

**Workforce Development Board
Executive Committee
500 Westridge Dr, Watsonville CA 95076
Wednesday, August 27, 2025 8:30 a.m.**

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

The Vice Chair called the meeting to order at 8:34 a.m., and a quorum was established. All participants attended in-person.

Committee Members in Attendance

Adolfo, Tracey
Ayyad, Alia
Bartels, Elyse
Siegel, Carol
Vereker, Dustin

Committee Members Excused

Morse, Rob

Staff in Attendance

Diaz-Rivas, Brenda – Associate Human Services Analyst
Gray, Lacie – Sr. 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
Vaiz, Mary Lou – WDB Clerical Support

Guests

There were no guests

Subject: Public Comment

It was mentioned that the Watsonville Academy is offering a free nine-week program designed to teach participants how local government operates.

Subject: Chairperson's Report

No Chairperson's Report was provided.

Subject: Action Items:

Item 1 – Approval of the July 23, 2025 Meeting Minutes

Action: It was moved to approve the July 23, 2025 Executive Committee meeting minutes.

Status: Motion to Approve: Carol Siegel
Motion Seconded: Tracey Adolfo

MEMBERS:

Rob Morse, Chair
Monterey Bay Epic Adventures

Elyse Bartels, Vice Chair
Business Owner

Alia Ayyad
Center for Employment Training

Kristen Brown
Santa Cruz Chamber of Commerce

Frances Corpuz
Sproutling and Company

MariaElena De La Garza
Community Action Board

Marshall Delk
West Coast Community Bank

Peter Detlefs
County of Santa Cruz

Alma Diaz
Employment Development Department

Daniel Dodge
Cabrillo College Federation of Teachers

Felipe Hernandez
Fourth District Supervisor

Carmen Herrera-Mansir
El Pajaro CDC

Laura Holmquist-Gomez
Five Star Catering

LeNae Liebetrau
Department of Rehabilitation

Annabelle Rodriguez
Cabrillo College

Francisco Rodriguez
Monterey Bay Labor Council

Isidro Rodriguez
Watsonville, Aptos, Santa Cruz Adult Education

Alexander Pedersen
Santa Cruz County Small Business Development Center

Shaz Roth
Pajaro Valley Chamber of Commerce and Agriculture

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

Oppositions: None
 Abstentions: Dustin Vereker

Committee Action: All in favor; motion passed.

Item 2 – WIOA FY25/26 Revised Budget

An update was provided on the actual allocation for the WIOA budget. The total available funding for PY 2025–26, including carry-in funds, was reported as \$4,503,221. It was noted that the training allocation for On-the-Job Training (OJT) remains at \$140,000.

Action: It was moved to recommend that the Workforce Development Board (WDB) approve the updated WIOA budget of \$4,503,221 for PY 2025-26.

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

Committee Action: All in favor; motion passed.

Item 3 – Local Program Services Policy Revisions

The following WIOA local policies were identified for revision in preparation for State monitoring in September:

- **Adult/Dislocated Worker ITA Policy:** Payment timeframes revised to 50% at enrollment and 50% at midpoint.
- **Youth Eligibility Policy:** Specific timeframes added to ensure timely service delivery and prevent application expiration.
- **Incumbent Worker Training Policy:** Clarified use of Rapid Response 25% funds as an allowable source.
- A new **Eligible Training Provider List Policy** was introduced to establish training service types, outline consumer choice, and define eligibility criteria for CA ETPL providers.

Action: It was moved to recommend the WDB accept the PY 2024-2025 local ETPL monitoring report as drafted by WDB staff.

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

Committee Action: All in favor; motion passed.

Item 4 – Top Ten (10) Occupations for PY 2025-2026

It was reported that, to meet the strategic priority of Skills Gaps and Training Alignment, a percentage of enrollments must align with the Top Ten Occupations annually. Staff reviewed regional job data and developed a demand score to identify the following occupations:

1. Registered Nurses
2. Medical Assistants
3. Dental Hygienists
4. Carpenters
5. Plumbers, Pipefitters & Steamfitters
6. Dental Assistants
7. Heavy and Tractor-Trailer Truck Drivers
8. Electricians
9. Police and Sheriff’s Patrol Officers
10. First-Line Supervisors of Construction Trades and Extraction Workers

Action: It was moved to recommend the WDB approve the Top Ten Occupations for Program Year 2025–2026, as identified by staff. Upon WDB approval, staff will track and report on training enrollments in these occupations.

Status: Motion to Approve: Tracey Adolfo
 Motion Seconded: Carol Siegel
 Oppositions: None
 Abstentions: None

Committee Action: All in favor; motion passed.

Item 5 – WDB Bylaws Update

It was reported that adjustments to the WDB’s operating practices include:

- Simplifying the committee structure by eliminating several standing committees (e.g., Youth Council) and retaining only two: the Executive Committee and the Comprehensive Economic Development Strategy (CEDS) Committee.
- Establishing a new process for electing Executive Committee members, as committee chairs are no longer automatically seated.
- Allowing the WDB Chair to appoint business representatives as Chair and Vice-Chair of the CEDS Committee, rather than assigning those roles to the WDB Chair and Vice-Chair.
- Modifying one at-large membership category to be included within “Workforce Representatives.”

The composition of board member categories was reviewed.

Action: It was moved to recommend that the WDB approve the staff-recommended updates to the WDB Bylaws, including any recommended revisions for which there were no revisions.

Status: Motion to Approve: Tracey Adolfo
 Motion Seconded: Dustin Vereker
 Oppositions: None

Abstentions: None

Committee Action: All in favor; motion passed.

Item 6 – WDB September 24, 2025 Meeting Planning

The Executive Committee proposed adding the following item to the September 24, 2025 WDB meeting agenda:

- A deeper dive into the Strategic Plan.

A discussion was held regarding the meeting location, as the Community Room was no longer available. It was determined that the meeting would be held in the Career Center Computer Lab.

Action: It was moved to recommend that the WDB staff include a deeper dive into the new Strategic Plan at the September 24, 2025 WDB meeting.

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

Committee Action: All in favor; motion passed.

Subject: Report Items:

Item – 7 Plan Updates

Operational Plan Update:

It was shared that, through a comprehensive strategic planning process in 2025, the WDB identified three strategic priorities:

- Job Quality & Economic Mobility
- Employer & Small Business Engagement
- Skills Gaps & Training Alignment These priorities replace the previous Operational Plan.

The PY 2025–26 Operational Plan Status Report chart was reviewed.

No action; report item only.

Item 8 – Workforce Development Board Staff Updates

WIOA Career Services – Sara Paz-Nethercutt reported:

- The WIOA Program Services Procurement was released on July 14, 2025. A bidders' conference was held with six interested parties. Bids are due by September 30, 2025.

Business Services – Nathan Kieu reported:

- The Comprehensive Economic Development Strategy (CEDS) was approved by the Board of Supervisors with minor updates and is ready for submission to the Economic Development Agency.
- Workforce Achievement Awards are in production for two participants.
- A Board Agenda Management System is being procured to streamline and modernize agenda processes, with a planned launch in November.
- Multiple requests for State of the Workforce presentations have been received, following the release of a QR code.
- Joby is currently recruiting three participants for its Aircraft Maintenance Technician apprenticeship program.

Community Engagement / ETPL – Brenda Diaz-Rivas reported:

- The James Irvine Foundation Public Workforce Capacity Fund is in the planning phase for Human-Centered Design training scheduled for September 17, 2025. Two WDB staff members are participating in a five-month Peer Learning Group, where Irvine-funded partners share insights, best practices, and challenges. Approval was obtained from the Program Officer to allocate \$43,000 toward innovative Human-Centered Design projects.
- Under the Community Engagement Initiative, a presentation will be delivered to PVUSD staff about available services and the MENtors program, which supports justice-involved fathers in becoming mentors to others.

No action; report item only.

Item 9 – Eligible Training Provider List (ETPL) 2024-25 Annual Report

The five attachments were shared.

Overall Training Outcomes for PY 2024–25:

- Total Participants: 96 enrolled in WIOA-funded training programs
- Completion Rate: 65% (62 completions)
- Successful Completions: 45 met performance measures
- Employment Outcomes: 12 entered employment post-training
- Average Wage: \$36.55 per hour across all completions

It was noted that vendor-specific completion percentages will be added for future reference.

No action; report item only.

Subject: Committee Member Announcements:

No announcements were made.

Meeting Adjournment

The meeting was adjourned at 10:03 a.m.

Next Meeting: **Workforce Development Board**
September 24, 2025 @ 8:30 am
Location: 500 Westridge Dr.,
Career Center Lab,
Watsonville, CA 95076

Workforce Development Board –
Executive Committee
November 5, 2025 @ 8:30 am
Location: 500 Westridge Dr.,
Career Center Classroom,
Watsonville, CA 95076