

**Workforce Development Board  
Executive Committee  
500 Westridge Dr, Watsonville CA 95076  
Wednesday, February 26, 2025 8:30 a.m.**

Item 1 Attachment

500 Westridge Drive  
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**

Adolfo, Tracey  
Bartels, Elyse  
Delk, Marshall  
Siegel, Carol  
Vereker, Dustin

**Committee Members Excused**

Morse, Rob

**Staff in Attendance**

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

**Guests**

Mitchell, Jennifer – EDD, Employment Program Manager  
Diaz, Alma – EDD, Field Office Manager

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**Subject:      Public Comment**

Congratulations were given to WDB Business Services Manager Nathan Kieu for being sworn into the Capitola Planning Commission.

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**Subject:      Vice Chairperson's Report**

Vice Chair, Elyse Bartels, welcomed EDD, Field Office Manager Alma Diaz who was appointed to WDB Full Board by the Board of Supervisors on 02/25/25.

Short introductions were made by all present.

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**Subject:      Action Items:**

**Item 1 – Approval of the December 4, 2024, Meeting Minutes**

**Action:** It was moved to approve the December 4, 2024 Executive Committee meeting minutes.

**MEMBERS:**

Rob Morse, Chair  
Monterey Bay Epic Adventures

Elyse Bartels, Vice Chair  
Business Owner

Alia Ayyad  
Center for Employment Training

Maria Elena De La Garza  
Community Action Board

Marshall Delk  
Santa Cruz County Bank

Peter Detlefs  
County of Santa Cruz

Alma Diaz  
Employment Development Department

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

**Status:** Motion to Approve: Dustin Vereker  
Motion Seconded: Carol Siegel  
Abstentions: None

**Committee Action:** All in favor, motion passed.

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## **Item 2 – WIOA Regional Plan 2025-2028**

WDB Director Andy Stone stated a draft copy was received on February 25, 2025. It will be presented at the WDB Full Board meeting on March 19, 2025, and be put out for public comment.

Board member Marshall Delk recommended an edit on the first sentence under Next Steps. He would like “to the” be added so it reads, “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.

Board member Dustin Vereker asked for clarification on the difference between Regional vs. Local areas. WDB Director Andy Stone explained the difference. Tri-county includes San Benito, Monterey and Santa Cruz counties. Local is what we do locally in our county.

**Action:** It was moved to approve that the WDB Chair be authorized to sign the Regional Plan, that the Plan be forwarded to the state to meet the April 27, 2025, deadline, and subsequently be forwarded to the Board of Supervisors for final approval and signature.

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

**Committee Action:** All in favor, motion passed

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## **Item 3 – WIOA Local Plan 2025-2028**

The question was asked if the plan is consistent with previous years. WDB Director Andy confirmed, that it is.

**Action:** It was moved to authorize the WDB Chair to sign the WIOA Local Plan, authorize staff to forward the Local Plan to the state to meet the April 27, 2025 deadline, and subsequently forward the Plan to the Board of Supervisors for final approval and signature (as allowed by the state).

**Status:** Motion to Approve: Dustin Vereker  
Motion Seconded: Carol Siegel  
Abstentions: None

**Committee Action:** All in favor, motion passed

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#### Item 4 – Local Area Subsequent Designation and WDB Board Recertification 2025-2027

WDB Director Andy Stone explained it's not a plan but a required document to that requires WDB to re-apply if we want to remain a workforce board. He encouraged all to view the link: <https://bit.ly/4ba9WA3>

**Action:** It was moved to recommend the approval of the Local Area Subsequent Designation and Board Recertification application which will be effective July 1, 2025 through June 30, 2027; authorize staff to make any necessary updates to the application/document between now and submission to the Board of Supervisors and state to meet the April 7, 2025 deadline; allow the Chair of the WDB to sign on behalf of the board, and authorize staff to subsequently forward the application to the Board of Supervisors for final approval and signature.

**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 – Local Policy Revisions & New Program Services Policies

WDB Sr. Analyst Sara Paz-Nethercutt spoke about the upcoming procurement policy audit. Numbers 1-10 are revisions and follow up policies.

Business Services Manager Nathan Kieu explained that number 11 Incumbent Worker Policy has been updated to be more modern.

**Action:** It was moved to approve the revised local policies, and the new program services policies, as recommended by WDB staff.

**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 – WIOA PY25/26 Recontracting

WDB Sr. Analyst Sara Paz-Nethercutt pointed out that the WIOA contracts listed are currently completing year three (3) of a potential four (4) year contract cycle from the last procurement award process.

Board member Marshall Delk expressed that he dislikes the way the recommendation is written and feels it should be presented as a recommendation to the Full Board members.

**Action:** It was moved to recommend the acceptance of PY 25/26 recontracting recommendations, allow Executive Committee of this Board the authority over allocation amounts and direct staff to move forward with contract negotiations upon receipt of approvals.

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

**Committee Action:** All in favor, motion passed

#### **Item 7 – WIOA PY 24/25 Contractor Local Program Monitoring**

WDB Sr. Analyst Sara Paz-Nethercutt reviewed what monitoring covers. She noted that Goodwill had one finding around data validation and Santa Cruz County Office of Education (SCCOE) found no issues.

**Action:** It was moved to recommend the acceptance of the PY 24/25 local program monitoring reports as drafted by WDB staff.

**Status:** Motion to Approve: Dustin Vereker  
 Motion Seconded: Tracey Adolfo  
 Abstentions: None

**Committee Action:** All in favor, motion passed

#### **Item 8 – WIOA Program Services Procurement**

WDB Sr. Analyst Sara Paz-Nethercutt explained that this process is specific to procurement every four years, with a major contract being extended for three additional years. The Request for Proposal (RFP) is currently in the planning phase and is set to be implemented by July. WDB staff is collaborating with General Services on its release. WDB staff will handle the drafting, bid acceptance, and posting of the final outcomes.

Sara also noted a change from previous procurement processes. In the past, the release of the RFP had to be approved by the Board of Supervisors. Now, while the Board still approves it, they are no longer required to approve the release itself.

**Action:** It was moved to recommend the approval the procurement RFP timeline and direct WDB staff to take the necessary steps to issue and implement the RFP with the appropriate timeline for full contract implementation to begin with program year 2026/27.

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

**Committee Action:** All in favor, motion passed

#### **Item 9 – WDB Officer Nomination Committee PY 25/26**

WDB Director Andy Stone mentioned it is time to establish a Nominating Committee appointed by the Executive Committee and Workforce Development Board to

propose a slate of candidates for the upcoming election of WDB Officer Candidates for the July 1, 2025 – June 30, 2026 term.

**Action:** It was moved to recommend the formation of a WDB Officer Nominating Committee to propose a slate of candidates for election on May 28, 2025.

**Status:**

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

**Committee Action:** All in favor, motion passed

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**Item 10 – Planning for March 19, 2025, WDB Meeting**

**Action:** It was moved to recommend that the WDB staff include the following items in the March 19, 2025 WDB meeting agenda: a WIOA update at the federal level, a board vacancy discussion, Workforce Achievement Awards, board member spotlight with focus on government representatives, WDB Director Andy Stone will add the Board Survey to the next meeting, and board member Marshall Delk would like the Regional Clusters 2024 chart to be shared.

**Status:**

Motion to Approve:	Marshall Delk
Motion Seconded:	Tracey Adolfo
Abstentions:	None

**Committee Action:** All in favor, motion passed

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**Subject: Report Items:**

**Item 11 – Workforce Development Board Plan Updates**

WDB Director Andy Stone reviewed the Operational Plan Status Report (PY) 2024-25 chart. He stated:

- Goal 1:** WDB has great partnership with Dientes. Our funding is helping to kick off successful youth engagement sessions with Suenos. WDB Associate Human Services Analyst Brenda Diaz-Rivas received positive feedback from the Suenos youth.
- Goal 2:** WDB applied for a grant to provide young adults with work experience opportunities at Joby, still waiting to hear back since December. State of the Workforce is developing with a focus on healthcare and hospitality.
- Goal 3:** Kicked off 5-year plan. A special board meeting with New Ways to Work (NWTW) is scheduled for April 16, 2025. On the State of the Workforce Report there will be a new short video featured.

