



**Workforce Development Board
Executive Committee
Watsonville Career Center, Room 2
Wednesday, August 25, 2021 8:30 a.m.**

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 – Chair
Denise Moss
Carol Siegel
Elyse Destout – Vice Chair

Committee Members Absent

None

Staff in Attendance

Peter Detlefs – WDB Business Services Mgr.
Lacie Gray – WDB Sr. Analyst
Josie Montes - CWES Associate Analyst
Sara Paz-Nethercutt – WDB Sr. Analyst
Andy Stone – WDB Director
Katy Chevalier – Program Manager
Adam Spickler – CCU Analyst
Marcy Villalobos – WDB Office Asst.

Guests

Teri Brimacombe
Chris Donnelly
Barbara Mason – WDB Board Member
Janet Nagamine – WDB Board Member
Todd Livingstone – WDB Board Member
Amanda Winter

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

Katie Setzler
Palo Alto Medical Foundation

Christina Cuevas
Community Foundation of Santa Cruz County

Maria Elena De La Garza
Community Action Board

Marshall Delk
Santa Cruz County Bank

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 CDC

Laura Holmquist-Gomez
Five Star Catering

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

Carol Siegel
Santa Cruz Seaside Company

Dustin Vereker, Chief Beer Ambassador
Discretion Brewing

DIRECTOR:
Andy Stone

Subject: Public Comment

None

Subject: Chairperson's Report

Chair Rob Morse presented a certificate of appreciation to Carol Siegel for her dedication to the Board.

Subject: Action Items:

Item 1 – Approval of the May 5, 2021 and June 25, 2021 Meeting Minutes

Action: It was moved to approve the May 5, 2021 and June 25, 2021 Executive Committee meeting minutes.

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

Committee Action All in favor, motion passed

Item 2 – Operational Plan Update

WDB Director Andy Stone gave an update on the Operational Plan, which was approved at the September 16, 2020 WDB Full Board meeting, and reviewed the three goals along with the action steps.

Action: It was moved to adopt the WDB Director’s Operational Plan update for PY 21-22 and recommend approval by the Workforce Development Board.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Denise Moss
Abstentions: None

Committee Action All in favor, motion passed

Item 3 – WDB September 15, 2021 Meeting Planning

WDB Director Andy Stone proposed that item 3: *How to better utilize Board members both for their gain and the Board* be the topic presented at the September 15, 2021 WDB Full Board meeting. Full Capacity Marketing will put together a 20 minute presentation and will prepare some tools for the board members to use while engaging with the public.

Action: It was moved to direct that the WDB staff include the following items in the September 15, 2021 WDB agenda: *How to better utilize Board members both for their gain and the Board* and an update by the Equity Workgroup.

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

Committee Action

All in favor, motion passed

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

WDB Sr. Analyst Lacie Gray gave an overview of the program monitoring process of Eligible Training Provider List (ETPL) vendors and informed the committee that the purpose of subsequent eligibility review is to ensure the approved training programs are meeting State and Federal criteria. She also mentioned that there were no findings for the vendors that were monitored but there were some recommendations.

Action: It was moved to approve the ETPL monitoring reports as drafted by the WDB staff.

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

Committee Action

All in favor, motion passed

Item 5 – Eligible Training Provider List (ETPL) PY 2020-21 Annual Report

WDB Sr. Analyst Lacie Gray reviewed the Eligible Training Provider List (ETPL) annual report with the committee and answered questions from committee members regarding which careers had an average wage of \$48.90 from Cabrillo College, some of which included Radiology Technology, Registered Nursing, Human Resource Management, Digital Media, and Dental Hygienist.

Action: It was moved to accept the annual ETPL report for PY 2020-21

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

Committee Action

All in favor, motion passed

Item 6 – AJCC Certification Indicator Assessments

WDB Sr. Analyst Sara Paz-Nethercutt briefed the committee on the AJCC assessments that were conducted by Racy Ming and Associates for each of the three One Stop Centers located at: 18 West Beach-Watsonville, EDD-Capitola, and the Suenos Youth Program office. She stated that continuous improvement action plans will be created based off of the assessments that were conducted. Some highlights that were noted included focusing on new remote ways to offer services to job seekers and businesses as well as offering training for partners and staff in labor market information and equity, diversity, and inclusion.

Action: It was moved to approve the AJCC Certification Indicator Assessments as written and authorize the WDB chair to sign the AJCC Certification Assessments.

Status: Motion to Approve: Marshall Delk
Motion Seconded: Denise Moss
Abstentions: None

Committee Action All in favor, motion passed

Item 7 – WIOA Fiscal Year 2021-22 Budget

WDB Director Andy Stone reviewed the WIOA financial report for PY 2020-21 and 2021-22 and answered questions asked by the committee members.

Action: It was moved to accept the WIOA budgets for PY 2020-21 and 2021-22

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

Committee Action All in favor, motion passed

Subject: Report Items:

Item 8 – WDB Staff Updates

WDB staff gave the latest updates on WIOA Career Services, which included WDB Sr. Analyst Sara Paz-Nethercutt briefing the committee on the AJCC Certifications, recruiting for more FIRE project participants, filling the vacancy for the Admin Aide position, launching the new WIOA case file paperless initiative, and added that the procurement for WIOA program services was approved by the Board of Supervisors on August 24, 2021. WDB Business Services Manager Peter Detlefs gave updates on business services including the development of a walk-about job fair in downtown Santa Cruz to assist with recruitments for businesses, career services webpage, marketing and communications services, and the American Rescue Act funding. WDB Sr. Analyst Lacie Gray gave updates on Regional Projects/Grants including the Prison to Employment Grant which Santa Cruz County currently has seven participants enrolled, and the SB1 Pre-apprenticeship Training Grant which currently has 18 participants scheduled to graduate next month.

Action: No action taken, informational item only.

Subject: Information Items:

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

WDB Sr. Analyst Sara Paz-Nethercutt noted that this would be the final Hallmarks of Excellence Action Plan update as the AJCC certification process changed and replaced by the Continuous Improvement (CI) Plans.

Action: No action taken, informational item only.

Item 10 – WDB Recertification

WDB Director Andy Stone announced that the California Workforce Development Board approved the WDB's application, that was submitted in April, for Subsequent Designation and Recertification for a two-year period ending on June 30, 2023.

Action: No action taken, informational item only.

Subject: Committee Member Announcements:

Committee member Carol Siegel spoke about the opportunity of a training for the board members on Equity, Diversity, and Inclusion.

Meeting adjourned at 9:55 a.m.

**Next Meeting: Executive Committee Meeting
Wednesday, November 3, 2021 @ 8:30 am
Watsonville Career Center, Room 2
Virtual Attendance via Microsoft Teams**