



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.

Workforce Development Board-Executive Committee

Wednesday, May 3, 2023 @ 8:30am

In-Person Meeting

Workforce Santa Cruz County Career Center

Training Rooms 2 & 3

18 W. Beach Street

Watsonville, CA 95076

Call to Order/Welcome

Non-agenda public comment

Chairperson's Report

Action Items (vote required) :

1. Approval of Minutes: March 1, 20232-6
2. Sunset of WDB Committees 7
3. Proposed Slate of WDB Officer Candidates PY 23/24..... 8
4. WIOA Transfer of PY 22/23 Dislocated Worker Funds to Adult 9
5. Proposed WDB Meeting Calendar PY 23/24 10-11
6. WDB May 24, 2023 Meeting Planning 12
7. Local Area Subsequent Designation and Local Board Recertification 13-25
8. WIOA PY22/23 Contractor Local Program Monitoring 26

Report Items (no vote required):

9. WDB Director's Operational Plan Update27-28
10. WDB Staff Updates..... 29
11. WIOA PY21/22 Final Local Performance Scores..... 30

Information Items (no vote required):

12. Update AJCC Certification Continuous Improvement Plan PY 22/23 Q3..... 31

Committee Member Announcements

Adjournment

Next Meeting: Workforce Development Board
May 24, 2023 @8:30 am [in-person]

Workforce Development Board-Executive Committee
TBD

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 Item 1: Approval of Meeting Minutes

(Action required) – Andy Stone

Recommendation

Approve the March 1, 2023 Executive Committee meeting minutes

Suggested motion

I move to approve the March 1, 2023 Executive Committee meeting minutes.



**Workforce Development Board
Executive Committee
Watsonville Career Center, Room 2
Wednesday, March 1, 2023 8:30 a.m.**

Item 1 Attachment

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

The Vice-Chair called the meeting to order at 8:33 a.m., and a quorum was established. All participants attended in-person.

Committee Members in Attendance

Delk, Marshall
Destout, Elyse – Vice Chair
Siegel, Carol

Committee Members Absent

Brooks, Yvette
Morse, Rob – Chair
Vereker, Dustin

Staff in Attendance

Chevalier, Katy – Program Manager
Gray, Lacie – WDB Sr. Analyst
Gutierrez, Elizabeth – WDB Admin Aide
Kieu, Nathan – WDB Business Services Manager
Stone, Andy – WDB Director

Guests

Adolfo, Tracey
Liebetrau, LeNae

MEMBERS:

Rob Morse, Chair
Pacific Gas and Electric Company

Elyse Destout, Vice Chair
Photography by Elyse Destout

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
Cabrillo College Federation of Teachers

Sean Hebard
Carpenters Local 505

Carmen Herrera-Mansir
El Pajaro CDC

Laura Holmquist-Gomez
Five Star Catering

LeNae Liebetrau
Department of Rehabilitation

Todd Livingstone
Watsonville/Aptos/Santa Cruz Adult Education

Chris Miller
ScratchSpace, LLC

Janet Nagamine
Hikari Farms

Shaz Roth
Pajaro Valley Chamber of Commerce
and Agriculture

Glen Schaller
Monterey Bay Central Labor Council, AFL-CIO

KatieSetzler
Palo Alto Medical Foundation

Carol Siegel
Santa Cruz Seaside Company

Dustin Vereker
Discretion Brewing

DIRECTOR:
Andy Stone

Subject: Public Comment

Carol Siegel announced that the Santa Cruz Beach Boardwalk is hiring.

Subject: Chairperson's Report

None

Subject: Action Items:

Item 1 – Approval of the November 2, 2022 Meeting Minutes

Action: It was moved to approve the November 2, 2022 Executive Committee meeting minutes.

Status: Motion to Approve: Carol Siegel
 Motion Seconded: Marshall Delk
 Abstentions: None

Committee Action All in favor, motion passed

Item 2 – WIOA PY 23/24 Re-contracting

Cabrillo SRSN requested additional funding but want to wait until next year to see how expenditures are.

Action: It was moved to accept the PY 23/24 re-contracting recommendations, allow Executive Committee of this Board the final authority over allocation amounts and direct staff to move forward with contract negotiations upon receipt of approvals.

Status: Motion to Approve: Carol Siegel
 Motion Seconded: Marshall Delk
 Abstentions: None

Committee Action All in favor, motion passed

Item 3 – Local Priority of Service & Wait List Policy Revision

Balance between raising the priority of service level, the poverty guideline, means that an individual must attend training where the person's projected salary is higher than that income level and puts training in some occupations at risk for the projected income level not exceeding the poverty guideline, such as cosmetology.

Action: It was moved to approve the revised Local Priority of Service & Wait List Policy, incorporating the 300% poverty guidelines for WIOA eligibility, as recommended by WDB staff.

Status: Motion to Approve: Marshall Delk
 Motion Seconded: Carol Siegel
 Abstentions: None

Committee Action All in favor, motion passed

Item 4 – WDB April 5, 2023 Meeting Planning

Discussed location of the meeting, looking at Seacliff as it's centrally located. Will have to bring speakers in person for the most part. New legislation that changes how public meetings must be held. Must have a quorum in person.

Presentations at May WDB meeting:

- Career Services for justice involved (already scheduled)
- Could add report out from NAWB as Elyse and Rob are going to it (along with Andy and Sara), including innovative ideas from other workforce boards

Action: It was moved to direct that the WDB staff include a report out on the NAWB conference in the April 5, 2023 WDB meeting agenda.

Status: Motion to Approve: Carol Siegel
 Motion Seconded: Marshall Delk
 Abstentions: None

Committee Action All in favor, motion passed

Item 5 – Prohousing Designation Letter

Checklist to receive designation which means our area receives extra points when applying for specific housing grants. The letter asks that local elected state their position on the letter.

Action: It was moved to approve the draft Prohousing Designation Letter and recommend approval by the Full Workforce Development Board.

Status: Motion to Approve: Marshall Delk
 Motion Seconded: Carol Siegel
 Abstentions: None

Committee Action

All in favor, motion passed

Subject: Report Items:

Item 6 – WDB Director’s Operational Plan Update

WDB Director Andy Stone reported on the status of the items in the plan.

Action: No action taken, report item only.

Item 7 – WDB Staff Updates

WDB Director Andy Stone provided details regarding the National Dislocated Worker grant to assist with clean-up efforts from the January storms. The program pays \$25.00 per hour and allows up to 2080 hours per individual.

WDB Business Services Manager Nathan Kieu reported on the State of the Workforce report, and mentioned he is working with BW Research. Nathan is asking for different businesses to interview and hopes to have the report ready in June.

WDB Sr. Analyst Lacie Gray spoke on the American Rescue Plan Act pre-apprenticeship programs with Watsonville Aptos Santa Cruz Adult Education and Santa Cruz County Office of Education

EBSD Program Manager Katy Chevalier spoke on CalWORKs Outcomes and Accountability Review (Cal-OAR) which is new to the program. There are about 30 different measures. Some examples include service delivery and wage progression. The first report due to the state in February 2023 and goes to Board of Supervisors in October, 2023.

Action: No action taken, report item only.

Item 8 – WIOA Local/Regional Plan Update

Every two years the plans must be updated. Brought in a contractor to update both plans.

Update to the Executive Committee about these plans for which the public comment period is February 13, 2023 and closes March 15, 2023.

Action: No action taken, report item only.

Subject: Information Items:

Item 9 – AJCC Certification Continuous Improvement Plan PY 22/23 Update

WDB Director Andy Stone briefly discussed this item. The plan was provided to the committee.

Action: No action taken, informational item only.

Subject: Committee Member Announcements:

None.

Meeting adjourned at 9:36 a.m.

**Next Meeting: WDB Executive Committee Meeting
TBD**

DRAFT

Action Item 2: Sunset of WDB Committees

(Action required)

Recommendation

Sunset the Business Services and Career Services Committees, effective June 30, 2023.

Background

With the transition from virtual to in-person meetings, the Workforce Development Board's (WDB) Business Services/CEDS and Career Services Committees have both struggled to attain a quorum. Committee members have cited logistical/scheduling issues and a lack of childcare as the reasons they were not able to attend the in-person meetings.

Traditionally the Brown Act's teleconferencing rules require a quorum to meet in person, with a member calling in from a remote location that is accessible to the public and posted on the agenda and meeting notice. AB 2449 provides some flexibility to allow members to attend meetings virtually, without the public access and posting requirements, but still requires an in-person quorum and is limited to a handful of qualifying reasons. Given the challenges currently preventing members from attending in-person meetings, this is a good time for the WDB to revisit its current structure and meeting frequency.

Staff propose sunsetting the Business Services and Career Services Committees, effective June 30, 2023, and moving their future action items to the Executive Committee. As a result of sunsetting the Business Services Committee, the Comprehensive Economic Development Strategy (CEDS) Committee will now become its own committee, consisting of the full Workforce Development Board, in conjunction with representatives from the County and Cities of Capitola, Santa Cruz, Scotts Valley and Watsonville. An annual CEDS Committee meeting will be scheduled immediately before or after a full WDB meeting.

The former Committee Chair and Committee Vice-Chair positions would remain on the Executive Committee, with new titles. The new Business and Workforce Event Chairs would each lead the planning and hosting of an event, informing the public on relevant economic and workforce development topics, while highlighting local partnerships and program success stories.

Next Steps

The Executive Committee's recommendation will be considered by the full Workforce Development Board on May 24, 2023.

Suggested motion

I move to accept the recommendation for the Workforce Development Board to sunset the Business Services and Career Services committees, effective June 30, 2023.

Action Item 3: WDB Officer Nominations PY 23/24

(Action required) – Andy Stone

Recommendation

Approve the proposed Slate of 2023-24 Officer Candidates as indicated below for election at the May 24, 2023 board meeting.

Background

Each year, the Workforce Development Board's (WDB) Nominating Committee recommends a slate of officers to fill the Workforce Development Board's six elected leadership positions for the upcoming program year. At the WDB April 5th meeting, the immediate past WDB Chair Carol Siegel, agreed to Chair this year's nominating committee.

The Nominating Committee, consisting of the following WDB members, Carol Siegel, Marshall Delk, Alia Ayyad, Christina Cuevas and Chris Miller developed the following slate of candidates listed for Program Year 2023-24 (July 1, 2023 through June 30, 2024), for election at the WDB meeting:

| <u>Workforce Development Board</u> | <u>Career Services Committee</u> | <u>Business Services/CEDS Committee</u> |
|---|--|--|
| Chair – Rob Morse Vice Chair – Elyse Destout | Chair – Elyse Destout Vice Chair – Tracy Adolfo | Chair – Marshall Delk Vice Chair – Dustin Vereker |

If the Executive Committee has taken action at this meeting to sunset the Business Services and Career Services Committees, it will be necessary to revise the Nominating Committee's recommendation to reflect the new board structure. For example:

| <u>Workforce Development Board</u> | <u>Executive Committee Members</u> |
|---|--|
| Chair – Rob Morse Vice Chair – Elyse Destout | Chair – Rob Morse Vice Chair & Workforce Event Chair – Elyse Destout Workforce Event Vice Chair – Tracy Adolfo Business Event Chair – Marshall Delk Business Event Vice-Chair - Dustin Vereker Prior WDB Chair – Carol Siegel |

Next Steps

The proposed slate of WDB Officer Candidates will be presented for final appointment at the May 24, 2023 WDB meeting. Changes and additional nominations may be made from the floor.

Suggested motion

I move to approve the following Slate of 2023-24 Officer Candidates...

Action Item 4: WIOA Transfer of Dislocated Worker funds to Adult Grant

(Action required) – Lacie Gray

Recommendation

Recommend transfer of funds between WIOA Dislocated Worker (DW) to Adult Grant

The link to view the transfer of funds requests can be found here: <https://bit.ly/3Vfedu9>

Background

Staff is requesting a budget transfer of \$137,000 from the WIOA Dislocated Worker program to the Adult program in order to better utilize the funds based on current customer need. Due to the low unemployment rate, the demand for adult services has outpaced the demand for dislocated worker services.

Transfers of up to 100% between Dislocated Workers and Adult grants (and vice versa) are allowable per the Workforce Innovation and Opportunity Act (Directive WSD22-09 dated January 30, 2023).

This is the second such transfer your Committee/Board has considered this fiscal year and, again, is to better utilize the funding where it is needed by community members.

Next Steps

If the recommendation is 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.

Suggested motion

I approve the request to direct staff to send this item for final approval to the Workforce Development Board: Authorize staff to send a budget modification request to the state to move WIOA DW funds to WIOA Adult services.

Action Item 5: Proposed WDB Meeting Calendar PY 23/24

(Action required) – Andy Stone

Recommendation

Approve the proposed WDB Meeting Calendar for PY 23/24

Suggested motion

I move to approve the proposed WDB Meeting Calendar for PY 23/24



2023-2024

WDB & Committee Meeting Calendar

All meetings are on Wednesdays, except where noted

Workforce Development Board

8:30 a.m.

September 20, 2023
December 6, 2023
March 20, 2024
May 22, 2024

Executive Committee

8:30 a.m.

July 19, 2023 – ** Friday** **Special meeting** (to plan presentation topics/requests for Full Board mtgs)
August 16, 2023
November 1, 2023
February 28, 2024
May 1, 2024

Career Services Committee

TBD – Pending action on the WDB Committee sunset item

Business Services Committee/CEDS Committee

TBD - Pending action on the WDB Committee sunset item

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

Action Item 6: WDB May 24, 2023 Meeting Planning

(Action required) – Andy Stone

Background

At a Planning Workgroup meeting on July 22, 2022, the Committee identified several topics to be presented at full Workforce Development Board (WDB) Meetings in Program Year 2022-2023. The identified topics are:

- Housing & Workforce Development
- Addressing the lack of affordable childcare
- Career Services for Justice Involved Individuals
- Updated State of the Workforce Report

At this meeting, the Executive Committee will consider if it would like to add any additional agenda items to the May 24, 2023 full board meeting agenda.

Suggested motion

I move to direct that the WDB staff include the following items in the May 24, 2023, WDB meeting agenda.

Action Item 7: WDB Board Recertification

(Action required) – Lacie Gray

Recommendation

Designate the WDB Executive Committee to review and approve the Local Board Subsequent Designation document and Recertification and allow staff to make any necessary updates to the document on behalf of the Workforce Development Board and submit it to the state and Local Elected for approval

Background

Santa Cruz County Workforce Development Board Subsequent Designation and Local Board Recertification are critical components of the Local Workforce Development Board's continued eligibility to receive WIOA funding and provide workforce development services to job seekers, youth and businesses in our community and region. In order for a Local Area to request subsequent designation and a Local Workforce Development Board to request recertification, the Local Board Chair and local Chief Elected Official (CEO) must complete and sign the Local Area Subsequent Designation and Local Board Recertification Application for PY 2023-25.

In order to be recertified, the Local Board must meet the WIOA membership requirements. Due to attrition, the WDB is currently working to fill seven vacancies, including two private sector business seats, one economic development agency seat, one labor seat, one local education entity seat, a one-stop partner seat (this seat has a nomination which should be considered by the Board of Supervisors on April 11) and one "other" seat (local elected/Board of Supervisor representative). The Board is likely to be conditionally approved by the state until the vacancies are filled. The Board must also show that its programs have performed successfully. The Local Area must have had an Individual Indicator Score of 50% or higher in Program Year (PY) 2020-21 or PY 2021-22, as described in WSD20-02, Calculating Local Area Performance and Nonperformance (September 19, 2020), for Employment Rate 2nd Quarter After Exit and Median Earnings. Finally, the Board must also show that it has sustained fiscal integrity.

Subsequent Designation and Recertification of Local Workforce Development Boards will be effective July 1, 2023 for a two-year period, ending June 30, 2025. Applications are due to EDD no later than May 19, 2023 with signed copies from the local elected officials (the Santa Cruz County Board of Supervisors) accepted after the date of submission.

The state draft directive can be viewed at:

https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsdd-245.pdf . The state has since notified the WDB Director that the application will be due to the state May 19, 2023.

Suggested motion

I move to authorize the WDB Executive Committee to review and approve the Local Board Subsequent Designation and Recertification (once it is completed) which will be effective July 1, 2023 through June 30, 2025; Authorize staff to and allow staff to make any necessary updates to the document between now and submission to the Board of Supervisors and state and forward the Plan to the state to meet the May 19, 2023 (or final deadline in the final directive regarding this matter), deadline; and Authorize staff to subsequently forward the Plan to the Board of Supervisors for final approval and signature.

**Local Area Subsequent Designation and
Local Board Recertification Application
For Program Year 2023-25**

Local Workforce Development Area

Santa Cruz County

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, April 14, 2023 May 19, 2023, to the CWDB at PolicyUnit@cwdb.ca.gov.

Workforce Development Board of Santa Cruz County

Name of Local Area

18 W. Beach Street

Mailing Address

Watsonville, CA

95076

City, State

ZIP

Date of Submission

Andy Stone

Contact Person

831-763-8824

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board's business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board's business members and identify the chairperson by typing CHAIR after their name:

| LOCAL BOARD BUSINESS MEMBERS | | | | |
|-------------------------------------|----------------------------|---|-------------------------|----------------------|
| Name | Title | Entity | Appointment Date | Term End Date |
| 1. Rob Morse - Chair | Owner | Monterey Bay Epic Adventures | August 9, 2022 | June 30, 2026 |
| 2. Elyse Destout - Vice Chair | Owner | Photography by Elyse Destout | June 30, 2020 | June 30, 2024 |
| 3. Marshall Delk | Vice President | Santa Cruz County Bank | August 9, 2022 | June 30, 2026 |
| 4. Carol Siegel | Employment Manager | Santa Cruz Seaside Company | August 9, 2022 | June 30, 2026 |
| 5. Shaz Roth | President/CEO | Pajaro Valley Chamber of Commerce | June 30, 2020 | June 30, 2024 |
| 6. Katie Setzler | Director – Human Resources | Palo Alto Medical Foundation Santa Cruz | June 30, 2020 | June 30, 2024 |
| 7. Dustin Vereker | Owner | Discretion Brewing LLC. | August 9, 2022 | June 30, 2026 |
| 8. Janet Nagamine | Owner/Manager | Hikari Farms | August 9, 2022 | June 30, 2026 |
| 9. Carmen Herrera-Mansir | Executive Director | El Pajaro Community Development Corporation | August 9, 2022 | June 30, 2026 |
| 10. Chris Miller | President | ScratchSpace, Inc. | August 9, 2022 | June 30, 2026 |
| 11. Laura Holmquist-Gomez | Owner | Five Star Catering | August 9, 2022 | June 30, 2026 |
| 12. VACANT | | | | |
| 13. VACANT | | | | |

Category: Labor – At least 20 percent of the Local Board members shall be labor representatives from the Local Area’s workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board's labor members:

| LOCAL BOARD LABOR MEMBERS | | | | |
|----------------------------------|-----------------------|---|-------------------------|----------------------|
| Name | Title | Entity | Appointment Date | Term End Date |
| 1. Sean Hebard | Field Representative | Carpenters Local 505 | August 9, 2022 | June 30, 2026 |
| 2. Daniel Dodge | Executive Director | Cabrillo College Federation of Teachers | August 9, 2022 | June 30, 2026 |
| 3. Glen Schaller | Political Coordinator | Monterey Bay Central Labor Council, AFL-CIO | June 30, 2020 | June 30, 2024 |
| 4. VACANT | | | | |

Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers; and
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board's education members:

| LOCAL BOARD EDUCATION MEMBERS | | | | |
|--|--------------------|--|--|----------------------|
| Name | Title | Entity | Appointment Date | Term End Date |
| 1. Christina Cuevas | Governing Trustee | Cabrillo College Board | June 30, 2020 | June 30, 2024 |
| 2. Alia Ayyad (WDB Nominated at-large) | Director | Center for Employment Training | August 9, 2022 | June 30, 2026 |
| 3. Eric Saavedra | Assistant Director | Watsonville Aptos Santa Cruz Adult Education | In process (expected to be completed May 16, 2023) | |

Category: Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state's employment service office under the *Wagner-Peyser Act*.
- Programs carried out under Title I of the federal *Rehabilitation Act*.

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board's economic and community development members:

| LOCAL BOARD ECONOMIC AND COMMUNITY DEVELOPMENT MEMBERS | | | | |
|---|-----------------------------------|---|---|----------------------|
| Name | Title | Entity | Appointment Date | Term End Date |
| 1. LeNae Liebetrau | Staff Services Manager I | Department of Rehabilitation | August 9, 2022 | June 30, 2026 |
| 2. MariaElena De La Garza | Executive Director | Community Action Board | August 9, 2022 | June 30, 2026 |
| 3. Felix Cantu | Field Office Manager | Employment Development Department | April 11, 2023 | June 30, 2024 |
| 4. Peter Detlefs | Principal Administrative Analyst, | County of Santa Cruz County Administrative Office | Application in process as of April 24, 2023 | |
| 5. VACANT | | | | |

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 OR PY 21-22, as described in Workforce Services Directive *Calculating Local Area Performance and Nonperformance* (WSD20-02) dated September 18, 2020, for the following primary indicators of performance:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

| PY 20-21 Individual Indicator Scores | | |
|---|----------------|--------------------|
| Indicators of Performance | Adults | Dislocated Workers |
| Employment Rate 2 nd Quarter After Exit | <u>54.6%</u> | <u>74.6%</u> |
| Median Earnings 2 nd Quarter After Exit | <u>\$7,103</u> | <u>\$9,665</u> |
| PY 20-21 Individual Indicator Scores | | |
| Indicators of Performance | Youth | |
| Employment or Education Rate 2 nd Quarter after Exit | <u>61.3%</u> | |
| Median Earnings | BASELINE | |

| PY 21-22 Individual Indicator Scores | | |
|---|----------------|--------------------|
| Indicators of Performance | Adults | Dislocated Workers |
| Employment Rate 2 nd Quarter After Exit | 60.0% | <u>83.3%</u> |
| Median Earnings 2 nd Quarter After Exit | <u>\$8,142</u> | <u>\$9,705</u> |
| PY 21-22 Individual Indicator Scores | | |
| Indicators of Performance | Youth | |
| Employment or Education Rate 2 nd Quarter after Exit | <u>63.4%</u> | |
| Median Earnings | BASELINE | |

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation: ☒

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The regional partners worked together to develop the Regional Plan, which was submitted to the state by March 31, 2023. This includes meeting regularly to provide input and data for the plan, discussing various questions about partnering, next steps, scheduling collective town halls/public comment sessions, etc. Partners each have a stake in regional initiatives and in implementing the regional plan. Many of the regional initiatives are led by Monterey County, with each partner having a specific and explicit role in the implementation and oversight of the service/program. The regional partners also collaborate on a variety of industry sector initiatives, including SB 1 High Road Construction pre-apprenticeships, as well as other regional industry initiatives, including the various iterations of Slingshot. The regional Prison to Employment (P2E) 2.0 Grant and 2023-25 Regional Equity and Recovery Partnership (RERP) grant, which has strong ties to the regional community colleges and provides short-term high impact trainings for low-income workers, will both soon be implemented. The WDB Directors meet regularly to discuss regional initiatives, including the development and implementation of the regional plan. Additionally, each specific initiative (SB1, P2E, etc.) has a team that meets regularly to implement the initiatives. As of late, the regional discussions have included convening with the regional community colleges to discuss developing a sector training initiative,

expanding incumbent worker training and collaborating with the Monterey Bay Economic Partnership on a regional business engagement strategy.

The regional WDB Directors partner on negotiating regional performance through their regular meetings and met collectively (Monterey, San Benito and Santa Cruz Counties) with the state to negotiate the current regional performance levels.

Local Area Assurances

Through PY 23-25, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements* (WSD19-05), dated December 4, 2019.
- All close out reports will comply with the policies and procedures listed in *WIOA Closeout Requirements* (WSD16-05), dated July 29, 2016.

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.

- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).
- D. The Local Area will select the America's Job Center of CaliforniaSM operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).
 - E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
 - F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.
 - G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).
 - H. The Local Area will participate in regional performance negotiations.
 - I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
 - J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Rob Morse

Name

Name

Santa Cruz County Workforce Development
Board, Chair

Title

Title

Date

Date

| | Name | Title/Organization |
|----|------------------------------------|--|
| 1 | Ayyad, Alia | Director, Center for Employment Training |
| 2 | Cantu, Felix | Field Office Manager, Employment Development Department |
| 3 | Cuevas, Christina | Governing Board Trustee, Cabrillo College |
| 4 | DeLaGarza, MariaElena | Executive Director, Community Action Board |
| 5 | Delk, Marshall | Vice President, Santa Cruz County Bank |
| 6 | Destout, Elyse - Vice Chair | Owner, Photography by Elyse Destout |
| 7 | Dodge, Daniel | Executive Director, Cabrillo College Federation of Teachers |
| 8 | Hebard, Sean | Field Representative, Carpenters Local 505 |
| 9 | Herrera-Mansir, Carmen | Executive Director, El Pajaro Community Development Corp. |
| 10 | Holmquist-Gomez, Laura | Owner, Five Star Catering |
| 11 | Liebetrau, LeNae | Staff Services Manager I, Department of Rehabilitation |
| 12 | Miller, Chris | President, ScratchSpace, Inc. |
| 13 | Morse, Rob - Chair | Owner, Monterey Bay Epic Adventures |
| 14 | Nagamine, Janet | Owner/Manager, Hikari Farms |
| 15 | Roth, Shaz | President/CEO, Pajaro Valley Chamber of Commerce and Agriculture |
| 16 | Schaller, Glen | Political Coordinator, Monterey Bay Central Labor Council, AFL-CIO |
| 17 | Setzler, Katie | Director, Human Resources, Palo Alto Medical Foundation Santa Cruz |
| 18 | Siegel, Carol | Employment Manager, SC Seaside Company |
| 19 | Vereker, Dustin | Owner, Discretion Brewing LLC |

Action Item 8: WIOA PY 22/23 Contractor Local Program Monitoring

(Action required) – Sara Paz-Nethercutt

Recommendation

Accept the PY 22/23 local program monitoring reports as drafted by WDB staff.

Background

WDB Staff monitored the following contracted services for program year 2022/2023 and drafted reports. The link to view the drafted reports is found here: <https://bit.ly/41ZCKWe>

1. Winter Works, LLC (Amanda Winter) Career Center Operator
2. Goodwill Central Coast (GCC)
3. Santa Cruz County Office of Education (SCCOE)
4. Cabrillo Student Resource & Support Network (SRSN)

The monitoring includes the following:

- Contract Questionnaire: covers work environment, program and site accessibility, administrative requirements, staffing requirements, grievance, and program operations.
- Financial Questionnaire: covers fiscal management, program income, cost allocation, facilities and property, and audit.
- Program Operations: covers contractor specific operations, assessment, service delivery, and specific services.
- Case File Review: covers required WIOA service documentation of a sample percentage of randomly chosen participant files.
- Participant Questionnaire: asks about services and recommendations from the randomly chosen participants, services important to the customer, and overall satisfaction with services on a 1-10 scale.
- Financial Sampling: A fiscal sampling review was conducted by Ernesto Esparza and Edwin Ogu, HSD Accountants for all programs. This is an annual review of program fiscal records.

Next Steps

WDB staff next steps include the following:

- Implement the Corrective Action Plan as outlined (SCCOE, SRSN)
- Apply the internal protocols as developed. (CCOps, GCC, SCCOE, SRSN)
- Review during contract negotiations for PY 23/24 (CCOps, GCC, SCCOE, SRSN)
- Review at the next annual monitoring visit. (CCOps, GCC, SCCOE, SRSN)

Suggested motion

I move to accept the PY 22/23 local program monitoring reports as drafted by WDB staff.

Report Item 9: Operational Plan Update

(No vote required) – Andy Stone

Background

On September 14, 2022, the WDB approved the WDB Director's Program Year (PY) 2022-23 Operational Plan which lays out the specific actions for the program year designed to ensure that the board's priorities are met. The attached scorecard represents the adopted PY 2022-23 goals and action steps.

The WDB Director's Operational Plan incorporates the goals referenced below:

Operational Goals for Workforce Santa Cruz County

Goal 1: Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways.




Goal 2: Santa Cruz County businesses have the talent needed to thrive now and into the future.

Goal 3: Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality.


Next Steps

The WDB Director will report on the Operational Plan's progress at each Workforce Development Board meeting.

**Item 9 Attachment - Workforce Development Board of Santa Cruz County
OPERATIONAL PLAN STATUS REPORT Program Year (PY) 2022-2023**

| | <i>Status</i> | <i>2022-23 Operational Targets</i> | <i>YTD</i> |
|---|---|--|--|
| <u>Goal 1</u> Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways. |  | <ul style="list-style-type: none"> • Develop and deploy career services designed to meet the needs of justice-involved individuals. • Revisit income eligibility requirements to ensure they are appropriate with the current level of inflation | <p>First Construction Pre-Apprenticeship class completed in Roundtree Facility</p> <p>WDB approved new income eligibility levels at 4/05/23 meeting.</p> |
| <u>Goal 2</u> Santa Cruz County businesses have the talent needed to thrive now and into the future. |  | <ul style="list-style-type: none"> • Develop additional pre-apprenticeship opportunities • Provide WDB members with tools to help promote workforce services to businesses • Identify strategies to support entrepreneurs with WIOA funding | <p>Roundtree cohort graduation 3/10/23. Second adult ed cohort began 3/6/23.</p> <p>Contracted with Full Capacity Marketing to develop business services tools for WDB members</p> <p>Staff exploring supportive services payments/trainings for entrepreneurs. Will likely extend into next program year.</p> |
| <u>Goal 3</u> Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality. |  | <ul style="list-style-type: none"> • Identify strategies to help address the lack of affordable childcare • Connect WDB members with community partners to better understand and address the employment challenges for individuals experiencing housing insecurity • Examine the diversity of the WDB and develop strategies to ensure the board reflects the community it serves • Draft and release the 2023 State of the Workforce Report | <p>WDB roundtable on affordable childcare at 12/7/22 WDB meeting. Assisting SCCOE with childcare workforce report.</p> <p>WDB housing roundtable at 9/14/22 meeting. Pro-housing approved by WDB on 4/05/23.</p> <p>County survey of WDB members conducted. Will provide diversity report at a future meeting.</p> <p>State of the Workforce Report to be completed by 6/30/23</p> |

 on track to meet planned target for the year

 not on track to meet planned target for the year

Report Item 10: Workforce Development Board Staff Updates

(No vote required)

Business Services- Nathan Kieu:

1. State of the Workforce Report Update
2. Behind Every Employer Campaign Update
3. Rapid Response Coordination

Regional Projects/Grants Report - Lacie Gray:

1. American Rescue Plan Act (ARPA) funded Pre-apprenticeship programs:
 - a. Watsonville Aptos Santa Cruz Adult Education
 - b. Santa Cruz County Office of Education
2. Prison to Employment 2.0
3. Regional Equity and Recovery Partnerships (RERP)

Report Item 11: WIOA PY 21/22 Local Performance Scores

(No vote required)

The Employment Development Department (EDD) calculated the Program Year (PY) 2021 (July 1, 2021- June 30, 2022) performance scores for all Local Workforce Development Areas (Local Areas) for the Workforce Innovation and Opportunity Act (WIOA) and were released on April 4, 2023.

In alignment with Employment Development Department (EDD) Directive, WSD20-02, the state is only requiring Local Areas to achieve a score of 50% or higher for the following measures for PY 2021:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

Department of Labor (DOL) will only require performance calculations in these same indicators for PY 2020/21 and PY 2021/22.

At the end of the PY, the actual performance numbers for the year are adjusted using the Statistical Adjustment Model (SAM) which factors in data on economic conditions of the local area and the populations served during the program year. This determines the adjusted levels of performance for the program year, against which the local areas' actual results are compared.

WIOA local performance scores for PY 21/22

| Adult Measures | Local Area Negotiated Goal | Adjusted Level of Performance | Performance Score | Met State Target? |
|---|----------------------------|-------------------------------|-------------------|-------------------|
| Employment 2nd Q post exit | 67% | 60% | 135.5% | YES |
| Median Earnings | \$8,700 | \$8,142 | 108.4% | YES |
| DW Measures | Local Area Negotiated Goal | Adjusted Level of Performance | Performance Score | Met State Target? |
| Employment 2nd Q post exit | 71.9% | 83.3% | 93.3% | YES |
| Median Earnings | \$10,750 | \$9,705 | 135.9% | YES |
| Youth Measures | Local Area Negotiated Goal | Adjusted Level of Performance | Performance Score | Met State Target? |
| Education ,Training or Employment 2nd Qtr post exit | 74.6% | 63.4% | 140.2% | YES |
| Median Earnings | \$3,800 | \$3,263 | 116.8% | YES |

The local area performance outcome is essential in determining its continued designation (as a local area) and whether sanctions should be applied by the state for nonperformance.

Information Item 12: AJCC Certification Continuous Improvement Plan PY 22/23 Update

(No vote required) Andy Stone

Background

WDB Staff previously informed this committee of the EDD policy directive, WSD20-08, dated March 1, 2021 which provides policy and guidance for conducting the AJCC certification process. There are two (2) levels of AJCC Certification:

1. Baseline: intended to ensure that every AJCC site is in compliance with WIOA statutory and regulatory requirements; and
2. Certification Indicator Assessment: intended to measure continuous improvement in service delivery with seven (7) indicators.

An independent evaluation and assessment of each of the AJCCs was conducted by Racy Ming and Associates. The independent and objective assessment will be conducted every three (3) years and will be due again to the State in 2024 with the criteria and procedures established by the State board. Using the recommendations and evaluations from the assessments, the Continuous Improvement (CI) Plan was created. The purpose of the CI Plan is to ensure that AJCCs deliver a better experience and continuously improve services for job seekers, workers, and employers.

As you may recall, on December 8, 2021, the WDB approved the America's Job Center of California (AJCC) Certification Indicator Continuous Improvement Plan as written and authorized the WDB staff to submit to the Employment Development Department (EDD) Regional Advisor by the December 31, 2021 deadline.

Update

The Continuous Improvement Plan incorporates the actions for the program year for each AJCC site. PY 2022/23 Quarter 3 progress is available for your information.

The link to view the CI plan is found here: <https://bit.ly/40LG8TL>