



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 25, 2021 @ 8:30am

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

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Call in: (916) 318-9542

Meeting ID: 468 046 578#

Call to Order/Welcome

Non-agenda public comment

Chairperson's Report

Action Items (vote required) :

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4. Eligible Training Provider List (ETPL) Draft Monitoring and Subsequent Eligibility Report . 13
5. ETPL Annual Report..... 14-17
6. AJCC Certification Indicator Assessments..... 18
7. WIOA FY21/22 Budget 19-20

Report Items (no vote required):

8. WDB Staff Updates.....21

Information Items (no vote required):

9. AJCC Hallmarks of Excellence Action Plans PY 20/21 Q4 22
10. WDB Recertification..... 23

Committee Member Announcements

Adjournment

**Next Meeting: Workforce Development Board
September 15, 2021 @8:30 am**

**Workforce Development Board-Executive Committee
November 3, 2021 @8:30 am**

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Action Item 1: Approval of Meeting Minutes

(Action required)

Recommendation

Approve the May 5, 2021 and June 25, 2021 Executive Committee meeting minutes

Suggested motion

I move to approve the May 5, 2021 and June 25, 2021 Executive Committee meeting minutes.



**Workforce Development Board
Executive Committee
Watsonville Career Center, Room 2
Wednesday, May 5, 2021 8:30 a.m.**

Item 1 Attachment 1

18 W. Beach Street
Watsonville, CA 95076
(831) 763-8900
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 8:31 a.m., and a quorum was established. All participants attended virtually.

Committee Members in Attendance

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

Committee Members Absent

None

Staff in Attendance

Peter Detlefs – WDB Business Services Mgr.
Laurel Gazza – WDB Administrative Aide
Lacie Gray – WDB Sr. Analyst
Sara Paz-Nethercutt – WDB Sr. Analyst
Andy Stone – WDB Director
Katy Chevalier – Program Manager
Kimberly Peterson – EBSD Division Director
Adam Spickler – CCU Analyst
Marcy Villalobos – WDB Office Asst.

Guests

Barbara Mason – WDB board member
Lizbeth Frasca – Goodwill Central Coast
Victor Dubin - HSD
Todd Livingstone – Watsonville/Aptos/Santa Cruz Adult Education
Claudia Cortes – Goodwill Central Coast
Ana Ontiveros – Goodwill Central Coast
Valerie Pena – Goodwill Central Coast
Amanda Winter – Career Center Operator

MEMBERS:

Carol Siegel, Chair
Santa Cruz Seaside Company

Rob Morse, Vice Chair
Pacific Gas and Electric Company

Lamont Adams
IBEW Local 234

Alia Ayyad
Center for Employment Training

Diane Berry-Wahrer
California Department of Rehabilitation

KatieSetzler
Palo Alto Medical Foundation

Christina Cuevas
Cabrillo College

MariaElena De La Garza,
Community Action Board

Marshall Delk
Santa Cruz County Bank

Elyse Destout
Photography by Elyse Destout

Yuko Duckworth,
Employment Development Department

Candice Elliott
Fortress and Flourish

Sean Hebard
Carpenters Local 505

Carmen Herrera-Mansir
Director, El Pajaro CDC

Todd Livingstone
Watsonville/Aptos Adult Education

Barbara Mason
Santa Cruz County Economic Development

Chris Miller
ScratchSpace, LLC

Elisa Orona
SC Health Improvement Partnership

Shaz Roth
Pajaro Valley Chamber of Commerce

Glen Schaller
Monterey Bay Central Labor Council, AFL-CIO

Dustin Vereker, Chief Beer Ambassador
Discretion Brewing Company

Laura Holquist-Gomez
Five Star Catering

DIRECTOR:
Andy Stone

Subject: Public Comment

None

Subject: III. Consent Items:

- C.1 – Approval of March 3, 2021 Meeting Minutes**
- C.2 – Data Dashboard**
- C.3 – Contractor Activity Reports PY 2020/21 Q2**
- C.4 – AJCC Hallmarks of Excellence Action Plans PY 2020/21 Q3**
- C.5 – WIOA Program Services Procurement PY 21-2025 timeline**
- C.6 – Local WIOA Monitoring Draft Reports, CCOps, SBDC; GCC**
- C.7 – Proposed WDB Meeting Calendar PY 21/22**
- C.8 – WIOA Local Policy revisions**

Action: It was moved to approve the Consent Agenda

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

Committee Action: All in favor, motion passed

Subject: IV. Administration Items:

A.1 – WDB Staff Updates

WDB Director Andy Stone and WDB staff gave the latest updates on WIOA Career Services, which included WDB Sr. Analyst Sara Paz-Nethercutt briefing the committee on the Local Transitional Jobs Policy launch and status, the National Dislocated Worker Grant enrollment status, local monitoring, and the State EDD combining local and fiscal/procurement and programmatic monitoring, and the new WIOA partner in Santa Cruz County . Business Services Manager Peter Detlefs updated on new bid award to Full Capacity Marketing for marketing/communications plan, the Career Services Webpage, and the American Rescue Plan Act of 2021 funding. Katy Chevalier informed the committee about the Triple P online workshops that are now available to CalWORKs program participants.

Action: No action taken, informational item only.

A.2 – Strategic Plan Report Update

WDB Director Andy Stone recapped the Strategic Plan outline and status of the three main goals for 2020-21. He also stated that Racy Ming will facilitate the newly formed Racial Equity Work Group.

Action: It was moved to accept the WDB Directors' Operational Plan update for PY 2020-21

Status: Motion to Approve: Rob Morse
Motion Seconded: Elyse Destout
Abstentions: None
Committee Action: All in favor, motion passed.

A.3 – WDB Officer Nominations PY 2021-22

WDB Chair Carol Siegel gave a report on the slate of candidates for PY 21-22 which will be presented and elected at the May 26, 2021 WDB full board.

Action: It was moved to approve the proposed slate of 2021-22 Officer Candidates, to be presented for election at the May 26, 2021 full board meeting.

Status: Motion to Approve: Elyse Destout
Motion Seconded: Denise Moss
Abstentions: None
Committee Action: All in favor, motion passed.

A.4 – WDB Member Recruitment Update

WDB Director Andy Stone updated the committee on the current recruitment status including the appointment of new committee member Laura Holmquist-Gomez from the business sector.

Action: It was moved to accept the WDB member recruitment update.

Status: Motion to Approve: Rob Morse
Motion Seconded: Marshall Delk
Abstentions: None
Committee Action: All in favor, motion passed.

A.5 – AJCC Certification

WDB Sr. Analyst Sara Paz-Nethercutt reported on the AJCC certification process that will take effect on January 1, 2022. She mentioned a new directive that eliminates one of the criteria and that there would be changes for the certification process.

Action: It was moved to approve the AJCC certification process as outlined by WDB staff and to request authorization of the WDB chair to sign the AJCC Certification Matrix for the Baseline Criteria.

Status: Motion to Approve: Marshall Delk
 Motion Seconded: Denise Moss
 Abstentions: None
 Committee Action: All in favor, motion passed.

A.6 – Business Resource Network Update

WDB Business Services Manager Peter Detlefs updated the committee on the status of Business Resource Network (BRN) and reviewed the three approaches to the development of the BRN, which he anticipates will launch next fiscal year 2021-22.

Action: It was moved to approve the update of the Business Resource Network.

Status: Motion to Approve: Marshall Delk
 Motion Seconded: Rob Morse
 Abstentions: None
 Committee Action: All in favor, motion passed.

A.7 – WDB May 26, 2021 Meeting Planning

WDB Director Andy Stone reviewed the topics to be presented at the May 26, 2021 Workforce Development Board (WDB) full board meeting and also mentioned that the board members wanted more opportunities to engage and interact.

Action: It was moved to direct that the WDB staff include the following items in the May 26, 2021 WDB meeting agenda; open board discussion on business specific roundtable.

Status: Motion to Approve: Rob Morse
 Motion Seconded: Marshall Delk

Abstentions: None
Committee Action: All in favor, motion passed.

V. Chairperson's Report

None.

Meeting adjourned at 9:08 a.m.

**Next Meeting: Workforce Development Board Meeting
Wednesday, May 26, 2021 @ 8:30 am
Watsonville Career Center, Room 2
Virtual Attendance via Microsoft Teams**

**Executive Committee Meeting
TBD
Watsonville Career Center, Room 2
Virtual Attendance via Microsoft Teams**



**Workforce Development Board
Executive Committee
Watsonville Career Center
Friday, June 25, 2021 8:30 a.m.**

Item 1 Attachment 2

18 W. Beach Street
Watsonville, CA 95076
(831) 763-8900
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.

MEMBERS:

- Carol Siegel, Chair
Santa Cruz Seaside Company
- Rob Morse, Vice Chair
Pacific Gas and Electric Company
- Lamont Adams
IBEW Local 234
- Alia Ayyad
Center for Employment Training
- Diane Berry-Wahrer
California Department of Rehabilitation
- Christina Cuevas
Cabrillo College
- MaríaElena De La Garza
Community Action Board
- Marshall Delk
Santa Cruz County Bank
- Elyse Destout
Photography by Elyse Destout
- Daniel Dodge
Cabrillo College Federation of Teachers
- Yuko Duckworth
Employment Development Department
- Candice Elliott
Fortress and Flourish
- Sean Hebard
Carpenters Local 505
- Carmen Herrera-Mansir
El Pajaro Community Development Corp.
- Laura Holmquist-Gomez
Five Star Catering
- Todd Livingstone
Watsonville/Aptos/Santa Cruz Adult Education
- Barbara Mason
Santa Cruz County Economic Development
- Chris Miller
ScratchSpace, Inc.
- Elisa Orona
Health Improvement Partnership of Santa Cruz County
- Shaz Roth
Pajaro Valley Chamber of Commerce and Agriculture
- Glen Schaller
Monterey Bay Central Labor Council, AFL-CIO
- Katie Setzler
Palo Alto Medical Foundation
- Dustin Vereker
Discretion Brewing

The Chair called the meeting to order at 8:30 a.m., and a quorum was established. All participants attended virtually.

Committee Members in Attendance

- Delk, Marshall
- Dodge, Daniel
- Morse, Rob
- Moss, Denise
- Siegel, Carol – Chair

Committee Members Absent

- Destout, Elyse

Staff in Attendance

- Detlefs, Peter – WDB Business Services Manager
- Gray, Lacie – WDB Sr. Analyst
- Paz-Nethercutt, Sara – WDB Sr. Analyst
- Petersen, Kimberly – EBSD Division Director
- Spickler, Adam – CCU Analyst
- Stone, Andy – WDB Director
- Villalobos, Marcy – WDB Clerical Support

Guests

- Akinjide, Dr. Kofi
- Estrada, Vivian - EDD

Subject: Public Comment

There was no public comment.

DIRECTOR:
Andy Stone

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.

Subject: III. Administration Item:

A.1 – Board meeting planning for PY 2021-22

WDB Director Andy Stone gave the committee various examples of potential presentation topics for the PY 2021-22 WDB meetings (from agenda item 1 attachment), and the Executive Committee came up with several more ideas of their own for presentation topics. At the end of the discussion the following topics were agreed upon:

1. Economic Development partnership opportunities with other organizations and entities
2. Expanding virtual career services
3. How to better utilize Board members both for their gain and the Board
4. Expanding apprenticeship opportunities
5. Explore remote work and training opportunities

Action: It was moved to direct the WDB staff to include the above 5 topics in future WDB meeting agendas.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Rob Morse
Abstentions: None
Committee Action: All in favor, motion passed.

V. Chairperson's Report

Chair Carol Siegel thanked everyone for working on the agenda item.

Meeting adjourned at 9:13 a.m.

**Next Meeting: Workforce Development Board Meeting
Wednesday, September 15, 2021 @ 8:30 am
Location TBD**

**Executive Committee Meeting
Wednesday, August 25, 2021 @ 8:30 am
Location TBD**

Action Item 2: Operational Plan Update

(Action required)

Recommendation

Adopt the WDB Director's Operational Plan update for PY 21-22 and recommend approval by the Workforce Development Board.

Background

On September 16, 2020 the WDB approved the WDB Director's Program Year (PY) 2020-21 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 updated PY 2021-22 goals and action steps as identified by the Executive Committee at its special meeting on June 25, 2021.

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 Operational Plan's progress at each Workforce Development Board meeting.


Suggested motion

I move to adopt the WDB Director's Operational Plan update for PY 21-22 and recommend approval by the Workforce Development Board.

**Item 2 Attachment - Workforce Development Board of Santa Cruz County
OPERATIONAL PLAN STATUS REPORT Program Year (PY) 2021-2022**

	<i>Status</i>	<i>2021-22 Operational Targets</i>	<i>YTD</i>
<p><u>Goal 1</u></p> <p>Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways.</p>		<ul style="list-style-type: none"> • Develop and deploy new virtual career services offerings 	
<p><u>Goal 2</u></p> <p>Santa Cruz County businesses have the talent needed to thrive now and into the future.</p>		<ul style="list-style-type: none"> • Develop additional pre-apprenticeship opportunities • Provide WDB with a presentation on remote work and training opportunities 	
<p><u>Goal 3</u></p> <p>Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality.</p>		<ul style="list-style-type: none"> • Establish equity goals and provide WDB members with training • Provide WDB members with the tools and training to become better advocates for the workforce development system • Develop new Economic Development partnership opportunities with other organizations and entities • Draft and release the 2022 State of the Workforce Report 	

 on track to meet planned target for the year

 not on track to meet planned target for the year

Action Item 3: WDB September 15, 2021 Meeting Planning

(Action required)

Background

At a special meeting of the Executive Committee on June 25, 2021, the Committee identified five topics to be presented at the Workforce Development Board (WDB) Full Board Meetings in Program Year 2021-2022. The identified topics are:

1. Economic Development partnership opportunities with other organizations and entities
2. Expanding virtual career services
3. How to better utilize Board members both for their gain and the Board
4. Expanding apprenticeship opportunities
5. Explore remote work and training opportunities

At this meeting, the Executive Committee will consider if it would like to add any additional agenda items to the September 15, 2021 WDB Full Board meeting agenda.

Suggested motion

I move to direct that the WDB staff include the following items in the September 15, 2021 WDB meeting agenda.

Action Item 4: Eligible Training Provider List (ETPL) Draft Monitoring and Subsequent Eligibility Report

(Action required)

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 2021 for the 2019-2020 and 2020-21 program years:

- 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.
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.

Staff Analysis

Final letters were sent to providers in April.

For the four (4) vendors monitored, there were no monitoring findings. Three (3) vendors had observations that may result in findings if not corrected for future monitorings.

All four (4) complete reports are attached via this link: <https://bit.ly/3iTPtWV>

For subsequent eligibility:

- Cabrillo College had two training programs removed from CalJOBS.
- Watsonville Aptos Santa Cruz Adult Education had two training programs removed from CalJOBS.

Suggested motion

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

Action Item 5: Eligible Training Provider List (ETPL) 2020-21 Annual Report

(Action required)

Recommendation

Accept the annual ETPL Report for PY 2020-21

Background

The Workforce Development Board (WDB) staff has reviewed the training placements from Program Year (PY) 2020-21 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 2020-21 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 2020-21.

Staff Analysis

Summary of Attachment 1: PY 20-21 ETPL Performance by Training Vendors:

- Cabrillo College served the most WIOA training customers in 2020-21 (74 total (44 Adult and 30 Dislocated Workers) or 40% of those in training). 42 successfully completed. Average wage of \$48.90.
- Truck Driver Institute trained 45 individuals (19 Adult and 25 Dislocated Workers) with 28 successful completions. Average wage of \$23.91.

Summary of Attachment 2 - 2020-21 ETPL Top Five Expenditures:

- 45 people trained at Truck Driver Institute for a total cost of \$148,945 (\$3,310 per individual average) WIOA training dollars (or 31% of all expended training funds).

Suggested motion

I move to accept the annual ETPL Report for PY 2020-21.

PY 20-21 ETPL Performance by Training Vendors of WDB Santa Cruz County

School	Percentage of Total	Provider Activity Participation FY20-21				Completions FY20-21				
		Adult	DW	Other	Total	Successful Completions	Credential Attained	Entered Employment	Training Related	Average Wage
Bay Area Medical Academy	1.1%	0	2	0	2	0	0	0	0	N/A
Bay Area Video Coalition	0.5%	0	1	0	1	1	0	0	0	N/A
Cabrillo College	40.0%	44	30	0	74	42	0	9	8	\$48.90
Center for Employment Training -Main Campus	0.0%	0	0	0	0	0	0	0	0	N/A
Central Coast College	1.6%	3	0	0	3	2	0	2	2	\$20.00
De Anza College, Occupational Training Institute	0.5%	0	1	0	1	0	0	0	0	N/A
MTS Training Academy	9.2%	6	11	0	17	11	0	4	3	\$30.06
Santa Cruz County ROP	9.7%	10	8	0	18	10	0	4	4	\$16.75
Truck Driver Institute	24.3%	19	26	0	45	28	0	19	18	\$23.91
UC Davis Continuing and Professional Education	0.5%	0	1	0	1	0	0	0	0	N/A
UCSC Silicon Valley Extension	3.8%	0	7	0	7	3	0	1	0	\$37.50
Watsonville Institute of Cosmetology	0.5%	1	0	0	1	0	0	0	0	N/A
Watsonville/Aptos/Santa Cruz Adult Education	8.1%	9	6	0	15	10	0	0	0	N/A
Totals	100.0%	92	93	0	185	107	0	39	35	\$29.52

Action Item 5, Attachment 1

Action Item 5 Attachment 2 - 2020-21 ETPL Top Five Expenditures

The top five schools in terms of Individual Training Account (ITA) expenditures for FY20-21 were:

School/Provider Name	Participants	ITA Expenditures	% of ITA Expenditures	Average cost of training* per participant	Average Wage
TRUCK DRIVER INSTITUTE	45	\$148,945	31%	\$3,310	\$23.91
SANTA CRUZ COUNTY CAREER TECHNICAL EDUCATIONAL PARTNERSHIP	18	\$113,128	23%	\$6,285	\$16.75
CABRILLO COMMUNITY COLLEGE DISTRICT	74	\$85,406	18%	\$1,154	\$48.90
MTS TRAINING ACADEMY INC	17	\$72,118	15%	\$4,242	\$30.06
REGENTS OF THE UNIVERSITY OF CA (UCSC Extension)	7	\$33,971	7%	\$4,853	\$37.50

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

WIOA Adult and DW Training Expenditures (FY20-21)

PROVIDER	FY2020-21	% OF TOTAL
BAY AREA MEDICAL ACADEMY INC	\$5,000	1.0%
CABRILLO COMMUNITY COLLEGE DISTRICT	\$85,406	17.6%
CENTRAL COAST COLLEGE OF BUSINESS DATA PROCESSING	\$9,127	1.9%
MTS TRAINING ACADEMY INC	\$72,118	14.9%
REGENTS OF THE UNIVERSITY OF CA	\$33,971	7.0%
SANTA CRUZ COUNTY CAREER TECHNICAL EDUCATIONAL PARTNER	\$113,128	23.3%
TRUCK DRIVER INSTITUTE	\$148,945	30.7%
WATSONVILLE/APTOS ADULT SCHOOL - PVUSD	\$17,176	3.5%
Total Training Providers	\$484,869	100.0%

The top five schools in terms of enrollments for PY 2020-21 were:

School Name	# of Enrollments	% of Total Enrollments
Cabrillo College	74	40%
Truck Driver Institute	45	24%
Santa Cruz County Career Technical Educational Partnership	18	10%
MTS Training Academy	17	9%
Watsonville/Aptos/Santa Cruz Adult Education	15	8%

PROVIDER	TOTAL	% OF TOTAL
Cabrillo College	74	40.0%
Truck Driver Institute	45	24.3%
Santa Cruz County Career Technical Educational Partnership	18	9.7%
MTS Training Academy	17	9.2%
Watsonville/Aptos/Santa Cruz Adult Education	15	8.1%
UCSC Silicon Valley Extension	7	3.8%
Central Coast College	3	1.6%
Bay Area Medical Academy	2	1.1%
Bay Area Video Coalition	1	0.5%
De Anza College, Occupational Training Institute	1	0.5%
UC Davis Continuing and Professional Education	1	0.5%
Watsonville Institute of Cosmetology	1	0.5%
TOTAL	185	100.0%

Action Item 6: AJCC Certification Indicator Assessments

(Action required)

Recommendation

Approve the AJCC Certification Indicator Assessments as written and authorize the WDB chair to sign the AJCC Certification Assessments.

Background

WDB Staff previously informed this committee of the Employment Development Department (EDD) Workforce Services Directive, WSD20-08, dated March 1, 2021 which provides policy and guidance for conducting the new AJCC certification process.

The process includes two (2) levels of AJCC Certification:

1. The Baseline Certification approved by the Workforce Development Board (WDB) at its May 26, 2021 meeting is intended to ensure that every AJCC site is in compliance with WIOA statutory and regulatory requirements;
2. The Certification Indicator Assessments have been completed and are before this committee. They are intended to measure continuous improvements in service delivery with seven (7) indicators.

At the May 26, 2021 WDB meeting, the board approved a subcontract with Racy Ming and Associates be used to conduct the assessments for the AJCC certification and assist with the creation of the Continuous Improvement (CI) Plans.

The link to view the assessments is found here: <https://bit.ly/3ASWvkJ>

Next Steps

The completed AJCC Certification Indicator Assessments will be submitted to the EDD Regional Advisor by the state deadline of November 1, 2021; the recommendations and evaluations from the assessments will be used to create a CI Plan for the AJCC and submitted to the state by the deadline of December 31, 2021. The drafted CI Plans will be shared with this committee and the WDB.

Suggested motion

I move to approve the AJCC Certification Indicator Assessments as written and authorize the WDB chair to sign the AJCC Certification Assessments.

.

Action Item 7: WIOA Fiscal Year 2021-22 Budget

(Vote required)

Recommendation

Accept the WIOA budgets for PY 2020-21 and 2020-22.

Background

On May 14, 2021, 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 July 26, 2020, EDD released the Rapid Response and Lay Off Aversion allocations for PY 2021-22.

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 budgets for PY 2020-21 and 2020-22.

Workforce Development Board Financial Report

Item 7 Attachment

	Fiscal Year 20/21 Activities							Fiscal Year 21/22 Projected Activities					
	FY 20/21 Grant Allocations	FY 20/21 Addtl Grant Allocations	FY 20/21 Grant Allocations Line Item Rebudgets	Carried in from FY 19/20 Allocations	Total FY 20/21 Budget	Expended in FY 20/21	Unspent Funds Carried into FY 21/22	FY 21/22 Grant Allocations	Carried in from FY 20/21 Allocations	Line item Rebudgets	Total Funds Available for FY 21/22	Projected Expend in 21/22	Projected Fund Balance
ADULT													
Budget / Expenditure Categories													
Administration	99,847			84,471	184,318	101,957	82,361	82,776	82,361	(39,896)	125,241	125,241	-
Program Services	292,348			40,836	333,184	319,653	13,531	135,774	13,531	176,870	326,175	326,174	-
Contracts	250,230		162,000	10,000	422,230	422,226	4	329,430	4	68,755	398,189	453,230	(55,041)
Operational	45,290			51,984	97,274	10,728	86,546	23,250	86,546	(64,046)	45,750	45,750	-
Training	313,493		(162,000)	291,825	443,317	271,642	171,676	259,886	171,676	(115,988)	315,574	315,574	-
Supportive Services	7,350			26,652	34,002	6,391	27,611	5,000	27,611	(25,695)	6,916	6,916	-
Subtotal	1,008,557	-	-	505,768	1,514,325	1,132,596	381,729	836,116	381,729	-	1,217,845	1,272,885	(55,041)
DW													
Administration	87,104	437		16,374	103,915	100,734	3,181	91,014	3,181	28,158	122,353	122,353	-
Program Services	242,923		95,000	-	337,923	336,999	925	230,676	925	94,573	326,174	326,174	-
Contracts	215,814	2,961	12,000	130,720	361,495	361,021	473	278,679	473	129,078	408,230	408,230	-
Operational	57,994			67,913	125,907	10,728	115,179	30,975	115,179	(55,703)	90,451	38,000	52,451
Training	272,751	1,457	(107,150)	299,582	466,640	260,357	206,283	284,995	206,283	(200,000)	291,278	266,682	24,596
Supportive Services	3,254		150	3,054	6,458	6,426	32	3,000	32	3,894	6,926	6,926	-
Subtotal	879,840	4,855	-	517,643	1,402,338	1,076,266	326,073	919,339	326,073	-	1,245,412	1,168,365	77,047
Youth													
Administration	113,830		-	27,657	141,487	71,468	70,019	94,020	70,019	(68,599)	95,440	95,441	-
Program Services	219,861		126,116	8,467	354,444	306,406	48,038	138,796	48,038	66,857	253,691	253,691	-
Contracts	797,609		(115,616)	61,111	743,104	659,292	83,811	704,381	83,811	35,354	823,547	825,000	(1,454)
Operational	18,500		(10,500)	29,723	37,723	4,111	33,612	12,500	33,612	(33,612)	12,500	12,500	-
Subtotal	1,149,800	-	(0)	126,958	1,276,758	1,041,277	235,480	949,697	235,480	-	1,185,177	1,186,632	(1,454)
RR													
Administration	27,485		-	-	27,485	23,559	3,926	21,640	3,926	2,022	27,588	27,588	-
Program Services	206,141		-	1,526	207,667	139,731	67,937	152,943	67,937	(2,022)	218,858	72,483	146,374
Contracts	44,000		-	-	44,000	44,000	-	44,000	-	-	44,000	44,000	-
Subtotal	277,626	-	-	1,526	279,152	207,290	71,863	218,583	71,863	-	290,446	144,072	146,374
Non WIOA Funds													
NDWG													
Administration	-	24,667		-	24,667	5,034	19,633	-	19,633		19,633	19,633	-
Program Services	-	123,908		-	123,908	12,095	111,813	-	111,813		111,813	111,813	-
Contracts	-	35,000		-	35,000	13,814	21,186	-	21,186		21,186	21,186	-
Supportive Services	-	8,400		-	8,400	214	8,186	-	8,186		8,186	8,186	-
Participant Wages	-	358,025		-	358,025	3,104	354,921	-	354,921		354,921	354,921	-
Subtotal	-	550,000	-	-	550,000	34,261	515,739	-	515,739	-	515,739	515,739	-
SB1 HighRoad Career													
Program Services	-	-	-	5,000	5,000	-	5,000	-	5,000	-	5,000	5,000	-
Subtotal	-	-	-	5,000	5,000	-	5,000	-	5,000	-	5,000	5,000	-
SlingShot Healthcare 2.0													
Program Services	-	-	-	5,200	5,200	5,200	-	-	-	-	-	-	-
Subtotal	-	-	-	5,200	5,200	5,200	-	-	-	-	-	-	-
Third Sector Grant													
Program Services	-	25,000	-	-	25,000	-	25,000	-	25,000	-	25,000	25,000	-
Subtotal	-	25,000	-	-	25,000	-	25,000	-	25,000	-	25,000	25,000	-
CEDS*													
Program Services	-	-	-	5,465	5,465	-	5,465	-	5,465	-	5,465	5,465	-
Subtotal	-	-	-	5,465	5,465	-	5,465	-	5,465	-	5,465	5,465	-
High Performing Boards													
Program Services	-	3,846	-	-	3,846	-	3,846	-	3,846	-	3,846	3,846	-
Subtotal	-	3,846	-	-	3,846	-	3,846	-	3,846	-	3,846	3,846	-
Grand Total	3,315,823	583,701	(0)	1,167,561	5,067,085	3,496,890	1,570,195	2,923,735	1,570,195	-	4,493,930	4,327,004	166,926

Report Item 8: Workforce Development Board Staff Updates

(No vote required)

WIOA Career Services:

1. Conducting the AJCC Certification
2. Recruiting for FIRE Project participants
3. Hiring to backfill Administrative Aide vacancy
4. Launching a WIOA case file paperless Initiative PY 21/22

Business Services:

1. Career Services Webpage
2. Marketing/Communication Services
3. American Rescue Act Funding

Regional Projects/Grants Report:

1. Prison to Employment Grant
2. SB1 Pre-apprenticeship Training Grant

Information Item 9: AJCC Hallmarks of Excellence Action Plans PY 20/21 Q4

(No vote required)

Background:

As you may recall, on September 11, 2018, the WDB approved the Hallmarks of Excellence Assessment and Certification Action Plan for the Comprehensive America's Job Center of California (AJCC). Using the criteria and procedures established by the State Board, the independent and objective assessment will be conducted every three (3) years and will be due again to the State in 2021.

Under Employment Development Department (EDD) guidance Directive WSD, 18-11, March 14, 2019, this same methodology was applied to the other AJCC sites at the Capitola Employment Development Department (EDD) and WIOA Youth Sueños. This process was submitted to the state by the deadline of June 30, 2019 and will be in effect for two (2) years in order to align with the comprehensive AJCC certification due in 2021.

Update: Program year action plans for each AJCC site have been developed and progress through PY 2020/21 Quarter 4 is displayed for your review.

As described to this committee at its April 21, 2021 meeting, EDD policy directive, WSD20-08, dated March 1, 2021, supersedes WSD18-11 referenced above. For this reason, this is the final *Hallmarks of Excellence Action Plan* quarterly update. Instead, *Continuous Improvement (CI) Plans*, of each AJCC site, will be developed based on the AJCC Certification Indicator Assessments and in coordination with the WDB. The CI Plans are due to the state by December 31, 2021 and will subsequently be shared with this committee.

The link to view the action plans is found here: <https://bit.ly/3yVroo6>

Information Item 10: WDB Recertification

(No vote required)

Background:

On April 1, 2021, the WDB authorized staff to submit an application, to the California Workforce Development Board, for the Subsequent Designation and Recertification of the Santa Cruz County Workforce Development Board, effective July 1, 2021, for a two-year period, ending June 30, 2023.

Update:

On June 29, 2021 the California Workforce Development Board approved the WDB's application for Subsequent Designation and Recertification through June 30, 2023.

The approval letter can be found at this link: <https://bit.ly/3qb3A8f>