



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
Wednesday, September 14, 2022 @ 8:30am**

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

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Meeting ID: 238 278 850 316

Passcode: qP9h9e

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Call in: (831) 454-2222

Phone Conference ID: 487 148 603#

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 25, 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

Information Items (no vote required):

- 7. Update AJCC Certification Continuous Improvement Plan PY 21/22 Q4..... 20

Report Items (no vote required):

- 8. WDB Staff Updates..... 21
- 9. Panel Discussion Topic: Workforce Development and Housing 22

Facilitated by WDB Chair, Rob Morse

Panelists: Brenda Chavez, Housing Authority of Santa Cruz County, Housing Plus Program
Paz Padilla, Community Action Board, Watsonville Works
Dr. Robert Ratner, County of Santa Cruz, Housing for Health Division

Committee Member Announcements

Adjournment

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

**Workforce Development Board
December 7, 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.

Action Item 1: Findings Authorizing Teleconference Meetings

(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.



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**SANTA CRUZ COUNTY WORKFORCE DEVELOPMENT BOARD'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 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 September 14, 2022, the Santa Cruz County Workforce Development held a subsequent teleconference meeting under AB 361; and

WHEREAS, the Santa Cruz County Workforce Development Board 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 deems it necessary to utilize the modified teleconferencing rules set forth in AB 361;

NOW, THEREFORE, the Santa Cruz County Workforce Development Board 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.

Section 2. Effective immediately, and for the next 30 days, the Santa Cruz County Workforce Development Board 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 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 in Santa Cruz, State of California, this 14 day of September , 2022 , by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Chair, Santa Cruz County Workforce Development Board

ATTEST: _____
Department Staff

Approved as to Form:

Office of the County Counsel

Action Item 2: Approval of Meeting Minutes

(Action required) – Andy Stone

Recommendation

Approve the May 25, 2022 WDB Full Board meeting minutes.

Suggested motion

I move to approve the May 25, 2022 WDB Full Board meeting minutes.



**Workforce Development Board
Full Board Meeting
Watsonville Career Center
Wednesday, May 25, 2022 8:30 a.m.**

Item 2 Attachment

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.

The Chair called the meeting to order at 8:35 a.m., and a quorum was established. All participants attended virtually.

Committee Members in Attendance

Ayyad, Alia
Destout, Elyse – Vice Chair
Herrera-Mansir, Carmen
Liebetrau, LeNae
Livingstone, Todd
Miller, Chris
Morse, Rob - Chair
Nagamine, Janet
Orona, Elisa
Roth, Shaz
Schaller, Glen
Setzler, Katie
Siegel, Carol
Vereker, Dustin

Committee Members Absent

Adams, Lamont
Cuevas, Christina
De La Garza, MariaElena
Delk, Marshall
Dodge, Daniel
Elliott, Candice
Hebard, Sean
Holmquist-Gomez, Laura

Staff in Attendance

Chevalier, Katy – EBSD Program Manager
Detlefs, Peter – WDB Business Services Manager
Gray, Lacie – WDB Sr. Analyst
Gutierrez, Elizabeth – WDB Admin Aide
Paz-Nethercutt, Sara – WDB Sr. Analyst
Stone, Andy – WDB Director
Villalobos, Marcy – WDB Clerical Support

Guests

Baxter, Stephen
Benson, Elissa
Brown, David
Burrafato, Alan
Diaz-Rivas, Brenda
Cantu, Felix
Chance, Eli
Cortes, Claudia
Estrada, Vivian
Mears, Haley
Moskalyk, Andriy

MEMBERS:

Rob Morse, Chair
Pacific Gas and Electric Company

Elyse Destout, Vice Chair
Photography by Elyse Destout

Lamont Adams
Local IBEW234

Alia Ayyad
Center for Employment Training

Christina Cuevas
Community Foundation of Santa Cruz County

MariaElena De La Garza
Community Action Board

Marshall Delk
Santa Cruz County Bank

Daniel Dodge
Monterey Bay Central Labor Council

Candice Elliott
Fortress and Flourish

Sean Hebard
Carpenters Local 505

Carmen Herrera-Mansir
El Pajaro Community Development Corp.

Laura Holmquist-Gomez
Five Star Catering

LeNae Liebetrau
Department of Rehabilitation

Todd Livingstone
Watsonville/Aptos/Santa Cruz Adult Education

Chris Miller
ScratchSpace, LLC

Janet Nagimine
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

Katie Setzler
Palo Alto Medical Foundation

Carol Siegel
Santa Cruz Seaside Company

Dustin Vereker
Discretion Brewing

DIRECTOR:
Andy Stone

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Moss, Denise
 Munoz, Beatriz
 Pena, Valerie
 Williams, Josh
 Winter, Amanda

Subject: Public Comment

There was no public comment.

Subject: Chairperson's Report

WDB Chair Rob Morse thanked board members for their commitment to the Workforce Development Board.

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.

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: Todd Livingstone
 Motion Seconded: Elyse Destout
 Abstentions: None

Committee Action All in favor, motion passed

Item 2 – Approval of Meeting Minutes

Action: It was moved to approve the March 30, 2022 WDB Full Board meeting minutes.

Status: Motion to Approve: Carol Siegel
 Motion Seconded: Elyse Destout
 Abstentions: Alia Ayyad

Committee Action All in favor, motion passed

Item 3 – Operational Plan Update

WDB Director Andy Stone reported that the operational targets are on track to be completed for the year and gave a report on the progress of each plan including: the new Workforce Santa Cruz County webpage, www.workforcesc.com which includes a link to WIOA orientation videos and information and a guide to the services offered; the launch of Workforce Santa Cruz County Facebook and LinkedIn pages; launched first expanded pre-apprenticeship program with Watsonville/Aptos/Santa Cruz Adult Ed on May 16, 2022; a presentation on remote and hybrid work by Gensler was provided at the March 30, 2022 WDB meeting; special Executive Committee meeting to be held on July 22, 2022 to establish equity goals and operational targets for next year; Behind Every Employer Santa Cruz County, an online resource that links businesses to workforce and economic

development resources; State of the Workforce report to be provided by BW Research on May 25, 2022.

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

Status: Motion to Approve: Alia Ayyad
 Motion Seconded: LeNae Liebetrau
 Abstentions: None

Committee Action All in favor, motion passed

Item 4 – WIOA Re-Contracting Cabrillo Student Resource & Support Network PY22/23

WDB Sr. Analyst Sara Paz-Nethercutt presented to the WDB Full Board the Cabrillo College Student Resource and Support Network (SRSN) re-contracting recommendation allocation of \$120,000 for PY 22/23 for support services to WIOA students.

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: Carol Siegel
 Motion Seconded: Carmen Herrera-Mansir
 Abstentions: None

Committee Action All in favor, motion passed

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

WIOA local monitoring drafted reports were provided to the WDB Full Board 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: Dustin Vereker
 Motion Seconded: Todd Livingstone
 Abstentions: Alia Ayyad

Committee Action All in favor, motion passed

Item 6 – WDB Officer Nominations PY 22/23

WDB Director Andy Stone presented the proposed slate of candidates to the WDB Full Board. Chair and Vice Chair positions will remain the same for the WDB Full Board, Executive Committee, and Business Services/CEDS Committee. Yvette Brooks from Your Future is Our Business will step in as the new Vice Chair for the Career Services Committee.

Action: It was moved to approve the proposed Slate of 2022-23 Officer Candidates.

Status: Motion to Approve: Elisa Orona
 Motion Seconded: LeNae Liebetrau
 Abstentions: None

Committee Action All in favor, motion passed

Item 7 – Proposed WDB Meeting Calendar 22/23

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

Action: I move to approve the proposed WDB Meeting Calendar for PY 22/23.

Status: Motion to Approve: Alia Ayyad
 Motion Seconded: LeNae Liebetrau
 Abstentions: None

Committee Action All in favor, motion passed

Item 8 – WIOA Memorandum of Understanding Renewal

WDB Sr. Analyst Sara Paz-Nethercutt informed the WDB Full Board 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: Carol Siegel
 Motion Seconded: Dustin Vereker
 Abstentions: Alia Ayyad

Committee Action All in favor, motion passed

Subject: Information Items:

Item 9 – AJCC Certification Continuous Improvement Plan PY 21/22 Update

WDB Sr. Analyst Sara Paz-Nethercutt gave a brief overview the mandated AJCC Certification Continuous Improvement Plan and a provided a copy of the plans 3rd quarter progress which included: building remote access, a paperless initiative, and a queuing system so customers do not have to wait in line. The purpose of the Continuous Improvement Plan is to ensure that the AJCC's deliver a better experience and continuously improve services for job seekers, workers, and employers.

Action: No action taken, informational item only.

Item 10 – WIOA PY 20/21 Local Performance Scores

WDB Sr. Analyst Sara Paz-Nethercutt shared the WIOA performance scores provided by the state for Adult, Dislocated Worker, and Youth measures and answered questions by board members. She also mentioned that the state is requiring the Local Areas to achieve a score of 50% or higher for Employment Rate 2nd Quarter After Exit and Median Earnings.

Action: No action taken, informational item only.

Subject: Report Items:

Item 11 – WDB Staff Updates

WDB Sr. Analyst Sara Paz-Nethercutt gave updates on WIOA Career Services which included an overview on a new pilot project supported by EDD, CalASSIST, a referral platform to enable cross referrals between partners; and informed the WDB Full Board that the FIRE project for Santa Cruz County ended early on April 30, 2022 and unspent allocations were redirected to other counties. WDB Sr. Analyst Lacie Gray gave updates on the Prison to Employment grant which ended in March and served a total of 11 justice involved women; the SB1 pre-apprenticeship trade program meant to increase the number of qualified candidates for apprenticeship across all trades, increase the diversity of apprenticeship candidates, and increase retention rate. WDB Business Services Manager Peter Detlefs shared updates on the Business Services webpage, which now includes the agendas and minutes, events, training opportunities, and a publications page.

Action: No action taken, informational item only.

Item 12 – Presentation

A presentation by Josh Williams from BW Research was provided to the WDB Full Board on the 2022 State of the Workforce Report.

Action: No action taken, informational item only.

Subject: Committee Member Announcements:

Member Carol Siegel welcomed Yvette Brooks to the Career Services Committee.

Meeting adjourned at 10:15 a.m.

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

Action Item 3: Operational Plan Update

(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><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 career services designed to meet the needs of justice-involved individuals. • Revisit income eligibility requirements to ensure they are appropriate with the current level of inflation 	
<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 members with tools to help promote workforce services to businesses • Identify strategies to support entrepreneurs with WIOA funding 	
<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"> • Identify strategies to help address the lack of affordable childcare • Connect WDB members with community partners to better understand and address the employment challenges for individuals experiencing housing insecurity • Examine the diversity of the WDB and develop strategies to ensure the board reflects the community it serves • Draft and release the 2023 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 4: WIOA Fiscal Year 2022-23 Budget

(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
ADULT													
Budget / Expenditure Categories													
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	-
Subtotal	836,116	-	381,729	-	1,217,845	1,216,379	1,466	901,105	1,466	-	902,571	1,047,214	(144,642)
DW													
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	-
Subtotal	919,339	75	326,073	-	1,245,487	1,012,655	232,832	958,569	232,832	-	1,191,401	1,044,987	146,414
Youth													
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
Subtotal	949,697	-	235,480	-	1,185,177	1,125,534	59,644	1,026,773	59,644	-	1,086,417	1,086,204	212
RR													
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
Subtotal	218,583	-	71,863	-	290,446	285,558	4,888	435,134	4,888	-	440,022	370,807	69,216
Non WIOA Funds													
NDWG													
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	-	-	-	-	-	-	-
Subtotal	-	-	515,739	-	515,739	24,303	-	-	-	-	-	-	-
SB1 HighRoad Career													
Program Services	-	-	5,000	-	5,000	5,000	-	-	-	-	-	-	-
Subtotal	-	-	5,000	-	5,000	5,000	-	-	-	-	-	-	-
Library Workforce Partnership													
Program Services	-	20,000	-	-	20,000	19,754	-	-	-	-	-	-	-
Subtotal	-	20,000	-	-	20,000	19,754	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-
Subtotal	-	-	3,846	-	3,846	3,846	-	-	-	-	-	-	-
Grand Total	2,923,735	20,075	1,570,195	-	4,514,005	3,693,029	329,295	3,321,581	329,295	-	3,650,876	3,579,677	71,200

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

(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/3RI25yN>

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.

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

(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
Totals	100.0%	81	68	0	149	61	0	28	24	\$23.62

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%
Total Training Providers	\$414,203	100.0%

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
Truck Driver Institute	50	33.6%
Cabrillo College	45	30.2%
Santa Cruz County ROP	24	16.1%
MTS Training Academy	9	6.0%
Watsonville/Aptos/Santa Cruz Adult Education	9	6.0%
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%
TOTAL	149	100.0%

Information Item 7: AJCC Certification Continuous Improvement Plan PY 21/22 Update

(No vote required) – Sara Paz-Nethercutt

Background

As described to this board at its May 26, 2021 meeting, EDD policy directive, WSD20-08, dated March 1, 2021 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/3TPegMd>

Report Item 8: Workforce Development Board Staff Updates

(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 “*Get Started*”
4. WIOA Youth: Out-of-School (OSY) waiver PY 22/23

Business Services- Andy Stone:

1. Business Services Manager Recruitment

Regional Projects/Grants Report –Lacie Gray:

1. SB1 Tri-County Apprenticeship Preparation Program
2. American Rescue Plan Act (ARPA) funded Pre-apprenticeship programs:
 - a. Watsonville Aptos Santa Cruz Adult Education
 - b. Santa Cruz County Office of Education
3. Prison to Employment 2.0

Report Item 9: Panel Discussion

(No vote required) – Rob Morse

Workforce Development and Housing



Brenda Chavez
Housing Plus Program



Community Action Board
of Santa Cruz County, Inc.

Paz Padilla
Watsonville Works Program



Dr. Robert Ratner
Housing for Health Division