



**Workforce Development Board
Career Services Committee
Wednesday, July 29, 2020, 3:00 p.m.
18 W. Beach Street, Watsonville**

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

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**Call in: (916) 318-9542
Meeting ID: 635 695 195#**

Agenda

**Career Services Committee
MEMBERS:**

Elyse Destout, Chair
Photography by Elyse Destout
Denise Moss, Vice-Chair
GOAL/Cabrillo College
Christina Cuevas, Governing Board Trustee
Cabrillo College
Maria Elena De La Garza, Executive Director
Community Action Board
Mary Gaukel Forster, Executive Director
Your Future Is Our Business
Fernando Giraldo, Chief Probation Officer
Santa Cruz County Probation Department
LeNae Liebetrau,
Senior Vocational Rehabilitation Counselor
Department of Rehabilitation
Annabelle Rodriguez,
Cabrillo College

DIRECTOR:
Andy Stone

Mission: Santa Cruz County Workforce Development supports the Community by cultivating economic vitality and assisting Jobseekers by creating programs that 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.

- I. Call to Order/Welcome**
- II. Introductions**
- III. Public Comment** – For items not listed on the agenda (limited to 3 minutes)
- IV. Service Provider Activity Reports** – Sueños, Cabrillo College, Goodwill, Career Center Operator
- V. Consent Items**
 - C.1 Approval of minutes: April 22, 2020 **2-5**
 - C.2 Contractor Activity Reports (thru Q3 PY19/20) **6**
 - C.3 AJCC Hallmarks of Excellence Action Plans PY 20/21 **7**
- VI. Presentation: Santa Cruz County Office of Education (SCCOE)**
 - Sueños: WIOA Youth Career Cluster Curriculum** **8**
- VII. Administration**
 - A.1 Staff Response to COVID 19 **9**
- VIII. Chairperson's Report**
- IX. Announcements/Information Sharing**
- X. Adjournment**

**Next Meeting: September 23, 2020 @ 3:00 pm
Location: TBD**

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 ☒Consent ☐Information ☐Discussion

C.1 Approval of Meeting Minutes

COMMITTEE: Career Services Committee	MEETING DATE: July 29, 2020
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide	

SUMMARY:

Requesting Consent approval of the April 22, 2020 Career Services Committee meeting minutes.

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the April 22, 2020 Career Services Committee meeting minutes.

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



**Workforce Development Board
Career Services Committee
Watsonville Career Center, Room 2
Wednesday, April 22, 2020, 3:00 p.m.**

C.1 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. 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 3:00 p.m., and a quorum was established. Members, staff and guests introduced themselves.

Committee Members in Attendance

Cuevas, Christina
De La Garza, MariaElena
Destout, Elyse – Chair
Gaukel Forster, Mary
Giraldo, Fernando
Liebetrau, LeNae
Moss, Denise

Committee Members Absent

Rodriguez, Annabelle

Staff in Attendance

Barr, Belinda – WDB Business Services Manager
Chevalier, Katy – WTW Program Manager
Gazza, Laurel – WDB Administrative Aide
Paz-Nethercutt, Sara – WDB Senior Analyst
Stone, Andy – WDB Director

Guests

Adams, Lamont – WDB member
Brown, David – Sr. Administrative Analyst, CAO office
Cagle, Courtney – Fresh Success
Diaz, Brenda – Goodwill Central Coast
Duckworth, Yuko - EDD
Livingstone, Todd – WDB member
Mason, Shelby – Goodwill Central Coast
Munoz, Beatriz – Suenos, SCCOE
Orona, Elisa – WDB member
Reyes, Karen – Cabrillo College SRSN
Winter, Amanda – Career Center Operator

**Career Services Committee
MEMBERS:**

Elyse Destout, Chair
Photography by Elyse Destout

Denise Moss, Vice Chair
CTE/Cabrillo College

Christina Cuevas, Program Director
Community Foundation of Santa Cruz County

MariaElena De La Garza,
Executive Director
Community Action Board

Mary Gaukel Forster,
Executive Director
Your Future Is Our Business

Fernando Giraldo, Chief Probation Officer
Santa Cruz County Probation Department

LeNae Liebetrau,
Senior Vocational Rehabilitation Counselor
Department of Rehabilitation

Annabelle Rodriguez
GOAL/Cabrillo College

DIRECTOR:
Andy Stone

Subject: Public Comment

There were no public comments.

Subject: Service Providers' Activity Report

Beatriz Munoz, of Santa Cruz County Office of Education (SCCOE) Suenos Program; Shelby Mason, of Goodwill Central Coast; Karen Reyes, of Cabrillo College SRSN; and Amanda Winter, Career Center Operator, each gave current updates as to the 3rd Quarter statistics and successes of their individual programs, and each gave information as to how they are coping with the pandemic restrictions.

Subject: Consent Items:

- C.1 Approval of the January 15, 2020 Meeting Minutes**
- C.2 Contractor Activity Reports (thru Q2 PY 19/20)**
- C.3 WIOA Local Draft Monitoring Reports**
- C.4 AJCC Hallmarks of Excellence Action Plans**

Status:	Motion to Approve Consent Items:	Mary Gaukel Forster
	Motion Seconded:	Christina Cuevas
	Abstention:	None
	Committee Action:	All in favor, motion passed

Presentation item:

Courtney Cagle, Senior Specialist with Fresh Success, gave a presentation on the on their efforts to expand its' CalFresh Employment and Training (CFET) Program in 2019, and their assistance to community colleges and community-based organizations in effectively starting and managing their CFET programs, in partnerships with counties.

Subject: Administration Items:**A.1 – Grants and Initiatives**

WDB Director Andy Stone recapped the current statuses of the Prison to Employment Grant (P2E), and the High Road Construction Careers (HRCC) SB 1 Program. He also went over the latest statistics on newly filed Unemployment Insurance claims in Santa Cruz County.

Action: No action taken, informational item only.

Chairperson's Report –

None

VIII. Announcements/Information Sharing

Committee member Denise Moss, of Cabrillo College, mentioned their Cyber Camps are now being held online. Mary Gaukel Forster mentioned a continuing radio program for Your Future is Our Business, and LeNae Liebetrau stated that the Dept. of Rehabilitation is still open during the pandemic.

Meeting adjourned at 3:56 p.m.

Next Meeting: **Workforce Development Board Meeting**
 Wednesday, May 27, 2020
 Seacliff Inn
 7500 Old Dominion Court
 Aptos, CA. 95003

 Career Services Meeting
 Location and time TBD



☐ Action ☒ Consent ☒ Information ☐ Discussion

C.2 Contractor Activity Reports

COMMITTEE: Career Services Committee	MEETING DATE: July 29, 2020
STAFF NAME: Katy Chevalier, Program Manager; Sara Paz-Nethercutt, Sr. Analyst	

SUMMARY:

Reports outlining each workforce services contractor's financial, federal (if applicable), and contract performance can be found here : <https://bit.ly/3eRA43Z>

☒ Attachment(s)

SUGGESTED MOTION: (if applicable)

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
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C.3 Hallmarks of Excellence Plans

COMMITTEE:	Career Services Committee	MEETING DATE:	July 29, 2020
STAFF NAME: Andy Stone, WDB Director; Sara Paz-Nethercutt, Sr. Analyst			

SUMMARY:

Background As you may recall, on September 11, 2018, the WDB approved the Hallmarks of Excellence Assessment and Certification Action Plan for the Comprehensive 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 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 Suenos. 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 on 2021. Update: Program year action plans for each AJCC site have been developed and progress is displayed for your review. The link to view the action plans is found here : <https://bit.ly/32K8i7l>

☒Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to direct WDB staff to continue working on Hallmarks of Excellence Action Plans and to report back to the committee on ongoing progress.

COMMITTEE DATE	COMMITTEE APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:

**Workforce Development Board
Guest Presenter
July 29, 2020**

P.1 WIOA Youth Career Cluster Curriculum

Angelica Ruiz

Project Specialist

WIOA Suenos Program

Sarai Zayas

WEX Specialist

WIOA Suenos Program

Selene Avila-Montes

Bilingual Secretary

WIOA Suenos Program





☐ Action ☐ Consent ☐ Information ☒ Discussion

A.1 WDB Staff Response to COVID-19

COMMITTEE:	Career Services Committee	MEETING DATE:	July 29, 2020
STAFF NAME: Andy Stone, WDB Director; WDB Staff			

SUMMARY:

Workforce Development Board Staff will report out on recent developments on program services as a result of COVID-19.

WIOA Career Services:

1. County WDB Staff Updates: PY2020/21 Staff Furloughs, 156 hours/year; continue to work remotely
2. National Dislocated Worker Grant Application \$55,000: Local Food Bank workers
3. Personal Protective Equipment Bundle for Allied Health students (DH)

☐ Attachment(s)

SUGGESTED MOTION: (if applicable)

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