemi – SCCOE, Suenos
Moskalyk, Andriy – EDD
Munoz, Beatriz - SCCOE
Oropezo, Terri – Cabrillo College
Petersen, Kimberly – HSD
Rodriguez, Annabelle - GOAL, Cabrillo College
Winter, Amanda – Career Center Operator

Subject: II. Public Comment

There was no comment from the public, however board member Carmen Herrera-Mansir mentioned El Pajaro CDC's upcoming Tacos and Tapas event.

Subject: III. Approval of Consent Agenda

- C.1 – Approval of May 29, 2019 Meeting Minutes**
- C.2 – Data Dashboard**
- C.3 – AJCC Hallmarks of Excellence Assessments/Action Plans**
- C.4 – WIOA Local Area Memorandum of Understanding**
- C.5 – Eligible Training Provider List (ETPL) draft monitoring report**
- C.6 – ETPL Annual Report**
- C.7 – Contractor Activity Report**
- C.8 – Incumbent Worker Training Policy**
- C.9 – CEDS Plan Update**
- C.10 – WIOA Career Center Operator PY 19/20**

Discussion: Brief comments were made by various board members regarding status of unspent budget allocations. Board member Marshall Delk inquired about item C.6, regarding an expenditure amount for one participant, in which he asked for email clarification, following staff research.

Action: It was moved to approve the Consent Agenda

Status: Motion to Approve: Marshall Delk
Motion Seconded: Dustin Vereker
Abstentions: Alia Ayyad
Committee Action: All in favor, minus noted abstention, motion passed

IV. Presentation:

Future of Working and Learning – Dr. Parminder K. Jassal

Subject: V. Administration items:

A.1 Strategic Plan Report

A.2 WDB Member Recruitment Update

At 10:15 am., board members Bryce Root and Dustin Vereker had to leave for prior commitments, thus leaving the meeting without a quorum, as only 10 members were present going forward. Administration items A.1 and A.2 could not be discussed or voted on.

Action: No action was taken on Administration items, as no quorum present at that time.

Meeting adjourned at 10:15 a.m.

Next Meeting: Executive Committee Meeting
Wednesday, November 13, 2019 @ 8:30 a.m.
Seson House, Cabrillo College
6500 Soquel Drive,
Aptos, CA 95003

Workforce Development Board
Thursday, December 5, 2019 @ 8:30 a.m.
Best Western Seacliff Inn
7500 Old Dominican Ct.
Aptos, CA 95003



C.2 Data Dashboard

COMMITTEE:	WDB Full Board	MEETING DATE:	December 5, 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)

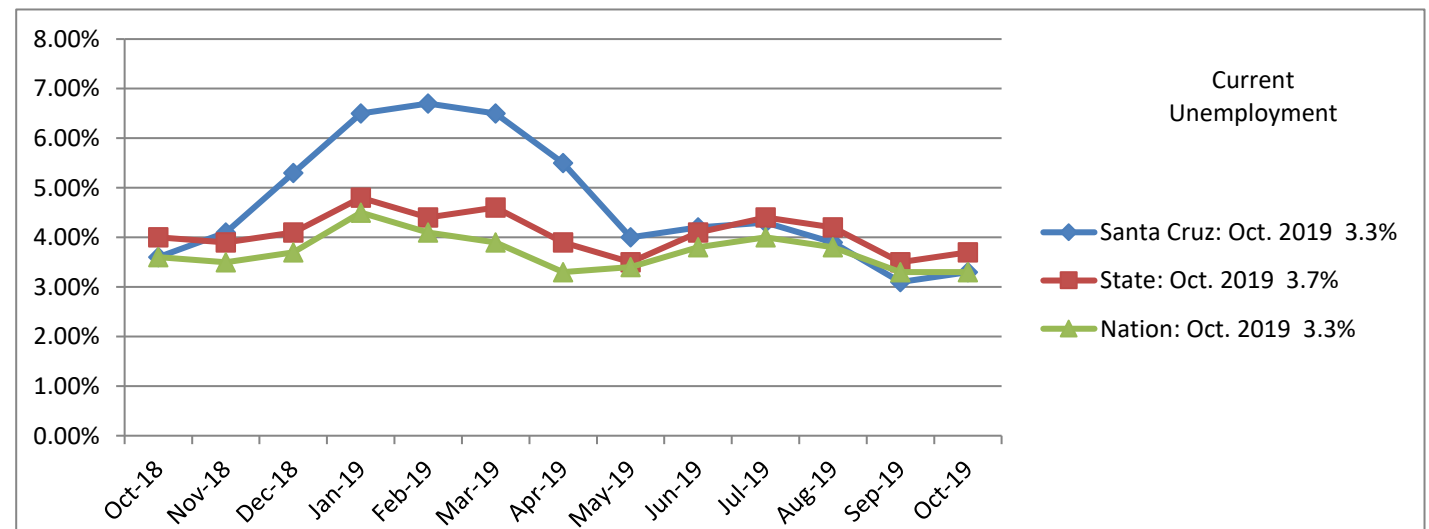
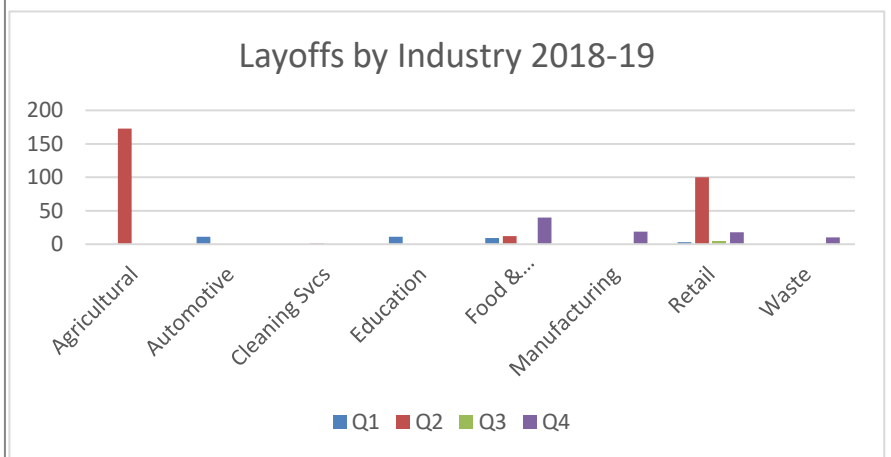
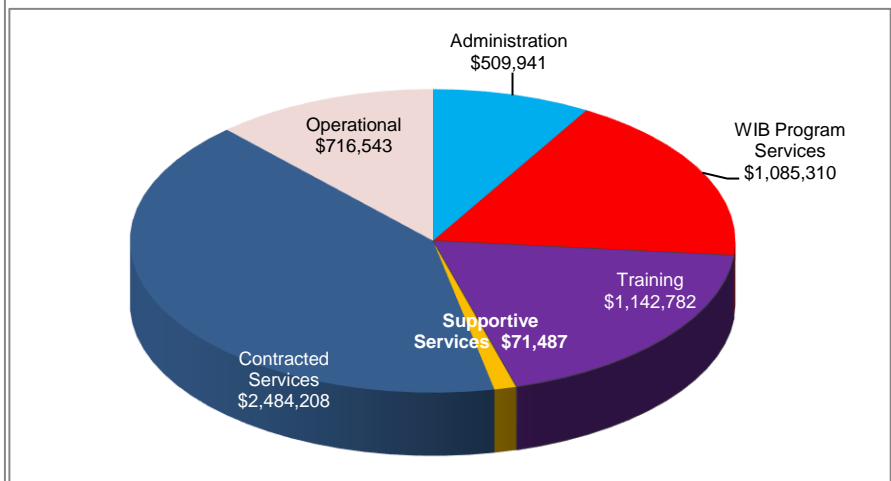
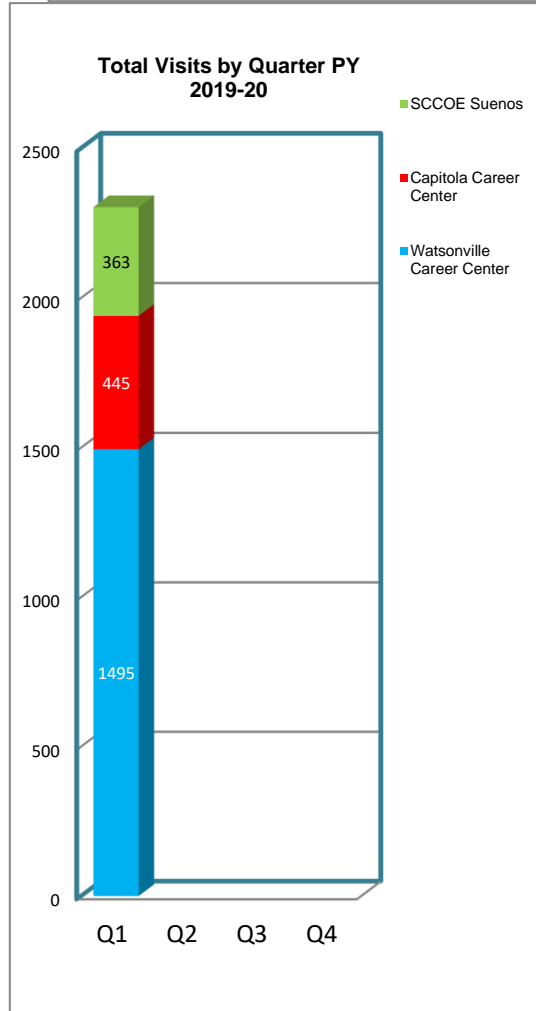
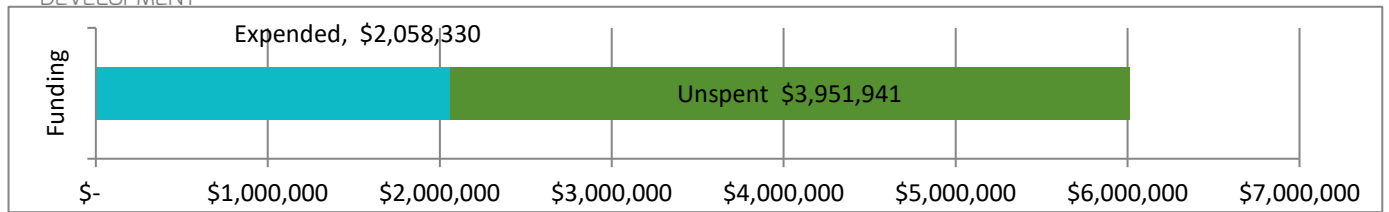
COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

July 1, 2019 to September 30, 2019

Program Year (PY) 2019-20 Budget: \$6,010,271





☐ Action ☒ Consent ☒ Information ☐ Discussion

C.3 Contractor Activity Reports

COMMITTEE: Workforce Development Board	MEETING DATE: December 5, 2019
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/2shcX0g>.

☒ Attachment(s)

SUGGESTED MOTION: (if applicable)

COMMITTEE DATE 11/13/19	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:



☒Action ☒Consent ☐Information ☐Discussion

C.4 Hallmarks of Excellence Plans

COMMITTEE:	Workforce Development Board	MEETING DATE:	December 5, 2019
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.

Attachments can be found here <https://bit.ly/2QPCp7h>.

☒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 board on progress.

COMMITTEE DATE	11/13/19	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:



☐ Action ☒ Consent ☐ Information ☐ Discussion

C.5 WIOA Budget PY 2018-19 & 2019-20

COMMITTEE:	Workforce Development Board	MEETING DATE:	December 5, 2019
STAFF NAME: Andy Stone, WDB Director; Lacie Gray, Sr. Analyst			

SUMMARY:

On June 19, 2019, and on April 24, 2019, the Employment Development Department (EDD) released the Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2018-19 (revised) and PY 2019-20, respectively, Formula Allocations for the Adult, Dislocated Worker (DW) and Youth programs. On June 20, 2019, EDD released the Rapid Response and Lay Off Aversion allocations for PY 2018-19 and PY 2019-20, respectively.

Current service providers for core services are Goodwill Central Coast (Adult, DW and Business Services funding); Cabrillo Student Resources and Support Network (student support services); Santa Cruz County Office of Education (Youth services); Cabrillo Small Business Development Center (Rapid Response/ job retention and layoff aversion services); and Winter Works LLC (One-Stop Operator). The 2018-19 One-Stop Career Operator was Eckerd Connects.

These funds were accepted into the County of Santa Cruz fiscal year budgets for each year during the annual County budgeting process.

Grant funded services are also listed. Grant funds are accepted into the County budget as they are received, usually in tandem with setting up related contracts for services.

☒ Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to retroactively accept the WIOA budgets for PY 2018-19 & 2019-20.

COMMITTEE DATE	11/13/19	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:

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

C.5 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	YTD Sept-19 Spend	Funds Unspent as at 9/30/19
ADULT										
Budget / Expenditure Categories										
Administration	107,814	28,658	136,472	72,041	64,431	86,457	64,431	150,888	17,651	133,237
Program Services	236,862	57,700	294,562	294,562	-	246,696	-	246,696	61,077	185,619
Contracts	199,138	152,401	351,539	351,539	-	236,121	-	236,121	2,092	234,029
Operational	109,485	16,913	126,398	26,382	100,017	41,700	100,017	141,717	-	141,717
Training	307,547	293,152	600,699	392,431	208,268	251,503	208,268	459,771	24,143	435,628
Supportive Services	34,803	14,165	48,968	26,527	22,441	10,827	22,441	33,268	2,279	30,989
Subtotal	995,649	562,989	1,558,638	1,163,482	395,156	873,304	395,156	1,268,460	107,241	1,161,218
DW										
Administration	99,352	9,458	108,810	57,298	51,511	88,634	51,511	140,145	16,433	123,712
Program Services	102,309	207,700	310,009	296,416	13,593	211,132	13,593	224,725	64,246	160,479
Contracts	393,754	157,010	550,764	369,900	180,864	239,136	180,864	420,000	2,092	417,908
Operational	128,287	146,266	274,553	3,391	271,162	75,600	271,162	346,762	-	346,762
Training	252,595	186,469	439,064	157,833	281,230	277,543	281,230	558,773	10,785	547,988
Supportive Services	14,891	13,750	28,641	9,744	18,897	3,254	18,897	22,151	1,161	20,991
Subtotal	991,188	720,653	1,711,841	894,583	817,258	895,299	817,258	1,712,557	94,717	1,617,840
Youth										
Administration	82,574	10,459	93,033	67,751	25,282	27,379	25,282	52,661	18,311	34,349
Program Services	208,365	15,150	223,515	223,515	-	250,453	-	250,453	50,236	200,217
Contracts	828,077	122,727	950,804	752,616	198,188	693,246	198,188	891,434	93,526	797,908
Operational	1,922	-	1,922	1,922	-	22,308	-	22,308	-	22,308
Subtotal	1,120,938	148,337	1,269,275	1,045,805	223,470	993,386	223,470	1,216,856	162,074	1,054,782
RR										
Program Services	101,603	9,428	111,030	111,030	-	96,507	-	96,507	20,194	76,313
Contracts	60,555	-	60,555	60,555	-	44,000	-	44,000	5,631	38,369
Subtotal	162,158	9,428	171,586	171,586	-	140,507	-	140,507	25,824	114,683
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	-	-	-	-	-	-
Grand Total	3,483,796	1,441,406	4,925,202	3,470,887	1,435,884	2,902,496	1,435,884	4,338,380	389,856	3,948,523

The non-WIOA funds were only available for FY 18/19



☒ Action ☒ Consent ☐ Information ☐ Discussion

C.6 WDB Member Recruitment Update

COMMITTEE:	WDB Full Board	MEETING DATE:	December 5, 2019
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. There are also 2 current Labor sector vacancies.

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.

☐ Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the WDB Member Recruitment Update.

COMMITTEE DATE	11/13/19	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:



☒Action ☒Consent ☐Information ☐Discussion

C.7 Board of Supervisors Annual Report

COMMITTEE: Workforce Development Board	MEETING DATE: December 5, 2019
STAFF NAME: Andy Stone, WDB Director; Lacie Gray, Sr. Analyst	

SUMMARY:

Pursuant to County Ordinance, the Workforce Development Board must submit a report to the Board of Supervisors every two years highlighting its activities, goals and accomplishments from the preceding two calendar years. Other subjects included in the report are the future goals of the board, the role of the board, meeting schedules, board member attendance, and board structure during the reporting period.

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the WIB 2018 and 2019 Annual Report to the Board of Supervisors.

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 2018 AND 2019 ANNUAL REPORT TO THE SANTA CRUZ COUNTY BOARD OF SUPERVISORS

ROLE OF THE WORKFORCE DEVELOPMENT BOARD (WDB)

On May 23, 2016, your Board approved the County Ordinance to establish the WDB as the successor to the Workforce Investment Board. The Workforce Innovation and Opportunity Act (WIOA) was passed in 2014 and is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Title I of WIOA authorizes programs to provide job search, education, and training activities for individuals seeking to gain or improve their employment prospects, and which establishes the One-Stop delivery system. The WDB is the governing body required by the WIOA, in partnership with your Board to receive, administer, and oversee federal and state workforce development funds to provide One-Stop Career Center operator services and to provide business and lay-off aversion services along with job training funds for unemployed adults, laid-off workers, and youth. The goals of the WIOA for job seekers is to increase employee earnings, job retention and skills attainment; and improve the quality of the local and regional labor force. Achievement of these goals will enhance local, regional, state and national business productivity and international competitiveness. The WDB is responsible for determining local workforce development policies, providing guidance and oversight for local WIOA services and programs. The day-to-day WIOA services are provided by contractors who manage the local Career Center and the WIOA Youth program.

The WDB's STRATEGIC PRIORITIES

The WDB's current strategic goals are:

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*

WDB MEETINGS DATES, TIME AND LOCATION

The full WDB meets on a Wednesday in September, December, April and May, at the Seacliff Best Western Inn. Committee meetings are held at the Career Centers, WDB offices on the Emeline Campus, Sesnon House at Cabrillo College and at other community meeting spaces. Meeting notices and agendas are posted for public review at the Workforce Development Board's website (www.santacruzWDB.com) and emailed and/or mailed to interested parties in compliance with the provisions of the Brown Act. The meeting schedules for program years 2018 - 2019 and 2019 - 2020 are included as Attachments 1 and 2.

BOARD STRUCTURE AND ANNUAL ACCOMPLISHMENTS

Board Structure

The WDB is structured to meet state and federal regulations and contains local defined seats in accordance with the County ordinance. The fully seated board has 25 seats, 13 of which are required by law to be private-sector business representatives.

As of December 1, 2017, the required composition was as follows:

- 13 seats (12 filled) Private sector business seats
- 12 seats (11 filled):
 - Community based organization (1);
 - Economic/Community Development Agency (1);
 - Labor Organizations (4);
 - Local Educational Entities - Higher Education (1);
 - Local Educational Entities - Adult Education (1)
 - Programs under the Wagner-Peyser Act (1);
 - Local Government or Appointed Representative (1);
 - WIB Nominated - At-Large (1);
 - Programs under Title I of the Rehabilitation Act of 1973 (1).

Workforce Development Board

The WDB has standing committees and time-limited work groups to respond to WIOA and state policy changes and local implementation, as well as to address on-going business and operational needs. There are currently three committees: Executive, Business Services/Comprehensive Economic Development Strategy (CEDS) and the Career Center. As workforce service needs change, a work group may be established and committees' oversight roles adjusted. The following contains brief highlights of the WDB and its Subcommittees' 2018 and 2019 accomplishments.

2018 and 2019 Accomplishments

- Accepted, through your board, the WIOA and WIOA allocations from the United States Department of Labor (DOL) via the California Employment Development Department: \$3,095,005 for fiscal year (FY) 2017-18 and \$3,269,933 for FY 2018-19. Contributed to the economic vitality of the community through purchasing of contracted client services, training services, and supportive services, investment totaling \$1,860,616 for FY 2017-18 and \$2,121,146 for FY 2018-19.
- In FY 2017-18, twelve (12) community and regional training providers were used. In FY 2018-19, thirteen (13) community and regional training providers were used.
- Recontracted with Goodwill Central Coast for Adult and Dislocated Worker WIOA services, Cabrillo College for the Student Support and Resource Network services to students/job seekers and Small Business Development Center for lay-off aversion services to businesses.

- As required by law, procured a One-Stop Operator for 2018-19 (Eckerd Connects). When that vendor notified the WDB that it would not continue its services for 2019-20, the WDB procured Winter Works LLC for 2019-20.
- Conducted annual required program monitoring of all its programs and contracts, including Goodwill Central Coast (GCC), Cabrillo Student Resource & Support Network (SRSN), Cabrillo Small Business Development Center (SBDC), Santa Cruz County Office of Education (SCCOE).
- Developed an annual monitoring tool and system and monitored the Eligible Training Provide List (ETPL) vendors that provide training to individual WIOA job seeker customers. Implemented in 2018 and monitored again in 2019.
- In accordance with Employment Development Department (EDD) Workforce Services Directive, WSD16-20, dated June 9, 2017, local WDBs were required to conduct an independent and objective evaluation of the comprehensive AJCC (Watsonville Career Center) during Program Year (PY) 2017-18 to take effect PY 2018-19. The Santa Cruz County WDB implemented both the Baseline Certification along with the Hallmark of Excellence Certification.
- Implemented a WDB member survey and determined the following:
 - Increased board trainings to ensure WDB members know all WDB programs, who the clients are, and how WDB programs impact business;
 - Focused marketing and self-promotion; and
 - Added a Business Leader to the WDB with funding/budget expertise.
- Developed and implemented the WIOA Memorandum of Understanding with cost-sharing agreements for affiliate America's Job Centers of California career centers. Brought this to your Board on August 22, 2017. On April 30, 2019, the Employment Development Department (EDD) Workforce Services issued a directive (WSD18-12) requiring all the MOUs now be consolidated. The initial MOU must be updated every three (3) years. Your Board approved the MOU at its September 10, 2019, meeting.
- WIOA programs are subject to State imposed performance goals. Monterey, San Luis Obispo, Santa Barbara, and Santa Cruz Counties WDBs negotiated with the state together and all agreed upon the same performance goals.
- Submitted 2017-21 WIOA Local and Regional Plan updates to your Board for approval on March 14, 2019 (originally approved on March 14, 2017) and submitted to the state on March 15, 2019. Local plan approved by the state on July 30, 2019.
- The WDB, in coordination with its regional partners (Counties of Monterey, San Luis Obispo, Santa Barbara), continued participation in a regional Slingshot health care grant. The California WDB approved the partnership's second phase

of the grant, including funding of \$1 million for the region. The partnership determined an industry need, a new occupation (Community Health Worker (CHW)) and successfully developed the curriculum and launched it through Cabrillo College in January 2019.

- Continued the Proposition 39 pre-apprenticeship regional grant program to prepare veterans and at-risk youth to be employed in positions related to energy efficiency utilization. An additional 10 students completed the training.
- Developed an Incumbent Worker Training (IWT) policy. IWT provides both employers and workers with the opportunity to build and maintain a quality workforce. The program is designed to meet the needs of an employer or group of employers to retain a skilled workforce or avert layoffs. WIOA sets criteria to determine which workers, or groups of workers, are eligible for IWT services and the cost sharing required for IWT projects and employers. A resulting program is set to launch in 2019 or 2020.
- The WDB also updated the following policies: WIOA Youth Eligibility Policy; WIOA Youth Supportive Services Policy; WIOA Youth Incentive Policy; WIOA Youth program Work Experience (WEX) policy.
- In February 2018, through a facilitated retreat process, the WDB determined that it will provide oversight to the Human Service Department's integrated CalWORKs and WIOA workforce development services to enable better outcomes for individuals receiving services. Included in the merger, the following actions were also taken:
 - The WDB increased its annual meetings from three to four.
 - The Youth Council was renamed (Career Center Committee) and expanded its oversight to include program services for adults; and dislocated workers.
 - The Business Services Committee merged with the Comprehensive Economic Development Strategy (CEDS) Committee.
- Workforce Boards are conveners of industry sector strategies by connecting workers to relevant training and education and connecting employers to a skilled workforce. Industry sector strategies are critical to promoting regional partnerships of employers, educators, workforce developers and other stakeholders that address the skill needs of high-demand occupations in a region. The Santa Cruz County WDB has undertaken the following industry sector studies in 2018 and 2019:
 - Developed a [Career Pathways in Early Childhood Education](#) working with the Council for Adult and Experiential Learning. The consultant, working with stakeholders, will define a child care career pathway. <https://mbccareerconnect.org/wp-content/uploads/2019/10/Childcare-Pathways.pdf>
 - Developed a [Santa Cruz Tech Sector and Ecosystem](#) report.
 - Developed a State of the Workforce Report and delivered a presentation for each in 2018 and [2019](#). [hyperlink to the latest report included]

- Developed a [Hospitality and Tourism](#) study and presentation with Visit Santa Cruz County.
- Met federally mandated performance measures resulting in a continued designation under the new Workforce Investment Opportunity Act (WIOA) which allows for the seamless provision of funding and support.
- Individuals served and WIOA performance outcomes:

Youth Program		Adult Program		Dislocated Worker Program	
2017-18	2018-19	2017-18	2018-19	2017-18	2018-19
132	108	145	228	113	118

FY 2018-19 WIOA Formula Allocation Amounts from EDD

Program	Formula
Adult	\$995,649
DW	\$991,188
Youth	\$1,120,938
Rapid Response	\$162,158
Total	\$3,269,933

FY 2017-18 WIOA Formula Allocation Amounts from EDD

Program	Formula
Adult	\$944,392
DW	\$962,792
Youth	\$1,064,913
Rapid Response	\$122,908
Total	\$3,095,005

Adult & Dislocated Worker and Youth Programs Performance - To quantify participant outcomes, the WDB uses the federal Common Measures local performance levels negotiated with the state: Entered Employment, Employment Retention Rate, and Earnings Increase. For the Youth Program the measures are Employment/post-secondary Education, Attainment of a degree or Technical Certification and Improvements in Literacy and Math Skills. Performance data is reported to the WDB on a quarterly basis. However, these are still considered WIA performance measures and will not affect allocations. WIOA performance measures are yet to be implemented.

The following performance outcomes are for PY 2017-18 and 2018-19 for Adult, Dislocated Worker and Youth participants. Please note that the State of California requires local areas meet 80% of the assigned goal.

Adult – Federal Performance Goals (Through 06/30/2018) – Preliminary

Adult Measures	Target Performance Level	Performance through 2nd Quarter	4th QTR % of Target Achieved	Met 80% Target?
Entered Employment Rate	68%	64.6%	95%	YES
Employment Retention Rate	65.5%	81.6%	124%	YES
Average Earnings	\$10,314	\$19,116.70	185%	YES

Dislocated Worker - Federal Performance Goals (Through 06/30/2018) – Preliminary

DW Measures	Target Performance Level	Performance through 2nd Quarter	4th QTR % of Target Achieved	Met 80% Target?
Entered Employment Rate	71%	71.6%	100%	YES
Employment Retention Rate	69.5%	86.8%	124%	YES
Average Earnings	\$15,046	\$21,350.40	141%	YES

Adult/Dislocated Worker - Contract Performance Outcomes (Through 6/30/2018)

GOODWILL CENTRAL COAST CONTRACT OUTCOMES	ANNUAL PLAN		ACTUAL		% ANNUAL PLAN	
	ADULT	DW	ADULT	DW	ADULT	DW
NEW TRAINING ENROLLMENTS	32	27	32	27	100%	100%
SUCCESSFUL TRAINING COMPLETIONS	26	21	25	21	96%	84%
ENTERED EMPLOYMENT	26	21	26	21	100%	100%
JOB ORDERS	15		31		206%	

Adult – Federal Performance Goals (Through 6/30/2019)

Adult Measures	Target Performance Level	Performance through 4 th Quarter	4 th QTR % of Target Achieved	Met 80% Target?
Employment 2nd Q post exit	64%	88.2%	137%	YES
Employment 4th Q post exit	60.5%	86.4%	142%	YES
Median Earnings	\$5,200	\$8,645	166%	YES
Credential Attainment Rate	53%	78%	147%	YES

Dislocated Worker - Federal Performance Goals (Through 6/30/2019)

DW Measures	Target Performance Level	Performance through 4 th Quarter	4 th QTR % of Target Achieved	Met 80% Target?
Employment 2nd Q post exit	68%	82.7%	121%	YES
Employment 4th Q post exit	65%	79.6%	122%	YES
Median Earnings	\$7,700	\$12,309	159%	YES
Credential Attainment Rate	57%	72.2%	126%	YES

Adult/Dislocated Worker - Contract Performance Outcomes (Through 6/30/2019)

GOODWILL CENTRAL COAST CONTRACT OBJECTIVES	ANNUAL PLAN		ACTUAL		% ANNUAL PLAN	
	ADULT	DW	ADULT	DW	ADULT	DW
NEW TRAINING ENROLLMENTS	98	65	123	47	126%	72%
SUCCESSFUL TRAINING COMPLETIONS	54	51	84	32	156%	63%
ENTERED EMPLOYMENT	52	47	68	27	131%	57%

Youth – Federal Performance Goals (Through 6/30/2018) – Preliminary

Measure	Target Performance Level	Performance through 4th Quarter	2 nd QTR % of Target Achieved	Met 80% Target?
Entered Education or Employment Rate	70.5%	68.7%	97%	YES
Attained Degree or Certificate	64%	88.6%	138%	YES
Literacy & Numeracy Gains	72%	97.1%	134%	YES

Youth - Contract Performance Outcomes (Through 6/30/2018)

SCCOE – SUEÑOS CONTRACT OUTCOMES	ANNUAL PLAN	ACTUAL	% ANNUAL PLAN
CUMULATIVE ENROLLMENTS	150	132	88%
PLACEMENT IN EMPLOYMENT OR POST-SECONDARY EDUCATION	64	64	100%
ATTAIN DEGREE OR CERTIFICATE AND PARTICIPATE IN A PAID OR UNPAID WEX	60	60	100%
UTILIZE E-CASAS AND PARTICIPATE IN WORKPLACE SKILLS WORKSHOP	78	78	100%

Youth – Federal Performance Goals (Through 6/30/2019)

Measure	Target Performance Level	Performance through 4 th Quarter	4 th QTR % of Target Achieved	Met 80% Target?
Education ,Training or Employment 2nd Qtr post exit	65.4%	86.5%	132%	YES
Education ,Training or Employment 4th Qtr post exit	62.0%	82.7%	133%	YES
Credential Rate	53%	90%	169%	YES

Youth - Contract Objectives (Through 6/30/2019)

SCCOE – SUEÑOS CONTRACT OBJECTIVES	ANNUAL PLAN	Q4 TARGET	Q4 ACTUAL	% ANNUAL PLAN
CUMULATIVE ENROLLMENTS	150	150	108	72%
YOUTH SECONDARY DIPLOMA OR EQUIVALENT	11	11	31	282%
PLACEMENT IN UNSUBSIDIZED EMPLOYMENT OR POST- SECONDARY EDUCATION	60	60	81	135%
CREDENTIAL ATTAINMENT (EXCLUDES SECONDARY DIPLOMA OR EQUIVALENT)	50	50	36	72%
YOUTH RETENTION IN EMPLOYMENT, EDUCATION OR TRAINING	49	49	65	133%

The following performance outcomes are for PY 2016-17 for Adult, Dislocated Worker and Youth participants:

Please note that the Literacy and Numeracy Gain numbers shown below are being discussed with the state as the youth contractor believes that the state tracking system, CalJOBS, is not yet incorporating data for youth ages 18-24 as it should be.

Executive Committee

Structure: In 2017, the Executive Committee consisted of the WDB Chair and Vice-Chair, the chair and vice-chair each standing committee along with the immediate-past WDB Chair. Annually, the slate of officers for the WDB is recruited by an ad hoc Nominating Committee and then elected by the full WDB.

Purpose: This Committee meets between the WDB meetings and is empowered to:

- Analyze information from standing and ad hoc committees, and their work.
- Set agendas for WDB meetings.
- Participate on ad hoc committees and work-groups as needed.
- Guide and direct the activities of committees established by the WDB.

2018 and 2019 Accomplishments

- Implemented a series of business service lectures at the WDB full membership meetings for the WDB membership and the community:

- Kevin Wheeler, Founder and Chairman of the Future of Talent Institute, gave a presentation on the future of the global workforce, which included current trends.
 - Sunny Grosso from Delivering Happiness: How Company Culture can affect attraction and retention of talent
 - Rhiannon Surrenda from The Leadership Edge: Generations in the Workforce
 - Dr. Parminder K. Jassal, Ph.D., from Innovate + Educate: Future of Working + Learning
- Provided oversight for the Local Workforce Investment Area (LWIOA) Strategic Local and Regional Plans, and annual required update, to the State, the process and schedule for public comment, and final Plan approval.
 - Provided oversight and approval to the WIOA services and budgets, WIOA performance and Career Center operations.
 - On September 11, 2018 the WDB approved the WDB Director's Program Year (PY) 2018-19 Operational Plan which lays out the specific actions for the program year designed to ensure that the Strategic Plan's goals are met. The WIOA Local 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

Business Services Committee

The Business Services Committee combined with the Comprehensive Economic Development Strategy (CEDS) Committee in 2018 due to their related missions and memberships.

Structure: WDB business members are Chair and Vice-Chair with other appointed members from the WDB and workforce community partners. All Workforce Santa Cruz County Partners are invited to meetings.

2018 and 2019 Accomplishments:

- In coordination with Business U, the Business Services/CEDS Committee developed and adopted its Business Engagement Strategic Plan
- Developed, oversaw and implemented the CEDS Budget required to develop the next CEDS Five-Year Plan is due to the Economic Development Administration (EDA) in May 2020.

- Developed the timeline, implementation plan, and procured a vendor to develop the CEDS Five-Year Plan is due to the Economic Development Administration (EDA) in May 2020.
- Oversaw the America's Job Center of California (AJCC) Hallmarks of Excellence development and implementation process, including procuring a vendor to undertake the independent review. The AJCC Hallmarks of Excellence certification is intended to ensure that every comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements.
- Oversaw WDB strategic initiatives targeting Santa Cruz County businesses.
- In 2017-2018, offered five (5) Rapid Response events to 261 affected employees, providing dislocated workers with workforce services information and direction to services.
- In 2018-2019, offered eight (8) Rapid Response events to 178 affected employees, providing dislocated workers with workforce services information and direction to services.

CHALLENGES AND FUTURE GOALS

Challenges

Public Policy Issues for Workforce Systems and Partners

- With diminishing federal workforce allocations, the WDB continues to be challenged to find strategies to continue services for unemployed and underemployed people and new job seekers.
- As the Santa Cruz County WDB works with regional partners, they are more opportunities for programs and services that benefit individuals and businesses in the region and also challenges with coordination between the various WDBs' umbrella agencies. Accepting monies and developing contracts and agreements that require individual local approval, can be cumbersome and not timely.

WDB Governance Issues

- Recruiting and retaining business members remains an on-going challenge and an issue with state monitoring of WDB administration.
- WDB meetings consistently have a quorum of members present. Some members do not attend regularly.

Significant Events

- The Workforce Development Board division merged with the Employment and Benefits Services Division (EBSD) to improve workforce services for the community.
- The Youth Council, which provided oversight to the WIOA youth programs, transitioned to the Career Center Committee, which also provides oversight to the Adult and Dislocated Worker programs.

Opportunities

- The WDB and EBSD merger provides the opportunity for the Workforce Development Board to expand its oversight to include all of the Human Services Department's workforce programs including CalWORKs.
- Incumbent worker training provides new opportunities for underemployed workers to move toward a living wage in Santa Cruz County.

Future Goals

- Continue to implement WDB Strategic Goals and measure progress.
- Implementation of the WDB Local and Regional Strategic Plans.

Recommendations

- Board of Supervisors assistance to nominate business people to be members of the WDB.

BOARD STAFF AS OF DECEMBER 1, 2017:

- Andy Stone, Workforce Development Board Director
- One (1) Senior WDB Human Services Analysts: Sara Paz-Nethercutt
- One (1) Economic Development Coordinator: Belinda Barr
- One (1) Administrative Aide: Laurel Gazza
- .5 FTE Typist Clerk III: Marcella Villalobos

ATTENDANCE

See attached (Attachment 3) roster for 2018 and 2019 WDB Member attendance.



**2018-2019
WDB & Committee Meeting Calendar**

Workforce Development Board

8:30 a.m.

September 11, 2018 *All meetings held at: Best Western Seacliff Inn, 7500 Old Dominion Ct, Aptos*
 December 6, 2018
 March 27, 2019
 May 29, 2019

Executive Committee

8:30 a.m.

August 29, 2018 *All meetings held at:*
 November 14, 2018 *County of Santa Cruz, 1000 Emeline Ave., Santa Cruz*
 March 6, 2019
 May 8, 2019

Career Services Committee (formerly Youth Council)

3:00 p.m.

July 25, 2018 *Watsonville Career Center, 18 W. Beach St., Watsonville, Rm 2*
 September 26, 2018 *Watsonville Career Center, 18 W. Beach St., Watsonville, Rm 3*
 January 16, 2019 *Watsonville Career Center, 18 W. Beach St., Watsonville, Rm 2*
 April 24, 2019 *Watsonville Career Center, 18 W. Beach St., Watsonville, Rm 2*

Business Services Committee/CEDS Committee

3:00 p.m.

August 8, 2018 *Sheriff's Dept., 5200 Soquel Ave., Santa Cruz*
 October 10, 2018 *Cabrillo College, Sesnon House, 6500 Soquel Drive Aptos*
 February 13, 2019 *TBD*
 April 10, 2019 *TBD*

Please Note: Meeting locations subject to change. Please check website for current information.



**2019-2020
WDB & Committee Meeting Calendar**

Workforce Development Board

8:30 a.m.

September 11, 2019 *All meetings held at: Best Western Seacliff Inn, 7500 Old Dominion Ct, Aptos*
December 5, 2019 ***Thursday***
April 2, 2020 ***Thursday***
May 27, 2020

Executive Committee

8:30 a.m.

August 28, 2019 *All meetings held at: Sesnon House, Cabrillo College*
November 13, 2019
March 4, 2020
May 6, 2020

Career Services Committee

3:00 p.m.

July 24, 2019 *All meetings held at: Sesnon House, Cabrillo College*
September 25, 2019
January 15, 2020
April 22, 2020

Business Services Committee/CEDS Committee

3:00 p.m.

August 7, 2019 *All meetings held at: Sesnon House, Cabrillo College*
October 9, 2019
February 12, 2020
April 8, 2020

Please Note: Meeting locations subject to change. Please check website for current information.

2018 WDB Full Board Attendance Report:

Board Members	Meeting Dates				December 6, 2018
	February 1, 2018 *Special Meeting*	February 28, 2018	May 30, 2018	Sept. 11, 2018	
Alia Ayyad	•	•	•	AB	•
Diane Berry-Wahrer	AB	•	AB	•	•
Katie Borges	•	•	•	•	•
Christina Cuevas	•	AB	•		•
MariaElena De La Garza	•	AB	AB	AB	•
Marshall Delk	•	•	•	•	•
Elyse Destout	•	•	•	•	•
Yuko Duckworth	•	•	•	•	•
Candice Elliott					• Appointed 10/2/18
Andy Hartmann	•	•	•	•	•
Sean Hebard	•	AB	•	•	•
Mark Hodges	•	AB	AB	•	•
Dave Hood	AB	AB	Removed from Board April 2018		
Todd Livingstone	AB	•	•	•	•
Barbara Mason	•	•	•		•
Bill Miller	AB	AB – resigned 2/28/17			
Rob Morse	•	AB	•	•	•
Francisco Rodriguez	AB	AB	AB	•	•
Bryce Root			• Appointed May 2018	•	AB
Shaz Roth	•	•	•	AB	•
Glen Schaller	•	AB	•	•	•
Carol Siegel - Chair	•	•	•	•	•
Ron Slack – Vice Chair	AB	•	• Retired from Board	•	
Jorge Suarez					AB Appointed 12/4/18

Andy Van Valer	●	AB	●	AB	AB
Dustin Vereker			● Appointed March 2018	●	●

2019 WDB Full Board Attendance Report:

Board Members	Meeting Dates				
	March 27, 2019	May 29, 2019	Sept 11, 2019	December 5, 2019	
Alia Ayyad	Absent	Absent	x		
Diane Berry-Wahrer	x	x	Absent		
Katie Borges	x	Absent	Absent		
Christina Cuevas	x	x	Absent		
MariaElena De La Garza	Absent	x	x		
Marshall Delk	x	x	x		
Elyse Destout	x	Absent	Absent		
Yuko Duckworth	x	Absent	Absent		
Candice Elliott	x	x	Absent		
Andy Hartmann	x	x	Resigned 6/30/19		
Sean Hebard	x	Absent	x		
Carmen Herrera-Mansir		X Appointed 4-16-19	x		
Mark Hodges	x	Absent	Absent		
Todd Livingstone	x	x	x		
Barbara Mason	x	x	x		
Bill Miller	Resigned				
Chris Miller			X Appointed August 6, 2019		
Rob Morse	Absent	x	Absent		
Orona, Elisa			X Appointed 6-11-19		
Francisco Rodriguez	Absent	Absent	Absent		
Bryce Root	Absent	Absent	x		
Shaz Roth	x	x	Absent		
Glen Schaller	x	x	Absent		
Carol Siegel - Chair	x	x	x		
Andy Van Valer	Resigned eff. 3/1/19				

Dustin Vereker	x	x	x		



☒Action ☒Consent ☐Information ☐Discussion

C.8 ETPL Annual Report PY 2018-19

COMMITTEE:	Workforce Development Board	MEETING DATE:	December 6, 2019
STAFF NAME: Andy Stone, WDB Director; Lacie Gray, Sr. Analyst			

SUMMARY:

The Workforce Development Board (WDB) staff has reviewed the training placements from Program Year (PY) 2018-19 in order to gauge the performance of each Eligible Training Provider List (ETPL) vendor (Attachment 1). Although the WDB has 18 schools eligible to provide training, the attached chart (Attachment 2) lists the expenditures for only those schools that were attended during the 2018-19 Program Year. Additionally, the charts (Attachment 3) indicate the top five schools in terms of enrollments, and the top five schools' Individual Training Account expenditures for PY 2018-19.

This item was brought before your Board at its September 11, 2019, meeting. However, one of the vendor's (Goodwill Central Coast) service numbers included services other than ETPL training. Specifically, the data also included On-the-Job (OJT) training. The OJT information, which isn't part of the ETPL training, has been removed.

The updated information can be found here <https://bit.ly/2KT36nA>.

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the annual ETPL Report for PY 2018-19.

COMMITTEE DATE	08/28/19	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:

**Workforce Development Board
Guest Presenter
December 5, 2019**

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

P.1 Train Your Employees with ETP



Robert Meyer
Director of Economic Development
Employment Training Panel (ETP)

Robert oversees ETP's statewide engagement and outreach strategy. He is responsible for managing the Panel's interagency partnerships and leads a statewide team in executing the Panel's marketing and promotion efforts. Robert has worked tirelessly for ETP, in total for over 25 years, to help ETP continually innovate and maintain its position on the leading edge of economic and workforce development in California. He is passionate about the Panel's support for apprenticeship and pre-apprenticeship training programs as well as working with traditionally underserved workforce populations, including veterans, individuals with disabilities, reentry workers and at-risk youth in economically disadvantaged regions of the state.



☒ Action ☐ Consent ☐ Information ☒ Discussion

A.1 Strategic Plan Update

COMMITTEE:	Workforce Development Board	MEETING DATE:	December 5, 2019
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	11/13/19	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:

**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 	<p>Career Training & Education: Presentation at 9/11/19 WDB meeting</p> <p>At-risk youth training: Scheduled for 4/2/20 WDB meeting</p> <p>Upskill Employees: Scheduled for 12/5/19 WDB meeting</p>
<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 	<p>Meeting with Salud Para La Gente to discuss Incumbent Worker Training opportunities</p> <p>Ag project: RFP completed. Started the purchase order process.</p> <p>Business Resource Network: Informational webinar with Ohio BRN on 11/23/19</p>
<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 	<p>Cabrillo job fair: Scheduled for April 2020</p> <p>Prison to Employment: Finalizing funding contract and coordinating with Probation Department</p>

✓ on track to meet planned target for the year

✗ not on track to meet planned target for the year



A.2 EDD Career Center Update

COMMITTEE:	Workforce Development Board	MEETING DATE:	December 5, 2019
STAFF NAME: Andy Stone, WDB Director			

SUMMARY:

In May of 2017, an Employment Development Department (EDD) representative reviewed the Watsonville facility for compliance with EDD's seismic and accessibility standards. While the facility passed the seismic screening, the reviewer cited several instances where the facility did not meet EDD's accessibility requirements. Although the building does not meet EDD's accessibility standards, Santa Cruz County believes that the facility meets the legal accessibility requirements. That said, EDD provided Santa Cruz County with two years to resolve the listed issues before it would need to move its staff member to the Capitola office. Santa Cruz County was able to resolve some of the identified issues, pertaining to signage and plumbing insulation. The remaining items concern the accessibility of the drinking fountain, bathroom stalls and parking spaces. Santa Cruz County has notified the building owner and the City of Watsonville (parking lot owner) of EDD's findings, but has not been successful in securing the requested changes.

On October 23, 2019, EDD notified Santa Cruz County that it intends to cease its operations in the Watsonville career center after November 22, 2019 (see attached letter). Santa Cruz County is in the process of hiring an architect and intends to continue to work with EDD and the owners of the building and parking lot to arrive at a mutually agreeable solution. In the meantime, the Workforce Development Board staff will seek alternatives that will allow Watsonville residents to access EDD services through technology or other means.

Now, EDD has announced that it does not intend to renew its lease for the Capitola Career Center, when its lease expires in April of 2021. EDD has expressed that it is not interested in holding a master lease and that it would like to sublease space from the County. A conference call has been scheduled between EDD and the County on December 10, 2019.

At this meeting the Workforce Development Board will discuss the current state of EDD services and identify its options going forward, including, but not limited to establishing a WDB Career Center Workgroup.

☒ Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to establish a WDB Career Center Workgroup to identify and present future facility recommendations.

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:



Gavin Newsom, Governor
California Labor and Workforce Development Agency



October 23, 2019

Andy Stone, Executive Director
Watsonville Career Center
18 West Beach Street
Watsonville, CA 95076

RE: EDD SPACE USE PERMIT (SUP) REQUEST- WATSONVILLE AMERICA'S JOB CENTER OF CALIFORNIA, 18 WEST BEACH STREET, WATSONVILLE.

Dear Mr. Stone:

The purpose of this letter is to inform you that the Employment Development (EDD) Workforce Services Branch is ceasing its operations at the Watsonville America's Job Center of California (AJCC) located at 18 West Beach Street in Watsonville effective close of business on November 22, 2019.

As you know, the Workforce Services has been providing services at this location under the umbrella of an approved Space Use Permit (SUP) which expired on June 30, 2019. This SUP was approved contingent on the Santa Cruz County Workforce Development Board (WDB) addressing the identified ADA deficiencies by the expiration date of the SUP. A renewal of the SUP was also contingent on the owner completing ADA corrections by the SUP expiration date.

The Business Operations Planning and Support Division (BOPSD) has completed a site review of the Americans with Disability Act (ADA) corrections required at the Watsonville America's Job Center of California located at 18 West Beach Street, Watsonville. The following deficiencies have been identified:

1. Provide designated accessible path of travel from accessible parking stalls on the second floor parking structure to elevator.
2. Provide 8' wide loading zone at van accessible parking stalls.
3. Provide additional sign below the International Symbol of Accessibility (ISA) stating "Minimum fine \$250" at minimum of 60" above the ground.
4. Provide warning stripes on all stair treads.
5. Provide detectable warnings (truncated domes) at the curb ramps in front of parking structure.
6. Provide compliant signage at employee break room, training rooms #2 and #5 with required braille and raised characters, and all signage shall be mounted between

- 48" min above finished floor from baseline of lowest braille and 60" maximum above finished floor to baseline of highest line of raised characters.
7. Provide compliant bi-level drinking fountain.
 8. All water closets in public and employee restrooms shall be located 17" to 18" from centerline of water closet to adjacent wall/partition.
 9. Provide insulation at hot water supply and drain.

As a result of the subject property not meeting ADA compliance, the BOPSD cannot authorize EDD staff, or EDD customers, further occupancy use of this facility.

I recognize that the decision to remove EDD staff will have a significant impact on the delivery of services to our customers in the Local Workforce Development Area by removing access to onsite EDD services, including, but not limited to Unemployment Insurance ((UI) Navigation, CalJOBSSM Assistance, Veteran Services Navigation (VSN), and Reemployment Services and Eligibility Assessment (RESEA).

The EDD values its partnership with the Santa Cruz County Workforce Development Board and its partners and remains committed to continue its presence in the Capitola AJCC which is an affiliate center in compliance with ADA and seismic certification requirements as outlined in the Workforce Innovation and Opportunity Act Memorandum of Understanding with the Santa Cruz County Workforce Development Board. We will be unable to continue to provide services at the Watsonville location in view of the current assessments.

If you have any questions or require additional information, please contact me at (805) 568-1306 or Adriana.Kuhnle@edd.ca.gov

Sincerely,

ADRIANA KUHNLE, Division Chief
Los Angeles/Coastal Workforce Services Division
State of California Employment Development Department

Enclosure

cc: **Carol Seiger**, Workforce Development Board Chair
Ellen Timberlake, Director of Human Services Department, Santa Cruz County

A.2 Attachment 2

EDD ADA Assessment Issues- Status and Estimated Timelines

#	Issue	Status	Timeline for Correction	Comments
1	Provide designated accessible path of travel from accessible parking stalls on the second floor parking structure to elevator.	The City's Building Official and Facilities Maintenance Supervisor reviewed, and response noted in comments. Need to secure bid for work	County staff and Santana Paving performed site inspection on 9/18 Bid expected to be received the week of 9/23. Bid review and phasing of project to be completed by 10/31/19 (estimated)	40" wide accessible paths are to be installed at the front of the parking stalls between the stall and the guard rail at the edge of the floor. This will require all of the ADA parking stalls to be restriped. Note that the cross slope for the path of travel at the front of the stalls is approximately 6.5%.
2	Provide 8' wide loading zone at van accessible parking stalls.	The City's Building Official and Facilities Maintenance Supervisor reviewed, and response noted in comments. Need to secure bid for work.	County staff and Santana Paving performed site inspection on 9/18 Bid expected to be received the week of 9/23 Bid review and phasing of project to be	When ADA parking stalls are restriped, an 8' wide loading zone is to be included for the van accessible space. There are currently three stalls designated as van accessible stalls. These will be reduced to one van accessible stall as that is the quantity required by code.

A.2 Attachment 2

EDD ADA Assessment Issues- Status and Estimated Timelines

			completed by 10/31/19 (estimated)	
3	Provide additional sign below the International Symbol of Accessibility stating "Minimum fine \$250" at minimum of 60" above the ground.	The City's Building Official and Facilities Maintenance Supervisor reviewed, and response noted in comments. Need to secure bid for work.	County staff and Santana Paving performed site inspection on 9/18 Bid expected to be received the week of 9/23 Bid review and phasing of project to be completed by 10/31/19 (estimated)	This signage is to be provided. One each for all five stalls for a total of five signs.
4	Provide warning stripes on all stair treads.	The City's Building Official and Facilities Maintenance Supervisor reviewed, and response noted in comments. Need to secure bid for work.	County staff and Santana Paving performed site inspection on 9/18 Bid expected to be received the week of 9/23 Bid review and phasing of project to be	Existing non-skip treads are to be painted yellow at all four sets of stairways. 152 stair treads total.

A.2 Attachment 2

EDD ADA Assessment Issues- Status and Estimated Timelines

			completed by 10/31/19 (estimated)	
5	Provided detectable warnings (truncated domes) at the curb ramps in front of parking structure.	The City's Building Official and Facilities Maintenance Supervisor reviewed, and response noted in comments. Need to secure bid for work.	County staff and Santana Paving performed site inspection on 9/18 Bid expected to be received the week of 9/23 Bid review and phasing of project to be completed by 10/31/19 (estimated)	Truncated domes are to be installed on the ramps at the southeast and southwest corners of the intersection of West Beach and Rodriguez. Safety step brand truncated domes will be installed.
6	Provide compliant signage at employee break room, training rooms #2 and #5 with required braille and raised characters, and all signage shall be mounted between 48" min above finished floor from baseline of highest line of raised characters.	Completed		
7	Provide compliant bi-level drinking fountain.	Reviewing the bid received from building owner's contractor	Real Property had a 1 st interview with ADA consultant Access Compliance Services on 9/15	County is researching requirements for providing water at multiple locations.

A.2 Attachment 2

EDD ADA Assessment Issues- Status and Estimated Timelines

			Bid review and phasing of project to be completed by 10/31/19 (estimated)	
8	All water closets in public and employee restrooms shall be located 17" to 18" from centerline of water closet to adjacent wall/partition.	Reviewing the bid received from building owner's contractor	Real Property had a 1 st interview with ADA consultant Access Compliance Services on 9/15 Bid review and phasing of project to be completed by 10/31/19 (estimated)	ADA consultant may be able to design options for restroom retrofit at reduced costs.
9	Provide insulation at hot water supply and drain.	Completed		