



Santa Cruz County Workforce Development supports the Community by cultivating economic vitality and assisting Jobseekers by creating programs to train, educate, and support the workforce to develop key and timely skills. We assist Business to secure the talent they need to thrive now, and into the future.

## **Workforce Development Board-Executive Committee Wednesday, August 24, 2022 @ 8:30am**

[Click Here to Join the Meeting Online](#)

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**Meeting ID: 245 470 582 718**

**Passcode: Tnnper**

**or**

**Call in: (831) 454-2222**

**Phone Conference ID: 320 880 695#**

### **Call to Order/Welcome**

### **Non-agenda public comment**

### **Chairperson's Report**

### **Action Items (vote required) :**

1. Findings Authorizing Teleconference Meetings .....2-4
2. Approval of Minutes: May 4, 2022.....5-10
3. WDB Director's Operational Plan Update ..... 11-12
4. WIOA FY22/23 Budget ..... 13-14
5. Eligible Training Provider List (ETPL)Draft Monitoring/Subsequent Eligibility Report ..... 15
6. ETPL Annual Report..... 16-19
7. WDB September 14, 2022 Meeting Planning ..... 20

### **Report Items (no vote required):**

8. WDB Staff Updates..... 21

### **Information Items (no vote required):**

9. Update AJCC Certification Continuous Improvement Plan PY 21/22 Q4.....22

### **Committee Member Announcements**

### **Adjournment**

**Next Meeting: Workforce Development Board  
September 14, 2022 @8:30 am**

**Workforce Development Board-Executive Committee  
November 2, 2022 @8:30 am**

*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. As a courtesy to those affected, please attend the meeting smoke and scent free.*

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## Action Item 1: Findings Authorizing Teleconference Meetings

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(Action required) – Andy Stone

### **Recommendation**

Adopt findings pursuant to Assembly Bill 361 authorizing teleconference meetings as a result of the continuing COVID-19 pandemic state of emergency and Health Officer recommendation for social distancing.

### **Background**

New State law adopted by the Legislature and signed by Governor Newsom (AB 361) allows local agencies to continue to meet by teleconference and internet platform as long as a state of emergency exists and local or state authorities have recommended social distancing measures. In a related provision, the legislative body, by a majority vote, can take action to meet via teleconference in order to avoid meeting in person and therefore reduce imminent risks to the health and safety of members of the public. If a legislative body continues to meet via teleconference, it must take action to renew this declaration every 30 days.

### **Suggested motion**

I move to adopt findings pursuant to Assembly Bill 361 authorizing teleconference meetings as a result of the continuing COVID-19 pandemic State of Emergency and Health Officer recommendation for social distancing.



**SANTA CRUZ COUNTY WORKFORCE DEVELOPMENT BOARD-EXECUTIVE COMMITTEE'S  
FINDINGS PURSUANT TO ASSEMBLY BILL 361 AUTHORIZING TELECONFERENCE MEETINGS AS A RESULT OF THE  
CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY AND HEALTH OFFICER RECOMMENDATION FOR  
SOCIAL DISTANCING**

**WHEREAS**, the Santa Cruz County Workforce Development Board-Executive Committee is a legislative body under the Brown Act as defined under Cal. Gov. Code section 54952(b) and Santa Cruz County Code Section 2.38.110; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed Assembly Bill 361 ("AB 361"), urgency legislation effective immediately, that amended Government Code section 54953 to permit legislative bodies subject to the Brown Act to continue to meet under modified teleconferencing rules provided that they comply with specific requirements set forth in the statute; and,

**WHEREAS**, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(1)(A), a legislative body may meet under the modified teleconferencing rules during a proclaimed state of emergency, and where local officials have imposed or recommended measures to promote social distancing; and

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic, and which remains in effect; and

**WHEREAS**, on September 30, 2021, Santa Cruz County Public Health Officer Dr. Gail Newel strongly recommended that legislative bodies in Santa Cruz County continue to engage in physical/social distancing by meeting via teleconference as allowed by AB 361 and confirmed that she will regularly review and reconsider this recommendation and notify the public when it is no longer recommended; and

**WHEREAS**, pursuant to AB 361 and Cal. Gov. Code section 54953(e)(3), within 30 days of the date the legislative body first holding a teleconferenced meeting under the modified rules, and every 30 days thereafter, a legislative body can continue to hold such teleconference meetings provided it has reconsidered the circumstances of the state of emergency and determined either that the state of emergency continues to directly impact the ability of the members to meet safely in person or that local officials continue to recommend measures to promote social distancing; and

**WHEREAS**, on August 24, 2022, the Santa Cruz County Workforce Development Board-Executive Committee intends to hold its subsequent teleconference meeting under AB 361; and

**WHEREAS**, the Santa Cruz County Workforce Development Board-Executive Committee has reconsidered the circumstances of the current state of emergency and finds that the COVID-19 pandemic continues to directly impact the ability of members of the public to participate safely in person and further finds

that the Santa Cruz County Public Health Officer continues to recommend measures to promote social distancing; and

**WHEREAS**, in the interest of public health and safety, and due to the emergency caused by the spread of COVID-19, the Santa Cruz County Workforce Development Board-Executive Committee deems it necessary to utilize the modified teleconferencing rules set forth in AB 361;

**NOW, THEREFORE**, the Santa Cruz County Workforce Development Board-Executive Committee makes the following findings by a majority vote:

**Section 1.** The foregoing recitals are true and correct, and adopted as findings of the Santa Cruz County Workforce Development Board-Executive Committee.

**Section 2.** Effective immediately, and for the next 30 days, the Santa Cruz County Workforce Development Board-Executive Committee will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).

**Section 3.** No later than thirty (30) days from making today’s findings, or at the next scheduled meeting, the Santa Cruz County Workforce Development Board-Executive Committee will reconsider the circumstances of the COVID-19 state of emergency and, if necessary, adopt subsequent findings to continue holding teleconference meetings in accordance with Government Code section 54953(e)(3).

**PASSED AND ADOPTED** by the Santa Cruz County Workforce Development Board-Executive Committee in Santa Cruz, State of California, this \_\_\_24\_\_\_ day of \_\_\_August\_\_\_\_\_, 2022\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chair, Santa Cruz County Workforce Development Board-  
Executive Committee

ATTEST: \_\_\_\_\_  
Department Staff

Approved as to Form:

\_\_\_\_\_  
Office of the County Counsel

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## Action Item 2: Approval of Meeting Minutes

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(Action required) – Andy Stone

### **Recommendation**

Approve the May 4, 2022 Executive Committee meeting minutes

### **Suggested motion**

I move to approve the May 4, 2022 Executive Committee meeting minutes.



**Workforce Development Board  
Executive Committee  
Watsonville Career Center, Room 2  
Wednesday, May 4, 2022 8:30 a.m.**

18 W. Beach Street  
Watsonville, CA 95076  
(831) 763-8900  
[www.santacruzwb.com](http://www.santacruzwb.com)

**NOTE: Due to the COVID-19 pandemic, and the directive of Governor Gavin Newsom in adjusting the Brown Act rules, public meetings will be allowed to be attended virtually until further notice. A public meeting room was made available for this meeting, but all participants chose to attend virtually, via Microsoft Teams.**

**The Chair called the meeting to order at 8:32 a.m., and a quorum was established. All participants attended virtually.**

**Committee Members in Attendance**

Marshall Delk  
Elyse Destout – Vice Chair  
Rob Morse – Chair  
Denise Moss  
Carol Siegel

**Committee Members Absent**

Dustin Vereker

**Staff in Attendance**

Katy Chevalier – Program Manager  
Peter Detlefs – WDB Business Services Manager  
Elizabeth Gutierrez – WDB Admin Aide  
Sara Paz-Nethercutt – WDB Sr. Analyst  
Andy Stone – WDB Director  
Marcy Villalobos – WDB Office Assistant

**Guests**

Eli Chance  
Amanda Winter

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**Subject: Public Comment**

None

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**Subject: Chairperson’s Report**

None

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**Subject: Action Items:**

**Item 1 – Findings Authorizing Teleconference Meetings**

The committee was provided with information regarding Assembly Bill 361 authorizing teleconference meetings as a result of the continuing COVID-19 pandemic state of emergency and Health Officer recommendation for social distancing.

**MEMBERS:**

**Rob Morse, Chair**  
Pacific Gas and Electric Company

**Elyse Destout, Vice Chair**  
Photography by Elyse Destout

**Lamont Adams**  
IBEW Local 234

**Alia Ayyad**  
Center for Employment Training

**Christina Cuevas**  
Community Foundation of Santa Cruz County

**MaríaElena De La Garza**  
Community Action Board

**Marshall Delk**  
Santa Cruz County Bank

**Daniel Dodge**  
Cabrillo College Federation of Teachers

**Candice Elliott**  
Fortress and Flourish

**Sean Hebard**  
Carpenters Local 505

**Carmen Herrera-Mansir**  
El Pajaro CDC

**Laura Holmquist-Gomez**  
Five Star Catering

**LeNae Liebetrau**  
Department of Rehabilitation

**Todd Livingstone**  
Watsonville/Aptos/Santa Cruz Adult Education

**Barbara Mason**  
Santa Cruz County Economic Development

**Chris Miller**  
ScratchSpace, LLC

**Janet Nagamine**  
Hikari Farms

**Elisa Orona**  
Health Improvement Partnership of SC County

**Shaz Roth**  
Pajaro Valley Chamber of Commerce  
and Agriculture

**Glen Schaller**  
Monterey Bay Central Labor Council, AFL-CIO

**KatieSetzler**  
Palo Alto Medical Foundation

**Carol Siegel**  
Santa Cruz Seaside Company

**Dustin Vereker, Chief Beer Ambassador**  
Discretion Brewing

**DIRECTOR:**  
Andy Stone

**Action:** It was moved to adopt findings pursuant to Assembly Bill 361 authorizing teleconference meetings as a result of the continuing COVID-19 pandemic State of Emergency and Health Officer recommendation for social distancing.

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

Committee Action All in favor, motion passed

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**Item 2 – Approval of the March 2, 2022 Meeting Minutes**

**Action:** It was moved to approve the March 2,2022 Executive Committee meeting minutes.

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

Committee Action All in favor, motion passed

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**Item 3 – Operational Plan Update**

WDB Director Andy Stone gave the latest updates on each of the goals. Topics included the addition of a publications page to the new Workforce website; the launch of an expanded pre-apprenticeship program with Watsonville/Aptos/Santa Cruz Adult Ed; the new online resource, Behind Every Employer Santa Cruz County; and the 2022 Sate of the Workforce report which will be presented at the May 25, 2022 Full Board meeting.

**Action:** It was moved to accept the WDB Director’s Operational Plan update for PY 21-22.

**Status:** Motion to Approve: Carol Siegel  
 Motion Seconded: Denise Moss  
 Abstentions: None

Committee Action All in favor, motion passed

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**Item 4 – WIOA Re-Contracting Cabrillo Student Resource & Support Network PY 22/23**

WDB Sr. Analyst Sara Paz-Nethercutt presented to the committee the Cabrillo College Student Resource and Support Network (SRSN) re-contracting recommendation allocation of \$120,000 for PY 22/23 and answered questions regarding allocations and expenditures.

**Action:** It was moved to accept the PY 22/23 Cabrillo Student Resource & Support Network re-contracting recommendation and direct staff to move forward with contract negotiations upon receipt of approvals.

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

Committee Action All in favor, motion passed

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**Item 5 – WIOA PY 21/22 Contractor Local Program Monitoring**

Drafted reports were provided to the committee for WIOA contracted services for PY 21/22 for: Winter Works, LLC; Goodwill Central Coast (GCC); Santa Cruz County Office of Education (SCCOE); Cabrillo Small Business Development Center (SBDC); and Cabrillo Student Resource & Support Network (SRSN).

**Action:** It was moved to accept the PY 21/22 local program monitoring reports as drafted by WDB staff.

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

Committee Action All in favor, motion passed

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**Item 6 – WDB Officer Nominations PY 22/23**

The Nominating Committee Chair, Carol Siegel, gave a report on the slate of candidates for PY 22-23 which will be presented for election at the WDB May 25, 2022 meeting. She also thanked WDB members Alia Ayyad, Marshall Delk, and Elisa Orona for volunteering their time to the committee.

**Action:** It was moved to approve the proposed slate of 2022-23 Officer Candidates, to be presented for election at the WDB May 25, 2022 meeting.

**Status:** Motion to Approve: Carol Siegel  
 Motion Seconded: Elyse Destout  
 Abstentions: None

Committee Action All in favor, motion passed

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**Item 7 – Proposed WDB Meeting Calendar PY 22/23**

Proposed WDB meeting dates for PY 22/23 were presented to the committee.

**Action:** It was moved to approve the proposed WDB meeting calendar for PY 22/23.

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

Committee Action All in favor, motion passed

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**Item 8 – WIOA Memorandum of Understanding Renewal**

WDB Sr. Analyst Sara Paz-Nethercutt informed the committee of the WIOA Memorandum of Understanding (MOU) renewal process which must be renewed every three years and will expire June 30, 2022. The MOU provides information on how partners work together to create a unified service delivery system for shared customers as well as a cost sharing agreement for affiliate sites.

**Action:** It was moved to authorize the WDB staff to complete the MOU renewal process and authorize the WDB Chair to sign the MOU on behalf of the Board.

**Status:** Motion to Approve: Marshall Delk



Motion Seconded: Elyse Destout  
 Abstentions: None

Committee Action All in favor, motion passed

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### Item 9 – WDB May 25, 2022 Meeting Planning

WDB Director Andy Stone shared that a presentation on the updated State of the Workforce Report will be presented by Josh Williams at the May 25, 2022 full board meeting and opened up the opportunity for the committee to add any additional items to the agenda.

**Action:** It was moved to direct that the WDB staff include the updated State of the Workforce Report in the May 25, 2022 WDB meeting agenda.

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

Committee Action All in favor, motion passed

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**Subject: Report Items:**

### Item 10 – WDB Staff Updates

WDB Sr. Analyst Sara Paz-Nethercutt gave updates on WIOA Career Services which included an overview on a new pilot project by EDD, CalASSIST, which is a referral platform to enable cross referrals between partners; and informed the committee that the FIRE project for Santa Cruz County would be ending early. WDB Director Andy Stone gave updates on the Prison to Employment program which ended in March and served a total of 11 justice involved women; he shared that the SB1 pre-apprenticeship program had 19 participants complete the program in April and will receive their MC3 certificates, OSHA card, and CPR certification in May. WDB Business Services Manager Peter Detlefs shared information on the success of the Business Summit that was hosted in downtown Santa Cruz.

**Action:** No action taken, informational item only.

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### Item 11 – WIOA PY 20/21 Local Performance Scores

WDB Sr. Analyst Sara Paz-Nethercutt shared the WIOA performance scores provided by the state. She also mentioned that the state is requiring the Local Areas to achieve a score of 50% or higher for Employment Rate 2<sup>nd</sup> Quarter After Exit and Median Earnings.

**Action:** No action taken, informational item only.

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**Subject: Information Items:**

**Item 12 – AJCC Certification Continuous Improvement Plan**

WDB Sr. Analyst Sara Paz-Nethercutt gave a brief overview the AJCC Certification Continuous Improvement Plan and a copy of the plans 3<sup>rd</sup> quarter progress was provided to the committee.

**Action:** No action taken, informational item only.

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**Subject: Committee Member Announcements:**

None.

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**Meeting adjourned at 9:43 a.m.**

**Next Meeting: WDB Full Board Meeting  
Wednesday, May 25, 2022 @ 8:30 am  
\*\*Virtual Attendance via Microsoft Teams\*\***

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## Action Item 3: Operational Plan Update

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(Action required) – Andy Stone

### **Recommendation**

Accept the WDB Director's Operational Plan update for PY 22-23.

### **Background**

On December 8, 2021 the WDB approved the WDB Director's Program Year (PY) 2021-22 Operational Plan which lays out the specific actions for the program year designed to ensure that the board's priorities are met. The attached scorecard represents the proposed PY 2022-23 goals and action steps.

The WDB Director's Operational Plan incorporates the goals referenced below:

#### *Operational Goals for Workforce Santa Cruz County*

*Goal 1: Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways.*

*Goal 2: Santa Cruz County businesses have the talent needed to thrive now and into the future.*

*Goal 3: Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality.*

### **Next Steps**

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

### **Suggested motion**

I move to accept the WDB Director's Operational Plan update for PY 22-23.

**Item 3 Attachment - Workforce Development Board of Santa Cruz County  
OPERATIONAL PLAN STATUS REPORT Program Year (PY) 2022-2023**

|  | <i>Status</i> | <i>2022-23 Operational Targets</i>   | <i>YTD</i> |
|--|---------------|--|------------|
| <p><b><u>Goal 1</u></b></p> <p><b>Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways.</b></p>                | ✓             | <ul style="list-style-type: none"> <li>• Develop and deploy career services designed to meet the needs of justice-involved individuals.</li> <li>• Revisit income eligibility requirements to ensure they are appropriate with the current level of inflation</li> </ul>   |            |
| <p><b><u>Goal 2</u></b></p> <p><b>Santa Cruz County businesses have the talent needed to thrive now and into the future.</b></p>                                   | ✓             | <ul style="list-style-type: none"> <li>• Develop additional pre-apprenticeship opportunities</li> <li>• Provide WDB members with tools to help promote workforce services to businesses</li> <li>• Identify strategies to support entrepreneurs with WIOA funding</li> </ul>   |            |
| <p><b><u>Goal 3</u></b></p> <p><b>Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality.</b></p> | ✓             | <ul style="list-style-type: none"> <li>• Identify strategies to help address the lack of affordable childcare</li> <li>• Connect WDB members with community partners to better understand and address the employment challenges for individuals experiencing housing insecurity</li> <li>• Examine the diversity of the WDB and develop strategies to ensure the board reflects the community it serves</li> <li>• Draft and release the 2023 State of the Workforce Report</li> </ul> |            |

✓ on track to meet planned target for the year

✗ not on track to meet planned target for the year

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## Action Item 4: WIOA Fiscal Year 2022-23 Budget

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(Action required) – Andy Stone

### **Recommendation**

Accept the WIOA budget for PY 2022-23.

### **Background**

On May 31, 2022, the Employment Development Department (EDD) released the Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2021-22, Formula Allocations for the Adult, Dislocated Worker (DW) and Youth programs. On August 2, 2022, EDD released the Rapid Response and Lay Off Aversion allocations for PY 2022-23.

### **Staff Analysis**

Current service providers for core services are:

- Goodwill Central Coast (Adult, DW and Business Services funding);
- Cabrillo Student Resources and Support Network (student support services);
- Santa Cruz County Office of Education (Youth services);
- Cabrillo Small Business Development Center (Rapid Response/ job retention and layoff aversion services); and
- Winter Works LLC (One-Stop Operator).

These funds were accepted into the County of Santa Cruz (County) fiscal year budgets for the Human Services Department – Workforce Innovation and Opportunity Act Services for each year during the annual County budgeting process. Grant funded services are also listed. Grant funds are accepted into the County budget as they are received, usually in tandem with approval of related contracts for services.

### **Suggested Motion**

I move to accept the WIOA budget for PY 2022-23.

Workforce Development Board Financial Report

|  | Fiscal Year 21/22 Activities |                                  |                                      |  |                       |                      |                                     | Fiscal Year 22/23 Projected Activities |                                      |                     |                                    |                           |                        |
|--|------------------------------|----------------------------------|--------------------------------------|--|-----------------------|----------------------|-------------------------------------|--|--------------------------------------|---------------------|------------------------------------|---------------------------|------------------------|
|  | FY 21/22 Grant Allocations   | FY 21/22 Addtl Grant Allocations | Carried in from FY 20/21 Allocations | FY 21/22 Grant Allocations Line Item Rebudgets | Total FY 21/22 Budget | Expended in FY 21/22 | Unspent Funds Carried into FY 22/23 | FY 22/23 Grant Allocations             | Carried in from FY 21/22 Allocations | Line Item Rebudgets | Total Funds Available for FY 22/23 | Projected Expend in 22/23 | Projected Fund Balance |
| <b>ADULT</b>                           |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| <b>Budget / Expenditure Categories</b> |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Administration                         | 82,776                       | -                                | 82,361                               | (39,500)                                       | 125,637               | 125,617              | 20                                  | 89,209                                 | 20                                   | 23,000              | 112,229                            | 90,975                    | 21,254                 |
| Program Services                       | 135,774                      | -                                | 13,531                               | 300,290  | 449,595               | 449,564              | 31                                  | 189,129                                | 31                                   | 105,000             | 294,160                            | 303,723                   | (9,563)                |
| Contracts                              | 311,930                      | -                                | 4                                    | 86,245   | 398,179               | 398,177              | 2                                   | 336,034                                | 2                                    | (132,869)           | 203,167                            | 359,500                   | (156,333)              |
| Operational                            | 40,750                       | -                                | 86,546                               | (117,000)                                      | 10,296                | 10,164               | 132                                 | 11,500                                 | 132                                  | 29,868              | 41,500                             | 41,500                    | -                      |
| Training                               | 259,886                      | -                                | 171,676                              | (207,035)                                      | 224,527               | 223,832              | 695                                 | 271,233                                | 695                                  | (31,477)            | 240,451                            | 240,451                   | -                      |
| Supportive Services                    | 5,000                        | -                                | 27,611                               | (23,000)                                       | 9,611                 | 9,025                | 587                                 | 4,000                                  | 587                                  | 6,478               | 11,065                             | 11,065                    | -                      |
| <b>Subtotal</b>                        | <b>836,116</b>               | <b>-</b>                         | <b>381,729</b>                       | <b>-</b>                                       | <b>1,217,845</b>      | <b>1,216,379</b>     | <b>1,466</b>                        | <b>901,105</b>                         | <b>1,466</b>                         | <b>-</b>            | <b>902,571</b>                     | <b>1,047,214</b>          | <b>(144,642)</b>       |
| <b>DW</b>                              |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Administration                         | 91,014                       | 75                               | 3,181                                | (2,000)  | 92,270                | 82,571               | 9,699                               | 94,899                                 | 9,699                                | 4,979               | 109,577                            | 119,577                   | (10,000)               |
| Program Services                       | 230,676                      | -                                | 925                                  | 75,000   | 306,601               | 302,568              | 4,032                               | 244,894                                | 4,032                                | 60,179              | 309,105                            | 304,105                   | 5,000                  |
| Contracts                              | 261,179                      | -                                | 473                                  | 120,000  | 381,652               | 377,167              | 4,485                               | 299,271                                | 4,485                                | 108,439             | 412,195                            | 359,271                   | 52,924                 |
| Operational                            | 48,475                       | -                                | 115,179                              | (50,000)                                       | 113,654               | 10,164               | 103,490                             | 27,975                                 | 103,490                              | 5,000               | 136,465                            | 37,975                    | 98,490                 |
| Training                               | 284,995                      | -                                | 206,283                              | (150,000)                                      | 341,278               | 232,123              | 109,154                             | 288,530                                | 109,154                              | (184,691)           | 212,993                            | 212,994                   | -                      |
| Supportive Services                    | 3,000                        | -                                | 32                                   | 7,000  | 10,032                | 8,060                | 1,971                               | 3,000                                  | 1,971                                | 6,094               | 11,065                             | 11,065                    | -                      |
| <b>Subtotal</b>                        | <b>919,339</b>               | <b>75</b>                        | <b>326,073</b>                       | <b>-</b>                                       | <b>1,245,487</b>      | <b>1,012,655</b>     | <b>232,832</b>                      | <b>958,569</b>                         | <b>232,832</b>                       | <b>-</b>            | <b>1,191,401</b>                   | <b>1,044,987</b>          | <b>146,414</b>         |
| <b>Youth</b>                           |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Administration                         | 94,020                       | -                                | 70,019                               | (55,000)                                       | 109,039               | 92,927               | 16,112                              | 101,651                                | 16,112                               | (11,294)            | 106,469                            | 96,470                    | 10,000                 |
| Program Services                       | 138,796                      | -                                | 48,038                               | 150,000  | 336,834               | 331,877              | 4,956                               | 96,622                                 | 4,956                                | 39,868              | 141,446                            | 236,234                   | (94,788)               |
| Contracts                              | 704,381                      | -                                | 83,811                               | (70,000)                                       | 718,193               | 700,238              | 17,955                              | 825,000                                | 17,955                               | (17,954)            | 825,001                            | 745,000                   | 80,000                 |
| Operational                            | 12,500                       | -                                | 33,612                               | (25,000)                                       | 21,112                | 492                  | 20,620                              | 3,500                                  | 20,620                               | (10,620)            | 13,500                             | 8,500                     | 5,000                  |
| <b>Subtotal</b>                        | <b>949,697</b>               | <b>-</b>                         | <b>235,480</b>                       | <b>-</b>                                       | <b>1,185,177</b>      | <b>1,125,534</b>     | <b>59,644</b>                       | <b>1,026,773</b>                       | <b>59,644</b>                        | <b>-</b>            | <b>1,086,417</b>                   | <b>1,086,204</b>          | <b>212</b>             |
| <b>RR</b>                              |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Administration                         | 21,640                       | -                                | 3,926                                | -  | 25,566                | 25,445               | 121                                 | 43,078                                 | 121                                  | -                   | 43,199                             | 43,088                    | 111                    |
| Program Services                       | 152,943                      | -                                | 67,937                               | (45,000)                                       | 175,880               | 172,637              | 3,243                               | 323,056                                | 3,243                                | -                   | 326,299                            | 258,719                   | 67,580                 |
| Contracts                              | 44,000                       | -                                | -                                    | 45,000   | 89,000                | 87,475               | 1,525                               | 69,000                                 | 1,525                                | -                   | 70,525                             | 69,000                    | 1,525                  |
| <b>Subtotal</b>                        | <b>218,583</b>               | <b>-</b>                         | <b>71,863</b>                        | <b>-</b>                                       | <b>290,446</b>        | <b>285,558</b>       | <b>4,888</b>                        | <b>435,134</b>                         | <b>4,888</b>                         | <b>-</b>            | <b>440,022</b>                     | <b>370,807</b>            | <b>69,216</b>          |
| <b>Non WIOA Funds</b>                  |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| <b>NDWG</b>                            |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Administration                         | -                            | -                                | 19,633                               | -  | 19,633                | 819                  | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| Program Services                       | -                            | -                                | 111,813                              | -  | 111,813               | 4,485                | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| Contracts                              | -                            | -                                | 21,186                               | -  | 21,186                | 8,236                | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| Supportive Services                    | -                            | -                                | 8,186                                | -  | 8,186                 | 196                  | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| Participant Wages                      | -                            | -                                | 354,921                              | -  | 354,921               | 10,568               | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| <b>Subtotal</b>                        | <b>-</b>                     | <b>-</b>                         | <b>515,739</b>                       | <b>-</b>                                       | <b>515,739</b>        | <b>24,303</b>        | <b>-</b>                            | <b>-</b>                               | <b>-</b>                             | <b>-</b>            | <b>-</b>                           | <b>-</b>                  | <b>-</b>               |
| <b>SB1 HighRoad Career</b>             |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Program Services                       | -                            | -                                | 5,000                                | -  | 5,000                 | 5,000                | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| <b>Subtotal</b>                        | <b>-</b>                     | <b>-</b>                         | <b>5,000</b>                         | <b>-</b>                                       | <b>5,000</b>          | <b>5,000</b>         | <b>-</b>                            | <b>-</b>                               | <b>-</b>                             | <b>-</b>            | <b>-</b>                           | <b>-</b>                  | <b>-</b>               |
| <b>Library Workforce Partnership</b>   |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Program Services                       | -                            | 20,000                           | -                                    | -  | 20,000                | 19,754               | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| <b>Subtotal</b>                        | <b>-</b>                     | <b>20,000</b>                    | <b>-</b>                             | <b>-</b>                                       | <b>20,000</b>         | <b>19,754</b>        | <b>-</b>                            | <b>-</b>                               | <b>-</b>                             | <b>-</b>            | <b>-</b>                           | <b>-</b>                  | <b>-</b>               |
| <b>Third Sector Grant</b>              |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Program Services                       | -                            | -                                | 25,000                               | -  | 25,000                | -                    | 25,000                              | -                                      | 25,000                               | -                   | 25,000                             | 25,000                    | -                      |
| <b>Subtotal</b>                        | <b>-</b>                     | <b>-</b>                         | <b>25,000</b>                        | <b>-</b>                                       | <b>25,000</b>         | <b>-</b>             | <b>25,000</b>                       | <b>-</b>                               | <b>25,000</b>                        | <b>-</b>            | <b>25,000</b>                      | <b>25,000</b>             | <b>-</b>               |
| <b>CEDS*</b>                           |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Program Services                       | -                            | -                                | 5,465                                | -  | 5,465                 | -                    | 5,465                               | -                                      | 5,465                                | -                   | 5,465                              | 5,465                     | -                      |
| <b>Subtotal</b>                        | <b>-</b>                     | <b>-</b>                         | <b>5,465</b>                         | <b>-</b>                                       | <b>5,465</b>          | <b>-</b>             | <b>5,465</b>                        | <b>-</b>                               | <b>5,465</b>                         | <b>-</b>            | <b>5,465</b>                       | <b>5,465</b>              | <b>-</b>               |
| <b>High Performing Boards</b>          |                              |                                  |                                      |  |                       |                      |                                     |  |                                      |                     |                                    |                           |                        |
| Program Services                       | -                            | -                                | 3,846                                | -  | 3,846                 | 3,846                | -                                   | -                                      | -                                    | -                   | -                                  | -                         | -                      |
| <b>Subtotal</b>                        | <b>-</b>                     | <b>-</b>                         | <b>3,846</b>                         | <b>-</b>                                       | <b>3,846</b>          | <b>3,846</b>         | <b>-</b>                            | <b>-</b>                               | <b>-</b>                             | <b>-</b>            | <b>-</b>                           | <b>-</b>                  | <b>-</b>               |
| <b>Grand Total</b>                     | <b>2,923,735</b>             | <b>20,075</b>                    | <b>1,570,195</b>                     | <b>-</b>                                       | <b>4,514,005</b>      | <b>3,693,029</b>     | <b>329,295</b>                      | <b>3,321,581</b>                       | <b>329,295</b>                       | <b>-</b>            | <b>3,650,876</b>                   | <b>3,579,677</b>          | <b>71,200</b>          |

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## Action Item 5: Eligible Training Provider List Draft Monitoring and Subsequent Eligibility Report

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(Action required) – Lacie Gray

### Recommendation

Approve the ETPL monitoring reports as drafted by WDB staff.

### Background

Workforce Development Board (WDB) staff monitored the Employment Training Provider List (ETPL) training vendors that met the criteria this year for monitoring in early 2022 for the 2021-22 program year:

- Headquartered locally and to which we sent a customer for training or
- Headquartered in another area not monitored by that area's WDB and to which we sent a customer for training.

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

1. Overview of the monitoring process and objectives, services provided, and program performance.
2. Completion and discussion with the Monitor of Training Vendor Monitoring Guide and participant list.
3. Completion of the Non-Discrimination and Equal Opportunity Monitoring Guide.
4. An on-site walk through of the facility and classrooms. (where available)
5. Interviews with key staff providing services funded by the Workforce Innovation and Opportunity Act (WIOA).
6. Interviews with participants receiving WIOA funded services
7. 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.

Additionally, using the State requirements to remain on the California State ETPL, WDB staff performed a subsequent eligibility review for each active ETPL program. There is no requirement for monitoring and subsequent eligibility to be done simultaneously.

### Staff Analysis

Final letters were sent to providers in June. For the five (5) vendors monitored, there were no monitoring findings. All five (5) complete reports are attached via this link: <https://bit.ly/3Qzu5V8>

For subsequent eligibility:

- Cabrillo College postponed: (working on subsequent eligibility currently)
- Watsonville Aptos Santa Cruz Adult Education had one training programs removed from CalJOBS as the state now requires one full program year (July 1 through June 30) of performance metrics to report and the program was too new to meet this requirement.
- As MTS Training Academy, Inc., is headquartered in Vallejo, it is Solano County WDB's responsibility to perform subsequent eligibility.

### Suggested motion

I move to approve the ETPL monitoring reports as drafted by WDB staff.

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## Action Item 6: Eligible Training Provider List (ETPL) 2021-22 Annual Report

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(Action required) – Lacie Gray

### **Recommendation**

Accept the annual ETPL Report for PY 2021-22

### **Background**

The Workforce Development Board (WDB) staff has reviewed the training placements from Program Year (PY) 2021-22 in order to gauge the performance of each Eligible Training Provider List (ETPL) vendor (Attachment 1). Although the WDB has 18 schools eligible to provide training, the attached chart (Attachment 2) lists the expenditures for only those schools that were attended during the 2021-22 Program Year. Additionally, the charts (Attachment 3) indicate the top five schools in terms of enrollments, and the top five schools' Individual Training Account expenditures for PY 2021-22.

### **Staff Analysis**

Summary of Attachment 1: PY 2021-22 ETPL Performance by Training Vendors:

- Truck Driver Institute served the most WIOA training customers in 2021-22 (50 total (27 Adult and 23 Dislocated Workers) or nearly 34% of those in training). **19** successfully completed. Average wage of \$27.91.
- Cabrillo College trained 45 individuals (22 Adult and 23 Dislocated Workers) **with 8** successful completions. Average wage of \$26.56.

Summary of Attachment 2 - 2021-22 ETPL Top Five Expenditures:

- 50 people trained at Truck Driver Institute for a total cost of \$172,145 (\$3,443 per individual average) WIOA training dollars (or 34% of all expended training funds).

### **Suggested motion**

I move to accept the annual ETPL Report for PY 2021-22.



**PY 21-22 ETPL Performance by Training Vendors of WDB Santa Cruz County**

| School  | Percentage of Total | Provider Activity Participation FY21-22 |           |          |            | Completions FY21-22    |                     |                    |                  |                |
|---|---------------------|---|-----------|----------|------------|------------------------|---------------------|--------------------|------------------|----------------|
|   |                     | Adult                                   | DW        | Other    | Total      | Successful Completions | Credential Attained | Entered Employment | Training Related | Average Wage   |
| Bay Area Medical Academy                            | 1.3%                | 0                                       | 2         | 0        | 2          | 2                      | 0                   | 1                  | 0                | \$28.00        |
| Cabrillo College                                    | 30.2%               | 22                                      | 23        | 0        | 45         | 8                      | 0                   | 3                  | 3                | \$26.56        |
| Central Coast College                               | 0.7%                | 1                                       | 0         | 0        | 1          | 0                      | 0                   | 0                  | 0                | N/A            |
| De Anza College, Occupational Training Institute    | 0.7%                | 0                                       | 1         | 0        | 1          | 0                      | 0                   | 0                  | 0                | N/A            |
| MTS Training Academy                                | 6.0%                | 5                                       | 4         | 0        | 9          | 5                      | 0                   | 4                  | 4                | \$25.69        |
| Santa Cruz County ROP                               | 16.1%               | 17                                      | 7         | 0        | 24         | 17                     | 0                   | 6                  | 6                | \$17.93        |
| Silicon Valley Apprenticeship Barbering/Cosmetology | 0.7%                | 1                                       | 0         | 0        | 1          | 0                      | 0                   | 0                  | 0                | N/A            |
| Silicon Valley Surgi-Tech Institute dba SVSTI       | 2.0%                | 2                                       | 1         | 0        | 3          | 1                      | 0                   | 0                  | 0                | N/A            |
| Truck Driver Institute                              | 33.6%               | 27                                      | 23        | 0        | 50         | 19                     | 0                   | 12                 | 10               | \$27.91        |
| UC Davis Continuing and Professional Education      | 0.7%                | 0                                       | 1         | 0        | 1          | 0                      | 0                   | 0                  | 0                | N/A            |
| UCSC Silicon Valley Extension                       | 2.0%                | 0                                       | 3         | 0        | 3          | 1                      | 0                   | 0                  | 0                | N/A            |
| Watsonville/Aptos/Santa Cruz Adult Education        | 6.0%                | 6                                       | 3         | 0        | 9          | 8                      | 0                   | 2                  | 1                | \$15.65        |
| <b>Totals</b>                                       | <b>100.0%</b>       | <b>81</b>                               | <b>68</b> | <b>0</b> | <b>149</b> | <b>61</b>              | <b>0</b>            | <b>28</b>          | <b>24</b>        | <b>\$23.62</b> |

Attachment 1

**Attachment 2 - 2021-22 ETPL Top Five Expenditures**

The top five schools in terms of Individual Training Account (ITA) expenditures for FY21-22 were:

| School/Provider Name   | Participants | ITA Expenditures | % of ITA Expenditures | Average cost of training* per participant | Average Wage |
|--|--------------|------------------|-----------------------|---|--------------|
| TRUCK DRIVER INSTITUTE   | 50           | \$172,145        | 42%                   | \$3,442.90                                | \$27.91      |
| SANTA CRUZ COUNTY CAREER TECHNICAL EDUCATIONAL PARTNERSHIP (Santa Cruz County ROP) | 24           | \$85,827         | 21%                   | \$3,576.13                                | \$17.93      |
| CABRILLO COMMUNITY COLLEGE DISTRICT  | 45           | \$75,121         | 18%                   | \$1,669.36                                | \$26.56      |
| SILICON VALLEY SURGI-TECH INSTITUTE  | 3            | \$23,247         | 6%                    | \$7,749.00                                | N/A          |
| WATSONVILLE/APTOS ADULT SCHOOL - PVUSD   | 9            | \$18,513         | 4%                    | \$2,057.00                                | \$15.65      |

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

**WIOA Adult and DW Training Expenditures (FY21-22)**

| PROVIDER   | FY2021-22        | % OF TOTAL    |
|--|------------------|---------------|
| BAY AREA MEDICAL ACADEMY INC                               | \$8,339          | 2.0%          |
| CABRILLO COMMUNITY COLLEGE DISTRICT                        | \$75,121         | 18.1%         |
| CENTRAL COAST COLLEGE OF BUSINESS DATA PROCESSING          | \$5,770          | 1.4%          |
| FOOTHILL/DE ANZA - OTI                                     | \$3,554          | 0.9%          |
| MTS TRAINING ACADEMY INC                                   | \$11,925         | 2.9%          |
| REGENTS OF THE UNIVERSITY OF CA (DAVIS)                    | \$5,610          | 1.4%          |
| REGENTS OF THE UNIVERSITY OF CA (UCSC)                     | \$4,152          | 1.0%          |
| SANTA CRUZ COUNTY CAREER TECHNICAL EDUCATIONAL PARTNERSHIP | \$85,827         | 20.7%         |
| SILICON VALLEY SURGI-TECH INSTITUTE                        | \$23,247         | 5.6%          |
| TRUCK DRIVER INSTITUTE                                     | \$172,145        | 41.6%         |
| WATSONVILLE/APTOS ADULT SCHOOL - PVUSD                     | \$18,513         | 4.5%          |
|  |                  |               |
|  |                  |               |
|  |                  |               |
| <b>Total Training Providers</b>                            | <b>\$414,203</b> | <b>100.0%</b> |

The top five schools in terms of enrollments for PY 2021-22 were:

| School Name                                  | # of Enrollments | % of Total Enrollments |
|--|------------------|------------------------|
| Truck Driver Institute                       | 50               | 34%                    |
| Cabrillo College                             | 45               | 30%                    |
| Santa Cruz County ROP                        | 24               | 16%                    |
| MTS Training Academy                         | 9                | 6%                     |
| Watsonville/Aptos/Santa Cruz Adult Education | 9                | 6%                     |

| PROVIDER  | TOTAL      | % OF TOTAL    |
|---|------------|---------------|
| <b>Truck Driver Institute</b>                       | <b>50</b>  | <b>33.6%</b>  |
| <b>Cabrillo College</b>                             | <b>45</b>  | <b>30.2%</b>  |
| <b>Santa Cruz County ROP</b>                        | <b>24</b>  | <b>16.1%</b>  |
| <b>MTS Training Academy</b>                         | <b>9</b>   | <b>6.0%</b>   |
| <b>Watsonville/Aptos/Santa Cruz Adult Education</b> | <b>9</b>   | <b>6.0%</b>   |
| Silicon Valley Surgi-Tech Institute dba SVSTI       | 3          | 2.0%          |
| UCSC Silicon Valley Extension                       | 3          | 2.0%          |
| Bay Area Medical Academy                            | 2          | 1.3%          |
| Central Coast College                               | 1          | 0.7%          |
| De Anza College, Occupational Training Institute    | 1          | 0.7%          |
| Silicon Valley Apprenticeship Barbering/Cosmetology | 1          | 0.7%          |
| UC Davis Continuing and Professional Education      | 1          | 0.7%          |
| <b>TOTAL</b>  | <b>149</b> | <b>100.0%</b> |

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## Action Item 7: WDB September 14, 2022 Meeting Planning

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(Action required) – Andy Stone

### **Background**

At a Planning Workgroup meeting on July 22, 2022, the Committee identified several topics to be presented at full Workforce Development Board (WDB) Meetings in Program Year 2022-2023. The identified topics are:

- Housing & Workforce Development
- Addressing the lack of affordable childcare
- Updated State of the Workforce Report
- Career Services for Justice Involved Individuals

At this meeting, the Executive Committee will consider if it would like to add any additional agenda items to the September 14, 2022 full board meeting agenda.

### **Suggested motion**

I move to direct that the WDB staff include the following items in the September 14, 2022 WDB meeting agenda...

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## Report Item 8: Workforce Development Board Staff Updates

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(No vote required)

WIOA Career Services – Sara Paz-Nethercutt:

1. WDB Lean Initiative
2. WIOA Memorandum of Understanding (MOU)
3. Updated website: [www.workforcescc.com](http://www.workforcescc.com) “Get Started”
4. WIOA Youth: Out-of-School (OSY) waiver PY 22/23

Business Services- Andy Stone:

1. Business Services Manager recruitment closes 8/26

Regional Projects/Grants Report –Lacie Gray:

1. American Rescue Plan Act (ARPA) funded Pre-apprenticeship programs:
  - a. Watsonville Aptos Santa Cruz Adult Education
  - b. Santa Cruz County Office of Education
2. Prison to Employment 2.0

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## Information Item 9: AJCC Certification Continuous Improvement Plan PY 21/22 Update

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(No vote required) – Sara Paz-Nethercutt

### **Background**

WDB Staff previously informed this committee of the EDD policy directive, WSD20-08, dated March 1, 2021 which provides policy and guidance for conducting the AJCC certification process. There are two (2) levels of AJCC Certification:

1. Baseline: intended to ensure that every AJCC site is in compliance with WIOA statutory and regulatory requirements; and
2. Certification Indicator Assessment: intended to measure continuous improvement in service delivery with seven (7) indicators.

An independent evaluation and assessment of each of the AJCCs was conducted by Racy Ming and Associates. The independent and objective assessment will be conducted every three (3) years and will be due again to the State in 2024 with the criteria and procedures established by the State board. Using the recommendations and evaluations from the assessments, the Continuous Improvement (CI) Plan was created. The purpose of the CI Plan is to ensure that AJCCs deliver a better experience and continuously improve services for job seekers, workers, and employers.

As you may recall, on December 8, 2021, the WDB approved the America's Job Center of California (AJCC) Certification Indicator Continuous Improvement Plan as written and authorized the WDB staff to submit to the Employment Development Department (EDD) Regional Advisor by the December 31, 2021 deadline.

### **Update**

The Continuous Improvement Plan incorporates the actions for the program year for each AJCC site. PY 2021/22 Quarter 4 progress is available for your information.

The link to view the CI plan is found here: <https://bit.ly/3QNG5Cq>