



**Workforce Development Board  
Full Board Meeting  
Watsonville Career Center  
Wednesday, December 8, 2021 8:30 a.m.**

18 W. Beach Street  
Watsonville, CA 95076  
(831) 763-8900  
[www.santacruzwb.com](http://www.santacruzwb.com)

**NOTE: Due to the COVID-19 pandemic, and the directive of Governor Gavin Newsom in adjusting the Brown Act rules, public meetings will be allowed to be attended virtually until further notice.**

**The Chair called the meeting to order at 8:32 a.m., and a quorum was established. All participants attended virtually.**

**Committee Members in Attendance**

Adams, Lamont  
Cuevas, Christina  
Destout, Elyse – Vice Chair  
Dodge, Daniel  
Duckworth, Yuko  
Elliott, Candice  
Hebard, Sean  
Herrera-Mansir, Carmen  
Livingstone, Todd  
Miller, Chris  
Morse, Rob - Chair  
Orona, Elisa  
Roth, Shaz  
Setzler, Katie  
Siegel, Carol

**Committee Members Absent**

Ayyad, Alia  
De La Garza, MariaElena  
Delk, Marshall  
Mason, Barbara  
Holmquist-Gomez, Laura  
Nagamine, Janet  
Schaller, Glen  
Vereker, Dustin

**Staff in Attendance**

Chevalier, Katy – EBSD Program Manager  
Detlefs, Peter – WDB Business Services Manager  
Gray, Lacie – WDB Sr. Analyst  
Gutierrez, Elizabeth – WDB Admin Aide  
Marquez, Irma – EBSD Director  
Paz-Nethercutt, Sara – WDB Sr. Analyst  
Stone, Andy – WDB Director  
Villalobos, Marcy – WDB Clerical Support

**Guests**

Cortes, Claudia  
Estrada, Vivian – EDD

**MEMBERS:**

Rob Morse, Chair  
Pacific Gas and Electric Company

Elyse Destout, Vice Chair  
Photography by Elyse Destout

Lamont Adams  
Local IBEW234

Alia Ayyad  
Center for Employment Training

Christina Cuevas  
Community Foundation of Santa Cruz County

MariaElena De La Garza  
Community Action Board

Marshall Delk  
Santa Cruz County Bank

Daniel Dodge  
Monterey Bay Central Labor Council

Yuko Duckworth  
Employment Development Department

Candice Elliott  
Fortress and Flourish

Sean Hebard  
Carpenters Local 505

Carmen Herrera-Mansir  
El Pajaro Community Development Corp.

Laura Holmquist-Gomez  
Five Star Catering

Todd Livingstone  
Watsonville/Aptos/Santa Cruz Adult Education

Barbara Mason  
Santa Cruz County Economic Development

Chris Miller  
ScratchSpace, LLC

Elisa Orona  
Health Improvement Partnership of SC County

Shaz Roth  
Pajaro Valley Chamber of Commerce  
and Agriculture

Glen Schaller  
Monterey Bay Central Labor Council, AFL-CIO

Katie Setzler  
Palo Alto Medical Foundation

Carol Siegel  
Santa Cruz Seaside Company

Dustin Vereker  
Discretion Brewing

**DIRECTOR:**  
Andy Stone

*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.*

Moss, Denise  
Munoz, Beatriz  
Shands, Celina  
Staley-Raatiar, Desha  
Winter, Amanda

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**Subject: Public Comment**

There was no public comment.

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**Subject: Chairperson's Report**

Chair Robert Morse gave recognition to WDB Sr. Analyst Sara Paz-Nethercutt for all her hard work behind the scenes with the WIOA program services and announced the retirement of board members Diane Berry-Wahrer and Yuko Duckworth.

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**Subject: Action Items:**

**Item 1 – Findings Authorizing Teleconference Meetings**

The committee was provided with information regarding Assembly Bill 361 authorizing teleconference meetings as a result of the continuing COVID-19 pandemic state of emergency and Health Officer recommendation for social distancing.

**Action:** It was moved to adopt findings pursuant to Assembly Bill 361 authorizing teleconference meetings as a result of the continuing COVID-19 pandemic State of Emergency and Health Officer recommendation for social distancing.

**Status:** Motion to Approve: Carol Siegel  
Motion Seconded: Christina Cuevas  
Abstentions: None

Committee Action                      All in favor, motion passed

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**Item 2 – Approval of Meeting Minutes**

**Action:** It was moved to approve the May 26, 2021 and November 10, 2021 (Special Meeting) WDB Full Board meeting minutes.

**Status:** Motion to Approve: Todd Livingstone  
Motion Seconded: Carol Siegel  
Abstentions: Carmen Herrera-Mansir,  
Sean Hebard,  
Shaz Roth

Committee Action                      All in favor, motion passed

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### **Item 3 – Operational Plan Update**

WDB Director Andy Stone reported on the progress of each operational plan target and answered questions from board members.

**Action:** It was moved to adopt the WDB Director's Operational Plan update for PY 21-22.

**Status:** Motion to Approve: Christina Cuevas  
Motion Seconded: Lamont Adams  
Abstentions: Carmen Herrera-Mansir

Committee Action All in favor, motion passed

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### **Item 4 – Eligible Training Provider List (ETPL) Draft Monitoring and Subsequent Eligibility Report**

WDB Sr. Analyst Lacie Gray gave an overview of the Eligible Training Provider List (ETPL) program monitoring process and subsequent eligibility review. She informed the board that there were four ETPL vendors monitored, none of which had any formal findings but there were some recommendations. Lacie then answered questions from board members regarding programs being removed from the ETPL list, such as QuickBooks training, that did not meet program requirements.

**Action:** It was moved to approve the ETPL monitoring reports as drafted by the WDB staff.

**Status:** Motion to Approve: Carol Siegel  
Motion Seconded: Sean Hebard  
Abstentions: None

Committee Action All in favor, motion passed

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### **Item 5 – Eligible Training Provider List (ETPL) PY 2020-21 Annual Report**

WDB Sr. Analyst Lacie Gray reviewed the Eligible Training Provider List (ETPL) annual report with the committee. She mentioned that last year in 2020 there were 185 people in training and \$484,869 training dollars spent.

**Action:** It was moved to accept the annual ETPL report for PY 2020-21

**Status:** Motion to Approve: Christina Cuevas  
Motion Seconded: Lamont Adams  
Abstentions: None

Committee Action

All in favor, motion passed

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### **Item 6 – WIOA Fiscal Year 2021-22 Budget**

WDB Director Andy Stone gave a brief overview on the WIOA financial report chart and answered questions asked by the board members.

**Action:** It was moved to accept the WIOA budgets for PY 2020-21 and 2021-22

**Status:** Motion to Approve: Carol Siegel  
Motion Seconded: Sean Hebard  
Abstentions: None

Committee Action

All in favor, motion passed

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### **Item 7 – WIOA Procurement Results/PY 22/23 Award Recommendations**

WDB Sr. Analyst Sara Paz-Nethercutt reviewed with the board the results and award recommendations of the RFP for WIOA Career Center Operator, Adult/Dislocated Worker Program, Youth Services, and Layoff Aversion Services. She also shared that the bidder, Equus Workforce Solutions, who was offered the award for Service Area 1 One-Stop Operator declined the award. The WDB recommends awarding Service Area 1 to incumbent contractor Amanda Winter, dba Winter Works LLC.

**Action:** It was moved to accept the award recommendations from the PY 2022-23 Procurement and authorize the WDB Staff to enter into contract negotiations with the recommended vendors for PY 22-23.

**Status:** Motion to Approve: Lamont Adams  
Motion Seconded: Daniel Dodge  
Abstentions: None

Committee Action

All in favor, motion passed

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### **Item 8 – AJCC Certification Continuous Improvement Plan**

WDB Sr. Analyst Sara Paz-Nethercutt reviewed with the board the AJCC Certification Indicator Continuous Improvement Plan, which is the final step in the State's process, and stated that the plan will be presented to the WDB Full Board on a quarterly basis with the progress of each item.

**Action:** It was moved to approve the AJCC Certification Indicator Continuous Improvement Plan as written and authorize the WDB staff to submit to the EDD Regional Advisor by the December 31, 2021 deadline.

**Status:** Motion to Approve: Carol Siegel

Motion Seconded: Lamont Adams

Abstentions: None

Committee Action

All in favor, motion passed

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**Subject: Report Items:**

**Item 9 – WDB Staff Updates**

WDB Sr. Analyst Sara Paz-Nethercutt gave updates on WIOA Career Services which included briefing the board on the recruitment for more FIRE project participants, the local Lean Continuous Improvement Initiative which included two new projects: 1) increase the Customer Satisfaction Survey return rate and 2) decrease the incentive payment time frame, she spoke on the Out-of-School Expenditure Waiver that was approved by the Department of Labor, and lastly the local public library initiative which the WDB was awarded \$20,000 to assist with providing another access point for job seekers. WDB Business Manager Peter Detlefs spoke on the success of the Downtown Santa Cruz Walkabout Job Fair that was held on September 24, 2021. WDB Sr. Analyst Lacie Gray gave updates on Regional Projects/Grants and gave updates on the SB1 Pre-apprenticeship Training Grant which has served three cohorts with a total of 45 graduates. The fourth training cohort is expected to start in January 2022 and spoke on the Prison to Employment project which has served 8 justice involved individuals to date. WDB Director Andy Stone introduced the County of Santa Cruz new Director of Employment and Benefits Services Division Irma Marquez.

**Action:** No action taken, informational item only.

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**Item 10 – Contractor Activity Reports**

Reports outlining each workforce services contractor's financial, federal, and contract performance were provided to the board.

**Action:** No action taken, informational item only.

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**Subject: Information Item:**

**Item 11 – Presentation by Full Capacity Marketing**

A presentation on the topic *Repositioning the Board for High-Value & Engagement* was presented to the board by Celina Shands, Founder/CEO at Full Capacity Marketing.

**Action:** No action taken, informational item only.

