



Workforce Development Board, Wednesday, September 16, 2026 @ 8:30 am

Agenda

September 16, 2026 8:30am - 10:30am PDT

500 Westridge Dr., Watsonville, CA 95076

Note: Date change.

START
8:30am

8:30am

1. Call to Order / Welcome
2. Non-agenda public comment
3. Chairperson's Report
4. Consent Items (vote required):

- a. Approval of Minutes

 [Consent Item 1_Approval of Meeting Minutes.docx](#)

 [DRAFT Minutes 3.4.26.pdf](#)

- b. Proposed WDB Meeting Calendar 2026

 [Consent Item - Proposed WDB Meeting Calendar 2026.docx](#)

 [WDB Proposed Meeting Calendar 2026.docx](#)

- c. Eligible Training Provider List (ETPL) Draft Monitoring Reports PY25/26

 [Consent Item_Eligible Training Provider Draft Monitoring Report PY25-26.docx](#)

 [Action Item_Attach 1 ETPL - WASCAE Final Monitoring Letter PY25-26.pdf](#)

 [Action Item_Attach 2 ETPL - Cabrillo College Final Monitoring Letter PY25-26.pdf](#)

 [Action Item_Attach 3 ETPL - MTS Final Monitoring Letter PY25-26.pdf](#)

 [Action Item_Attach 4 ETPL - SSCOE Final Monitoring Letter PY25-26.pdf](#)

 [Action Item_Attach 5 ETPL - TDI Final Monitoring Letter PY25-26.pdf](#)

 [Action Item_Attach 6 ETPL - UCSC Extension Final Monitoring Letter PY25-26.pdf](#)

d. WIOA Local Program Services: Revised Policies

-  [Consent Item _WIOA Local Program Services Revised Policies.docx](#)
-  [Consent Item_Attach 1 Draft - WIOA Eligible Training Provider List \(ETPL\) Policy 25-02 Rev 1.docx](#)
-  [Consent Item_Attach2 draft_20-02 rev.2 WDB Transitional Job Policy\(9.16.2026\).pdf](#)

5. Action Items (vote required):

a. Request to Transfer PY2025/26 WIOA Dislocated Worker funds to Adult grant

-  [Action Item_Request to Transfer WIOA Funds.docx](#)
-  [Action Item_Attach-Request.to.Transfer.Funds \(9.16.2026\).pdf](#)

b. Proposed WIOA Budget PY26/27

-  [Action Item_Actual WIOA FY 26-27 Budget.docx](#)
-  [Action Item Actual WIOA Budget 26-27 Attach 1.xlsx](#)

c. Proposed Slate of WDB Officer Candidates PY26/27

-  [Action Item_WDB Officer Nominations 26.27.docx](#)

d. Top Ten Occupations for Program Year 2026-2027

-  [Action Item_Top 10 List.docx](#)

e. Plan Updates

-  [Action Item_Plan Updates.docx](#)
-  [Action Item_Attach 1_Operational Plan Report.docx](#)
-  [Action Item_Att 2-AJCC.Cl.Plan PY2526-Q4 Status\(7.13.26\).docx](#)

6. Report Items (no vote required):

a. Staff Updates

-  [Report Item_WDB.Staff.Updates.docx](#)

b. WIOA Final Local Performance PY 2024

-  [Report Item_WIOA FINAL Local Performance PY 2024.docx](#)
-  [Report Item Attach1-WIOA FINAL Local Performance PY 2024.docx](#)

c. Eligible Training Provider List Annual Report PY25/26

-  [Report Item_ Eligible Training Provider List \(ETPL\) Annual Report PY2025-26.docx](#)
-  [Report Item Attachment 1 - ETPL \(FY25-26\) Vendor Summary.pdf](#)
-  [Report Item ETPL Attachment 2 Top 5 Expenditures.pdf](#)
-  [Report Item ETPL Attachment 3 ETPL Top 5 enrollments.pdf](#)
-  [Report Item - ETPL Attachment 4 Demographics.pdf](#)
-  [Report Item ETPL Attachment 5 3-Year Completions Comparison \(FY25-26\).pdf](#)

7. Adjournment

- a. Next Executive Committee Meeting: Upon Approval -
October 28, 2026 @ 8:30 am**

Location: 500 Westridge Dr. (Career Center Classroom), Watsonville

- b. Next Workforce Development Board Meeting: Upon Approval
- December 9, 2026 @ 8:30 am**

Location: 500 Westridge Dr. (Community Room), Watsonville

c. Accessibility

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefit of the services, programs, or activities. This meeting is located in an accessible facility. If you are a person with a disability and require special assistance in order to participate in the meeting, please call (831) 763-8900 (TDD/TTY-711) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

END
10:30am

Consent Item 1: Approval of Meeting Minutes

(Action required) – Andy Stone

Recommendation

Approve the March 4, 2026 WDB Full Board meeting minutes. The May 20, 2026 meeting was not held due to lack of quorum.

Suggested motion

I move to approve the March 4, 2026 WDB Full Board meeting minutes.



Workforce Development Board, Wednesday, March 4, 2026 @ 8:30 am

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

DRAFT Meeting Minutes

Board Members in Attendance

Ayyad, Alia

Bartels, Elyse - Vice Chair

Corpuz, Frances

De La Garza, MariaElena

Delk, Marshall

Detlefs, Peter

Diaz, Alma

Hererra-Mansir, Carmen

Holmquist-Gomez, Laura

Morse, Rob - Chair

Rodriguez, Francisco

Rodriguez, Isidro

Roth, Shaz

Siegel, Carol

Shields, Bryan

Sumano, Raymond

Vereker, Dustin

Board Members Absent

Brown, Kristen

Dodge, Daniel

Hernandez, Felipe

Liebetrau, LeNae

Pedersen, Alexander

Rodriguez, Annabelle

Setzler, Katie

Van Den Heuvel, Casey

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 Chair called the meeting to order at 8:32 AM, and a quorum was established. All participants attended in-person.

2. Non-Agenda Public Comment

MariaElena De La Garza announced that the tiny home community Hope Village has opened with 12-15 occupants, including seven residents over the age of 70 years who previously were housed in a hotel. Private tours of the site are available.

3. Chairperson's Report

Chair Rob Morse expressed appreciation to the WDB staff for covering business services during the vacancy of the Business Services Manager position. He also shared that Elyse Bartels, Dustin Vereker, Andy Stone, and himself will attend a NAWB conference March 23, 2026. Additionally, the Executive Director of the State Workforce board toured businesses in our tri-county region.

4. Presentation: Workforce Achievement Awards

Two Achievement Awards were presented to WIOA program participants for overcoming adversity and achieving career goals. Videos highlighting the recipients were shared with the Board.

5. Presentation: Boardable Introduction

A brief introduction of Boardable was presented. Members will receive two calendar meeting invites for the remainder of the year. Instructions were reviewed for accessing meetings and accepting invitations. Boardable sends meeting reminders, provides access to board packets

with a printing capability, saves staff time, tracks attendance, maintains historical meeting records, and allows note taking. Members were asked to notify Mary Lou Vaiz one day in advance if printed packets are needed.

6. Consent Items (vote required):

- a. Approval of Minutes: December 3, 2025
- b. WIOA Program Year 25/26 Contractor Local Program Monitoring
- c. WIOA Local Program Services: Revised Policy

Action: Motion was made to approve the consent items as drafted by WDB staff:

Status:

Motion to Approve: Marshall Delk

Seconded: Carol Siegel

Objections: None

Abstained: Francisco Rodriguez, Shaz Roth, Alia Ayyad

Committee Action: Motion Carried

7. Action Items (vote required):

a. WDB Officer Nominating Committee Program Year 26/27

It was stated that Past Chair Carol Siegel has agreed to chair the Nominating Committee. The following information was shared:

- Current officers: Chair - Rob Morse; Vice Chair - Elyse Bartels; At Large - Alia Ayyad and Dustin Vereker; Non-Workforce Development Board Representative - Tracey Adolfo; Past Chair - Carol Siegel
- Interest is being sought from members willing to serve and from incumbents interested in continuing in their roles
- Criteria for serving on the Executive Committee were reviewed
- Board members were asked to notify Siegel within one week if interested in serving on the Nominating Committee
- Executive Committee positions are one-year terms with five additional meetings

Action: Motion was made to form a WDB Officer Nominating Committee and recommend a proposed slate of candidates for election at the WDB meeting on May 20, 2026.

Status:

Motion to Approve: Marshall Delk

Seconded: MariaElena De La Garza

Objections: None

Abstained: None

Committee Action: Motion carried unanimously

8. Report Items (no vote required):

a. Operational Plan and Continuous Improvement Plan Updates WDB Program Year 25/26

Priority 1: Job Quality and Economic Mobility

Sara Paz-Nethercutt provided updates:

- **Living Wage Target Visibility:** The MIT living wage for the Santa Cruz County is \$42.98 and is updated annually (typically February-March). It is displayed on the WDB website and included in the bi-weekly Job Blast.
- **Promotion:** A flyer has been created that is posted in the Resource Room, at AJCC sites, promoted by WIOA contractors and during community engagement events.
- **Building Career Ladders That Result in Living Wage Jobs:** Efforts continue to develop career pathways that lead to living wage employment, with current focus areas including Dental Assistant to Dental Hygienist and Medical Assistant to Registered Nurse.

Andy Stone provided updates:

Priority 2: Employer and Small Business Engagement

- The Santa Cruz Chamber hosted a Hospitality Roundtable on February 24, 2026. Board member Kristen Brown offered to assist in organizing monthly roundtables for the remainder of the year.
- Launchpad has been implemented within Salesforce to track and strengthen business engagement efforts.
- The WDB website now clearly outlines available business services

A discussion followed regarding ways to engage businesses across South County, including Spanish-Speaking business owners and the Pajaro community. It was suggested that a separate meeting be held to further discuss solutions. Members expressing interest included: Alma Diaz, Carmen Herrera-Mansir, Dustin Vereker, Francis Corpuz, MariaElena De La Garza, Peter Detlefs, and Shaz Roth.

Priority 3: Skills Gaps and Training Alignment

- **Eliminating Barriers to Training Success by Expanding Support Services and Creating Bridge Programs:** An EDD Pathways Grant application has been submitted to expand support services for individuals affected by CalFresh and Medi-Cal requirements. A funding decision is expected soon.

- Draft/Publish Annual Labor Market Snapshot Featuring Board's Top 10 Occupations: The Board's Top 10 Occupations were included in the State of the Workforce report. Additional materials with detailed information are also being developed.
- Proactively Identify and Add Training Programs for Top 10 Local Occupations: Outreach will be conducted to training providers not currently on the Eligible Training Provider List (ETPL) for the Top 10 local occupations.

b. Staff Updates

Director's Updates - Andy Stone reported:

- Business Services Manager Vacancy: The position is being reassessed and may be retitled Workforce Development Manager, with broader responsibilities including business services oversight and coordination with clients. Some business services duties will also be distributed among contractor staff.
- California Workforce Development Board's Visit to the Central Coast: The delegation visited an organic grower/food processing plant, Joby Aviation in Marina, a pipefitters apprenticeship program, the Watsonville Airport to view Joby's hangar and the PVUSD aircraft maintenance program, and a water treatment facility in Hollister.

• New Grant Updates:

•The James Irvine Foundation - Additional Funding Request: WDB was invited to apply for an additional \$800,000 - \$1,000,000 grant. A formal application for \$1,000,000 will be submitted. Two major initiatives to grow community have been proposed:

1. Supporting Leaders and Elected Officials: Providing education and tools for working with businesses in ways that benefit lower-income communities. Examples include community benefit agreements tied to development projects, commitments to local hiring, and potential contributions to affordable housing. The Initiative would focus on the Pajaro and Salinas Valleys and include community engagement, education and marketing components.
2. Expanding Human-Centered Design Approaches: Addressing Challenges in Pajaro Valley related to CalFresh and Medi-Cal work requirements. Many residents are at risk of losing food and medical benefits due to federal policy changes. The initiative aims to convene business leaders, government agencies, and community organizations to help residents retain benefits while transitioning to living wage employment. Partners are being sought.

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

The James Irvine Foundation - Public Workforce Capacity Grant

a. Human Centered Design Learning Lab (Civic Makers):

The Learning Lab concluded with a showcase where teams presented solutions to real workforce challenges. Andy Stone and Brenda Diaz-Rivas are meeting with each team to identify the ideas with the greatest impact for implementation. Human-Centered Design methodologies are being integrated into day-to-day operations to better serve customer

needs. Grant funding will support implementation of viable recommendations. Civic Makers provided an Executive Summary with recommendations.

b. Racial Equity:

A second in-person workshop was held with strong participation. Three focus themes were identified for upcoming sessions:

1. Community trust, engagement, and visibility
2. Equitable pathways for priority populations
3. Racial equity data accountability

Andy Stone and Brenda Diaz-Rivas are receiving coaching to facilitate future racial equity discussions and workshops.

2. Eligible Training and Provider's List (ETPL):

The State recently updated ETPL policy. One key change establishes a goal that all training programs statewide be approved and in good standing by July 1, 2026. Additionally, new training programs will no longer be required to provide two years of performance data prior to approval.

9. Board Member Breakout Session: Advancing WDB Strategic Priorities

Board members divided into groups to discuss the Strategic Plan and identify ways to become more engaged and supportive through their roles or businesses.

10. Adjournment

The meeting adjourned at 10:08 AM.

a. Next Executive Committee Meeting: April 29, 2026 @ 8:30 am

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

b. Next Workforce Development Board Meeting: May 20, 2026 @ 8:30 am

Location: 500 Westridge Dr. - Community Room, Watsonville

Consent Item: Proposed WDB Meeting Calendar 2026

(Action required) – Andy Stone

Recommendation

Approve the proposed Workforce Development Board (WDB) Meeting Calendar for the remainder of 2026.

Background

Each year, the Workforce Development Board establishes a meeting calendar for the upcoming program year to ensure compliance with public meeting requirements and to provide members with advance notice of key dates.

Suggested motion

I move to approve the proposed WDB Meeting Calendar for the remainder of 2026.

WDB Meeting Calendar 2026

All dates are on Wednesday:

October 28, 2026 – Executive Committee

December 9, 2026 – WDB Full Board

WDB Full Board meetings and Executive Committee meetings begin at
8:30 am at 500 Westridge Drive, Watsonville, CA 95076.

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 Dettles
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

Consent Item: Eligible Training Provider Draft Monitoring Report PY25/26
(Action required) – Andy Stone

Recommendation

Accept the Program Year (PY) 2025-2026 local Eligible Training Provider List (ETPL) monitoring report as drafted by Workforce Development Board (WDB) staff.

Background

Workforce Development Board (WDB) Staff monitored the Eligible Training Provider List (ETPL) training vendors in February and March 2026 for the 2025-2026 program year.

The Eligible Training Provider List (ETPL) program monitoring process includes the following:

- Overview of the monitoring process and objectives, services provided, and program performance.
- Completion and discussion with the Monitor of Training Vendor Monitoring Guide and participant list.
- Completion of the Non-Discrimination and Equal Opportunity Monitoring Guide.
- An on-site walk through of the facility and classrooms.
- Interview with key staff providing services funded by the Workforce Innovation and Opportunity Act (WIOA).
- Interviews with participants receiving WIOA funded services.
- Review of school materials that may include: personnel policies and procedures, proof of insurance, marketing materials, school catalog, registration forms, curricula related to participant training, job prep, English as a Second Language, documents related to and in support of services provided to participants receiving WIOA funded services, including student files, or other participant activities.

Six (6) training providers were monitored during this cycle. During the PY 2025-2026 monitoring, there were zero (0) findings; one (1) training provider had one (1) area of concern. Training provider followed WDB's recommendation and addressed the issue. All training providers are meeting applicable WIOA requirements concerning training program administration, nondiscrimination, and equal opportunity for the WDB's WIOA participants.

Next Steps

Following Executive Committee approval, the draft monitoring report will be forwarded to the full Workforce Development Board for final consideration and acceptance.

Suggested motion

I move accept the PY 2025-2026 local ETPL monitoring report as drafted by WDB staff and as approved by the WDB Executive Committee at its May 20, 2026, meeting.



DATE: April 13, 2026

Nancy Bilicich
Watsonville Aptos Santa Cruz Adult Education
294 Green Valley Road
Watsonville, CA 95076

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
ELIGIBLE TRAINING PROVIDER LIST (ETPL)
NONDISCRIMINATION AND EQUAL OPPORTUNITY, AND
ETPL FINAL MONITORING REPORT- PROGRAM YEAR 2025-
2026

Dear Ms. Bilicich,

This is to inform you of the final results of the nondiscrimination and equal opportunity and ETPL monitoring for Program Year 2025-2026 of the administration of the Workforce Innovation and Opportunity Act (WIOA) ETPL program, and all applicable Federal and State laws, regulations, policies, and directives related to nondiscrimination and equal opportunity. This review was conducted on behalf of the County of Santa Cruz Workforce Development Board (WDB) by Brenda Diaz Rivas, ETPL Coordinator at the end of February 2026. The review of your program operations focused primarily on the areas of compliance, program administration and client customer satisfaction.

BACKGROUND

The County of Santa Cruz is the recipient of a State of California Workforce Innovation and Opportunity Act (WIOA) Grant from the State of California Employment Development Department to serve WIOA eligible clients.

The monitoring review was conducted under the authority of Section 683.410 of Title 20 of the Code of Federal Regulations (20 CFR) and Section 188 of the WIOA and 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of the school's compliance with applicable Federal and State laws, regulations, policies, and directives related to the WIOA ETPL program, facility accessibility, policies, and procedures that support nondiscrimination and equal opportunity.

Information for this report was collected from documents submitted by Watsonville Aptos Santa Cruz Adult Education, data in CalJOBS, and a review of applicable documentation, policies, procedures, and directives related to WIOA participants and program operations in WIOA funded training programs. A site visit was conducted on February 25th, 2026.

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

Kristen Brown
Santa Cruz Chamber of Commerce

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Sumano's Bakery

Casey Van Den Heuvel
Sheet Metal Workers Local 104

Dustin Vereker
Discretion Brewing

DIRECTOR:
Andy Stone



REVIEW RESULTS

ETPL MONITORING:

The ETPL, nondiscrimination, and equal opportunity monitoring result is that overall, Watsonville Aptos Santa Cruz Adult Education is meeting applicable WIOA requirements concerning training program administration, nondiscrimination, and equal opportunity for the WDB's WIOA clients. We noted no instances of noncompliance in the area of training services, nondiscrimination, and equal opportunity.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Brenda Diaz-Rivas by email at Brenda.diaz-rivas@santacruzcountyca.gov or by phone at the number 831-763-8856.

Sincerely,

DocuSigned by:
Andy Stone
1890DF748E1A454...

Andy Stone

Director, County of Santa Cruz Workforce Development Board



DATE: April 13, 2026

Annabelle Rodriguez
Cabrillo College
6500 Soquel Dr.
Aptos, CA 95003

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
ELIGIBLE TRAINING PROVIDER LIST (ETPL)
NONDISCRIMINATION AND EQUAL OPPORTUNITY, AND
ETPL MONITORING FINAL REPORT- PROGRAM YEAR 2025-
2026

Dear Ms. Rodriguez,

This is to inform you of the final results of the nondiscrimination and equal opportunity and ETPL monitoring for Program Year 2025-2026 of the administration of the Workforce Innovation and Opportunity Act (WIOA) ETPL program, and all applicable Federal and State laws, regulations, policies, and directives related to nondiscrimination and equal opportunity. This review was conducted on behalf of the County of Santa Cruz Workforce Development Board (WDB) by Brenda Diaz-Rivas, ETPL Coordinator at the end of February 2026. The review of your program operations focused primarily on the areas of compliance, program administration and client customer satisfaction.

BACKGROUND

The County of Santa Cruz is the recipient of a State of California Workforce Innovation and Opportunity Act (WIOA) Grant from the State of California Employment Development Department to serve WIOA eligible clients.

The monitoring review was conducted under the authority of Section 683.410 of Title 20 of the Code of Federal Regulations (20 CFR) and Section 188 of the WIOA and 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of the school's compliance with applicable Federal and State laws, regulations, policies, and directives related to the WIOA ETPL program, facility accessibility, policies, and procedures that support nondiscrimination and equal opportunity.

Information for this report was collected from documents submitted by Cabrillo College, data in CalJOBS, and a review of applicable documentation, policies, procedures, and directives related to WIOA participants and program operations in WIOA funded training programs. A site visit was conducted on February 25th, 2026.

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MEMBERS:

Rob Morse, Chair
Monterey Bay Epic Adventures

Elyse Bartels, Vice Chair
Business Owner

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Sumano's Bakery

Casey Van Den Heuvel
Sheet Metal Workers Local 104

Dustin Vereker
Discretion Brewing

DIRECTOR:
Andy Stone



REVIEW RESULTS

ETPL MONITORING:

The ETPL, nondiscrimination, and equal opportunity monitoring result is that overall, Cabrillo College is meeting applicable WIOA requirements concerning training program administration, nondiscrimination, and equal opportunity for the WDB's WIOA clients. We noted no instances of noncompliance in the area of training services, nondiscrimination, and equal opportunity.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Brenda Diaz-Rivas by email at Brenda.diaz-rivas@santacruzcountyca.gov or by phone at the number 831-763-8856.

Sincerely,

DocuSigned by:
Andy Stone
1890DF748E1A454...

Andy Stone

Director, County of Santa Cruz Workforce Development Board



DATE: April 13, 2026

Keith Judkins
MTS Training Academy
1660 W. Beach Street
Watsonville, CA 95076

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
ELIGIBLE TRAINING PROVIDER LIST (ETPL)
NONDISCRIMINATION AND EQUAL OPPORTUNITY, AND
ETPL MONITORING FINAL REPORT- PROGRAM YEAR 2025-
2026

Dear Mr. Judkins,

This is to inform you of the final results of the nondiscrimination and equal opportunity and ETPL monitoring for Program Year 2025-2026 of the administration of the Workforce Innovation and Opportunity Act (WIOA) ETPL program, and all applicable Federal and State laws, regulations, policies, and directives related to nondiscrimination and equal opportunity. This review was conducted on behalf of the County of Santa Cruz Workforce Development Board (WDB) by Brenda Diaz-Rivas, ETPL Coordinator at the end of February 2026. The review of your program operations focused primarily on the areas of compliance, program administration and client customer satisfaction.

BACKGROUND

The County of Santa Cruz is the recipient of a State of California Workforce Innovation and Opportunity Act (WIOA) Grant from the State of California Employment Development Department to serve WIOA eligible clients.

The monitoring review was conducted under the authority of Section 683.410 of Title 20 of the Code of Federal Regulations (20 CFR) and Section 188 of the WIOA and 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of the school's compliance with applicable Federal and State laws, regulations, policies, and directives related to the WIOA ETPL program, facility accessibility, policies, and procedures that support nondiscrimination and equal opportunity.

Information for this report was collected from documents submitted by MTS Training Academy, data in CalJOBS, and a review of applicable documentation, policies, procedures, and directives related to WIOA participants and program operations in WIOA funded training programs. A site visit was conducted on February 27th, 2026.

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

Kristen Brown
Santa Cruz Chamber of Commerce

Frances Corpuz
Sprouting and Company

Maria Elena De La Garza
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Discretion Brewing

DIRECTOR:
Andy Stone



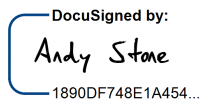
REVIEW RESULTS

ETPL MONITORING:

The ETPL, nondiscrimination, and equal opportunity monitoring result is that overall, MTS Training Academy is meeting applicable WIOA requirements concerning training program administration, nondiscrimination, and equal opportunity for the WDB's WIOA clients. We noted no instances of noncompliance in the area of training services, nondiscrimination, and equal opportunity.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Brenda Diaz-Rivas by email at Brenda.diaz-rivas@santacruzcountyca.gov or by phone at the number 831-763-8856.

Sincerely,

DocuSigned by:

1890DF748E1A454...

Andy Stone

Director, County of Santa Cruz Workforce Development Board



DATE: April 13, 2026

Denise Sanson
Santa Cruz County Office of Education
399 Encinal St.
Santa Cruz, CA 95060

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
ELIGIBLE TRAINING PROVIDER LIST (ETPL)
NONDISCRIMINATION AND EQUAL OPPORTUNITY, AND
ETPL MONITORING FINAL REPORT- PROGRAM YEAR 2025-
2026

Dear Ms. Sanson,

This is to inform you of the final results of the nondiscrimination and equal opportunity and ETPL monitoring for Program Year 2025-2026 of the administration of the Workforce Innovation and Opportunity Act (WIOA) ETPL program, and all applicable Federal and State laws, regulations, policies, and directives related to nondiscrimination and equal opportunity. This review was conducted on behalf of the County of Santa Cruz Workforce Development Board (WDB) by Brenda Diaz-Rivas, ETPL Coordinator at the end of February 2026. The review of your program operations focused primarily on the areas of compliance, program administration and client customer satisfaction.

BACKGROUND

The County of Santa Cruz is the recipient of a State of California Workforce Innovation and Opportunity Act (WIOA) Grant from the State of California Employment Development Department to serve WIOA eligible clients.

The monitoring review was conducted under the authority of Section 683.410 of Title 20 of the Code of Federal Regulations (20 CFR) and Section 188 of the WIOA and 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of the school's compliance with applicable Federal and State laws, regulations, policies, and directives related to the WIOA ETPL program, facility accessibility, policies, and procedures that support nondiscrimination and equal opportunity.

Information for this report was collected from documents submitted by Santa Cruz County Office of Education, data in CalJOBS, and a review of applicable documentation, policies, procedures, and directives related to WIOA participants and program operations in WIOA funded training programs. A site visit was conducted on February 24th, 2026.

500 Westridge Drive
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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



REVIEW RESULTS

ETPL MONITORING:

The ETPL, nondiscrimination, and equal opportunity monitoring result is that overall, Santa Cruz County Office of Education is meeting applicable WIOA requirements concerning training program administration, nondiscrimination, and equal opportunity for the WDB's WIOA clients. We noted no instances of noncompliance in the area of training services, nondiscrimination, and equal opportunity.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Brenda Diaz-Rivas by email at Brenda.diaz-rivas@santacruzcountyca.gov or by phone at the number 831-763-8856.

Sincerely,

DocuSigned by:
Andy Stone
1890DF748E1A454...

Andy Stone

Director, County of Santa Cruz Workforce Development Board



DATE: April 21, 2026

Freddy Chavez
Truck Driver Institute
40 Penny Ln Suite 6B
Watsonville, CA 95076

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
ELIGIBLE TRAINING PROVIDER LIST (ETPL)
NONDISCRIMINATION AND EQUAL OPPORTUNITY, AND
ETPL MONITORING FINAL REPORT-
PROGRAM YEAR 2025-2026

Dear Mr. Chavez,

This is to inform you of the final results of the nondiscrimination and equal opportunity and ETPL monitoring for Program Year 2025-2026 of the administration of the Workforce Innovation and Opportunity Act (WIOA) ETPL program, and all applicable Federal and State laws, regulations, policies, and directives related to nondiscrimination and equal opportunity. This review was conducted on behalf of the County of Santa Cruz Workforce Development Board (WDB) by Brenda Diaz Rivas, ETPL Coordinator, at the end of February 2026. The review of your program operations focused primarily on the areas of compliance, program administration and client customer satisfaction.

BACKGROUND

The County of Santa Cruz is the recipient of a State of California Workforce Innovation and Opportunity Act (WIOA) Grant from the State of California Employment Development Department to serve WIOA eligible clients.

The monitoring review was conducted under the authority of Section 683.410 of Title 20 of the Code of Federal Regulations (20 CFR) and Section 188 of the WIOA and 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of the school's compliance with applicable Federal and State laws, regulations, policies, and directives related to the WIOA ETPL program, facility accessibility, policies, and procedures that support nondiscrimination and equal opportunity.

Information for this report was collected from documents submitted by Truck Drive Institute, data in CalJOBS, and a review of applicable documentation, policies, procedures, and directives related to WIOA participants and program operations in WIOA funded training programs. A site visit was conducted on February 26th, 2026.

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Sumano's Bakery

Casey Van Den Heuvel
Sheet Metal Workers Local 104

Dustin Vereker
Discretion Brewing

DIRECTOR:
Andy Stone



REVIEW RESULTS

ETPL MONITORING:

The ETPL, nondiscrimination, and equal opportunity monitoring result is that overall, Truck Driver Institute is meeting applicable WIOA requirements concerning training program administration, nondiscrimination, and equal opportunity for the WDB's WIOA clients. However, we noted one area of concern related to training services.

Areas of Concern: Circumstances that may become a compliance issue if not addressed. There was one (1) area of concern identified:

1. Length of the program

Per directive WSD25-02 California Eligible Training Provider List, provider must reflect the [accurate] length of the program in weeks as completed by a full-time student.

A review of student files and a CalJOBS report found that the majority of students completed training past the promoted five (5)-week length, many even taking up to 12 weeks to successfully complete training at Truck Driver Institute.

Recommendation:

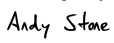
The WDB analyzed three years' data (Program years 2022-2023, 2023-24, 2024-25) to determine the average time it takes Truck Driver Institute students to complete training and it is up to twelve weeks. Given this, WDB recommends, changing the CalJOBS field regarding the length of the program from five weeks to twelve weeks.

Note:

Truck Driver Institute has increased the length of the training program from five (5) to (9) weeks in CalJobs and their catalog has been updated. Per their letter response acknowledging the area of concern, "[...] this updated timeframe more accurately reflects the structured schedule and the time most students require to successfully complete the program."

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this draft report or the review that was conducted, please contact Brenda Diaz-Rivas by email at Brenda.diaz-rivas@santacruzcountyca.gov or by phone at the number 831-763-8856.

Sincerely,

DocuSigned by:

 1890DF748E1A454...

Andy Stone

Director, County of Santa Cruz Workforce Development Board



DATE: April 13, 2026

Nisa Dorrego
UCSC Silicon Valley Extension
3175 Bowers Avenue
Santa Clara, CA 95054

RE: WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
ELIGIBLE TRAINING PROVIDER LIST (ETPL)
NONDISCRIMINATION AND EQUAL OPPORTUNITY, AND
ETPL MONITORING FINAL REPORT- PROGRAM YEAR 2025-
2026

Dear Ms. Dorrego,

This is to inform you of the final results of the nondiscrimination and equal opportunity and ETPL monitoring for Program Year 2025-2026 of the administration of the Workforce Innovation and Opportunity Act (WIOA) ETPL program, and all applicable Federal and State laws, regulations, policies, and directives related to nondiscrimination and equal opportunity. This review was conducted on behalf of the County of Santa Cruz Workforce Development Board (WDB) by Brenda Diaz-Rivas, ETPL Coordinator at the end of February 2026. The review of your program operations focused primarily on the areas of compliance, program administration and client customer satisfaction.

BACKGROUND

The County of Santa Cruz is the recipient of a State of California Workforce Innovation and Opportunity Act (WIOA) Grant from the State of California Employment Development Department to serve WIOA eligible clients.

The monitoring review was conducted under the authority of Section 683.410 of Title 20 of the Code of Federal Regulations (20 CFR) and Section 188 of the WIOA and 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of the school's compliance with applicable Federal and State laws, regulations, policies, and directives related to the WIOA ETPL program, facility accessibility, policies, and procedures that support nondiscrimination and equal opportunity.

Information for this report was collected from documents submitted by UCSC Silicon Valley Extension, data in CalJOBS, and a review of applicable documentation, policies, procedures, and directives related to WIOA participants and program operations in WIOA funded training programs. A site visit was conducted on February 26th, 2026.

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MEMBERS:

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DIRECTOR:
Andy Stone



REVIEW RESULTS

ETPL MONITORING:

The ETPL, nondiscrimination, and equal opportunity monitoring result is that overall, UCSC Silicon Valley Extension is meeting applicable WIOA requirements concerning training program administration, nondiscrimination, and equal opportunity for the WDB's WIOA clients. We noted no instances of noncompliance in the area of training services, nondiscrimination, and equal opportunity.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Brenda Diaz-Rivas by email at Brenda.diaz-rivas@santacruzcountyca.gov or by phone at the number 831-763-8856.

Sincerely,

DocuSigned by:

Andy Stone

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Andy Stone

Director, County of Santa Cruz Workforce Development Board

Consent Item: WIOA Local Program Services Policies: Revised

(Action required) – Andy Stone

Recommendation

Recommend that the full Workforce Development Board approve the Workforce Innovation and Opportunity Act (WIOA) local program services policy revisions, as drafted by staff.

Background

From time to time, Workforce Innovation and Opportunity Act (WIOA) local policies need to be updated. The following local program policy requires a revision:

1. 25-02, rev. 1, WIOA Eligible Training Provider List (ETPL) [updating references to current WSD25-02 California Eligible Training Provider List Policy and Procedures].
2. 20-02, rev.2, A/DW Transitional Job Policy [new references to County staff processing invoices]

Next Steps

Policy revisions will go into effect upon approval by the Workforce Development Board.

Suggested motion

I move to approve the WIOA local program services policy revisions, as drafted by staff.

WIOA Eligible Training Provider List (ETPL) Policy**Policy Memorandum 25-02, Revision 1**

Date: April 21, 2026

To: Training providers for programs listed on the state and local Eligible Training Provider List (ETPL) under the Workforce Innovation and Opportunity Act (WIOA).

Purpose: To provide guidance for the administration of the Eligible Training and Provider List (ETPL) under the Workforce Innovation and Opportunity Act ensuring uniform implementation of federal and state rules when approving, maintaining, and disseminating training provider and program information.

Rescissions: N/A

References: Workforce Innovation and Opportunity Act (Public Law 113-128) Sections 3, 116, 122, 123, 129, 134, and 404 Title 20 Code of Federal Regulations (CFR) Part 677: Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act (Uniform Guidance), Sections 677.150 and 677.230; Title 20 CFR Part 680: Adult and Dislocated Worker Activities Under; Title I of the Workforce Innovation and Opportunity Act (DOL Exceptions), Sections 680.200-680.230, 680.300-680.350, 680.410-680.430, 680.450-680.490, 680.500-680.530; Title 20 CFR Part 681: Youth Activities Under Title I of the Workforce Innovation and Opportunity Act (DOL Exceptions), Sections 681.480 and 681.540; Title 34 CFR Part 600: Definitions (Department of Education), Section 600.2; Training and Employment Guidance Letter (TEGL) 8-19, Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs (January 2, 2020); TEGL 3-18, Eligible Training Provider (ETP) Reporting Guidance under the Workforce Innovation and Opportunity Act (WIOA) (August, 31, 2018); TEGL 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Services, as amended by title III of WIOA, and for Implementation of the WIOA Final Rules (March 1, 2017); TEGL 13-16, Guidance on Registered Apprenticeship Provisions and Opportunities in the WIOA (January 12, 2017); California Code of Regulations Division 7.5; California Education Code Sections 94801.5, 94850.5, and 94874; California Unemployment Insurance Code (CUIC) Section 14005; CUIC Section 14230; Workforce Services Directive WSD22-08, ETPL Reciprocal Agreements (January 17, 2023); WSD22-01, Performance Guidance (July 18, 2022); WSD19-10, Recovery of WIOA Tuition and Training Refunds (February 20, 2020); WSD19-06, CalJOBS Activity Codes (December 27, 2019); WSD17-01, Nondiscrimination and Equal Opportunity Procedures (August 1, 2017); California's Unified Strategic Workforce Development Plan

Background: Under WIOA Section 122, states must establish and maintain a list of training providers who are eligible to receive WIOA Title I, subtitle B funds for training services (Individual Training Accounts). The Employment Development Department (EDD) is the entity responsible for publishing, disseminating, and

maintaining the comprehensive California (CA) ETPL with performance and cost information. EDD also ensures that programs meet the eligibility criteria and performance levels established in WSD25-02; removes programs that fail to meet these requirements; and takes enforcement actions against providers that knowingly submit inaccurate information, or that substantially violate the requirements of WIOA.

The Santa Cruz County Workforce Development Board (SCC WDB) is responsible for implementing the procedures outlined in WSD 25-02 and collaborating with the state to ensure an adequate number and variety of training providers, including those with expertise in assisting individuals with disabilities and adults who require adult education and literacy services. SCC WDB also develops and maintains a local ETPL and ensures that both the CA and local ETPL are made available through the America's Job Centers of California (AJCCs) in formats accessible to individuals with disabilities like through SCC WDB website. Ultimately, this local policy should align with the three policy objectives outlined in the California Unified Strategic Workforce Development Plan: fostering demand-driven skills attainment; enabling upward mobility for all Californians; and aligning, coordinating, and integrating programs and services.

Policy: This policy establishes the types of allowable training services, outlines consumer choice, clarifies the distinction between the state and local ETPL, and specifies eligibility criteria and procedures for initial and continued eligibility for CA ETPL training providers and programs. It also addresses the federally required Eligible Training Provider Performance Report (ETP Report) and details the roles and responsibilities of SCC WDB and EDD in maintaining the integrity of the CA ETPL.

A. Allowable Types of Training Services

The following are the allowable types of training for the *Workforce Innovation and Opportunity Act* (WIOA) Title I program:

1. Occupational skills training, including nontraditional employment.
2. On-the-Job Training (OJT).
3. Incumbent Worker Training (IWT).
4. Programs that combine workplace training with related instruction, which may include cooperative education programs.
5. Training programs operated by the private sector.
6. Skill upgrading and retraining.
7. Entrepreneurial training.
8. Job readiness training provided in combination with the training services described in (1) through (7) above.
9. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services provided with the training services described in (1) through (7) above.
10. Customized training conducted with a commitment by an employer, or group of employers, to employ an individual upon successful completion of the training.

While all of the above are allowable training services under WIOA, service types 2, 3, and 10 are not required to be on the ETPL.

B. Customer Choice & Complaints

Training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider and program. SCC WDB must make the local ETPL available to customers and information identifying training providers for OJT, customized training, and IWT available.

It is important to note that ETPL eligibility is based on the program's performance outcomes. All providers are required to submit information on performance outcomes biannually to determine eligibility for listing and to facilitate informed customer choice.

After consultation with the SCC WDB WIOA Contractor, individuals deemed eligible and suitable for training services may select a training provider from the local ETPL. Unless the program has exhausted training funds for the program year, SCC WDB must refer the individual to the selected provider and establish an ITA to fund training. A referral may be carried out by providing an ITA Voucher to the provider to obtain training. The cost of the ITA is paid out of the applicable WIOA program or special project. **SCC WDB's current ITA expenditures are limited to \$10,000 per customer for the duration of WIOA enrollment.** See SCC WDB's WIOA Individual Training Account Policy 16-02, revision 3, for more information.

ETPL Providers must maintain grievance/complaint procedures through which participants can address issues. If a grievance or complaint is filed with SCC WDB against an ETPL Provider or their staff, WCC WDB will follow Workforce Services Directive WIOA Grievance and Complaint Resolution Procedure (WSD 18-05) and provide a copy of the complaint and resolution to ETPL Coordinator and Equal Opportunity Officer for inclusion in Provider file. All participants will be provided with SCC WDB notice Equal Opportunity is the Law form and Advisement of Participant Rights at time of WIOA Title I enrollment. If AJCC staff become aware of any ETPL Provider issues of concern, the ETPL Coordinator and SCC WDB staff should be notified. Formal and informal complaints may be re-addressed during SCC WDB's annual monitoring of the ETPL Provider's Program to ensure resolution of issues.

C. State & Local ETPLs

The State ETPL creates a pool of Training Providers and programs that the Local Board can utilize to establish their local ETPL. Local Board may add additional local requirements for providers and/or programs to be eligible for inclusion on the local ETPL. As a result, there may be providers on the State ETPL that are not eligible for inclusion on the local ETPL. While additional requirements may be added for the local ETPL, the Local Board (SCC WDB) may only include training providers on their list that are approved for the State ETPL. This does not apply to Local board Determination Trainings.

When reviewing provider and/or program applications for inclusion on the ETPL, Local Board must conduct the State eligibility review first and then determine eligibility for inclusion on their local ETPL. When conducting the State eligibility review, the Local Board must use only the States requirements, not the Local Board additional requirements.

Additionally, the Local Board will keep all training provider and program eligibility documents in electronic form. If requested by the EDD, the Local Board must provide these documents within five (5) business days.

D. State ETPL Eligibility Requirements

In order to be listed on the ETPL, all training providers and/or programs must meet CA ETPL Initial Eligibility, as described in WSD25-02 ETPL Policy and Procedures. Training providers will apply to offer training programs to the SCC WDB through the CalJOBS ETPL module. All new and existing training providers are required to register their institution and programs in CalJOBSSM. Before applying on CalJOBSSM, all providers are encouraged to contact ETPL Coordinators in those areas they wish to operate in order to review eligibility and specific processes. The processes may vary from one Local Board to another.

Once all necessary information is entered, the Local ETPL Coordinator must review and nominate the training provider and/or program to the State ETPL Coordinator for inclusion on the State ETPL helping to ensure all information provided is complete, accurate, and current, and is in alignment with State directive. The EDD will review applications for the State ETPL within 30 days of receipt from the local board. Once the provider and/or program is approved and included on the State ETPL, the local board must review and approve or deny the training provider for inclusion on their local ETPL ensuring all information is in alignment with their local board policy.

E. Local ETPL Eligibility Requirements

To meet eligibility for the local ETPL, a training provider and/or program must:

1. Train for occupations that are considered in-demand in Santa Cruz-County as identified on the annual Santa Cruz County High Demand Job Opportunities list.
2. Ensure training program results in at least one of the following:
 - a. The awarding of an industry-recognized credential, national or state certificate, or degree, including all industry appropriate competencies, licensing and /or certification requirements.
 - b. Training-related employment as a result of gaining measurable technical skills for a specific occupation. This means that programs must award measurable technical skills, rather than general skills that are broadly required for employment. These measurable technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. ***Training programs that lead only to training-related employment as a result of gaining measurable technical skills for a specific occupation must be local board approved on a case-by-case basis due to negatively affecting the Credential Attainment performance measure.***
3. Verify and document participant attendance at regular intervals throughout the length of the training program per WSD 19-10 Recovery of WIOA Tuition and Training Refunds.
4. Maintain sufficient records and to make these records available for monitoring or audit either by the SCC WDB and/or the state.

To ensure the integrity of the ETPL process, the SCC WDB will maintain safeguards to prevent any conflicts of interest between the Board and training providers. These safeguards include, but are not limited to:

- Prohibiting the payment of referral fees by training providers to SCC WDB staff, including staff of the America's Job Center of CaliforniaSM (AJCC) operator.
- Ensuring that all SCC WDB decisions related to Eligible Training Providers (ETPs) and their programs comply with the requirements set forth in WIOA Section 107(h).

For training providers who are deemed exempt per California Education Code (CEC) Section 9487 and are not regionally accredited by an accrediting institution, SCC WDB must:

1. Verify the instructor's credentials or experience.
2. Ensure the financial stability of the training provider.
3. Conduct an annual inspection of the schools or training programs.
4. Ensure actual instruction is taking place.
5. Ensure instructional equipment and instruction meet current industry standards. SCC WDB may also verify the items above for non-exempt training providers.

SCC WDB may also verify the items above for non-exempt training providers.

F. State ETPL and Local ETPL Eligibility Certification Process

WSD25-02 California Eligible Training Provider List Policy and Procedures outlines the ETPL application process and requirements of providers. In order for training providers and programs to be listed:

1. Training Providers will need to provide a copy of each of the following, as applicable:
 - a. Accreditation status and/or Global web icon
 - b. Bureau for Private and Post-Secondary Education (BPPE) approval or exemption
 - c. WIOA Section 188 Non-Discrimination & Equal Opportunity Compliance Questionnaire
 - d. Business License for each proposed training location
 - e. W-9
 - f. Proof of Insurance Coverage
 - g. Grievance/complaint procedures
 - h. Published tuition costs on the institution website or catalog
 - i. School Organization Chart
 - j. Curriculum (i.e. Syllabus) - original content
 - k. WIOA cohort aligned eligible performance data, per WSD25-02 California Eligible Training Provider List Policy and Procedures
2. Training Providers must review, sign, and return the Santa Cruz County Eligible Training Provider List Master Training Agreement.

SCC WDB staff will review the submitted documentation and ensure that the provider is not debarred from conducting business with the federal government. Once all necessary information is submitted, the training provider and/or program will be nominated to the State ETPL Coordinator for inclusion on the State ETPL. Once approved the program becomes

visible to the AJCC and is accessible to the general public through www.caljobs.ca.gov under “Education Services.”

Training Providers are required to keep SCC WDB informed of any significant changes to provider administration and accreditation, as well as any changes to the program curriculums, hours, costs, credentials and/or any other core information listed in CalJOBSSM via email within 48 hours of the change. SCC WDB reserves the right to place provider training enrollments on an up to a 90-day hold in our local ETPL if this or other requirements are not adhered to.

G. Pre-apprenticeship and Apprenticeship Eligibility Requirements

SCC WDB will review pre-apprenticeship and apprenticeship providers’ performance on an annual basis. In the event performance is not being met, SCC WDB may place the provider on hold and take further action to ensure the effective use of WIOA funds.

1. Pre-apprenticeship Providers

a. Must submit a letter of commitment from a Department of Labor (DOL) registered or Department Industrial Relations (DIR), Division of Apprenticeship Standard (DAS) approved apprenticeship to WCC WDB. To be listed on the State ETPL, the pre-apprenticeship program must award an industry recognized credential or certificate.

2. Apprenticeship Providers

a. DOL-registered apprenticeships programs and DIR DAS-approved apprenticeships are automatically eligible to be listed on the State ETPL and do not have any eligibility requirements. The State will reach out to new apprenticeship programs to inform them of the opportunity to join the State ETPL. If the provider opts into the State ETPL, the apprenticeship program will be placed on the ETPL by the State.

The state must review registered apprenticeships programs every two years. The review includes verifying the registration status of registered apprenticeships programs and removing any programs that are no longer eligible. See WSD25-02 California Eligible Training Provider List Policy and Procedures for more information.

H. Continued Eligibility Criteria

Training programs must meet annual requirements under both initial and continued eligibility requirements to remain on the CalJOBS ETPL. In addition to meeting eligibility requirements, programs will be subject to annual compliance monitoring. If training providers or programs do not meet eligibility requirements, they will be inactivated on the State ETPL. If deactivated, the Training Provider can file an appeal, as outlined in WSD25-02 California Eligible Training Provider List Policy and Procedures. Continued eligibility review for the local ETPL must be completed at least once every two years. SCC WDB will evaluate all training providers headquartered in Santa Cruz County, along with each program listed in CalJOBSSM, annually to ensure that all eligibility criteria is being met.

1. State ETPL Continued Eligibility

This section outlines State ETPL Continued Eligibility requirements, as directed in WSD25-02 California Eligible Training Provider List Policy and Procedures. Continued eligibility for the State ETPL applies to all training providers and programs, except for Registered Apprenticeship programs.

a. Proof of Compliance

Training providers must review and update, if needed, all information previously provided and continue to meet all requirements outlined in the state and local eligibility required.

b. Aggregate Performance

Training Providers must submit aggregate performance in line with WIOA performance cohorts for each program listed on the State ETPL. Aggregate performance is considered for both State ETPL initial and continued eligibility. Each training provider must meet or exceed the state-mandated performance requirements based on their institution type.

c. WIOA Enrollments

Training Providers on the State ETPL for two full program years (July 1 – June 30) must have at least one WIOA enrollment during the previous two program years. If the provider did not have any WIOA students, they must explain why. The explanation must include why the ETP did not serve any WIOA students and include the number of Supplemental Job Displacement Benefit vouchers accepted during the same timeframe.

d. WIOA Performance

Training Providers must meet WIOA performance measures for their institution type for the reporting period. Providers will be held accountable for the performance measures in which two complete years of data is available for their program(s).

2. Local ETPL Continued Eligibility

At the time of the annual review or any time during the year, SCC WDB will consider the following items as a part of a training provider's continued eligibility:

a. Participant Satisfaction Surveys

SCC WDB provides a survey to each participant at the midway point and/or final completion of their program. Data from these surveys will be reviewed and analyzed by SCC WDB staff to assess program success and performance. Training providers may be asked to respond to concerns. Concerns may also result in follow-up or monitoring by SCC WDB ETPL Coordinator.

b. AJCC Feedback

SCC WDB will review AJCC staff feedback regarding training providers they have worked with during the program year. This will focus on information such as accuracy of information, responsiveness, timeliness, refund process, etc.

c. Monitoring Site

SCC WDB will perform an onsite reviews of training facilities and interview staff and participants. These reviews will focus on program compliance and accessibility. Site visit reports will be issued documenting all findings and concerns. Providers will have 30 days to address any findings. Providers may be delisted if appropriate action is not taken.

d. Tuition & Fees Review

SCC WDB will review tuition and fees for each course and similar courses in the area to determine that fees are competitive and match ITA payments. Providers must offer the lowest available price for program services to SCC WDB.

In the event that a training provider ceases operations, the SCC WDB will ensure that participants are offered comparable training opportunities to complete their program of study. For training providers that are approved by the Bureau of Private Postsecondary Education (BPPE), the board will coordinate with BPPE's Office of Student Assistance Relief to facilitate appropriate support and transition options for affected participants.

I. Denials, Delisting, and Appeals

SCC WDB will be responsible for carrying out policies outlined in WSD25-02 California Eligible Training Provider List Policy and Procedures for instances in which a Training Provider or Program is denied from the ETPL.

To ensure the integrity of the State ETPL, SCC WDB or the EDD will remove a training provider or program from the State ETPL as detailed in WSD25-02 California Eligible Training Provider List Policy and Procedures. SCC WDB follows the written appeal process for the State and Local ETPL as stated in WSD25-02. If a training provider wishes to appeal a denial or delisting from the State or local ETPL, the following steps will need to be taken:

- Training providers must submit the appeal in writing and via email addressed to the following:

Santa Cruz County Workforce Development Board
Attn: ETPL Coordinator
Brenda.diaz-rivas@santacruzcountyca.gov
500 Westridge Dr.
Watsonville, CA 95076

- The appeal must be sent within 30 days of notification of denial or delisting and include a statement of the desire to appeal, specification of the training program(s) in question, the reason(s) for the appeal (i.e. grounds), documentation supporting the grounds for the appeal, and the signature of the appropriate training provider official.
- SCC WDB staff will then set up an initial informal meeting with the training provider within 14 days of the receipt of the written appeal to identify if there is a solution to resolve the dispute.
- The training provider may request a hearing if SCC WDB and training provider cannot resolve the dispute. SCC WDB shall select an impartial hearing officer. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days in advance of the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony

under oath, to call and question witnesses, request documents relevant to the proceedings, and have legal representation. The hearing officer's final decisions must be made within 60 days of receipt of the appeal, and the training provider and SCC WDB will be notified in writing of the final decision.

- A copy of the final decision must be emailed to the State ETPL Coordinator (wsbetpl@edd.ca.gov) and the Local ETPL Coordinator must upload the final decision to the Provider Profile section of CalJOBSSM.
- Distance Education and Apprenticeship programs can appeal directly to the EDD. All other training providers may appeal to the EDD only if the local appeal process has been exhausted, and the provider is dissatisfied with SCC WDB's final decision.
 - A training provider wishing to appeal a Local Board's decision must submit a written appeal to the EDD within 30 days from the date of the Local Board's final decision. The request for appeal must include a statement of the desire to appeal, specification of the training program in question, the reason(s) for the appeal (i.e., grounds), Local Board's final decision document, and the signature of the appropriate training provider official. The appeal should be sent to: wsbetpl@edd.ca.gov.
 - The EDD will promptly notify the appropriate Local Board when the EDD receives a request for appeal and when a final decision has been rendered.
 - The EDD will review appeals received, make a decision, and notify the training provider and the Local Board.
 - The EDD will upload the state's final decision to the Provider Profile in CalJOBSSM.

J. Reinstating Delisted Training Providers/Programs on the ETPL

Requests to be placed back on the State ETPL must be submitted to SCC WDB via email Brenda.diaz-rivas@santacruzcountyca.gov. Provider must demonstrate compliance with all State and/or local eligibility requirements. Reactivation will be subject to the WSD25-02 California Eligible Training Provider List Policy and Procedures.

K. Recovery of WIOA & Non-WIOA Training Funds

Training providers are responsible for notifying SCC WDB of a participant's early termination of training and processing of any applicable refund. SCC WDB shall reference local policy Recovery of WIOA Tuition Training Funds 24-04 for guidance on recovering tuition and training refunds.

L. Eligible Training Provider (ETP) Report

The WIOA requires the state to submit an ETP Report with the federal WIOA Annual Performance Report on October 1st utilizing a template developed jointly by the DOL and U.S. Department of Education. This report includes all WIOA and non-WIOA participants served by each training program listed on the CA ETPL (Apprenticeship programs are excluded from this requirement). The DOL has made the ETP Report data available to the public via trainingproviderresults.gov.

The ETP Report gathers critical information, including the employment, earnings, and credentials obtained by participants in the training program. This information will be widely disseminated to assist participants and members of the general public in identifying effective

training providers and programs. This information will also benefit the training provider by providing awareness of their program, and serving as a tool to potentially enhance their programs.

All training providers are required to electronically submit the program participant data. The state recognizes the reporting burden this causes, and understands the data limitations, so the state will work with training providers based on the available data provided.

Data reporting for the annual ETP Report will be a phased approach with the state working collaboratively with Local Boards, and training providers to obtain the required information. Training providers that demonstrate a good faith effort in providing data will not be subject to removal from the ETPL; however, failure to provide any data may result in removal from the CA ETPL. Performance data from the ETP Report will be used for continued eligibility review of all training programs, excluding DOL registered or DIR DAS approved apprenticeships.

M. Local ETPL Coordinator Responsibility

SCC WDB's ETPL Coordinator is, at a minimum, responsible for:

1. Provide technical assistance on the application process, compliance requirement and reporting documents to training providers with programs located within Santa Cruz County seeking to be listed on the State and local ETPL;
2. Review and approve or deny providers and programs for initial and continued eligibility in a timely manner;
3. The review must include eligibility for the State and local ETPL and comply with requirements outlined in this policy and WSD25-02 California Eligible Training Provider List Policy and Procedures.
4. Notify training providers if their program(s) are removed from the State and/or local ETPL;
5. Maintain the local ETPL and communicate with the State ETPL Coordinator for guidance;
6. Ensure all SCC WDB staff and contracted services providers have access to the most recent version of the State and local ETPLs.

For additional guidance on the State ETPL application process, initial and continued eligibility criteria for training provider and programs, State ETPL performance reporting and documentation, ETPL definitions, and resources in implementing the State ETPL, refer to WSD25-02 California Eligible Training Provider List Policy and Procedures.

Action: All WIOA Training Vendors will comply with this policy. This policy memorandum is on-going and effective immediately.

Inquiries: Any questions regarding this policy memorandum may be directed to the WDB Director.

Attachments:

- I. Equal Opportunity is the Law
- II. Advisement of Participants Rights

This policy authorized by: Executive Committee Approval: 08/27/2025
Date

Authorized by Workforce Development Board: 09/24/2025; revised <<date>>
Date

WIOA Transitional Job Policy

Policy Memorandum 20-02, rev. 2

Date: August 31, 2026

To: All Workforce Innovation and Opportunity Act (WIOA) Contracted Service Providers (WIOA Service Providers)

Purpose: To provide guidance to WIOA Service Providers for transitional jobs, as a type of work experience opportunity, offered as an individualized career service for WIOA eligible clients.

Rescissions: WIOA Transitional Job Policy 20-02, rev.1, approved by Workforce Development Board on March 19, 2025

References: WIOA Sections 3, 134 (c)(3)(D), WIOA Section 134(d)(5); 20 CFR 680.200; 20 CFR 680.190-195; 20 CFR 680.840; 20 CFR 680.900; 20 CFR 683.270; Employment and Training Guidance Letter (TEGL), No.19-16, Guidance on Services provided through WIOA (March 1, 2017); Employment Development Department (EDD), Workforce Services Directive (WSD) 24-04, WIOA Title I Eligibility Technical Assistance Guide (September 26, 2024); EDD, WSD 24-05, CalJOBS Activity Codes (October 10, 2024); EDD, WSD 24-16, WIOA Data Validation (March 14, 2025)

Background:

The Santa Cruz County Workforce Development Board (WDB) will make available work experience opportunities through a transitional jobs program for those Workforce Innovation and Opportunity Act (WIOA) eligible Adult and Dislocated Worker participants with barriers to employment who are chronically unemployed or have inconsistent work history. Providing this type of opportunity aligns with the WIOA mission/vision of strengthening our nation's public workforce system, helping Americans with barriers to employment access the education, training and support services needed to obtain and advance in quality jobs and careers.

At the discretion of the local Workforce Development Board, this Transitional Job Policy is subject to change.

Policy:

A. General Provisions

A transitional job, combined with job readiness skills training, is designed to assist participants with establishing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. Transitional jobs provide participants with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship.

B. Local Policy Guidelines and Requirements

1. Eligibility

WIOA Service Provider shall first determine WIOA eligibility by applying the WIOA regulations, federal guidance, state directives and local policy, when applicable.

To be eligible for a transitional job, the participant is experiencing one of the following:

- a. Barriers to employment, defined as being a member of one (1) or more of the following populations¹:
 1. Displaced homemakers,
 2. Low-income individuals,
 3. Indians, Alaska Natives, and Native Hawaiians as defined in Section 166,
 4. Individuals with disabilities,
 5. Older individuals,
 6. Ex-offenders,
 7. Homeless individuals,
 8. Youth who are in or have aged out of the foster care system,
 9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals who are facing substantial cultural barriers,
 10. Eligible migrant and seasonal farmworkers, as defined in Section 167(i),
 11. Individuals within two (2) years of exhausting lifetime TANF eligibility,
 12. Single parents,
 13. Long-term unemployed; **and who are**
- b. Chronically unemployed, defined as long-lasting or habitual and problematic **or**
- c. Inconsistent work history, despite being able and willing to work, defined as never held a job or gaps in work history that cannot be explained by recent economic conditions.

Eligibility for WIOA is documented via **CalJOBS data entry and case file records**. Eligibility for transitional job program must be documented **in CalJOBS the case file records** and may be accomplished via an assessment and self-attestation.

2. Individualized Career Services

As part of the WIOA menu of services offered as an individualized career service, a WIOA eligible participant may be eligible for a type of work experience as a WIOA funded subsidized job placement. Transitional jobs must be combined with comprehensive career services and supportive services.

The **assessment** of the individual will determine the need, length of the transitional job and the skills needed for entry into and retention in unsubsidized employment. An **Individual Employment Plan (IEP)** shall be developed with the transitional job identified as part of the overall employment goals for the individual.

Job readiness skills training shall be offered in conjunction with the transitional job placement to address existing challenges and develop successful outcomes. Job readiness skills training provides the tools necessary to be successful in the workplace and will include competencies needed to perform specific tasks on the job. Job readiness skills training shall be provided via the WDB approved platform or WIOA Service Providers' method approved by the WDB Director. Job readiness skills training shall include, but is not limited to, the following components:

- ✓ Personal maintenance
- ✓ Punctuality
- ✓ Attendance
- ✓ Dependability

¹ WIOA Section 3 (24)

As the transitional job placement is nearing completion, **Job Search** assistance shall be provided to assist the individual with obtaining unsubsidized employment. Job Search assistance shall be provided via the WDB approved platform or WIOA Service Providers' methodology approved by the WDB Director.

Job search assistance shall include the following components:

- ✓ resume writing,
- ✓ interviewing skills
- ✓ networking, and
- ✓ customized job search strategy, including specific labor market information

Other individualized career services that may be offered and provided to the individual include the following:

- ✓ Financial Literacy Services
- ✓ Career Planning
- ✓ English language acquisition and integrated education and training programs

Appropriate corresponding CalJOBS activity codes and case note entries shall be created by the WIOA Service Provider as indicated in section 6 below.

3. **Benchmarks/Progress Reports**

WIOA Service Providers shall document the Job Readiness Skills training benchmarks completed over the course of the transitional job placement when the individual is 50% completed and again at the conclusion of the placement.

The employer will also provide an evaluation to document the overall individual employment performance during the course of the placement.

WIOA Service Providers shall use the WDB approved Progress Report form or submit a version for WDB approval.

As a real-time WIOA performance measure, WIOA Service Providers shall track the individuals' performance using the Measurable Skills Gains – Skills Progression fields in CalJOBS.

4. **Compensation**

A transitional job must be a paid work experience. Wages for participants in transitional job placements shall, at a minimum, meet the applicable State and Federal minimum wage requirements in place at the time of the transition job placement. The participant may be paid the wage applicable to the assigned position with a corresponding job description within the business.

WIOA Service Provider shall be reimbursed at 100% of the wage. Participants shall only be paid for the hours worked during the transitional job period and documented on the participants timecard.

The overall compensation shall be capped at the amount in the local Individual Training Account (ITA) policy, for in-demand employment opportunities, in place at the time the transitional job starts.

5. Length of placement/training time limits

Placements will be limited in duration as appropriate to the needs of the individual. The length of training time shall not be less than 240 hours and shall not exceed six (6) months or 1040 hours, transitional jobs shall be for a minimum of twenty (20) hours per week.

6. CalJOBS Data Entry

Transitional Job activities shall be tracked via CalJOBS, the state case management system, including but not limited to the following:

a. Activity Codes

- Initial Assessment: Activity Code: 102
- Objective Assessment: Activity Code: 203
- **Development of Individual Employment Plan (IEP); Activity Code: 205**
- Short-Term Prevocational Services: Activity Code: 215
- **Job Readiness Training: Activity Code: 322**
- **Transitional Job: Activity Code: 321**
- Job Search: Activity Code: 125
- **Supportive Services:** Activity Codes 180-192: as appropriate based on service provided

Bolded activities **must** be combined when participating in a transitional job.

b. Case Note Entry

WIOA Service Provider staff shall create a CalJOBS case note entry to document the rationale for the transitional job placement and supportive service provided and to detail each activity. For example:

Subject: Transitional Job Factors

Case note should address the following: individual barrier; chronically unemployed or inconsistent work history rationale/justification.

Subject: Supportive Services (TJ)

Case note should document the need for supportive services, following the local supportive service policy parameters.

WIOA Service Providers shall create a CalJOBS case note entry to justify any policy exceptions authorizations.

7. Work Site Exclusions

WIOA funds may not be used for a work experience that promotes or supports the use, possession or distribution of cannabis (marijuana).

C. WIOA Contracted Service Provider Responsibilities/Employer of Record

WIOA Service Providers shall comply with this local transitional job policy and shall be monitored for compliance with provisions. WIOA Service Providers shall ensure that records and documentation required for policy compliance are **kept maintained in CalJOBS in the case file** and made available by local, state and federal monitors. Failure to comply with the requirements may result in the WIOA Service Provider being placed on a corrective action and/or incur disallowed costs.

WIOA Adult and Dislocated Worker Service Provider shall be the *Employer of Record* for transitional jobs participants. As the *Employer of Record*, the contractor shall utilize the following document/forms for this program:

1. Worksite Agreement

This documents the employer/business name, placement job title, duration of job placement, rate of pay and WIOA required elements for participation (i.e. WIOA Section 188). The agreement must be signed by all parties prior to the start of the transitional job activity. This document shall be provided to the **designated County staff WDB contract analyst** upon being executed between the employer and the WIOA Service Provider.

2. Timecard

This provides documentation signed by both employer and WIOA participant attesting to the hours worked in a pay period (either weekly or bi-weekly).

3. Transitional Job Progress Report

This provides a status, by the employer, on the participants job readiness skills during the transitional job placement.

WIOA Service Provider shall submit an invoice cover page, timecards, **proof of payment of wages**, and progress reports **to the designated County staff WDB Contract analyst** on a monthly basis for WIOA Service Provider reimbursement from the County WDB funds.

WIOA Service Provider shall be responsible for creating the corresponding data entry codes in CalJOBS.

In the event, the Service Provider desires to create forms to enhance the flow of the transitional job program, WDB Director or designee must first approve the forms. Approved forms shall be made accessible via *Dropbox*. Upon approval, the WIOA Service Providers shall train their staff on any new forms and/or procedures.

D. Employer Requirements

Employers willing to work with participants in transitional job activities may be from the public, private or non-profit sectors. Employer must be able to provide supervision, complete the timecards, employment evaluation and/or progress reports as required (or at designated intervals: ½ way through and conclusion).

This work experience opportunity may not be used to directly or indirectly aid in filling a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving work stoppage.

There is no expectation that the employer will retain the participant at the completion of the transitional job. However, if the employer is interested in hiring the participant after the transitional job activity has been completed, and additional training is needed, an On-the-Job-Training (OJT) may be developed that follows the requirements of the local OJT Policy.

E. Supportive Services

Transitional jobs must be combined with supportive services. WIOA case manager will arrange for the WIOA eligible participant to receive supportive services concurrently.

WIOA Service Providers will arrange for supportive services during the job placement period to eliminate barriers and improve retention according to the WDB's *Supportive Service Policy*. This may include work clothing, tools, childcare, finger printing, and transportation assistance. The need for supportive services will be documented in the Employment Plan or Career Advancement Plan, as well as CalJOBS case notes. The need will be revised as appropriate.

Supportive services are paid based on an approved invoice and backed up by receipts and/or provider signatures. Supportive Services claims will be submitted on a monthly basis but no later than 30 days after the conclusion of the training activity.

CalJOBS data entry: Activity Code corresponds to the Supportive Service **category: Activity Codes 180-192: as appropriate based on service provided.** Using the CalJOBS Advanced Individual Fund Tracking (AIFT) portal, WIOA Service Providers will track Supportive Service amounts authorized and stay within budget allocation and the WDB *Supportive Service Policy*.

F. Availability of Funding/Funding Limitations

Santa Cruz County Workforce Development Board (WDB) may use up to 10% of the combined adult and dislocated worker local allocations for transitional jobs. County Fiscal Staff will track the annual funding allocated to the transitional jobs program. Transitional Job funds distribution is ultimately contingent upon the availability of funds.

G. Exception to policy

Under special circumstances, on a case-by-case basis and with proper justification, WIOA Service Providers could request a waiver of a policy provision **regarding duration of the placement and or exceeding the ITA amounts (as per local ITA policy) from the designated WDB Sr. Analyst staff and with approval from the Workforce Development Board Director.**

WIOA Service Providers should submit an ITA Policy Exception Memo (Attachment III) with the explanation and justification for the exception.

Action: All WIOA Service Providers shall comply with the attached Transitional Job policy. This policy memorandum is on-going and effective immediately.

Inquiries: Any questions regarding this policy memorandum may be directed to the WDB Director.

Documents/forms referenced:

- I. Transitional Job Worksite Agreement
- II. Transitional Job Progress Report
- III. Policy Exception Memo

This policy authorized by: Santa Cruz County Workforce Development Board, December 9, 2020, revised <<date>>.

Goodwill Central Coast WIOA Transitional Job Worksite Agreement

<u>TRANSITIONAL JOB SITE</u> Site Name: Site Address: Site Contact: Telephone: E-Mail Address:	<u>GOODWILL CENTRAL COAST WIOA</u> Employment Specialist: Address: 500 Westridge Dr. Watsonville, CA 95076 Telephone: E-Mail Address:
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Participant Full Name:	WIOA State ID Number:
Last 4 SSN:	Participant's Phone Number:

Job Title/Position:	
Training Period: Hours per Week:	Employment Begins: Click here to enter a date. Employment Ends: Click here to enter a date.

☐ Adult Grant (201)			☐ Dislocated Worker Grant (501)	
A	B	C	D	E
Hourly Rate	Total Training Hours	Reimbursement Rate	*Additional costs, if any (see below)	Maximum Reimbursement (A x B) x C + D
		100%		

* Additional costs paid by Goodwill Central Coast include:

☐ Training Cost: _____
 ☐ Supportive Services: _____
☐ Employer Tax Cost: _____

Hours of work each day: Hours may vary						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

JOB DESCRIPTION/JOB DUTIES (attach if needed):

Goodwill Central Coast WIOA Transitional Job Worksite Agreement

Worksite AGREES:

1. To provide the above-named participant with a temporary job listed above, to provide supervision and instruction regarding duties and work activities, and to orient the participant to the business's policies, specific job responsibilities, procedures, safety instructions, and regulations. This orientation will also include appropriate dress, work hours and break times, and other expectations. To provide equipment necessary for injury and damage prevention.
2. To provide consistent job readiness training in addition to the aforementioned work duties/activities, such as punctuality, customer service, communication, teamwork, and appropriate workplace behaviors.
3. The WIOA participant will be working under the same standards, conditions, benefits (except Unemployment Insurance) as similarly situated regular employees, and these conditions will comply with all State and Federal regulations governing health and safety, Worker's Compensation, and labor laws.
4. To complete and distribute an Employee Progress Report monthly to the participant, Goodwill Central Coast, and WIOA Employment Specialist, as well as a final evaluation in the format of the Worksite's choosing.
5. To keep accurate records of the participant's attendance, and complete the Timecard/Progress Report (attached) at the end of each month and submit it to the Goodwill WIOA Employment Specialist in person or email:
 - o WIOA Staff Email: _____
 - o WIOA Staff Phone Number: _____
6. To notify the WIOA Employment Specialist ASAP of any difficulties the site may be experiencing with the new hire during the agreement period (i.e. attendance, communication, or performance issues). The site will notify the WIOA Employment Specialist listed above of any significant change in job position/main duties (promotion, demotion, reassignment, hours change, etc.), or before terminating the participant for any reason. The site agrees to provide WIOA Staff with a completed Timecard/Claim within three (3) days of termination.
7. To ensure that participant work hours do not fall below the number of hours specified in this agreement.
8. To allow the participant time off to complete required job search activities as needed and once per week during the final month of participation.

GOODWILL CENTRAL COAST AGREES:

1. To visit and/or contact the Transitional Job Site on a schedule to be mutually agreed upon for: picking up Timecards/progress reports, to ensure satisfactory progress of new employee, and/or to coordinate supportive services needed by site or participant.

GENERAL PROVISIONS:

1. This agreement may be terminated by either party upon ten (10) days advance written notification. The site agrees not to terminate the employee without first notifying the WIOA Employment Specialist listed above. This agreement may be terminated at the discretion of the WIOA Staff if funding becomes unavailable, or if the site:
 - a) Fails to meet the performance criteria specified in this agreement.
 - b) If a participant is unable to continue in the program, as determined by WIOA Employment Specialist.
2. Goodwill Central Coast is a California Non-profit Corporation 501 (c) 3 and or is authorized to implement the WIOA Transitional Job program by the County of Santa Cruz Workforce Development Board.
3. No person shall be denied training or employment; excluded from benefits, or discriminated against because of race, color, religion, sex, national origin, age, handicap, physical or mental disability, medical condition, marital status, sexual orientation, or political affiliation or belief.
4. A Transitional Job position may not be created as the result of, and may not result in, any of the following: Displacement of current employees, including overtime currently worked by these employees; the filling of positions which would otherwise be promotional opportunities for current employees; the filling of a position, prior to compliance with applicable personnel procedures or provisions; the filling of a position created by layoff, or reduction in workforce; the filling of a work assignment customarily performed by a worker in a job classification within a recognized collective bargaining unit in that specific worksite, or the filling of a work assignment in any bargaining unit in which funded positions are vacant or in which regular employees are on layoffs; a strike, lockout, or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees. Activities under this agreement shall not violate any provisions limiting sectarian or political activities.

Goodwill Central Coast WIOA Transitional Job Worksite Agreement

SIGNATURES

The undersigned approve this agreement. This agreement will not take effect, and no person shall begin working until this agreement is signed and dated by all parties and returned to the WIOA Employment Specialist listed above.

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties signed below:

FOR PARTICIPANT:

Print Name

Signature

Date

Phone Number

FOR GOODWILL CENTRAL COAST:

Print Name and Title of Authorized Signer

Signature

Date

Phone Number

FOR TRANSITIONAL JOB WORKSITE:

Print Name and Title of Authorized Signer

Signature

Date

Phone Number

Goodwill Central Coast Transitional Job Monthly Progress Report

WIOA Participant: _____

Employer: _____

Month: _____

EVALUATION

Place "X" in appropriate box	Excellent	Very Good	Satisfactory	Needs Improvement	Comments
1. Attitude (Wants to learn and work hard)					
2. Cooperation (With supervisor)					
3. Dependability (Follows directions completely and well)					
4. Punctuality (Arrives to work on time)					
5. Work Habits (Knows what to do as a daily routine)					
6. Initiative (Doesn't stand around; asks to do new things)					
7. Quality of Work (Neatness, accuracy, and organization)					
8. Relationship With Co-Workers					
9. Personal Appearance (Appropriate dress, cleanliness, neatness)					

SKILL LEVEL

Fill in job-specific duties from Job Description	Excellent	Very Good	Satisfactory	Needs Improvement	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Overall Evaluation (circle one)

Excellent

Very Good

Satisfactory

Needs Improvement

Employer's Signature

date

Participant's Signature

date

POLICY EXCEPTION MEMO

DATE:

TO: Workforce Development Board Director:

FROM: WIOA Service Provider:

SUBJECT: ☐ Exception to ITA Limit Policy
☐ Exception to Supportive Service Limit
☐ Exception to WIOA A/DW Policy:
☐ Exception to WIOA Youth Policy:

Participant last name, first initial:

State ID#:

Vocational Goal:

Explanation:

☐ Labor market demand

☐ Hardship of individual:

☐ Other: *Explain in comment section below*

Comments:

WIOA service provider supervisor:

Authorized Signature

Workforce Development Board Staff Approval: ☐ Yes ☐ No: *Explain in comment section below*

WDB Director and/or Designee Signature

Comments:

Return original to sender for participant's case file.

Rev. 11/1/2022

Action Item: Request to Transfer WIOA PY25/26 Dislocated Worker funds to Adult grant

(Action required) – Andy Stone

Recommendation

Recommend WDB Director sign and submit a request for Employment Development Department (EDD/the state) approval to transfer \$210,000 of WIOA PY2025/2026 funds Dislocated Worker (DW) to Adult grant.

Background

Staff is requesting a budget transfer of \$210,000 from the PY2025/2026 WIOA Dislocated Worker program to the Adult program in order to better utilize the funds based on current customer need. Due to the low unemployment rate, the demand for adult services has outpaced the demand for dislocated worker services.

Transfers of up to 100% between Dislocated Workers and Adult grants (and vice versa) are allowable per the Workforce Innovation and Opportunity Act (Directive WSD22-09, dated January 30, 2023).

This is the first such transfer your Board has considered this fiscal year and is to better utilize the funding where it is needed by community members. EDD transfer documents are attached.

Next Steps

Sunshine Provision/Public Comment: Anyone wishing to address the board on this item may do so with comments limited to three (3) minutes per person.

If the recommendation is approved by your Board, staff will send a Request To Transfer Funds to the state to move funds from WIOA DW to WIOA Adult to maximize our ability to serve customers.

Suggested motion

I move to direct the WDB Director to sign and submit a request for EDD approval to transfer \$210,000 of WIOA PY2025/26 DW funds to Adult grant.

Transfer of Funds Request

1. Local Area Santa Cruz

2. Subgrant Number AA611032 3. Request Date 9/16/2026

4. Program Year PY2025/26 5. Transfer Request No 01

6. Direction of Transfer (Check One):

Adult program to Dislocated Worker program Dislocated Worker program to Adult program

☐ 201 → 299

☐ 501 → 499

☐ 202 → 200

☒ 502 → 500

7. Amount of Transfer \$210,000

8. Contact Person Emily Kenville

9. Contact Person's Telephone Number (831) 454-4203

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 9/16/2026

Date of Local Board meeting to approve transfer 9/16/2026

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board meeting on the date indicated above.

Signature _____

Name Andy Stone

Title WDB Director

Date _____

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 4 of the Directive, describe the Local Board's reasoning to request a transfer of funds.

In order to better utilize the funds based on current customer need, the Santa Cruz County Workforce Development Board is requesting a budget transfer of \$210,000 from the

WIOA Dislocated Worker program to the Adult program due to the low unemployment rate, the demand for adult services has outpaced the demand for dislocated worker services

Instructions for Completing the Transfer of Funds Request Form

TRANSFER OF FUNDS REQUEST FORM

- Line 1. Enter the Local Area name.
- Line 2. Enter the subgrant number.
- Line 3. Enter the date of the request
- Line 4. Enter the program year.
- Line 5. Enter the transfer request number for reference purposes. If this is your Local Area's first transfer of funds request enter 01; subsequent requests are 02, 03, etc.
- Line 6. Check the appropriate block regarding the direction of transfer. Only one type of transfer can be entered on each form.
- Line 7. Provide the amount of the transfer. Do not include any amount previously transferred.
- Line 8. Enter the contact person's name.
- Line 9. Enter the contact person's telephone number.
- Line 10. Enter the date of the Local Board meeting during which the transfer request was a specific agenda item with public comment time made available. This is needed to fulfill the "Sunshine Provision" requirement. Also enter the date that the Local Board approved the transfer.
- Line 11. Have the Local Area Administrator/Designee sign the form. Also enter the name of the Local Area Administrator/Designee, title, and the date the Local Area Administrator/Designee signed the Transfer of Funds Request forms.
- Line 12. Provide the reason(s) for the transfer of funds along with any other pertinent data.

Transfer of Funds Request Participant Plan

Local Area: Santa CruzPrepared Date 9/4/2026

Enter the number of individuals in each category.

TOTALS FOR PY 20__	ADULT	DW
1. Registered Participants Carried in from PY 2025	66	26
2. New Registered Participants for PY 2026	170	141
3. Total Registered Participants for PY 2026 (Line 1 plus 2)	236	167
4. Exiters for PY 2026	124	88
5. Registered Participants Carried Out to PY 2027 (Line 3 minus 4)	112	79

PROGRAM SERVICES		
6. Career Services		
a. Basic Career Services	5,838	
b. Individualized Career Services	236	167
7. Training Services	170	141

Andy Stone, WDB Director**Contact Person, Title**(831)763-8824**Telephone Number****Comments:**

Instructions for Completing the Participant Plan Form

TOTALS FOR CURRENT PROGRAM YEAR

- Line 1. Enter the number of registered participants carried in from the prior program year for each funding stream.
- Line 2. Enter the new total of registered participants for the program year after funds have been transferred.
- Line 3. This line will auto-fill.
- Line 4. Enter the number of planned exiters for the program year.
- Line 5. This line will auto-fill.

PROGRAM SERVICES

- Line 6. Enter the number of participants that will receive career services.
- Line 7. Enter the number of participants that will receive training services.

Complete the contact person's name, title, and telephone number. Use the comments block as necessary.

Transfer of Funds Request Budget Plan

Local Area Santa Cruz County Workforce Development Board
Date Prepared 8/26/2026
Subgrant Number AA611032
Year of Appropriation 2025-26
Grant
Code
Adult to DW
☐ 201 → 299

☐ 202 → 200

DW to Adult
☐ 501 → 499

☒ 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	937,871	904,458
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	210,000	(210,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	1,147,871	694,458

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	1,055,022	625,013
a. Career Services	281,805	275,215
b. Training Services	492,299	62,242
c. Other	280,918	287,556
7. Administration	92,849	69,445
8. TOTAL (Lines 6 plus 7)	1,147,871	694,458

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2025	0	0
10. December 2025	242,973	226,239
11. March 2026	433,770	432,913
12. June 2026	747,620	619,725
13. September 2026	847,683	638,408
14. December 2026	947,746	657,092
15. March 2027	1,047,808	675,775
16. June 2027	1,147,871	694,458

COST COMPLIANCE PLAN (maximum 10%)		
17. % for Administration Expenditures (Line 7/Line 5)	8.09%	10.00%

Andy Stone, Santa Cruz County WDB Director
Contact Person, Title
831-763-8824
Telephone Number
Comments

Instructions for Completing the Budget Plan Form

Enter the subgrant number and the year of appropriation in the area provided. Use one form for each year of appropriation.

Check the appropriate block regarding the direction of transfer. Use one form for each type of transfer.

FUNDING IDENTIFICATION

Line 1. Enter the amount of formula funds originally allocated to your Local Area. Include either the July 1 or the October 1 WIOA allocations for adult (grant code 201 or 202) or dislocated worker (grant codes 501 or 502).

Line 2. Enter the amount of any prior adjustments using the plus or minus format. Plus adjustments include reallocations and minus adjustments include recaptures, rescissions, and other involuntary deobligations.

Line 3. Enter the previous amounts transferred. (see further information below*)

Line 4. Enter the current amount to be transferred. (see further information below*)

*For lines 3 and 4:

Adult column – Minus amounts are under grant codes 299 or 200; plus amounts are under grant codes 499 or 500.

Dislocated worker column – Minus amounts are under grant codes 499 or 500; plus amounts are under grant codes 200 or 299.

Line 5. This line will auto-fill from amounts entered on lines 1-4.

TOTAL ALLOCATION COST CATEGORY PLAN

Line 6. This line will auto-fill from amounts entered on lines 6a – 6c.

Line 7. Enter the amount of administrative expenditures.

Line 8. This line will auto-fill from amounts entered on lines 6 and 7.

QUARTERLY TOTAL EXPENDITURE PLAN

Lines 9-16 Enter the amount of funds expended for each quarter for each funding stream.

COST COMPLIANCE PLAN

Line 17. This line will auto-fill from amounts entered on lines 5 and 7. This amount must be less than or equal to 10 percent of line 5.

Complete the contact person, title, and telephone number. Use the comments block as necessary.

Action Item: WIOA Program Year 2026-27 Budget

(Action required) – Andy Stone

Recommendation

Recommend that the Full Workforce Development Board (WDB) approve the updated WIOA budget of **\$4,959,655** for Program Year (PY) 2026-27.

Background

Each year, the California Employment Development Department (EDD) issues WIOA formula allocations for the Adult, Dislocated Worker (DW), and Youth programs, as well as Rapid Response and Layoff Aversion activities. Because these allocations are typically released after the County's annual budget process begins, the initial budget is developed using estimated allocations and carry-in funds.

At its April 29, 2026, meeting, the WDB Executive Committee reviewed and approved a provisional budget of \$3,844,934 for PY 2026-27. The Full WDB did not have a quorum at its May 20, 2026, meeting. EDD has since released the final allocations, and PY 2025-26 expenditure information is now available, allowing staff to present an updated budget for approval.

The proposed PY 2026-27 WIOA budget totals \$4,959,655, consisting of \$4,029,857 in new PY 2026-27 allocations and \$929,798 in unspent PY 2025-26 funds carried into PY 2026-27. Total available funding by program is:

- Adult: \$1,150,115
- Dislocated Worker: \$1,707,925 (prior to transferring \$210,000 to Adult)
- Youth: \$1,821,489
- Rapid Response/Layoff Aversion: \$280,126

The proposed budget includes \$917,172 for Adult and Dislocated Worker training services. Staff recommends designating \$140,000 of this amount for On-the-Job Training (OJT) supporting apprenticeships, based on interest from Dientes Community Dental and Joby Aviation.

The attached financial report also includes \$1,237,094 in non-WIOA funds, bringing total WDB funding available for FY 2026-27 to \$6,196,749.

Staff Analysis

Current WIOA-funded service providers include Goodwill Central Coast, the Santa Cruz County Office of Education, and Racy Ming Associates, which provides One-Stop Operator services.

The proposed budget incorporates available carry-in funding and the final PY 2026-27 allocations. Staff will monitor expenditures and obligations throughout the program year and bring forward any necessary budget modifications.

Next Steps

Staff will update the Executive Committee and Full Board throughout PY 2025-26 on expenditures, obligations, and any budget modifications that may be required.

Suggested Motion

I move to recommend that the Full Workforce Development Board approve the updated WIOA budget of **\$4,959,655** for PY 2026-27.

Workforce Development Board Workforce Development Board Financial Report

FY 25/26 Actuals and FY 26/27 Proposed Budget

DRAFT - August 31, 2026

	FY 25/26 ACTIVITY			FY 26/27 PROPOSED BUDGET		
	Total FY 25/26 Budget	Expended in FY 25/26	Unspent Funds Carried into FY 26/27	FY 26/27 Grant Allocations	Carried in from FY 25/26 Allocations	Total Funds Available for FY 26/27
Adult						
Budget / Expenditure Categories						
Administration	115,285	80,841	34,444	97,925	34,444	132,369
Program Services	313,902	303,160	10,742	266,633	10,742	277,375
Contracts	349,901	278,207	71,694	297,211	71,694	368,905
Operational	7,398	878	6,520	6,284	6,520	12,804
Training	350,514	328,536	21,978	297,732	21,978	319,709
Supportive Services	12,500	9,505	2,995	10,618	2,995	13,613
Incentives	15,000	2,400	12,600	12,741	12,600	25,341
Subtotal	1,164,500	1,003,528	160,972	989,143	160,972	1,150,115
Dislocated Worker						
Administration	113,840	86,765	27,075	142,693	27,075	169,768
Program Services	331,701	331,701	-	384,991	-	384,991
Contracts	325,344	274,158	51,187	438,585	51,187	489,772
Operational	7,398	878	6,520	9,273	6,520	15,793
Training	346,122	182,508	163,614	433,849	163,614	597,463
Supportive Services	10,500	6,000	4,500	13,161	4,500	17,661
Incentives	15,000	1,325	13,675	18,802	13,675	32,477
Subtotal	1,149,905	883,335	266,570	1,441,355	266,570	1,707,925
Youth						
Administration	151,277	95,822	55,455	133,532	55,455	188,987
Program Services	353,956	352,836	1,120	312,436	1,120	313,556
Contracts	760,000	580,894	179,106	670,850	179,106	849,956
Operational	212,816	878	211,938	187,852	211,938	399,790
Training	50,000	24,934	25,066	44,135	25,066	69,201
Subtotal	1,528,049	1,055,364	472,685	1,348,804	472,685	1,821,489
Rapid Response / Layoff						
Administration	24,992	21,004	3,988	24,804	3,988	28,792
Program Services	198,381	172,799	25,582	208,784	25,582	234,367
Contracts	13,680	13,680	-	12,600	-	12,600
Operational	15,405	15,405	-	4,367	-	4,367
Subtotal	252,458	222,887	29,571	250,555	29,571	280,126
WIOA Total	4,094,912	3,165,114	929,798	4,029,857	929,798	4,959,655
Non WIOA Funds						
Irvine PWCF Grant						
Program Services	84,222	81,020	3,202	-	3,202	3,202
Contracts	313,180	142,150	171,030	-	171,030	171,030
Subtotal	397,402	223,170	174,232	-	174,232	174,232
Irvine PSPC Grant						
Program Services	198,410	-	198,410	-	198,410	198,410
Contracts	801,590	-	801,590	-	801,590	801,590
Subtotal	1,000,000	-	1,000,000	-	1,000,000	1,000,000
RERP						
Administration	-	-	-	-	-	-
Contracts	17,260	17,260	-	-	-	-
Training	-	-	-	-	-	-
Supportive Services	200	200	-	-	-	-
Subtotal	17,460	17,460	-	-	-	-
Prison to Employment						
Administration	345	-	345	-	345	345
Contracts	8,520	5,709	2,811	-	2,811	2,811
Training	42,321	15,538	26,783	-	26,783	26,783
Supportive Services	3,000	105	2,895	-	2,895	2,895
Subtotal	54,185	21,352	32,834	-	32,834	32,834
Third Sector Grant						
Program Services	23,500	-	23,500	-	23,500	23,500
Subtotal	23,500	-	23,500	-	23,500	23,500
CEDS*						
Program Services	3,044	2,398	646	-	646	646
Subtotal	3,044	2,398	646	-	646	646
High Performing Boards						
Program Services	16,993	11,111	5,882	-	5,882	5,882
Subtotal	16,993	11,111	5,882	-	5,882	5,882
Non WIOA Total	1,512,586	275,492	1,237,094	-	1,237,094	1,237,094
Grand Total	5,607,498	3,440,606	2,166,892	4,029,857	2,166,892	6,196,749

Action Item: WDB Officer Nominations Program Year 26/27

(No vote required) – Andy Stone & Carol Siegel

Recommendation

Approve the proposed slate of WDB Officer and Executive Committee candidates for Program Year 2026–2027.

Background

In accordance with the Workforce Development Board Bylaws (County Ordinance 5226), the WDB must annually elect a Chairperson and Vice-Chairperson from among its business representatives at the final WDB meeting of the fiscal year. These officers also serve in the same roles on the WDB Executive Committee, which additionally includes the immediate Past Chair and three At-Large members.

Following the sunset of the Business Services and Career Services Committees (May 24, 2023), two At-Large seats were designated for WDB members and one for a Non-WDB member. The Non-WDB Member At-Large seat is a Workforce Innovation and Opportunity Act (WIOA) requirement intended to ensure broader community participation beyond official board membership.

The Nominating Committee, chaired by Immediate Past Chair Carol Siegel and consisting of WDB members Kristen Brown, Laura Holmquist-Gomez, and Dustin Vereker, developed the following Slate of Candidates for Program Year 2026-27 (July 1, 2026 – June 30, 2027).

Next Steps

The Changes and additional nominations may be made from the floor.

Workforce Development Board, Executive Committee Member Slate:

Chair – Rob Morse
Vice Chair – Elyse Bartels
Past Chair – Carol Siegel
Non-WDB Member At-large-Tracey Adolfo
Executive Committee Member At-large – Alia Ayyad
Executive Committee Member At-large – Dustin Vereker

Suggested Motion

I move to approve the slate of WDB Officer and Executive Committee candidates as presented.

Action Item: Top Ten (10) Occupations for Program Year 2026-2027

(Action required) - Andy Stone

Recommendation

Approve the new Top Ten Occupations for Program Year 2026–2027.

Background

To ensure our training investments meet real workforce needs and align with the [Strategic Plan's](#) Skills Gaps and Training Alignment priority, staff updated the Top Ten methodology using current 2026 occupational data. Eligible occupations must have a regional training pathway and generally cannot require a bachelor's degree or higher. Staff used AI to analyze the data and supporting evidence using staff-defined rules. Scores are weighted by wages/job quality (35%), annual openings (18%), growth (10%), new jobs (5%), ETPL-approved training (11%), ETPL-potential training (7%), and Career Pathway & Strategic Fit (14%).

The new Career Pathway & Strategic Fit score is the average of four documented yes/no criteria: advancement or stackability, applied or experience-based learning, a living-wage pathway, and entrepreneurship or independent practice. Compared with 2025, 7 percentage points each were shifted from annual openings and ETPL approval to create this new 14% factor; all other weights remain unchanged.

The resulting Top Ten Occupations are (1) Registered Nurses, (2) Dental Hygienists, (3) Medical Assistants, (4) Electricians, (5) First-Line Supervisors of Construction Trades and Extraction Workers, (6) Police and Sheriff's Patrol Officers, (7) Human Resources Specialists, (8) Heavy and Tractor-Trailer Truck Drivers, (9) Carpenters, and (10) Operating Engineers and Other Construction Equipment Operators. Compared with the 2025 list, Human Resources Specialists and Operating Engineers are new to the Top Ten, while Plumbers, Pipefitters & Steamfitters and Dental Assistants moved out of the Top Ten.

The spreadsheet providing the data, formulas, evidence, sources, and audit trail supporting each score and ranking can be found here: <https://bit.ly/4gQuD7x>

Next Steps

- Discuss and confirm the proposed Top Ten list.
- On Full Board approval, direct staff to track and report on training enrollments in these occupations.

Suggested Motion

I move to approve the new Top Ten Occupations for Program Year 2026–2027.

Action Item: Plan Updates

(Action required) – Andy Stone

Recommendation

Approve the Operational Plan Update for PY 2026-27.

Background

1. Operational Plan Update:

The Workforce Development Board conducted a comprehensive strategic planning process in 2025, including community engagement, surveys, and labor market analysis. At its April 16, 2025, meeting, the Workforce Development Board conducted a prioritization exercise to identify key areas for focus. The Board identified three strategic priorities:

1. **Job Quality & Economic Mobility:** increasing access to living-wage jobs.
2. **Employer & Small Business Engagement:** strengthening connections with local employers.
3. **Skills Gaps & Training Alignment:** ensuring training matches high-demand occupations.

The attached PY 2026–27 Operational Plan Report provides an update for the current year's operational plan targets.

2. AJCC Continuous Improvement Plan 2025-2027, PY25-26, Q4 Update is attached.

Next Steps

The WDB Director will report on the Plans' progress at each Workforce Development Board meeting.

Suggested Motion

I move to approve the Operational Plan Update for PY 2026-27.

https://www.onetonline.org/link/summary/29-1292.00Attachment
OPERATIONAL PLAN STATUS REPORT Program Year (PY) 2026-2027

	2026-27 Goals & Progress	2026-27 Activities
Priority 1: Job Quality and Economic Mobility 2030 Goal: Thirty percent (30%) of all WDB assisted placements meet or exceed the county living wage. Champion: Sara Paz-Nethercutt	2026-27 Goal: Eighteen percent (18%) of placements meet the living wage standard (\$42.98/hr). 2025-26 Outcome: Achieved goal of 16% (at \$38.99/hr.)	 Create a Dental Assistant to Dental Hygienist campaign  Host a Living-Wage Job Fair with career ladder opportunities.  Publish one new career ladder
Priority 2: Employer and Small Business Engagement 2030 Goal: Two industry sector partnerships and deliver value-added services to at least 500 unique businesses by 2030. Champion: Andy Stone	2026-27 Goal: - Identify industry for future sector council. - Deliver value-added services to at least 100 businesses. 2025-26 Outcome: Maintained healthcare sector council and provided services to 70 businesses (goal was 75)	 Continue Monthly Industry Roundtable meetings  Plan and host a State of the Workforce luncheon event  Execute a marketing campaign for Job Blast job posting service
Priority 3: Skills Gaps and Training Alignment 2030 Goal: Fifty percent of training enrollments support the top 10 high demand occupations by 2030. Champion: Andy Stone	2026-27 Goal: Fifty percent of training enrollments support the top 10 high demand occupations. 2025-26 Outcome: 82.5% of training enrollments were in the top 10 occupations. Truck Drivers (51.7%), Medical Assistants (14.1%), Registered Nurses (9.2%), Dental Hygienists (4.2%), and Dental Assistants (3.3%)	 Proactively identify and add Police and Sheriffs Patrol Officer training program to the local Eligible Training Provider List.



on track to meet planned target for the year



not on track to meet planned target for the year

County of Santa Cruz AJCCs
Certification Indicator Assessment
Continuous Improvement Plan 2025-2027, Status: 7.1.2025-6.30.2026

Indicator	Continuous Improvement Goals and Recommendations	Target Action Items	PY 2025 Status/Target Completion Date
1. The AJCC ensures universal access, with an emphasis on individuals with barriers to employment. ☒	Comprehensive: - Promote the "Workforce Santa Cruz" branding (logo) with the America's Job Center of California (AJCC) branding (logo) at the new career center location (e.g., pop-up banners, posters, and marketing materials). - Obtain (County/DOR) assistance in creating flexible accessible AJCC site space for people with disabilities. - Review program design to ensure procedures and practices reduce unnecessary administrative barriers to serving customers seeking employment and training services. (TEGL10-23). - Encourage customers to use the "Comment Card" for resource room continuous improvement feedback immediately after receiving center services.	Review current marketing material and update. Submit to WDB to review and approve in PY24/25 - Create flexible accessible space for people with disabilities at AJCC comprehensive site - Collaborate with other local area AJCCs to compare their policies and procedures to help identify possible improvements in Santa Cruz County. - Review and educate all AJCC staff on comment card parameters to enable them to be able to encourage customers to use the comment cards for all types of feedback; Track comments under GCC KPIs.	- WIOA orientation video – English version complete/posted to workforce website. Spanish version delayed, now expected completion by PY26/27 Q1 - Accessible space created- goal completed - Collaboration on May 6, 2025 with Monterey WDB staff; Using Human Centered Design approach, GCC to explore SPOC for partner referrals concept at future OSO meeting. - Staff trained on use of comment cards and are tracking responses under the KPIs.
	Sueños: Continue to work on updating the local assistive device list.	Review AJCC assistive devices list, specifically for the specialized AJCC and update as necessary.	Local Assistive device list complete; posted to DropBox.
	Comprehensive, Sueños: - Provide AJCC staff training for working with diverse customers, including individuals with disabilities, cultural difference, and individuals with barriers to employment; expand equal access to community for in-person and virtual services. - Develop a written limited English proficiency local plan which lists the criteria already in practice - Provide human centered design (HCD) training for staff to utilize the principles within their AJCC and overall program design improvements; develop changes to services and program design, when necessary - Continue to expand the reach of in-person and virtual services with CBOs, partners, and libraries.	Gather staff input on what specific training is needed; Schedule and hold at least one training by PY2024-25, Q4. WDB staff to take the lead on establishing a Limited English Proficiency (LEP) Plan by PY24/25, Q4 WDB staff will issue a Procurement to find HCD trainer for WIOA contracted service providers. - Continue to use the partner calendar to promote and coordinate monthly services; New Community Engagement Coordinator to explore expanding partnership with new library branches; refine/enhance online/virtual orientation, workshops, and tutoring.	- Training calendar for PY25/26 possible training topics has been created for 2025-26 - LEP plan in development. - WDB procured <i>Civic Makers</i> for PY25/26 HCD training; intro course offered by Trainer Virginia Hamilton August 7/8, 2025; Status of HCD staff training/implementation: One staff from Sueños participated in Phase 1 and Phase 2 with implementation ideas now pending. - Partner calendar being promoted; WIOA Contractors actively engage community partnerships to make meaningful referrals and promote events that are open to the public

County of Santa Cruz AJCCs
Certification Indicator Assessment
Continuous Improvement Plan 2025-2027, Status: 7.1.2025-6.30.2026

2. The AJCC actively supports the One-Stop system through effective partnerships. ☒	Comprehensive: - Assign staff (GCC Community Engagement Specialist) to update the Integrated Service Delivery Guide (ISDG) to be used by AJCC staff partner for program services orientation and overall guide to services. - Create a WIOA partner poster and/or partner resource board at the comprehensive AJCC site to market the various partner services.	- WIOA Contracted Service Provider (GCC) designated staff will maintain the Integrated Service Delivery Guide between partners; share the updated ISDG when necessary. - Community Engagement Coordinator will be assigned to work on developing WIOA partner board in AJCC.	- ISDG is updated quarterly - Created Google folder for partner access. - WIOA partner board delayed.
	Sueños: Update the Integrated Service Delivery Guide (ISDG) to be used by AJCC staff partner for program services orientation and overall guide to services.	Assist with and provide information for the ISDG to the Community Engagement Coordinator who will work on updating ISDG (by end of PY)	- ISDG is updated quarterly - Created Google folder for partner access.
	Comprehensive; Sueños: - Develop opportunities for WIOA partners to build effective partnerships and continue learning about local programs useful for workforce customers; for example, Community Engagement staff could resume Workforce Learning Collaborative, partner round table meetings or something with similar purpose. - Develop a more robust "resource" page on the workforcescc.com website for staff and public to access for community and partner referrals.	- WDB Staff (Community Engagement Initiative) to take the lead on restarting quarterly <i>Roundtable Partner Meetings</i> for front-line WIOA partners, contractor staff, and community-based organizations to share program updates, integrate best practices and discuss AJCC improvements. WDB staff to take the lead in obtaining AJCC staff feedback for improving the workforce website; explore different youth resources that can be added to the "Resources" page of the website.	- Roundtable Partner Meetings paused due to staff LOA. - Workforce website improvements completed; reviewed for ongoing updates.
3. The AJCC provides integrated, customer-centered services. ☒	Comprehensive: - Use Lean continuous process improvement methodology to improve the customer-centered program design at the new 500 Westridge building. - Develop customer flow strategy for Employment Development Department (EDD) co-location move to 500 Westridge. - Provide WIOA overview training to co-located County staff to improve the integrated customer flow; encourage community engagement staff from the WDB and WIOA contracted service provider to collaborate on aligning and integrating the delivery of partner program services. - Work on identifying/integrating/coordinating co-location, cross information, and direct access opportunities for new 500 Westridge site.	- Collaborate with other local area AJCCs to compare their policies and procedures to help identify possible improvements in Santa Cruz County. - EDD to collaborate with WDB staff on creating a customer flow once co-location date is planned. Goodwill will coordinate with county staff to provide 500W onsite (co-located) staff with training through the OSO and Workforce Learning Collaborative meetings. Use Roundtable and OSO meetings to identify/integrate/coordinate services at new 500W site. Use meetings as an opportunity to share available resources at the new 500W site.	- Collaboration on May 6, 2025 with Monterey WDB staff; Using Human Centered Design approach, GCC to explore SPOC for partner referrals concept at future OSO meeting. WIOA and EDD co-location @ 500 W pending. Goodwill is coordination with WDB staff presented to TANF and eligibility staff in May 2026. Ongoing training for other 500 W staff on WIOA services is TBD. - On-going. New room reservation form has been implemented for partner use of meeting rooms.

County of Santa Cruz AJCCs
Certification Indicator Assessment
Continuous Improvement Plan 2025-2027, Status: 7.1.2025-6.30.2026

	Sueños: Standardize the way in which AJCC Sueños staff routinely identify themselves as Workforce Santa Cruz County staff instead of Santa Cruz County Office of Education (COE) staff.	Staff to create branding strategy for standardizing <i>Workforce Santa Cruz County</i> to include: Custom Virtual logo/background and train staff on introducing themselves as Workforce Santa Cruz County staff.	Workforce Santa Cruz County branding strategy included development of a virtual background with the WFSCC logo for Sueños staff and promotion of identifying as WFSCC staff has been completed.
	Comprehensive; Sueños: - Review the WIOA Partner Memorandum of Understanding (MOU) with AJCC staff, on an annual basis, or as needed, for the integrated customer flow. - Offer/Arrange staff training for providing excellent customer service.	- Annually, Contracted Service Providers and OSO will review the WIOA mandated MOU with staff and partners respectively (by end of Q2) - Annual Training Plan will be created to include: <i>Providing Excellent Customer Service</i>; Contractors and WDB to evaluate their respective budgets for offering the training to staff and partners.	2025 MOU renewal completed; Annual review of MOU conducted by Sueños and Goodwill; embedded in their onboarding process. - Customer Service training was provided June 25, 2025.
4. The AJCC is an on-ramp for skill development and attaining industry-recognized credentials that meet the needs of targeted regional sectors and pathways. ☒	Comprehensive: - Continue to request and obtain Jobs EQ Reports for occupations in high demand to assist with helping customers navigate career pathways. - Implement a tracking mechanism for training and employment outcomes, e.g., on the Lean Daily Management Board (DMB) to promote and see the value of their contribution to these measures.	- WDB Staff (Admin Aide) to provide monthly JobsEQ reports for use in the AJCC. WIOA Contracted Service Provider (GCC) to use the weekly case management board (Lean DMB) review to track training and employment outcomes.	- On-going – reports provided by WDB Staff. - On-going – Lean DMB implemented and in use.
	Sueños: - Implement a local Individual Training Account (ITA) policy for youth training scholarships. - Establish staff training benchmarks to include attending specific training for effective case management, navigating career pathways and best practices for supporting customer successful completion of education and training programs.	Local ITA policy was board approved PY 24/25 Q2; WDB Staff to train Sueños on ITAs by end of PY24/25, Q3; Sueños to implement ITA policy by end of PY24/25. - By PY 25/26, Sueños will establish Employment Specialist/Career Coaching Competencies, consulting with GCC for best practices.	- ITA Policy Training occurred in January 2025; Sueños has implemented the policy Career Coaching Competencies framework was completed and provided to WDB staff in June 2026 for review and approval.
	Comprehensive; Sueños: Develop a strategy for appropriate referrals from the Adult/Dislocated Worker program to the WIOA Youth program for individuals between the ages of 18-24 for possible co-enrollments in the WIOA Youth program.	Using Lean methodology, WIOA contracted services providers (Goodwill and Sueños) will meet by the end of PY24/25, Q2 to initiate discussion on referral process.	Sueños and Goodwill have developed a process, including sharing a worksheet, for tracking referrals/ co-enrollments.

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5. The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs. ☒	Comprehensive: - Develop a business services strategy that includes the following: - Creating a local list of employers offering entry level and high-quality jobs for customers and participants that could be used for <i>On-the-Job</i> (OJTs) and <i>Transitional Jobs</i> (TJs) placements. - Refining current <i>Business Services Employer Feedback Procedure</i> for a consistent system for seeking employer feedback on all delivery of WIOA services; refining current employer survey and improving response rate.	WDB Staff, Business Services Manager (BSM) to lead discussion on strategies for collaborating and sharing a list of employers who are offering unsubsidized employment, OJT and TJ opportunities. See below* - BSM to lead discussion on refining <i>WDB Business Services Employer Feedback Procedure</i>, to include details and roles for survey distribution, and improving response rate.	- Employer database established; - BSM has survey available on a Google form; Established workforce licenses with LaunchPad Careers, Inc. for improved employer/business engagement BSM vacancy: Position reclassified to Workforce Development Manager. Pending filling position.
	Sueños: - Consider separating the youth WEX progress questions from the employer satisfaction questions on the WIOA Youth survey. Currently one "survey" is used to obtain all information from the WEX employer. Business Services Manager could have purview over all the employer satisfaction surveys providing data points to contracted service providers for program services improvements. {Note: For OJT/TJs the employer is provided a monthly participant progress report}. - Create a business services written strategy that includes the following: - Eliminating repeat requests for employer feedback and capturing employer opinions by one workforce entity (contractor or WDB staff) for continuous program service improvements - Creating a local list of employers offering entry level and high-quality jobs for customers - Increasing partnerships with industry leaders, workforce professionals, education and training providers that will increase WEX, training, Career Cluster Academy panelists, job shadowing and employment opportunities for customers. - Integrating business service manager employer contacts with WEX specialist contacts to minimize redundant employer contacts and eliminate WEX specialists unsolicited calls to businesses to offer WEX placements.	- BSM to lead discussion on refining <i>WDB Business Services Employer Feedback Procedure</i> to include details and roles for survey coordination; Sueños to review survey contents and consider separating the WEX participant progress questions from the WEX employer satisfaction survey. BSM to lead discussion on creating business services strategies that are unique to Sueños program needs including: - Creating a list of industry leaders and professionals for Career Cluster Academy panelists, job shadowing and other WIOA Youth program elements as related to business services Coordinating outreach efforts with Sueños WEX specialist staff to reduce redundancy and See below*	- BSM and Sueños have discussed refining <i>WDB Business Services Employer Feedback Procedure</i>. After review of WEX employer survey, Sueños plans to keep as is. - On-going – BSM is working with WEX specialist staff; shared database of available industry leaders. Staff have been putting in updates after BSM makes the first contact or if they initiate contact with the employer. BSM vacancy: Position reclassified to Workforce Development Manager. Pending filling position..

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	Comprehensive; Sueños: - Strengthen relationship with Business Services Manager to increase connections with employment opportunities in local high demand occupations (see below for strategies) - Develop a business services strategy that includes the following: - Training AJCC staff on connecting labor market conditions, regional economy, high demand occupations, sector strategies, and career pathways to promote quality jobs (e.g. annual state of the workforce; quarterly economy update). - Building AJCC staff awareness of the local business services available (other than Rapid Response), including high road partnership.	*BSM to lead discussion to develop a business services strategy that includes: Method/process for providing WEX, OJT/TJ and unsubsidized employment opportunities to staff to share with WIOA participants; - Method/process for building staff awareness on local business services available and industry sector partnerships; - Plan for training staff on State of the Workforce, including applying the local labor market economy, sector strategies, and career pathways information to case manage WIOA participants.	- Action items pending filling the BSM vacancy (12.2025). - BSM provided a training at the Workforce Learning Collaborative; BSM includes updates at bimonthly Employer Services meeting.
6. The AJCC has high-quality, well-informed, and cross-trained staffing. ☒	Sueños: - Work with the CalJOBS administrator to create Lean standard work for specific youth program CalJOBS data entry functionality; eliminate the single source of CalJOBS trainer knowledge for Sueños staff. - Implement the Advanced Individual Fund Tracking (AIFT) functionality in CalJOBS for the WIOA youth Individual Training Accounts (ITAs).	- CalJOBS administrator to take the lead on establishing Lean Standard Work for WIOA Youth CalJOBS data entry by PY25/26; develop a CalJOBS workflow for staff by end of PY25/26 incorporating it into the Sueños Ops Flow standard work document Implement AIFT functionality for new local ITA policy by PY 24/25 Q4.	- WIOA Youth Operational Flow Standard Work document completed PY25/26 Q2. - AIFT functionality fully implemented.
	Comprehensive; Sueños: - Continue to improve opportunities to build relationships and better integrate the WIOA partners and contractor (AJCC) staff; improve opportunities to provide updates on center activities and discuss strategies for AJCC improvements; for example, updating the <i>Integrated Service Delivery Guide</i> (ISDG), One-Stop Operator quarterly meetings, Workforce Learning Collaborative, partner round table meetings. [refer to Indicator 2 continuous improvement opportunity] - Include partner program services cross-training and capacity building and/or professional development opportunities on the annual training calendar. Include ongoing/annual training on labor market information (LMI), and serving individuals with barriers to employment, including customer with disabilities.	- WDB Staff (Community Engagement Initiative) to take the lead on restarting quarterly <i>Roundtable Partner Meetings</i> for front-line WIOA partner and contractor staff to share program updates, integrate best practices and discuss AJCC improvements by PY 25/26. - WIOA Contracted Service Provider (GCC) designated staff will maintain the Integrated Service Delivery Guide between partners; share the updated ISDG when necessary. WDB Staff will resume the Workforce Learning Collaborative quarterly events for networking across workforce programs and cross program training Discuss cross training suggestions and opportunities at every quarterly OSO meeting using a standing agenda item; capture both training by a consultant and local partner program services training opportunities. PY 24/25, focus on LMI training.	Roundtable Partner Meetings paused due to staff LOA. - Created Google folder for partner access. ISDG is updated quarterly - Quarterly Workforce Learning Collaborative Events resumed January 2025 and will be scheduled quarterly. PY 26/27 Calendar to be created when WDB staff return from LOA. - On-going.

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7. The AJCC achieves business results through data-driven continuous improvement. ☒	Comprehensive: - Continue to use Lean continuous improvement methodology for service enhancements derived from the customer/employer feedback. - Use the AJCC Certification Continuous Improvement (CI) Plan to identify Key Performance Indicators (KPIs) to measure effectiveness of services	- During collaboration with other AJCCs, see how they are collecting and utilizing customer feedback. - PY 25/26, examine KPI's being tracked and refine as needed.	- Human Centered Design approach being applied to Universal Referral Form for process improvements. Human Centered Design Team 3 improvements to the referral process are pending. - PY 25/26 KPIs: TBD – partners to provide feedback to WDB staff on business services KPIs, taking into account WDB's strategic areas. Pending filling new position of Workforce Development Manager.
	Sueños: Use Lean continuous improvement methodology for service enhancements derived from the customer/employer feedback.	Sueños to take the lead in establishing the WIOA Youth participant specific WEX questions and lead the discussion on whether to break out Youth WEX participant progress questions and the WEX employer survey - Feedback obtained from surveys will be shared regularly with WDB for service enhancement feasibility	- Sueños reviewed their WEX participant and employer surveys– Sueños will continue using the current surveys. - On-going monthly.
	Comprehensive; Sueños: - Establish mechanism to capture WIOA performance indicators for all core program partners. - Encourage customers to use comment card to capture satisfaction opinions, not just for complaints but for compliments too. - Enhance customer satisfaction survey process and increase survey return rate. - Establish one system to collect and respond to satisfaction data from <u>employers</u> who used the AJCC business services.	Add standing agenda item to OSO meetings for WIOA partner performance discussion - Ensure all AJCC staff are trained on how to encourage customer comment card completions; track on Contractor KPIs Continue to track feedback monthly on the weekly case management board (Lean DMB) WDB BSM and Sueños to collaborate on the employer surveys	- WIOA partner performance discussed at quarterly OSO meetings. - Staff trained on use of comment cards and are tracking responses under the KPIs. - On-going – Lean DMB implemented and in use. - After review of WEX employer survey, Sueños plans to keep as is.

KEY			
☒	on track to meet planned target for the year	☒	in danger of not meeting target for the year.
Bolded items denote priority for PY 2025			

America's Job Centers of California (AJCC):

- Comprehensive AJCC located at 500 Westridge Dr., Watsonville, CA
- Sueños, also known as Specialized AJCC, located at Sequoia High School, 229 Green Valley Rd, Freedom, CA

Report Item: Staff Updates

(No vote required)

Director's Updates – Andy Stone

1. California Workforce Association's Meeting of the Minds Conference Recap
2. James Irvine Foundation Grant Updates

Report Item: WIOA Final Local Performance PY 2024

(No vote required)

Background

The Employment Development Department (EDD) calculated Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2024 (July 1, 2024 – June 30, 2025) performance outcomes for all Local Workforce Development Areas. Final results were released on June 17, 2026 (WSIN25-38).

In accordance with EDD Directive WSD20-02, Local Areas are required to achieve a minimum of 50% on each of the following measures for PY 2024:

- Employment Rate 2nd Quarter After Exit
- Employment Rate 4th Quarter After Exit
- Median Earnings
- Credential Attainment

The final performance numbers for the year were adjusted using the Statistical Adjustment Model (SAM) which factors in *data on economic conditions of the local area and the populations served during the program year*. This determines the adjusted levels of performance for the program year, against which the local areas' actual results are compared.

Performance outcomes impact a Local Area's continued designation and potential state sanctions for nonperformance.

The Santa Cruz Local Area met all WIOA federal performance measures for PY 2024. Complete performance scores are included in the attached report.

WIOA FINAL Local Performance Scores PY 2024

Adult Measures	Local Area Negotiated Goal	Final Performance Level	Met State Target?
Employment 2nd Q post exit	79%	112.5%	YES
Employment 4th Q post exit	78%	109.1%	YES
Median Earnings	\$11,500	88.7%	YES
Credential Attainment	66.8%	97.4%	YES
Measurable Skill Gains	60%	166.7%	YES
DW Measures	Local Area Negotiated Goal	Final Performance Level	Met State Target?
Employment 2nd Q post exit	75%	95.1%	YES
Employment 4th Q post exit	73%	104.7%	YES
Median Earnings	\$12,500	84%	YES
Credential Attainment	65%	101.3%	YES
Measurable Skill Gains	60%	127%	YES
Youth Measures	Local Area Negotiated Goal	Final Performance Level	Met State Target?
Education ,Training or Employment 2nd Qtr post exit	76%	107.1%	YES
Education ,Training or Employment 4th Q post exit	85%	100.5%	YES
Median Earnings	\$4,427	108.2%	YES
Credential Attainment	63.5%	86.1%	YES
Measurable Skill Gains	76%	109.6%	YES

Report Item: Eligible Training Provider List (ETPL) 2025-26 Annual Report

(No vote required) – Andy Stone

Background

WDB staff reviewed PY 2025–26 training placements and ETPL vendor performance (Attachment 1). Of 17 eligible schools, Attachment 2 summarizes expenditures for schools attended, while Attachment 3 identifies the five schools with the highest enrollments.

Further information about the ETPL outcomes, including trainee demographics (Attachment 4) as well as a three-year completion comparison (Attachment 5) are provided.

Staff Analysis

Overall Training Outcomes: PY 2025-26

- Total participants: 120
- Completed training: 84; successful completions: 68 (81.0% of completed trainings); 36 participants were continuing.
Credentials attained: 64
- Entered employment: 23 customers entered employment after training.
- Training-related employment: 18
- Overall average wage: \$33.87 per hour
- Truck Driver Institute served the most customers, with 47 individuals (39.2%)

Summary of Attachment 1: PY 2025–26 ETPL Performance by Training Vendors:

- Truck Driver Institute served the most WIOA training customers in 2025–26: 47 total (22 Adult, 23 Dislocated Workers, and 2 Other), or over 39% of those in training.
 - 25 successfully completed.
 - Average wage of \$25.90.
 - All 47 participants trained as semi-tractor trailer drivers.
- Cabrillo College trained 25 individuals (18 Adult, 6 Dislocated Workers, and 1 Other), or nearly 21% of those in training.
 - 12 successfully completed.
 - Average wage of \$60.25.
 - The allied-health occupations (5 dental hygiene, 11 nursing, 2 medical assisting/phlebotomy, and 1 radiologic technology) contributed to this relatively high average wage with one nursing wage of \$73/hour.

Summary of Attachment 2 – FY 2025–26 ETPL Top Five Expenditures:

47 people trained at Truck Driver Institute for a total cost of \$248,019 in WIOA training funds, averaging \$5,277 per participant and representing 58.3% of all expended training funds.

Summary of Attachment 3 – FY 2025–26 ETPL Top Five Enrollments:

The top five schools were Truck Driver Institute (47), Cabrillo College (25), MTS Training Academy (15), SCC Career Technical Education Partnership (13), and Watsonville/Aptos/Santa Cruz Adult Education (13).

Summary of Attachment 4 – FY 2025–26 ETPL Customer Demographics:

Of 120 participants, 60 were female and 60 male; 94 were Hispanic, 71 enrolled through the Adult program, 45 through the Dislocated Worker Program: 50 were ages 18–24. Of the total, 68 successfully completed training and 36 were continuing.

Summary of Attachment 5 – Three-Year ETPL Successful-Completion:

Successful completions increased from 45 in FY 2024–25 to 68 in FY 2025–26, but remained below the 80 completions recorded in FY 2023–24.

Eligible Training Providers List (ETPL) ANNUAL REPORT - SUMMARY (FY2025-26)

This report gives a listing of Activity Participation and Outcome Stats for ETPL Providers for activity in the Fiscal Year: 7/1/2025 to 6/30/2026.
Provider Activity Participation and Completion counts are based on Activity Start/End Dates (Activity Code 300) within this date range.

PROVIDER	ADULT	DW	OTHER	TOTAL	EXITS	CASE CLOSURES	COMPLETED TRAINING	SUCCESSFUL COMPLETION	SUCCESSFUL COMPL %	CREDENTIAL ATTAINED	ENTERED EMPLOYMENT	TRAINING RELATED	AVERAGE WAGE
Cabrillo College	18	6	1	25	8	8	14	12	85.7%	12	2	2	\$60.25
California Institute of Career Development	0	1	0	1	0	0	0	0	N/A	0	0	0	
Central Coast College	2	0	0	2	0	0	1	1	100.0%	1	0	0	
MTS Training Academy	8	6	1	15	6	7	11	11	100.0%	11	5	4	\$27.79
Santa Cruz County Career Technical Education Partnership	11	2	0	13	3	3	4	3	75.0%	3	2	2	\$32.43
Truck Driver Institute	22	23	2	47	34	34	38	25	65.8%	22	13	9	\$25.90
UC Davis Continuing and Professional Education	0	1	0	1	1	1	1	1	100.0%	1	0	0	
UCSC Silicon Valley Extension	0	3	0	3	1	1	2	2	100.0%	1	0	0	
Watsonville/Aptos/Santa Cruz Adult Education	10	3	0	13	3	3	13	13	100.0%	13	1	1	\$23.00

The top five schools in terms of Individual Training Account (ITA) expenditures for FY2025-26 were:

School/Provider Name	Participants	ITA Expenditures	% of ITA Expenditures	Average cost of training* per participant	Average Wage
Truck Driver Institute	47	\$248,019	58%	\$5,277.00	\$25.90
MTS Training Academy	15	\$86,640	20%	\$5,776.00	\$27.79
Santa Cruz County Career Technical Education Partnership	13	\$59,061	14%	\$4,543.15	\$32.43
Watsonville/Aptos/Santa Cruz Adult Education	13	\$12,125	3%	\$932.69	\$23.00
Central Coast College	2	\$7,269	2%	\$3,634.50	N/A

*Cost to vendors only, does not include supportive services amounts

WIOA Adult and DW Training Expenditures (FY2025-26)

PROVIDER	FY2025-26	% OF TOTAL
TRUCK DRIVER INSTITUTE	\$248,019	58.3%
MTS TRAINING ACADEMY INC	\$86,640	20.4%
SANTA CRUZ COUNTY CAREER TECHNICAL EDUCATIONAL PARTNERSHIP	\$59,061	13.9%
WATSONVILLE/APTOS/SANTA CRUZ ADULT EDUCATION	\$12,125	2.8%
CENTRAL COAST COLLEGE	\$7,269	1.7%
CABRILLO COMMUNITY COLLEGE DISTRICT	\$5,142	1.2%
CALIFORNIA INSTITUTE OF CAREER DEVELOPMENT	\$4,650	1.1%
REGENTS OF THE UNIVERSITY OF CA, SANTA CRUZ	\$2,725	0.6%
Total Training Providers	\$425,631	100.0%

The top five schools in terms of enrollments for PY 2025-26 were:

School Name	# of Enrollments	% of Total Enrollments
Truck Driver Institute	47	39.2%
Cabrillo College	25	20.8%
MTS Training Academy	15	12.5%
Santa Cruz County Career Technical Education Partnership	13	10.8%
Watsonville/Aptos/Santa Cruz Adult Education	13	10.8%

PROVIDER	TOTAL	% OF TOTAL
Truck Driver Institute	47	39.2%
Cabrillo College	25	20.8%
MTS Training Academy	15	12.5%
Santa Cruz County Career Technical Education Partnership	13	10.8%
Watsonville/Aptos/Santa Cruz Adult Education	13	10.8%
UCSC Silicon Valley Extension	3	2.5%
Central Coast College	2	1.7%
California Institute of Career Development	1	0.8%
UC Davis Continuing and Professional Education	1	0.8%
TOTAL	120	100.0%

ETPL Demographic Details for FY2025-26

Gender	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Female	60	37	33	4	23
Male	60	47	35	12	13
Unknown	0	0	0	0	0
Total	120	84	68	16	36

Race	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
African/American	1	1	1	0	0
American Indian/Alaskan Native	3	2	2	0	1
Asian	3	1	0	1	2
Hawaiian/Other Pacific Islander	0	0	0	0	0
White	43	29	27	2	14
Hispanic	9	5	5	0	4
Unknown	61	46	33	13	15
Total	120	84	68	16	36

Ethnicity (Hispanic/Non-Hispanic)	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Non-Hispanic	24	13	11	2	11
Hispanic	94	71	57	14	23
Unknown	2	0	0	0	2
Total	120	84	68	16	36

WIOA Program	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Adult	71	47	40	7	24
Dislocated Worker	45	34	27	7	11
Youth	0	0	0	0	0
Other	4	3	1	2	1
Total	120	84	68	16	36

Age Group	Enrolled	Completions	Successful Completions	Unsuccessful Completions	Continuing Enrollments
Under 18	2	1	1	0	1
18-24	50	37	33	4	13
25-34	28	21	16	5	7
35-44	22	13	9	4	9
45-54	11	7	6	1	4
55-64	4	3	1	2	1
65+	3	2	2	0	1
Unknown	0	0	0	0	0
Total	120	84	68	16	36

Successful Completions	FY25-26	FY24-25	FY23-24
Bay Area Medical Academy	0	0	0
Cabrillo College	12	17	22
Center for Employment Training -Main Campus	0	0	1
Central Coast College	1	1	1
MTS Training Academy	11	0	9
National Holistic Institute	0	0	1
Santa Cruz County Career Technical Education Partnership	3	10	10
Truck Driver Institute	25	13	19
UC Davis Continuing and Professional Education	1	0	0
UCSC Silicon Valley Extension	2	0	3
Watsonville/Aptos/Santa Cruz Adult Education	13	4	14
Totals	68	45	80

