



*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**  
**Wednesday, September 20, 2023 @ 8:30am**

**In-Person Meeting**  
**Location: Seacliff Inn**  
**7500 Old Dominion Ct., Aptos, CA 95003**

**Call to Order/Welcome**

**Non-agenda public comment**

**Chairperson's Report**

**Action Items** (vote required) :

1. Approval of Minutes: May 24, 2023.....2-8
2. WDB Director's Operational Plan Update .....9-10
3. WIOA FY23/24 Budget ..... 11-12
4. Eligible Training Provider List (ETPL) Draft Monitoring Report ..... 13
5. WIOA Youth Local Work Experience Policy Revision ..... 14

**Report Items** (no vote required):

6. WDB Staff Updates..... 15
7. ETPL Annual Report..... 16-21

**Information Items** (no vote required):

8. Update AJCC Certification Continuous Improvement Plan PY 22/23 Q4.....22

**Presentation:** Futuro Worker Cooperatives – Brando Sencion, Ventures.....23

**Board Member Break-out session: To discuss challenges and opportunities in your business or organization**.....24

**Adjournment**

**Next Meeting:**      **Workforce Development Board-Executive Committee**  
                             **November 1, 2023 @8:30 am**

**Workforce Development Board**  
**December 6, 2023 @8:30 am**

*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.*

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## Action Item 1: Approval of Meeting Minutes

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(Action required) – Andy Stone

### **Recommendation**

Approve the May 24, 2023 WDB Full Board meeting minutes.

### **Suggested motion**

I move to approve the May 24, 2023 WDB Full Board meeting minutes.

**Workforce Development Board  
Full Board Meeting  
Seacliff Inn Aptos  
7500 Old Dominion Ct, Aptos  
Wednesday, May 24, 2023 8:30 a.m.**

Item 1 Attachment

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

**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

**Peter Detlefs**  
County of Santa Cruz

**Daniel Dodge**  
Monterey Bay Central Labor Council

**Sean Hebard**  
Carpenters Local 505

**Carmen Herrera-Mansir**  
El Pajaro Community Development Corp.

**Laura Holmquist-Gomez**  
Five Star Catering

**LeNae Liebetrau**  
Department of Rehabilitation

**Chris Miller**  
ScratchSpace, LLC

**Janet Nagimine**  
Hikari Farms

**Shaz Roth**  
Pajaro Valley Chamber of Commerce  
and Agriculture

**Eric Saavedra**  
Watsonville/Aptos/Santa Cruz Adult Education

**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.*

**The Vice Chair called the meeting to order at 8:43 a.m., and a quorum was established. All participants attended in person.**

**Committee Members in Attendance**

Ayyad, Alia  
Cantu, Felix  
Cuevas, Christina  
Delk, Marshall  
Destout, Elyse – Vice Chair  
Detlefs, Peter  
Dodge, Daniel  
Herrera-Mansir, Carmen  
Holmquist-Gomez, Laura  
Liebetrau, LeNae  
Saavedra, Eric  
Siegel, Carol  
Vereker, Dustin

**Committee Members Absent**

DeLaGarza, MariaElena  
Hebard, Sean  
Miller, Chris  
Morse, Rob – Chair  
Nagamine, Janet  
Roth, Shaz  
Schaller, Glen  
Setzler, Katie

**Staff in Attendance**

Chevalier, Katy- EBSD Program Manager  
Gray, Lacie – WDB Sr. Analyst  
Paz-Nethercutt, Sara – WDB Sr. Analyst  
Shellen, Taylor – Associate Human Services Analyst  
Stone, Andy – WDB Director  
Villalobos, Marcy – WDB Clerical Support

**Guests**

Aldrich, Joyce  
Estrada, Vivian  
Williams, Josh – BW Research  
Benson, Elissa  
Burrafato, Alan – EDD

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**Subject: Public Comment**

There was no public comment.

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**Subject: Chairperson's Report**

Vice Chair Elyse Destout announced that the WDB was awarded the National Dislocated Worker grant of \$300,000 to create temporary employment to assist with clean-up from recent storm damage.

Introductions were made by Board members, staff, and guests.

**Subject: Action Items:**

**Item 1 – Approval of Meeting Minutes**

**Action:** It was moved to approve the April 5, 2023 WDB Full Board meeting minutes.

<b>Status:</b>	Motion to Approve:	Christina Cuevas
	Motion Seconded:	Marshall Delk
	Abstentions:	Dustin Vereker, Alia Ayyad, Peter Detlefs, Eric Saavedra

Committee Action	All in favor, minus abstentions, motion passed
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**Item 2 – Sunset of WDB Committees**

WDB Director Andy Stone spoke on the challenges the Business Services and Career Services Committees have faced to attain a quorum for in-person meetings. He shared that future actions items will be moved to the Executive Committee. As a result of sunsetting the Business Services Committee, the WDB will hold annual events/ workgroups twice a year and the new Business and Workforce Event Chairs would take the lead to pull together the events.

Board members shared ideas of when they thought would be the best time of the year to hold these events; recommended time frames included November or December by Marshall Delk and January through March by Peter Detlefs.

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

<b>Status:</b>	Motion to Approve:	Christina Cuevas
	Motion Seconded:	Marshall Delk
	Abstentions:	None

Committee Action	All in favor, motion passed
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**Item 3 – WDB Officer Nominations PY 23/24**

Board member Carol Siegel shared that the Nominating Committee consisted of the following Board members, Alia Ayyad, Marshall Delk, Chris Miller, and Christina Cuevas and developed the following slate of candidates for PY 2023-24:

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 mentioned that Yvette Brooks was not interested in continuing as Vice Chair of the Career Services Committee and that Tracey Adolfo stepped forward and would like to be considered in filling the position.

He also shared the revised slate of candidates listed below, approved by the Executive Committee on May 3, 2023, if the Board approves to sunset the Business Services Committee and the Career Services Committee.

**Revised Slate approved by the Executive Committee on May 3, 2023:**

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 Executive Committee’s recommended Slate of 2023-24 Officer Candidates.

**Status:** Motion to Approve: Christina Cuevas  
Motion Seconded: Carol Siegel  
Abstentions: Eric Saavedra

Committee Action All in favor, minus abstention, motion passed

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

WDB Director Andy Stone requested approval to transfer \$137,000 from the WIOA Dislocated Worker program to the Adult program due to the low unemployment rate, the funds are needed most by the community in the Adult program services.

**Action:** It was moved to authorize staff, including directing the WDB Director to sign, to send a budget modification request to the state to move WIOA DW funds to WIOA Adult services.

**Status:** Motion to Approve: Dustin Vereker  
Motion Seconded: LeNae Liebetrau  
Abstentions: Carmen Herrera-Mansir, Alia Ayyad

Committee Action All in favor, minus abstentions, motion passed

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

WDB Director Andy Stone reviewed the proposed WDB meeting calendar for program year 2023/24.

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

**Status:** Motion to Approve: Carol Siegel  
Motion Seconded: Alia Ayyad  
Abstentions: None

Committee Action All in favor, motion passed.

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**Item 6 – WIOA PY 22/23 Contractor Local Program Monitoring**

WDB Sr. Analyst Sara Paz-Nethercutt spoke briefly on the WIOA contractor local program monitoring results. The monitoring reports were provided to the Board.

There were no questions by Board members

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

**Status:** Motion to Approve: Marshall Delk  
 Motion Seconded: Dustin Vereker  
 Abstentions: Christina Cuevas, Alia Ayyad

Committee Action

All in favor, minus abstentions, motion passed

**Subject: Report Items:**

### **Item 7 – Operational Plan Update**

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

Goal 1: Launched first construction pre-apprenticeship class at Rountree Facility and a second class planned for this summer.

The WDB Full Board approved the new WIOA income eligibility level requirement; raised from 250% to 300% of the poverty level.

Goal 2: WDB Director Andy Stone shared that the operational target to identify strategies to support entrepreneurs with WIOA funding would not be met by the end of the program year but will continue to push for next program year.

The second pre-apprenticeship cohort provided through Watsonville/Aptos/Santa Cruz Adult Education was successfully completed and has a graduation scheduled for May 25, 2023. Full Capacity Marketing working on a flyer that Board members can use as a tool to promote workforce services.

Goal 3: A Pro-Housing letter was approved at the April 5, 2023 Full Board Meeting and a survey was sent to 28 local elected officials to collect their response on supporting the State's Prohousing Designation Program in their jurisdiction; received 14 responses.

A roundtable to discuss affordable childcare was held at the December 7, 2022 Full Board meeting. The WDB is assisting the Santa Cruz County Office of Education with putting together a childcare workforce report.

The WDB sent out a demographic survey to Board members and received 15 responses. All survey responses were provided to the Board for review.

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

### **Item 8 – WDB Staff Updates**

WDB Sr. Analyst Lacie Gray reported on the following:

- American Rescue Plan Act (ARPA) - Construction pre-apprenticeship classes provided through Santa Cruz County Office of Education (SCCOE) and Watsonville/Aptos/Santa Cruz Adult Education (WASCAE). WASCAE has a graduation scheduled for May 25, 2023 with 14 graduates. The Rountree Facility had 8 individuals successfully complete the program. Two more pre-apprenticeship classes to be held in the fall with SCCOE.
- Prison to Employment 2.0 grant - will serve 5 justice involved women. Currently waiting on funding.
- Regional Equity and Recovery Partnerships (RERP) with Monterey and San Benito Counties will serve 49 individuals in the IT Support and Phlebotomy career fields.

WDB Business Services Manager Nathan Kieu reported on the following:

- State of the Workforce update – The State of the Workforce report will be finalized by June 1, 2023. A presentation by Josh Williams from BW Research will be provided at the end of the meeting.

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

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**Item 9 – WIOA PY 21/22 Local Performance Scores**

WDB Sr. Analyst Sara Paz-Nethercutt reviewed the WIOA local performance scores for the Adult, DW, and Youth programs.

There were no questions by the Board.

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

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**Item 10 – Behind Every Employer Campaign Update**

WDB Business Services Manager Nathan Kieu reported that the WDB has contracted with Full Capacity Marketing for social media marketing to connect business owners with workforce resources. A draft of a newly developed one-page flyer was shared with the Board for review.

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

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**Subject: Information Items:**

**Item 11 – Update AJCC Certification Continuous Improvement Plan PY 22/23**

WDB Sr. Analyst Sara Paz-Nethercutt stated that the continuous improvement plan update is through Q3 and mentioned the CI plan is good for one more year.

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

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**Subject: Presentation Items:**

**State of Workforce Report, Josh Williams, BW Research**

A presentation on the State of the Workforce was provided by the President and Founder of BW Research, Josh Williams.

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

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**Subject: Committee Member Announcements:**

None.

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**Meeting adjourned at 10:09 a.m.**

**Next Meeting:**           **Workforce Development Board Meeting**  
                                  **Wednesday, September 20, 2023 @ 8:30 am**

DRAFT



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## Action Item 2: Operational Plan Update

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(Action required) – Andy Stone

### **Recommendation**

Accept the WDB Director's Operational Plan update for PY 23-24.

### **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 proposed PY 2023-24 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.

### **Suggested motion**

I move to accept the WDB Director's Operational Plan update for PY 23-24.

**Item 2 Attachment - Workforce Development Board of Santa Cruz County  
OPERATIONAL PLAN STATUS REPORT Program Year (PY) 2023-2024**

	<i>Status</i>	<i>2023-24 Operational Targets</i>	<i>YTD</i>
<b><u>Goal 1</u></b>  <b>Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways.</b>	✓	<ul style="list-style-type: none"> <li>• Identify strategies to better connect current and former Foster Youth to Workforce Development Services</li> <li>• Add an entrepreneurship training option for WIOA eligible clients</li> <li>• Develop and launch a new public engagement process to inform the WDB's annual planning</li> </ul>	
<b><u>Goal 2</u></b>  <b>Santa Cruz County businesses have the talent needed to thrive now and into the future.</b>	✓	<ul style="list-style-type: none"> <li>• Conduct outreach to construction businesses and identify opportunities for new sector partnerships and workforce development programs</li> <li>• Host a county-wide economic forecast event</li> </ul>	
<b><u>Goal 3</u></b>  <b>Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality.</b>	✓	<ul style="list-style-type: none"> <li>• Increase awareness of Workforce Santa Cruz County services by creating new videos highlighting client and business success stories</li> <li>• Develop a WDB member orientation process that connects new appointees with experienced board members</li> <li>• Draft and release the 2024 State of the Workforce Report</li> </ul>	

✓ on track to meet planned target for the year

✗ not on track to meet planned target for the year

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## Action Item 3: WIOA Fiscal Year 2023-24 Budget

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(Action required) – Andy Stone

### **Recommendation**

Accept the WIOA budget for PY 2023-24.

### **Background**

On May 18, 2023, the Employment Development Department (EDD) released the Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2023-24, Formula Allocations for the Adult, Dislocated Worker (DW) and Youth programs. On July 31, 2023, EDD released the Rapid Response and Lay Off Aversion allocations for PY 2023-24.

### **Staff Analysis**

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
- One-Stop Operator services will be competitively procured as the vendor for 2022-23 decided not to continue providing services.

These funds were accepted into the County of Santa Cruz (County) fiscal year budgets for the Human Services Department – Workforce Innovation and Opportunity Act Services 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 approval of related contracts for services.

### **Suggested Motion**

I move to accept the WIOA budget for PY 2023-24.

# Workforce Development Board Financial Report

Item 3 Attachment

	Fiscal Year 22/23 Activities									Fiscal Year 23/24 Activities		
	FY 22/23 Grant Allocations	FY 22/23 Addtl Grant Allocations	Carried in from FY 21/22 Allocations	Transfer of 21/22 funds from DW to Adult	Transfer of 22/23 funds from DW to Adult	FY 22/23 Grant Allocations Line Item Rebudgets	Total FY 22/23 Budget	Expended in FY 22/23	Unspent Funds Carried into FY 23/24	FY 23/24 Grant Allocations	Carried in from FY 22/23 Allocations	Total Funds Available for FY 23/24
<b>ADULT</b>												
<b>Budget / Expenditure Categories</b>												
Administration	89,209	-	20	20,000	13,700	(38,150)	84,779	84,362	417	83,295	417	83,712
Program Services	189,129	-	31	14,000	33,300	2,400	238,860	238,856	4	153,281	4	153,285
Contracts	336,034	-	2	-	-	45,900	381,936	381,884	52	336,034	52	336,086
Operational	11,500	-	132	-	-	(3,550)	8,082	8,066	16	11,500	16	11,516
Training	271,233	-	695	166,000	90,000	(25,500)	502,428	502,261	167	253,250	167	253,417
Supportive Services	4,000	-	587	-	-	18,900	23,487	23,346	141	4,000	141	4,141
<b>Subtotal</b>	<b>901,105</b>	<b>-</b>	<b>1,466</b>	<b>200,000</b>	<b>137,000</b>	<b>-</b>	<b>1,239,571</b>	<b>1,238,775</b>	<b>797</b>	<b>841,360</b>	<b>797</b>	<b>842,157</b>
<b>DW</b>												
Administration	94,899	430	9,699	(19,158)	(6,895)	1,250	80,225	77,472	2,753	82,494	2,753	85,247
Program Services	244,894	3,877	4,032	(25,867)	(61,610)	67,000	232,326	223,295	9,031	169,719	9,031	178,750
Contracts	299,271	-	4,485	(10,277)	44,759	46,000	384,238	379,412	4,826	299,271	4,826	304,098
Operational	27,975	-	103,490	(20,725)	(23,055)	(70,000)	17,684	8,066	9,619	27,975	9,619	37,594
Training	288,530	-	109,154	(123,973)	(90,199)	(47,250)	136,262	123,536	12,726	250,816	12,726	263,542
Supportive Services	3,000	-	1,971	-	-	3,000	7,971	7,325	646	3,000	646	3,646
<b>Subtotal</b>	<b>958,569</b>	<b>4,307</b>	<b>232,832</b>	<b>(200,000)</b>	<b>(137,000)</b>	<b>-</b>	<b>858,708</b>	<b>819,106</b>	<b>39,602</b>	<b>833,275</b>	<b>39,602</b>	<b>872,877</b>
<b>Youth</b>												
Administration	101,651	-	16,112	-	-	(10,000)	107,763	96,938	10,826	103,560	10,826	114,386
Program Services	96,622	-	4,956	-	-	180,000	281,578	271,684	9,894	147,645	9,894	157,539
Contracts	825,000	-	17,955	-	-	(160,000)	682,955	659,196	23,759	781,358	23,759	805,117
Operational	3,500	-	20,620	-	-	(10,000)	14,120	417	13,704	13,500	13,704	27,204
<b>Subtotal</b>	<b>1,026,773</b>	<b>-</b>	<b>59,644</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,086,417</b>	<b>1,028,235</b>	<b>58,182</b>	<b>1,046,063</b>	<b>58,182</b>	<b>1,104,245</b>
<b>RR</b>												
Administration	43,078	-	121	-	-	3,000	46,199	44,189	2,010	29,443	2,010	31,453
Program Services	323,056	-	3,243	-	-	40,000	366,299	359,013	7,286	201,951	7,286	209,237
Contracts	69,000	-	1,525	-	-	(43,000)	27,525	16,871	10,654	66,000	10,654	76,654
<b>Subtotal</b>	<b>435,134</b>	<b>-</b>	<b>4,888</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>440,022</b>	<b>420,072</b>	<b>19,950</b>	<b>297,394</b>	<b>19,950</b>	<b>317,344</b>
<b>Non WIOA Funds</b>												
<b>NDWG</b>												
Administration	-	10,000	-	-	-	-	10,000	-	10,000	-	10,000	10,000
Program Services	-	5,851	-	-	-	-	5,851	-	5,851	-	5,851	5,851
Contracts	-	19,149	-	-	-	-	19,149	-	19,149	-	19,149	19,149
Supportive Services	-	15,000	-	-	-	-	15,000	-	15,000	-	15,000	15,000
Participant Wages	-	250,000	-	-	-	-	250,000	-	250,000	-	250,000	250,000
	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>	<b>300,000</b>
<b>RERP</b>												
Administration	-	12,000	-	-	-	-	12,000	-	12,000	-	12,000	12,000
Contracts	-	171,500	-	-	-	-	171,500	-	171,500	-	171,500	171,500
Training	-	158,000	-	-	-	-	158,000	-	158,000	-	158,000	158,000
Supportive Services	-	6,400	-	-	-	-	6,400	-	6,400	-	6,400	6,400
<b>Subtotal</b>	<b>-</b>	<b>347,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>347,900</b>	<b>-</b>	<b>347,900</b>	<b>-</b>	<b>347,900</b>	<b>347,900</b>
<b>Third Sector Grant</b>												
Program Services	-	-	25,000	-	-	-	25,000	-	25,000	-	25,000	25,000
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>Grand Total</b>	<b>3,321,581</b>	<b>652,207</b>	<b>323,830</b>			<b>-</b>	<b>4,297,618</b>	<b>3,506,187</b>	<b>791,430</b>	<b>3,018,092</b>	<b>791,430</b>	<b>3,809,522</b>

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## Action Item 4: Eligible Training Provider List Draft Monitoring Report

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(Action required) – Andy Stone

### **Recommendation**

Approve the ETPL monitoring reports as drafted by WDB staff.

### **Background**

Workforce Development Board (WDB) staff monitored the Employment Training Provider List (ETPL) training vendors that met the criteria this year for monitoring in early 2023 for the 2022-23 program year:

- Headquartered locally and to which we sent a customer for training or
- Headquartered in another area not monitored by that area's WDB and to which we sent a customer for training.

The Eligible Training Provider List (ETPL) program monitoring process includes:

1. Overview of the monitoring process and objectives, services provided, and program performance.
2. Completion and discussion with the Monitor of Training Vendor Monitoring Guide and participant list.
3. Completion of the Non-Discrimination and Equal Opportunity Monitoring Guide.
4. An on-site walk through of the facility and classrooms. (where available)
5. Interviews with key staff providing services funded by the Workforce Innovation and Opportunity Act (WIOA).
6. Interviews with participants receiving WIOA funded services
7. Review of school materials that may include: personnel policies and procedures, proof of insurance, marketing materials, school catalog, registration forms, curricula related to participant training, job prep, English as a Second Language, documents related to and in support of services provided to participants receiving WIOA funded services, including student files, or other participant activities.

Additionally, using the State requirements to remain on the California State ETPL, WDB staff performed a subsequent eligibility review for each active ETPL program. There is no requirement for monitoring and subsequent eligibility to be done simultaneously.

### **Staff Analysis**

Final letters were sent to providers in July. For the seven (7) vendors monitored, there were no monitoring findings. Two had participant feedback that is being shared directly with the vendors. All seven (7) complete reports are attached via this link: <https://bit.ly/48s6247>

### **Suggested motion**

I move to approve the ETPL monitoring reports as drafted by WDB staff.

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## Action Item 5: Revision to Local WIOA Youth Work Experience Policy

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(Action required) – Sara Paz-Nethercutt

### **Recommendation**

Accept the revision to the Workforce Innovation and Opportunity Act (WIOA) local youth work experience (WEX) policy.

### **Background**

From time to time, Workforce Innovation and Opportunity Act (WIOA) local policies need to be updated or revised. The youth wages listed in the Youth WEX policy now adheres to the California state minimum wage, additionally, the WIOA youth contractor, Santa Cruz County Office of Education (SCCOE) Superintendent implemented a revised student worker job classification to increase the wage to \$18.50/hour for youth between the ages of 18-24. A reference to the eligibility for incentive payments for achievements tied to WEX has also been included in this policy to be consistent with the local WIOA Youth Incentive policy (19-03) accepted by this board on May 29, 2019.

### **Next Steps**

The revised WEX policy take effect July 1, 2023 and the link to view the policy is found here: <https://bit.ly/3rdMdfW>

### **Suggested motion**

I move to accept the revision to the WIOA local youth WEX policy.

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## Report Item 6: Workforce Development Board Staff Updates

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(No vote required)

WIOA Career Services – Sara Paz-Nethercutt:

1. One-Stop Operator (formerly known as Career Center Operator) procurement

Business Services- Nathan Kieu:

1. Behind Every Employer Update
2. Economic Forecast Event Update

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## Report Item 7: Eligible Training Provider List (ETPL) 2022-23 Annual Report

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(No vote required) – Andy Stone

### **Recommendation**

Accept the annual ETPL Report for PY 2022-23

### **Background**

The Workforce Development Board (WDB) staff has reviewed the training placements from Program Year (PY) 2022-23 in order to gauge the performance of each Eligible Training Provider List (ETPL) vendor (Attachment 1). Although the WDB has 19 schools eligible to provide training, the attached chart (Attachment 2) lists the expenditures for only those schools that were attended during the 2022-23 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 2022-23.

Last year WDB members asked for additional information about the ETPL outcomes, including trainee demographics (Attachment 4) as well as a three-year completion comparison (Attachment 5).

### **Staff Analysis**

Summary of Attachment 1: PY 2022-23 ETPL Performance by Training Vendors:

- Truck Driver Institute served the most WIOA training customers in 2022-23 (72 total (53 Adult and 19 Dislocated Workers) or over 33% of those in training). 44 successfully completed. Average wage of \$28.22.
- Cabrillo College trained 64 individuals (43 Adult and 21 Dislocated Workers) **with 26** successful completions. Average wage of \$53.85. The allied health field occupations (dental hygienist, nursing, radiology technologist) contributed to this relatively high average wage.

Summary of Attachment 2 - 2022-23 ETPL Top Five Expenditures:

- 72 people trained at Truck Driver Institute for a total cost of \$289,242.50 (\$4,017 per individual average) WIOA training dollars (or 56% of all expended training funds).

### **Suggested motion**

I move to accept the annual ETPL Report for PY 2022-23.



PY 22-23 ETPL Performance by Training Vendors of WDB Santa Cruz County										
School	Percentage of Total	Provider Activity Participation FY22-23				Completions FY22-23				
		Adult	DW	Other	Total	Successful Completions	Credential Attained	Entered Employment	Training Related	Average Wage
Cabrillo College	29.5%	43	21	0	64	26	0	8	8	\$53.85
Center for Employment Training -Main Campus	0.5%	0	1	0	1	1	0	0	0	N/A
Central Coast College	0.9%	2	0	0	2	1	0	0	0	N/A
De Anza College, Occupational Training Institute	0.0%	0	0	0	0	0	0	0	0	N/A
MTS Training Academy	12.4%	16	11	0	27	8	0	2	2	\$25.00
National Holistic Institute	1.4%	3	0	0	3	0	0	0	0	N/A
Santa Cruz County Career Technical Education Partnership	13.4%	27	2	0	29	23	0	2	2	\$16.90
Silicon Valley Surgi-Tech Institute dba SVSTI	0.9%	2	0	0	2	2	0	2	2	\$36.57
Truck Driver Institute	33.2%	53	19	0	72	44	0	13	13	\$28.22
UC Irvine Extension	0.0%	0	0	0	0	0	0	0	0	N/A
UCSC Silicon Valley Extension	1.8%	1	3	0	4	1	0	1	0	\$21.00
Watsonville Institute of Cosmetology	0.0%	0	0	0	0	0	0	0	0	N/A
Watsonville/Aptos/Santa Cruz Adult Education	6.0%	10	3	0	13	8	0	2	1	\$18.27
Totals	100.0%	157	60	0	217	114	0	30	28	\$28.54

The top five schools in terms of Individual Training Account (ITA) expenditures for FY22-23 were:

School/Provider Name	Participants	ITA Expenditures	% of ITA Expenditures	Average cost of training* per participant	Average Wage
TRUCK DRIVER INSTITUTE	72	\$289,243	56%	\$4,017.26	\$28.22
MTS TRAINING ACADEMY INC	27	\$109,161	21%	\$4,043.00	\$25.00
SANTA CRUZ COUNTY - CTEP	29	\$69,826	13%	\$2,407.79	\$16.90
CABRILLO COMMUNITY COLLEGE DISTRICT	64	\$28,481	5%	\$445.02	\$53.85
CENTER FOR EMPLOYMENT TRAINING INC	1	\$10,000	2%	\$10,000.00	N/A

\*Cost to vendors only, does not include supportive services amounts

### WIOA Adult and DW Training Expenditures (FY22-23)

PROVIDER	FY2022-23	% OF TOTAL
CABRILLO COMMUNITY COLLEGE DISTRICT	\$28,481	5.5%
CENTER FOR EMPLOYMENT TRAINING INC	\$10,000	1.9%
CENTRAL COAST COLLEGE	\$3,015	0.6%
MTS TRAINING ACADEMY INC	\$109,161	21.0%
SANTA CRUZ COUNTY - CTEP	\$69,826	13.4%
SILICON VALLEY SURGI-TECH INSTITUTE	\$3,000	0.6%
TRUCK DRIVER INSTITUTE	\$289,243	55.7%
WATSONVILLE/APTOS ADULT SCHOOL - PVUSD	\$6,497	1.3%
<b>Total Training Providers</b>	<b>\$519,223</b>	<b>100.0%</b>

The top five schools in terms of enrollments for PY 2022-23 were:

School Name	# of Enrollments	% of Total Enrollments
Truck Driver Institute	72	33.2%
Cabrillo College	64	29.5%
Santa Cruz County Career Technical Education Partnership	29	13.4%
MTS Training Academy	27	12.4%
Watsonville/Aptos/Santa Cruz Adult Education	13	6.0%

PROVIDER	TOTAL	% OF TOTAL
Truck Driver Institute	72	33.2%
Cabrillo College	64	29.5%
Santa Cruz County ROP	29	13.4%
MTS Training Academy	27	12.4%
Watsonville/Aptos/Santa Cruz Adult Education	13	6.0%
UCSC Silicon Valley Extension	4	1.8%
National Holistic Institute	3	1.4%
Central Coast College	2	0.9%
Silicon Valley Surgi-Tech Institute dba SVSTI	2	0.9%
Center for Employment Training -Main Campus	1	0.5%
<b>TOTAL</b>	<b>217</b>	<b>100.0%</b>

**ETPL Demographic Details for FY22-23**

Gender	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Male	104	72	58	14	32
Female	111	67	55	12	44
Unknown	2	1	1	0	1
<b>Total</b>	<b>217</b>	<b>140</b>	<b>114</b>	<b>26</b>	<b>77</b>

Race	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
African/American	9	6	5	1	3
American Indian/Alaskan Native	7	5	4	1	2
Asian	1	0	0	0	1
Hawaiian/Other Pacific Islander	1	1	1	0	0
White	82	54	47	7	28
Unknown	117	74	57	17	43
<b>Total</b>	<b>217</b>	<b>140</b>	<b>114</b>	<b>26</b>	<b>77</b>

Ethnicity (Hispanic/Non-Hispanic)	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Hispanic	142	93	73	20	49
Non-Hispanic	73	45	40	5	28
Unknown	2	2	1	1	0
<b>Total</b>	<b>217</b>	<b>140</b>	<b>114</b>	<b>26</b>	<b>77</b>

WIOA Program	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Adult	157	102	81	21	55
Dislocated Worker	60	38	33	5	22
Youth	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>217</b>	<b>140</b>	<b>114</b>	<b>26</b>	<b>77</b>

Age Group	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Under 18	0	0	0	0	0
18-24	54	41	34	7	13
25-34	73	54	45	9	19
35-44	46	21	16	5	25
45-54	26	15	10	5	11
55-64	16	7	7	0	9
65+	2	2	2	0	0
Unknown	0	0	0	0	0
<b>Total</b>	<b>217</b>	<b>140</b>	<b>114</b>	<b>26</b>	<b>77</b>

Successful Completions	FY22-23	FY21-22	FY20-21
Bay Area Medical Academy	0	2	0
Bay Area Video Coalition	0	0	1
Cabrillo College	26	8	42
Center for Employment Training -Main Campus	1	0	0
Central Coast College	1	0	2
MTS Training Academy	8	5	11
Santa Cruz County CTEP	23	17	10
Silicon Valley Surgi-Tech Institute dba SVSTI	2	1	
Truck Driver Institute	44	19	28
UCSC Silicon Valley Extension	1	1	3
Watsonville/Aptos/Santa Cruz Adult Education	8	8	10
<b>Totals</b>	<b>114</b>	<b>61</b>	<b>107</b>

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## Information Item 8: AJCC Certification Continuous Improvement Plan PY 22/23 Update

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(No vote required) – Sara Paz-Nethercutt

### **Background**

WDB Staff previously informed this board 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 4 progress is available for your information.

The link to view the CI plan is found here: <https://bit.ly/3EBqwtp>

## **Futuro Worker Cooperatives**



Futuro aims to create an income and wealth building vehicle for low-income Latino workers, while prioritizing women and immigrants. Futuro will promote democratic business organizational structures, including the use of cooperatives, to accelerate income generation, provide access to markets, and strengthen local equitable economies, including those in agriculture and food systems.

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## Break-out Session: To discuss challenges and opportunities in your business or organization

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(No vote required) – Rob Morse

Purpose: Board Members to engage in an interactive session, comprised of small groups participating in a focused discussion

Break-out Session format: Groups will be created based on the color of dot board members were given upon arriving at today's meeting. Each small group will decide on a facilitator to lead the focused discussion. Small group breakout sessions will continue for 15 minutes to examine and consider the focus group question(s) and gather the group feedback. The results of the group discussions will then be reported out by the group facilitator to the full board at the end of the breakout session period. This round robin discussion format is expected to encourage contributions from all Board members.

Focused Discussion Question(s):

- What are your business or organization challenges or opportunities?
- How might the WDB go about affecting these challenges and opportunities?