



**Workforce Development Board  
Executive Committee  
Watsonville Career Center, Room 2  
Wednesday, May 3, 2023 8:30 a.m.**

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

The Vice-Chair called the meeting to order at 8:32 a.m., and a quorum was established. All participants attended in-person.

**Committee Members in Attendance**

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

**Committee Members Absent**

Brooks, Yvette  
Vereker, Dustin

**Staff in Attendance**

Gray, Lacie – WDB Sr. Analyst  
Gutierrez, Elizabeth – WDB Admin Aide  
Kieu, Nathan – WDB Business Services Manager  
Paz-Nethercutt, Sara – WDB Sr. Analyst  
Stone, Andy – WDB Director  
Villalobos, Marcella – WDB Clerical Support

**Guests**

Dodge, Daniel - WDB Member  
Winter, Amanda

**MEMBERS:**

Rob Morse, Chair  
Pacific Gas and Electric Company

Elyse Destout, Vice Chair  
Photography by Elyse Destout

Alia Ayyad  
Center for Employment Training

Felix Cantu  
Employment Development Department

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

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

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**Subject: Public Comment**

None.

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**Subject: Chairperson's Report**

None

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**Subject: Action Items:**

**Item 1 – Approval of the March 1, 2023 Meeting Minutes**

**Action:** It was moved to approve the March 1, 2023 Executive Committee meeting minutes.

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

Committee Action All in favor, motion passed

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**Item 2 – Sunset of WDB Committees**

WDB Director Andy Stone discussed sunsetting the Career Services Committee and the Business Services Committee and replacing them with two events a year that could either be held virtually or in-person to engage members and partners. Committee member Carol Siegel asked how action items would be brought forward for approval. Andy Stone replied that action items would be brought to the Executive Committee.

**Action:** It was moved to accept the recommendation for the Workforce Development Board to sunset the Business Services and Career Services committees, effective June 30, 2023.

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

Committee Action All in favor, motion passed

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### Item 3 – WDB Officer Nominations PY 23/24

WDB Director Andy Stone shared that the Nominating Committee recommends a slate of candidates to fill the WDB's six elected leadership positions for the next program year. WDB members who participated in the years Nominating Committee included Carol Siegel – Chair, Marshall Delk, Alia Ayyad, Christian Cuevas, and Chris Miller. Carol Siegel mentioned that Yvette Brooks will be stepping down as Vice Chair of the Career Services Committee. The Nominating Committee developed the following slate of candidates:

Workforce Development Board: Rob Morse – Chair and Elyse Destout – Vice Chair

Career Services Committee: Elyse Destout – Chair and Tracey Adolfo – Vice Chair

Business Services/CEDS Committee: Marshall Delk – Chair and Dustin Vereker – Vice Chair

WDB Director Andy Stone spoke on the alternative recommendation listed below due to approval by the Executive Committee to sunset the Business Services Committee and the Career Services Committee:

Workforce Development Board: Rob Morse – Chair and Elyse Destout – Vice Chair

Executive Committee Members: Rob Morse – Chair, Elyse Destout – Vice Chair & Workforce Event Chair, Tracey Adolfo – Workforce Event Vice Chair, Marshall Delk – Business Event Chair, Dustin Vereker – Business Event Chair, Carol Siegel – Prior WDB Chair.

**Action:** It was moved to approve the following Slate of 2023-24 Officer Candidates.

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

Committee Action All in favor, motion passed

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### Item 4 – WIOA Transfer of Dislocated Worker funds to Adult Grant

WDB Director Andy Stone shared that transfer of funds are allowable under WIOA between the Dislocated Worker and Adult program. Due to the low unemployment rate, it is requested

that a budget transfer of \$137,000 from Dislocated Worker to Adult be made to better utilize the funds where needed the most by the community.

**Action:** It was moved to 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.

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

Committee Action All in favor, motion passed

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### Item 5 – Proposed WDB Meeting Calendar PY 23/24

WDB Director Andy Stone shared the proposed calendar with the committee.

**Action:** It was moved to approve the proposed WDB Meeting Calendar for PY 23/24.

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

Committee Action All in favor, motion passed

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### Item 6 – WDB May 24, 2023 Meeting Planning

WDB Director Andy Stone shared Josh Williams will present at the May 24, 2023 Full Board on the State of the Workforce and asked if the committee would like to add any items. There were no additions added by the committee.

**Action:** It was moved to direct that the WDB staff include the updated State of the Workforce Report in the May 24, 2023, WDB meeting agenda.

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

Committee Action All in favor, motion passed

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### Item 7 – WDB Board Recertification

WDB Sr. Analyst Lacie Gray provided information on the recertification process and shared that every two years the WDB must report to the State of any member vacancies. This item will be presented to the WDB Full Board on May 24, 2023 for approval and is due to the state on May 24, 2023.

WDB Director Andy Stone shared some Board member updates and stated that Eric Saavedra, Assistant Director at Watsonville/Aptos/Santa Cruz Adult Ed, has applied to fill Todd Livingstone's vacancy and former WDB Business Services Manager, Peter Detlefs, applied to fill the Economic and Community Development member vacancy.

**Action:** It was moved 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.

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

Committee Action All in favor, motion passed

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**Item 8 – WIOA PY 22/23 Contractor Local Program Monitoring**

WDB Sr. Analyst Sara Paz-Nethercutt stated that the WDB is required to conduct monitoring on the contracted service providers for WIOA and shared the following results:

- Winter Works, LLC (Amanda Winter) Career Center Operator – had 0 findings
- Goodwill Central Coast under new leadership – had 0 findings
- Santa Cruz County Office of Education – had 5 findings: tracking of full-time employees / time study; exceeding purchase order limit; programmatic finding.
- Cabrillo Student Resource & Support Network – 1 finding: charging fees prior to student being enrolled in WIOA program. WDB Board Member Daniel Dodge asked what happens to the fees that were incurred. Sara Paz-Nethercutt stated Cabrillo will be responsible for fees and place on hold.

Monitoring reports were provided to the committee for review.

**Action:** It was moved to accept the PY 22/23 local program monitoring reports as drafted by WDB staff.

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

Committee Action All in favor, motion passed

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**Subject: Report Items:**

**Item 9 – Operational Plan Update**

WDB Director Andy Stone provided an update on the Operational Plan’s progress. Some highlights included:

Goal 1: The first construction pre-apprenticeship class for justice-involved individuals was held at the Rountree Facility and had 8 graduates, video of the graduation ceremony is available on the Sheriff’s Facebook page. Second class to start in the Fall. The WDB Full Board approved the new WIOA income eligibility requirements and will take effect July 1, 2023.

Goal 2: Pre-apprenticeship program in the building and construction trades provided at the Rountree Facility and at Watsonville/Aptos/Santa Cruz Adult Education, second adult ed cohort began Mach 6, 2023. Full Capacity Marketing working on tools for members to use to promote workforce services and should be available to present to members at the May 24, 2023 WDB Full Board meeting. The operational target to identify strategies to support entrepreneurs with WIOA funding will not be met by the end of the program year. WDB Director Andy Stone noted that WIOA

regulations have made it difficult and WDB Sr. Analyst Sara Paz-Nethercutt added that the entrepreneur must meet WIOA eligibility criteria.

Goal 3: The WDB is assisting the Santa Cruz County Office of Education with putting together a childcare workforce report.

The WDB took action to send a pro-housing letter to local elected officials.

A demographic survey was conducted by the WDB and sent to Full Board members and received 14 responses. WDB Director Andy Stone shared the results with the committee.

The State of the workforce report is on track to be presented at the May 24<sup>th</sup> Full Board meeting.

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

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### **Item 10 – WDB Staff Updates**

WDB Business Services Manager Nathan Kieu reported on the following:

- State of the Workforce Report - should be available to present at the May 24, 2023 Full Board meeting.
- Behind Every Employer campaign - working with Full Capacity Marketing. A recent Business Services Survey was conducted and received 16 responses. A flyer was drafted and included a QR code and will be available to view at the next Full Board meeting.
- Rapid Response – mentioned working with an employer in Scotts Valley, a nursery in Watsonville expected to lay off 82 employees (majority laborers), and shared that Bed Bath and Beyond is expected to close at the end of June.

WDB Sr. Analyst Lacie Gray reported on the following:

- Pre-apprenticeship program success at the Rountree facility. Chair Rob Morse asked if there is a tracking system in place to follow up with graduates. Lacie Gray shared that there is currently not a follow-up process in place.
- Prison to Employment program will serve 5 justice involved women.
- Regional Equity and Recovery Partnership with Monterey and San Benito Counties will serve 49 individuals in the IT Support and Phlebotomy career fields.

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

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### **Item 11 – WIOA PY 21/22 Local Performance Scored**

WDB Sr. Analyst Sara Paz-Nethercutt presented the WIOA local performance final scores for PY 21/22 and stated that the WDB is required to meet 50% and that each State target was met.

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

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**Subject:** Information Items:

### **Item 12 – AJCC Certification Continuous Improvement Plan PY 22/23 Update**

The Continuous Improvement Plan update was provided to the committee. There were no questions.

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

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**Subject: Committee Member Announcements:**

None

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**Meeting adjourned at 10:01 a.m.**

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