



Executive Committee Meeting, Wednesday, February 4, 2026 @ 8:30 AM

Wed Feb 4, 2026 8:30 AM - 10:30 AM PST

The Chair called the meeting to order at 8:50 AM, and a quorum was established. All participants attended in-person.

Board Members in Attendance

Adolfo, Tracey

Ayyad, Alia

Bartels, Elyse - Vice Chair

Morse, Rob - Chair

Vereker, Dustin

Board Members Absent

Siegel, Carol

Staff in Attendance

Diaz-Rivas, Brenda - WDB Associate Human Services Analyst

Gutierrez, Elizabeth - WDB Administrative Aide

Paz-Nethercutt, Sara - WDB Sr. Human Services Analyst

Stone, Andy - WDB Director

Vaiz, Mary Lou - WDB Clerical Support

1. Call to Order / Welcome

The meeting was called to order.

2. Non-agenda Public Comment

There were no public comments.

3. Chairperson's Report

Chair Rob Morse expressed appreciation to the WDB staff for covering the business services during the vacancy of the Business Services Manager position.

4. Action Items (Vote Required):

a. Approval of the Minutes - November 5, 2025

Action: A motion was made to approve the November 5, 2025 Executive Committee meeting minutes.

Status: Motion to Approve: Elyse Bartels

Motion Seconded: Tracey Adolfo

Objections: None

Abstentions: None

Committee Action: Motion carried unanimously.

b. WIOA PY25/26 Contractor Local Program Monitoring

It was reported that annual monitoring of major WIOA service providers is required. Draft monitoring reports for Goodwill Central Coast and the Santa Cruz County Office of Education were completed with no findings. Each report identified minor areas of concern that will be monitored to ensure continued compliance.

Staff clarified that a "finding" indicates noncompliance, whereas an "area of concern" represents an issue that could become a finding if not addressed.

Action: A motion was made to recommend the full Workforce Development Board (WDB) accept the PY25/26 Local Program Monitoring reports as drafted by WDB staff.

Status: Motion to Approve: Dustin Vereker

Motion Seconded: Elyse Bartels

Objections: None

Abstentions: None

Committee Action: Motion carried unanimously.

c. WIOA Local Policies: New/Revised

It was reported that the only proposed revision involves renaming the Incentive Policy survey.

Action: A motion was made to recommend that the full WDB approve the WIOA revised local program services policy revision as drafted by WDB staff.

Status: Motion to Approve: Elyse Bartels

Motion Seconded: Alia Ayyad

Objections: None

Abstentions: None

Committee Action: Motion carried unanimously.

d. WDB Officer Nominating Committee PY26/27

The Committee discussed forming a Nominating Committee for the upcoming program year. Carol Siegel was recommended to serve as Chair.

Action: A motion was made to form a WDB Officer Nominating Committee and recommend a Slate of Candidates for Election by WDB at its May 20, 2026 meeting.

Status: Motion to Approve: Elyse Bartels

Motion Seconded: Alia Ayyad

Objections: None

Abstentions: None

Committee Action: Motion carried unanimously.

e. WDB Meeting Planning: March 4, 2026

Action: A motion was made to direct the WDB staff to include the following items on the March 4, 2026 WDB meeting agenda:

1. Presentation of two Workforce Achievement Awards, including recipient highlight videos.
2. A Boardable onboarding tutorial.
3. Breakout session facilitated by the Executive Committee focused on Strategic Plan priorities using the following prompts:

- What challenges might prevent us from meeting our goals within this priority area?
- In a perfect world, without constraints, what help could make a huge difference in meeting these goals?
- How can you (as an individual or through your organization) help the WDB in meeting this priority?

Status: Motion to Approve: Elyse Bartels

Motion Seconded: Tracey Adolfo

Objections: None

Abstentions: None

Committee Action: Motion carried unanimously.

5. Report Items (No Vote Required):

a. Operational Plan and Continuous Improvement Plan Updates PY25/26

Priority 1: Job Quality and Economic Mobility - Sara Paz-Nethercutt provided updates:

- Living Wage Target Visibility and Promotion: The Living Wage Target is displayed on the WDB website, included in the bi-weekly Job Blast, and promoted through a flyer distributed in the Resource Room and at community engagement events.
- Building Career Ladders That Result in Living Wage Jobs: Efforts continue to build career pathways that lead to living wage employment, with current focus areas including Dental Assistant to Dental Hygienist and Medical Assistant to Registered Nurse career pathways.

Priority 2: Employer and Small Business Engagement - Andy Stone provided updates:

- The Santa Cruz Chamber will host a Hospitality Roundtable on February 24, 2026. WDB anticipates sponsoring 11 additional roundtables throughout the year.
- Launchpad has been implemented to track and strengthen business engagement efforts.
- The WDB website now clearly outlines available business services.

Priority 3: Skills Gaps and Training Alignment - Andy Stone provided updates:

- A grant proposal has been submitted to expand support services; a funding decision is expected soon.
- The master agreement for training providers is currently being updated.

b. Staff Updates

Updates were provided on:

1. Business Services Manager Vacancy - The position has been vacant since December 5, 2025. Staff are reevaluating the role to ensure alignment with organizational needs. A revised job posting is forthcoming.
2. WIOA Budget - While some federal budget discussions have included cuts to the WIOA program, the budget currently remains stable.
3. Employment Training Pathways Program (ETPP) - An application has been submitted to the Employment Development Department (EDD) to support implementation of an enhanced WIOA program.
4. Boardable Agenda Management System - The system is fully operational and has improved administrative efficiency, meeting management, and attendance tracking.

Community Engagement/Eligible Training Provider List

- Human-Centered Design Learning Lab, facilitated by Civic Makers, concluded with 18 participants. A summary and recommendations will be provided by Civic Makers with funding available from the Irvine Grant to implement viable recommendations.
- The in-person Racial Equity workshop was well attended, reflecting strong community interest.
- The WDB has been invited by the Irvine Foundation to apply for additional funding focused on:
 1. Preparing low-income workers for quality jobs
 2. Expanding services to underrepresented populations
 3. Increasing the agency of low-income workers and job seekers

A two-page concept proposal was submitted by Andy Stone and Brenda Diaz-Rivas. A response regarding next steps is expected by February 9, 2026. The funding opportunity is valued at up to \$1,000,000 over a two-year period.

6. Adjournment

Meeting adjourned at 10:04 AM

a. Next Workforce Development Board Meeting: March 4, 2026 @ 8:30 AM

Location: 500 Westridge Dr. - Community Room, Watsonville

b. Next Executive Committee Meeting: April 29, 2026 @ 8:30 AM

Location: 500 Westridge Dr. - Career Center Classroom, Watsonville