



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, March 19, 2025 @ 8:30am
Location: Community Room
500 Westridge Dr., Watsonville, CA 95076

Call to Order/Welcome

Non-agenda Public Comment

Chairperson's Report

Presentation: Workforce Achievement Awards

Consent Items (action required):

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Report Items (no action required):

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Adjournment

Next Meeting: **Workforce Development Board - Special Meeting**
April 16, 2025 @8:30 am
Location: Community Room - 500 Westridge Dr. Watsonville, CA 95076

Workforce Development Board - Executive Committee
May 7, 2025 @8:30 am
Location: Workforce SCC - 500 Westridge Dr. Watsonville, CA 95076

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Action Item 1: Approval of Meeting Minutes

(Action required) – Andy Stone

Recommendation

Approve the January 15, 2025 WDB Full Board meeting minutes.

Suggested motion

I move to approve the January 15, 2025 WDB Full Board meeting minutes.

**Workforce Development Board
Full Board Meeting
Wednesday, January 15, 2025, 8:30 a.m.**

**Seacliff Inn
7500 Old Dominion Ct., Aptos**

The Chair called the meeting to order at 8:40 a.m., and a quorum was established. All participants attended in-person.

Board Members in Attendance

Ayyad, Alia
De La Garza, MariaElena
Delk, Marshall
Destout, Elyse
Dodge, Daniel
Herrera-Mansir, Carmen
Morse, Rob
Rodriguez, Annabelle
Rodriguez, Francisco
Roth, Shaz
Saavedra, Eric
Setzler, Katie
Siegel, Carol
Shields, Bryan
Sumano, Raymond
Van Den Heuvel, Casey
Vereker, Dustin

Board Members Absent

Detlefs, Peter
Holmquist-Gomez, Laura
Liebetrau, LeNae
Miller, Chris
Nagamine, Janet

Staff in Attendance

Diaz-Rivas, Brenda – WDB Associate Human Services Analyst
Gutierrez, Elizabeth – WDB Administrative Aide
Kieu, Nathan – WDB Business Services Manager
Paz-Nethercutt, Sara – WDB Sr. Human Services Analyst
Stone, Andy – WDB Director
Vaiz, Mary Lou – WDB Clerical Support

Guests

Estrada, Vivian - EDD
Mitchell, Jennifer - EDD

**500 Westridge Drive
Watsonville, CA 95076
(831) 763-8900**

MEMBERS:

Rob Morse, Chair
Monterey Bay Epic Adventures

Elyse Bartels, Vice Chair
Business Owner

Alia Ayyad
Center for Employment Training

MariaElena De La Garza
Community Action Board

Marshall Delk
Santa Cruz County Bank

Peter Detlefs
County of Santa Cruz

Daniel Dodge
Cabrillo College Federation of Teachers

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

Annabelle Rodriguez
Cabrillo College

Francisco Rodriguez
Monterey Bay Labor Council

Shaz Roth
Pajaro Valley Chamber of Commerce
and Agriculture

Eric Saavedra
Watsonville/Aptos/Santa Cruz Adult Education

Katie Setzler
Palo Alto Medical Foundation

Carol Siegel
Santa Cruz Seaside Company

Bryan Shields
Carpenters Local 646

Raymundo Sumano
Sumano's Bakery

Casey Van Den Heuvel
Sheet Metal Workers Local 104

Dustin Vereker
Discretion Brewing

DIRECTOR:
Andy Stone

Subject: Public Comment

None

Subject: Chairperson's Report

Rob announced new WDB Staff: Mary Lou Vaiz - Clerical Support, Board Members: Casey Van Den Heuvel - Sheet Metal Workers Local 104, Bryan Shields - Carpenters Local 646, and Francisco Rodriguez - Monterey Bay Labor Council.

Chair Rob Morse shared that Nathan conducted a Rapid Response for Monterey Mushrooms, Irvine Grant was approved for 450K, On the Job's Training is continuing with Dientes and the 5-year strategic plan is moving forward. There will be an upcoming Work Retreat.

Subject: Board Member Spotlight – moderated by Dustin Vereker

Board members Alia Ayyad, Annabelle Rodriguez, and Eric Saavedra shared their personal journeys and motivations. Alia focused on her purpose-driven approach, Annabelle on her passion for education, and Eric on how his experiences shaped cultural sensitivity. They highlighted how Workforce initiatives have supported their success through higher wages, education, skill development, and access to grants, scholarships, and data.

Subject: Consent Items:

Item 1 – Approval of Meeting Minutes

Action: It was moved to approve the October 30, 2024, WBD Full Board meeting minutes.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Elyse Destout
Abstentions: Katie Setzler, Alia Ayyad, Bryan Shields

Committee Action: All in favor, minus abstentions, motion passed

Subject: Report Items:

Item 2 - Workforce Development Board Plan & Updates (including the new CI Plan for 2025)

WBD Director Andy Stone reviewed the attached Operational Plan Status Report Program Year (PY) 2024-2025 scorecard representing the proposed PY 2024-25 goals and action steps.

Goal 1 – WDB Director Andy Stone shared Dientes is providing On the Job Trainings for dental assistant apprenticeships. He provided information with the Strategic Planning in place, it will allow opportunity to conduct engagement sessions for Youth workforce development issues.

Goal 2 – WDB Director Andy Stone provided information about a grant opportunity, entitled, Opportunity Young Adult grant. Vivian Estrada from EDD shared early February an announcement will be made about the grant. Career pathways in the healthcare and hospitality sectors and career paths that lead to entrepreneurship opportunities will be included in the State of the Workforce report in May 2025.

Goal 3 – WDB Director Andy Stone shared WDB is engaging with the board and the community to create a new Workforce Santa Cruz County 2030 Strategic Plan. Andy Stone shared the state of the workforce report will be released in June.

Action: No action taken, report item only.

Item 3 - Workforce Development Board Staff Updates

WDB Sr. Analyst Sara Paz-Nethercutt gave an update on WIOA Adult, Dislocated Worker, and Youth Program Services

- Announced procurement process is coming soon for next program year.

WDB Business Services Manager Nathan Kieu provided updates on the following:

- CEDS Update – 10 executive interviews are underway, and a first draft report will be done in February.
- The State of the Workforce draft is nearing completion, and first draft is due in early March for review.
- The Monterey Mushrooms rapid response was a tri-county effort that affected over 5000 workers. Santa Cruz's WDB also provided two follow-up support events: a job fair and a resource presentation at 500 Westridge.
- Nathan and EDD contacted the City of Santa Cruz to coordinate business relief efforts for the wharf disaster.
- Nathan informed the board that Mary Lou is now on the team and will be reaching out for new photo and bio updates for the website; also advised the board of new design changes.

Associate Human Services Analyst Brenda Diaz-Rivas provided an update on the Eligible Training Provider List (ETPL) 2023-24 Annual Report

- James Irvine Foundation Workforce Capacity Fund – approved by Board of Supervisors in November. Grant awarded \$450K.
- WDB Strategic Plan 2025-2030 – Community engagement sessions will be offered at the end of January. A flyer and QR code is available with information on how to attend the sessions. She's working New Ways to Work in the facilitation of engagement sessions.
- Community Engagement- Brenda is informing different community organizations to inform them about basic career services offered through WIOA.

Action: No action taken, report item only.

Item 4- Local Area Negotiated WIOA Performance Goals PY 2024-2026

WDB Director Andy Stone presented an update on the Workforce Innovation and Opportunity Act. He explained the attached chart that provides goals

Action: No action taken, report item only

Subject:

Break-out Session:

Purpose: To actively engage Board Members through an interactive session, featuring small group discussions focused on specific topics.

Questions:

- For your business or organization, what changes do you expect to encounter in the next year?
- What needs to be in place to ensure that your business/organization successfully navigates these changes?

Yellow Team – Dustin presented:

Question 1: For your business or organization, what changes do you expect to encounter in the next year?	Question 2: What needs to be in place to ensure that your business/organization successfully navigates these changes?
(PAMF)Growth in healthcare, need to hire, space	Educating staff and community on laws immigration rights
(Carpenters Union) New projects-need for labor, hope for lower interest rates to boost spending	Exploring what new industry/business we bring to S.C. County
Consolidation in beer industry, hard to find workers, high wages make it difficult to retain good employees	Focus on more/affordable housing
Affordable housing continues to be a challenge	Use the voice of WDB for policy development
Adult ED-Full time faculty needs, Political Landscape-attendance	

Orange Team – Casey presented:

Question 1: For your business or organization, what changes do you expect to encounter in the next year?	Question 2: What needs to be in place to ensure that your business/organization successfully navigates these changes?
Funding, federal budgeting	Improve staff training
Interest rates	Diversify funding
Equipment cost	Lobby for lower interest rates
Wages, Inflation	Project labor agreement (PLA) agreement
Immigration effects on workforce	Leverage available funding and partnerships w/common goals/interests
Business expansion roadblocks	Companies come in, promise work and they end up low-income jobs
Lack of business space and costs	Educate immigrants on rights
Wage compliance issues, immigrants fearful to come forward	Hire locally

Team 3 – Marshall presented:

Question 1: For your business or organization what changes do you expect to encounter in the next year?	Question 2: What needs to be in place to ensure that your business/organization successfully navigates these changes?
Redesign and rightsizing Cabrillo due to enrollment decline	Fully utilize AI for job efficiency
Workforce gaps and competitive wages for entry and management positions	High interest rates
High cost of housing impacting employment and workforce	Access capital funding-businesses are willing to donate
Wages at entry and management level not competitive	

High cost of housing impacting workforce	
Aging community retiring	

Subject: Committee Member Announcements:

Annabelle Rodriguez shared there will be a Fair Chance Hiring Employer Information Session at Cabrillo College Horticulture Center on January 24, 2025.

Meeting adjourned at 10:39 a.m.

**Next Meeting: Workforce Development Board Meeting
Wednesday, March 19, 2025 @ 8:30am**

DRAFT

Action Item 2: WIOA Regional Plan 2025-2028

(Action required) – Lacie Gray / Andy Stone

Recommendation

Accept the WIOA Regional Plan for 2025-28 and submit it to the Santa Cruz County Board of Supervisors for final consideration.

Background

The State of California Employment Development Department (EDD) released guidance on developing the four-year Regional and Local Plans for Program Years (PY) 2025-2028, (July 1, 2025 - June 30, 2028), on December 20, 2024, via EDD Directive Number: WSD24-09.

The Monterey County Workforce Development Board (WDB), as a member of the North Central Coastal Region (which also includes Santa Cruz and San Benito County WDBs), developed a Four-Year Regional Plan as required under the Workforce Innovation and Opportunity Act (WIOA) of 2014. As outlined under WIOA Section 106, Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment. The Monterey County WDB hired a consultant to develop the Regional Plan. The consultant collected data and input from a variety of sources including research reports, interviews, and meetings as part of the development of the Regional Plan.

Santa Cruz County worked with its regional partners to develop the Plan draft. A regional public session was held on January 15, 2025 (and a virtual session was held on January 16, 2025). The Regional Plan was released for review and public comment on March 3 and ends April 2 (Note: different dates were reported to the Executive Committee at its February 26 meeting as the Monterey County, as the lead County developing the Regional Plan, has since extended the dates to coincide with a special meeting being held by the Monterey County WDB on April 8). The Plan draft is published on the WDB Publications page:

<https://workforcescc.com/publications/>.

Next Steps

The WIOA Regional Plan for 2025-28 will be submitted to the State of California Employment Development Department for consideration (in tandem with the WIOA Local Plan for 2025-28), to meet the April 27, 2025 deadline, before being submitted to the Board of Supervisors for consideration. The Regional Plan (in tandem with the Local Plan) must be submitted to the State by April 27, 2025. Due to timing considerations, the state is allowing for the submission of the Regional (and Local) Plan to the state prior to the Chief Local Elected Official (BOS) signature.

Suggested motion

I move to authorize the WDB Chair to sign the Regional Plan, submit it to the state by the April 27, 2025, deadline, and forward it to the Board of Supervisors for final approval and signature.

Action Item 3: WIOA Local Plan 2025-2028

(Action required) – Lacie Gray / Andy Stone

Recommendation

Accept the WIOA Local Plan for 2025-28 and submit it to the Santa Cruz County Board of Supervisors for final consideration.

Background

The State of California Employment Development Department (EDD) released guidance on developing the four-year Regional and Local Plans for Program Years (PY) 2025-2028 (July 1, 2025 - June 30, 2028), on December 20, 2024, via EDD Directive Number: WSD24-09.

As outlined in WIOA Section 108, Local Plans provide an action plan for operationalizing the roadmap laid out in the Regional Plan by describing how individuals access services through the America's Job Center of CaliforniaSM (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure person-centered service-delivery. In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan.

The Local Plan was prepared in accordance with the requirements and planning guidance provided by the State of California, including the mandated public notice, public comment and review period. The Draft Local Plan was released, February 14, 2025, including formally opening the public comment period. The following public forums were held for the Local Plan:

- Job Seekers (North and South County) - January 29th, 2025 @ Career Center Classroom, 500 Westridge Dr.
- CBO's - January 30th, 2025 @ Career Center Classroom, 500 Westridge Dr.
- Education and Training - January 30th, 2025 @ Career Center Classroom, 500 Westridge Dr.
- Employers (Virtual via TEAMS) - February 3rd, 2025

The public comment period closes March 16, 2025. The Local Plan must be submitted to the State by April 27, 2025. Due to timing considerations, the state is allowing for the submission of the Local (and Regional) Plan to the state prior to the Chief Local Elected Official (BOS) signature.

The proposed Local Plan may be viewed at this link: <https://bit.ly/4gN725F> or by visiting www.workforcescc.com under Reports and Publications. Submit comments (subject line "SCC WIOA Local Plan Comments") to Lacie.Gray@santacruzcountyca.gov.

Next Steps

The WIOA Local Plan for 2025-28, in tandem with the WIOA Regional Plan for 2025-28, will be submitted to the State of California Employment Development Department in accordance with the deadline of April 27, 2025, and subsequently forwarded Santa Cruz Board of Supervisors for consideration and signature.

Suggested motion

I move to authorize the WDB Chair to sign the WIOA Local Plan, submit it to the state by April 27, 2025, and forward it to the Board of Supervisors for final approval and signature.

Action Item 4: Local Area Subsequent Designation and WDB Board Recertification 2025-2027

(Action required) – Andy Stone

Recommendation

Approve the Local Area Subsequent Designation and Board Recertification application for the period July 1, 2025 – June 30, 2027; authorize the WDB Chair to sign on behalf of the Board; allow staff to make necessary updates; and authorize staff to forward the application to the Board of Supervisors for final approval, signature, and submission to the state.

Background

On January 16, 2025, Employment Development Department (EDD) Workforce Service Division released Directive WSD 24-10 instructing local areas to submit applications for local area subsequent designation and WDB recertification.

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.

The 2023-2025 application was signed by the WDB chair on May 17, 2023 and the CLEO on June 26, 2023 for a local area designation and WDB (board) recertification expiring June 30, 2025. Subsequent Designation and Recertification of Local Workforce Development Boards will be effective July 1, 2025 for a two-year period, ending June 30, 2027. Applications are due to EDD no later than April 07, 2025.

In order for a Local Area to request subsequent designation and a Local Workforce Development Board to request recertification, the Local Board Chair and CLEO must complete and sign the Local Area Subsequent Designation and Local Board Recertification Application for PY 2025-27. Upon Board approval and WDB Chair authorized signature on the application, WDB staff will submit the application to the state to meet the April 7, 2025 deadline with the stipulation that a CLEO signed application will be re-submitted after their approval on April 29, 2025.

The Local Area Subsequent Designation and Local Board Recertification application for 2025-2027 can be found here: <https://bit.ly/4ba9WA3>

Suggested motion

I move to approve the Local Area Subsequent Designation and Board Recertification application for July 1, 2025 – June 30, 2027, authorize the WDB Chair to sign on behalf of the Board, and permit staff to make necessary updates and forward the application to the Board of Supervisors for final approval, signature, and submission to the state.

Action Item 5: Local Policy Revisions & New Program Services Policies

(Action required) – Sara Paz-Nethercutt, Nathan Kieu

Recommendation

Accept the Workforce Innovation and Opportunity Act (WIOA) local policy revisions and new program services policies.

Background

From time to time, Workforce Innovation and Opportunity Act (WIOA) local policies need to be updated. A policy audit was completed to ensure alignment with Employment Development Department (EDD) Workforce Services Directives. The following local policies require revisions:

1. 16-02, rev. 2, Adult/Dislocated Worker (A/DW) Individual Training Account (ITA) Policy [logo change; typos corrected; new references to use of CalJOBS data validation, Advanced Individual Fund Tracking (AIFT) system; WIOA Recovery of WIOA Tuition & Training Refunds local policy; WIOA performance]
2. 16-04, rev. 2, A/DW Supportive Services Policy [logo change; typos corrected; new references to use of CalJOBS AIFT system]
3. 20-01, rev.1, WIOA Co-enrollment Policy [logo change; typos corrected]
4. 20-02, rev.1, A/DW Transitional Job Policy [logo change; typos corrected; new references to use of CalJOBS AIFT system]
5. 23-01, rev.1, National Dislocated Worker Grant Policy [typos corrected; new reference to local Selective Service policy]
6. 24-01, rev.1, A/DW Incentive Policy [remove reference to Workforce Achievement Award as an incentive]
7. 19-01, rev.1, Youth Eligibility Policy [logo change; typos corrected; defined basic skills deficient]
8. 19-02, rev.1, Youth Supportive Services Policy [logo change; typos corrected]
9. 19-03, rev.1, Youth Incentive Policy [logo change; typos corrected; new references to use of CalJOBS AIFT system]
10. 19-04, rev. 3, Youth Work Experience (WEX) Policy [typos corrected; update reference to California minimum wage; add information on the WEX agreement]
11. 18-05, rev. 2, Incumbent Worker Policy

To ensure WIOA compliance new program services policies are developed and include:

1. 25-01 WIOA Adult/Dislocated Worker Follow-up Policy

The link to view the policies is found here: <https://bit.ly/432clW4>

Next Steps

Revisions and the new policy will go in effect upon approval by this board.

Suggested motion

I move to approve the revised local policies and new program services policies as presented by staff.

Action Item 6: Re-contracting PY25/26 WIOA Services

(Action required) – Sara Paz-Nethercutt

Recommendation

Accept re-contracting recommendation and authorize the Workforce Development Board (WDB) Staff to proceed with next steps in the contract execution. It is recommended WIOA contractors continue with the current service providers as follows:

- Goodwill Central Coast (GCC) for WIOA Adult/Dislocated Worker program services
- Santa Cruz County Office of Education (SCCOE) for WIOA Youth program services, otherwise referred to as Sueños.

Background

As you may recall, the WIOA contracts listed above are currently completing year three (3) of a potential four (4) year contract cycle from the last procurement award process.

Contractor	PY24/25 Allocation	Recommended PY25/26 Allocation
GCC	\$712,500	\$712,500
SCCOE	\$760,000	\$760,000
TOTAL		\$1,472,500

*Includes career center services only; excluding the following grant allocations: RERP; P2E

Although the Employment Development Department (EDD) has not yet released the Workforce Innovation and Opportunity Act (WIOA) Allocations for Program Year 2025-26 for the Adult, Dislocated Worker (DW), Rapid Response and Youth funding sources, *final contractor allocations will be based upon overall state funding levels*. At this time, a status quo budget is expected.

It is recommended that the Executive Committee of this Board have authority over allocation amounts. Negotiations on the scope of work with the service goals and the budgets will be completed with services continuing as of July 1, 2025 according to the County's continuing contract agreements process.

Next Steps

WDB Staff will enter into contract negotiations with above referenced contractors for PY 25/26 for the recommended allocations upon receipt of approvals.

Suggested motion

I move to accept the PY 25/26 re-contracting recommendations, authorize the Executive Committee to approve modifications to the allocation amounts, and direct staff to begin contract negotiations upon approval.

Action Item 7: WIOA PY 24/25 Contractor Local Program Monitoring

(Action required) – Sara Paz-Nethercutt

Recommendation

Accept the PY 24/25 local program monitoring reports as drafted by WDB staff.

Background

WDB Staff monitored the following contracted services for program year 2024/2025 and drafted reports. The link to view the drafted reports is found here: <https://bit.ly/3QpU9DW>

1. Goodwill Central Coast (GCC)
2. Santa Cruz County Office of Education (SCCOE)

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 Misha Maccoll, 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 (GCC)
- Apply the internal protocols as developed (GCC, SCCOE)
- Review during contract negotiations for PY 25/26 (GCC, SCCOE)
- Review at the next annual monitoring visit (GCC, SCCOE)

Suggested motion

I move to accept the PY 24/25 local program monitoring reports as drafted by WDB staff.

Action Item 8: WIOA Program Services Procurement

(Action required) – Sara Paz-Nethercutt

Recommendation

Accept the Workforce Innovation and Opportunity Act (WIOA) local procurement timeline to issue a Request for Proposals on July 14, 2025.

Background

The Workforce Innovation and Opportunity Act (WIOA) requires the program services be procured every four years. As you may recall, the Workforce Development Board (WDB) approved the last Adult, Dislocated Worker and Youth services procurement for contracts effective for PY 2022-2026. The PY 25/26 re-contracting with the current contracted service providers (Goodwill Central Coast for Adult and Dislocated Worker program services and Santa Cruz County Office of Education for Youth program services) is the final contract year of that award.

Next Steps

For WIOA compliance, it is recommended that the following service areas be procured in the PY 2025/26 for newly awarded services to begin with program year 2026/2027 and contract renewals for up to three (3) additional years:

Service Area 1: Adult & Dislocated Worker, Rapid Response program services

Service Area 2: Youth services

A time line for the development and release of the Request For Proposal (RFP) for the procurement of aforementioned WIOA program services is attached for review and approval by this board. County RFPs are no longer required to be approved and released by the Board of Supervisors. WDB Staff is working with the County General Services Division (GSD) for this current procurement and as such is expected to be released on July 14, 2025. The final award decision will be presented to the WDB at a future meeting later in the 2025 calendar year.

Suggested motion

I move to approve the procurement RFP timeline and direct staff to issue and implement the RFP for contract implementation starting July 1, 2026.

WIOA Procurement Timeline 2025 for PY 2026/2027

1. Adult, Dislocated Worker

2. Youth

Date	Benchmark	WHO?
2025		
January 2025	-WDB staff work with General Services Purchasing Department (GSD) to establish timelines and review County Procurement process	WDB
February 26, 2025	Executive Committee Meeting-approval issuance of RFP -RFP Timeline Considered; -Request authority to make minor adjustments to RFP language to improve effectiveness; Evaluation criteria to remain unchanged -Contract renewal for final PY25/26: Youth (SCCOE); A/DW (GCC); -Purchase Order for PY 25/26 for One-Stop Operator	WDB
March 19, 2025	Full WDB Meeting- approval issuance of RFP	WDB
May	Final RFP due to GSD	WDB→GSD
June	Form RFP Review Committee	WDB
July 14, 2025	Release RFP	GSD
July 14, 2025	1 st Ad released Sentinel, Register Pajaronian, WDBs websites	GSD
July 21, 2025	2 nd Ad released Sentinel, Register Pajaronian, WDBs websites	GSD
July 30, 2025	Pre-proposal conference from 1-3pm (Bidders Conference) virtually	GSD
August 5, 2025	Additional questions (following pre-proposal conference) due to GSD by 5pm	WDB
August 8, 2025	GSD sends Answers via email & WDB posts notice advising to inquire about Q&A through GSD	GSD
September 30, 2025	Proposals Due by 2:00 PM @ GSD– Bid opening; electronic submittal	GSD
October 14, 2025	Rating sheets due to GSD from Review Committee	GSD
October 17, 2025	Conference call with Review Committee & final recommendation made on awardee(s), if necessary	GSD
October 25, 2025	Notify Respondents of tentative award	GSD
November 5, 2025	Executive Committee Meeting Approve RFP Review Committee Funding Recommendation	WDB
December 3, 2025	Full WDB Meeting-Approve RFP Review Committee Funding Recommendation	WDB
December 2025-March 2026	Contract Negotiations and Development begin	WDB→CCU
May 13, 2026	Board of Supervisors letter to recommend award <u>and</u> approval of contract(s) for PY 26-27- 1st BOS memo 4/1-CCU 4/8-EBSD Director 4/15-Fiscal 4/22-HSD 4/29-AMS(CAO)	WDB
May 13, 2026	Notify Respondents	WDB
July 1, 2026	New Contract(s) Implemented	WDB

Action Item 9: WDB Officer Nominating Committee PY 25/26

(Action required) – Andy Stone

Recommendation

Appoint a Nominating Committee to recommend a slate of WDB Officer Candidates for PY 2025/2026.

Background

Each year, the Workforce Development Board's (WDB) Nominating Committee recommends a slate of officers to fill the Workforce Development Board's elected leadership positions for the upcoming program year.

The current officers for Program Year 2024-25 (July 1, 2024 through June 30, 2025) are: Chair – Rob Morse; Vice Chair – Elyse Bartels; Tracey Adolfo; Marshall Delk; Carol Siegel, and Dustin Vereker.

The WDB has a Nominating Committee process which calls for its members to be appointed by the Executive Committee and Workforce Development Board. The composition of the Nominating Committee may include the following listed below:

- The immediate past Chair, and one member from the Executive Committee.
- Two at-large members from the WDB membership.
- At least one member from the prior year's Nominating Committee membership.

Last years' Nominating Committee consisted of the following WDB members: Carol Siegel, Marshall Delk, Suzette Reuschel-DiVirgilio, Carmen Herrera-Mansir and Chris Miller.

The Nominating Committee shall return to this Board's May 28, 2025 meeting with a slate of candidates. Then, from the written Nominating Process:

“Executive Committee presents recommended slate of Officers to the Board plus all other nominations before the WDB at the May Board meeting and recommends that nominations be closed. The WDB then votes on a closed written ballot for any contested positions. For positions that are uncontested, a voice vote may be taken. If there are no contested positions the slate may be voted upon in its entirety as a single vote”.

Next Steps

Establish a Nominating Committee to recommend a proposed slate of WDB Officer Candidates for Year 2025-26 (July 1, 2025 through June 30, 2026) who will be presented for final appointment at the May 28, 2025 WDB meeting. However, changes and additional nominations may be made from the floor that day.

Suggested motion

I move to form a WDB Officer Nominating Committee to recommend a proposed Slate of Candidates for Election at the WDB's May 28, 2025 meeting.

Report Item 10: Workforce Development Board Plan Updates

(No vote required) – Andy Stone

Background

Director's Operational Plan Update:

On October 30, 2024 the WDB approved the WDB Director's Program Year (PY) 2024-25 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 2024-25 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 plans' progress at each Workforce Development Board meeting.

**Item 10 Attachment - Workforce Development Board of Santa Cruz County
OPERATIONAL PLAN STATUS REPORT Program Year (PY) 2024-2025**

	<i>Status</i>	<i>2024-25 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"> • Identify and implement strategies to expand apprenticeship opportunities in Santa Cruz County • Provide youth with a forum to advise the board on youth workforce development issues. 	Providing Dientes with On-the-Job training support for Dental Assistant Apprentices. Conducted a youth engagement session as part of the strategic planning process.
<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"> • Identify opportunities and implement strategies for the WDB to support the emerging drone automation and robotics technology sector • Develop and publish career pathways in the healthcare and hospitality sectors • Identify career paths that lead to entrepreneurship opportunities 	Applied for grant to provide young adults with work experience opportunities with Joby Aviation. Reports on healthcare and hospitality careers to be included in State of the Workforce report. Identifying career paths to entrepreneurship in State of the Workforce report.
<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"> • Engage the board and the community to create a new Workforce Santa Cruz County strategic plan • Draft and release the 2025 State of the Workforce Report 	Community engagement is underway. Special board meeting scheduled for April 16. Project kicked off in November to be completed in May.



on track to meet planned target for the year



not on track to meet planned target for the year

Report Item 11: Workforce Development Board Staff Updates

(No vote required)

WIOA Career Services – Sara Paz-Nethercutt:

1. WIOA Mandated Partner Memorandum of Understanding updates to 2022 version

Business Services – Nathan Kieu:

1. State of the Workforce Update
2. CEDs Update
3. CCBERT – Meeting Here
4. Santa Cruz County Skilled Trades Day Event

Community Engagement/Eligible Training Provider List (ETPL) – Brenda Diaz-Rivas:

1. WDB Strategic Plan 2025-2030
2. James Irvine Foundation Workforce Capacity Fund
3. ETPL Annual Monitoring PY24-25

Legislative/Policy Update – Andy Stone:

1. Federal Update: Impact of New Administration and Congress on Workforce Development Programs

Break-out Session: Filling Private-Sector Vacancies

(No vote required) – Rob Morse

Purpose: To explore strategies for recruiting and engaging new private-sector business representatives to serve on the Workforce Development Board (WDB) or its committees. Board members will discuss outreach tactics, barriers to participation, and ways to demonstrate the value of board membership to local business leaders.

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):

- Recruitment Strategies: What can the WDB members do to help recruit more private-sector business leaders?
- Value Proposition: What key benefits should be highlighted to encourage business leaders to join the board?
- Overcoming Barriers: What challenges prevent private-sector employers from participating, and how can the WDB address them?