



**Workforce Development Board
Executive Committee
500 Westridge Dr, Watsonville CA 95076
Wednesday, September 25, 2024 8:30 a.m.**

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

The Chair called the meeting to order at 8:36 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*
Vereker, Dustin

Committee Members Absent

Adolfo, Tracey
Siegel, Carol

Staff in Attendance

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

Guests

None

Subject: Public Comment

None

Subject: Chairperson’s Report

Chair Rob Morse, shared that August 28, 2024 Special Executive Committee meeting was a success to establish new goals for the year. He commented on the success of the past goals and how much has been done over the years.

Subject: Action Items:

Item 1 – Approval of the August 28, 2024, Meeting Minutes

Action: It was moved to approve the August 28, 2024 Executive Committee meeting minutes.

Status: Motion to Approve: Marshall Delk
 Motion Seconded: Elyse Destout
 Abstentions: None

Committee Action All in favor, motion passed.

MEMBERS:

- Rob Morse, Chair
Monterey Bay Epic Adventures

- Elyse Destout, Vice Chair
Photography by Elyse Destout

- Alia Ayyad
Center for Employment Training

- Annabelle Rodriguez
Cabrillo College

- 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

- Suzette Reushel-DiVirgilio
Health Improvement Partnership of Santa Cruz County

- Shaz Roth
Pajaro Valley Chamber of Commerce and Agriculture

- Eric Saavedra
Watsonville/Aptos/Santa Cruz Adult Education

- KatieSetzler
Palo Alto Medical Foundation

- Carol Siegel
Santa Cruz Seaside Company

- Raymundo Sumano
Sumano’s Bakery

- Dustin Vereker
Discretion Brewing

- DIRECTOR:**
Andy Stone

Item 2 – America’s Job Center of California (AJCC) Certification

WDB Sr. Analyst Sara Paz-Nethercutt spoke about the AJCC certification that is required by Employment Development Department (EDD) every three years. Santa Cruz County has 3 AJCC’s. The Capitola AJCC location received a state-waiver because they intend to re-located to the comprehensive site in the near future. The completed AJCC Certification documents will be submitted to the state. The drafted Continuous Improvement plan and action updates will be shared later with the Executive Committee.

Action: It was moved to approve the AJCC Certification Matrices and Indicate Assessments as written, authorize the WDB Chair to sign the AJCC Certification documents, and direct WDB staff to submit documents to the EDD Regional Advisor.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Elyse Destout
Abstentions: None

Committee Action All in favor, motion passed

Item 3 – Local Policy Revisions & New Program Services Polices

WDB Analysts Sara Paz-Nethercutt and Brenda Diaz-Rivas spoke about local policy revisions and new program services policies. Additional local policies may be presented for approval at the full board meeting scheduled for October 30, 2024.

Marshall Delk recommended the agenda item *action* be reworded to demonstrate the executive committee authority of recommending approval to the full board rather than approving the policies at this juncture.

Action: It was moved to recommend the revised and new local program polices for Full Board approval, as recommended by WDB staff.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Dustin Vereker
Abstentions: None

Committee Action All in favor, motion passed

Item 4 – Plan Updates

WDB Director Andy Stone reviewed the Operational Plan targets for PY 24-25 that were developed from the Executive Committee meeting in August.

No action, report item only.

Item 5 – WIOA Fiscal Year 2024-25 Budget

WDB Director Andy Stone reviewed the financial report and provided a breakdown on each of the expenditure categories. It was noted that the agenda item erroneously included Cabrillo Student Resources and Support Network (SRSN) as a current service provider for PY 24/25. Agenda item will be corrected to remove SRSN for the full board agenda packet.

Action: It was moved to accept the WIOA budget for PY 2024-25.

Status: Motion to Approve: Dustin Vereker
Motion Seconded: Elyse Destout
Abstentions: None

Committee Action All in favor, motion passed

Item 6 – WDB October 23, 2024, Meeting Planning

WDB Director Andy Stone announced the October 23, 2024 full board meeting date was changed at the request of the WDB chair to October 30, 2024. He asked if members had any topics they would like added to that Full Board Meeting agenda. Committee members expressed their interest in a panel to include Board Members to share their stories.

Action: It was moved to direct that WDB staff include the following items on the October 30, 2024 WDB meeting agenda: A panel featuring two (2) board members to be spotlighted.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Elyse Destout
Abstentions: None

Committee Action All in favor, motion passed

Item 7 – WDB Staff Updates

WDB Director Andy Stone provided information about the WDB receiving \$450K grant from the Irvine Foundation. The funding will be used for Human Center Design Training for the WDB staff and Contractors, Equity Training and coaching, and comprehensive review of policies and program services.

WDB Sr. Analyst Lacie Gray is going through a grant writing program for new ways to bring in funding.

WDB Sr. Analyst Sara Paz-Nethercutt gave update on the State approval of WIOA Youth Out-of School (OSY) PY 24/25 waiver.

Updates provided by Business Services Manager Nathan Kieu included:

1. Pajaro Valley Job Fair- There were 22 employers and 76 job seekers that attended
2. City of Santa Cruz Trades Day-There will be a Skill Job Fair on November 19, 2024
3. Achievement Awards Videos Update -Filming crew will be filming Adult and Youth recipients today.
4. Marketing – Woman in Business Sponsorship, and Health Improvement Partnership (HIP) Community Forum Sponsorship

No action, report item only.

Item 8 – Eligible Training Provider List (ETPL) 2023-24 Annual Report

Associate Human Services Analyst, Brenda Diaz-Rivas shared Summary PY 23-24 ETPL Performance data by Training Vendors, The top five schools of ITA expenditures for PY 23-24 , Enrollments, number of completions, and demographics data.

Dustin Vereker commented on the significance of the data and helpful to visualize, would like to see it at a future full board meeting.

No action, report item only.

Subject: Committee Member Announcements:

None.

Meeting adjourned at 9:48 a.m.

**Next Meeting: WDB Executive Committee Meeting
Wednesday, December 4, 2024 @ 8:30am**