



**Workforce Development Board  
Full Board Meeting  
Watsonville Career Center  
Wednesday, December 7, 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.**

**The Chair called the meeting to order at 8:34 a.m., and a quorum was established. All participants attended virtually.**

**Committee Members in Attendance**

Ayyad, Alia  
Cuevas, Christina  
De La Garza, MariaElena  
Delk, Marshall  
Destout, Elyse – Vice Chair  
Dodge, Daniel  
Hebard, Sean  
Herrera-Mansir, Carmen  
Holmquist-Gomez, Laura  
Liebetrau, LeNae  
Livingstone, Todd  
Miller, Chris  
Morse, Rob - Chair  
Roth, Shaz  
Siegel, Carol  
Vereker, Dustin

**Committee Members Absent**

Nagamine, Janet  
Setzler, Katie  
Schaller, Glen

**Staff in Attendance**

Chevalier, Katy – EBSD Program Manager  
Gray, Lacie – WDB Sr. Analyst  
Gutierrez, Elizabeth – WDB Admin Aide  
Stone, Andy – WDB Director  
Villalobos, Marcy – WDB Clerical Support

**Guests**

Burrafato, Alan  
Estrada, Vivian  
Munoz, Beatriz  
Munoz, Diane  
Neander, Sylvia  
Pena, Valerie  
Valladares, Cesar

**MEMBERS:**

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

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

**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

**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

**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

*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.*

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**Subject: Public Comment**

None.

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**Subject: Chairperson’s Report**

Chair Rob Morse thanked WDB Director, staff, Board members, and partners for all their hard work and commitment.

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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.

**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:    Marshall Delk  
                 Motion Seconded:    Dustin Vereker  
                 Abstentions:            None

Committee Action                            All in favor, motion passed

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**Item 2 – Approval of Meeting Minutes**

**Action:** It was moved to approve the September 14, 2022 WDB Full Board meeting minutes.

**Status:**    Motion to Approve:    Carol Siegel  
                 Motion Seconded:    Dustin Vereker  
                 Abstentions:            Marshall Delk

Committee Action                            All in favor, minus abstention, motion passed

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**Item 3 – WIOA Transfer of Dislocated Worker Funds to Adult Grant**

WDB Director Andy Stone asked for approval from the Board to transfer \$200,000 from the WIOA Dislocated Worker allocation over to the Adult program due to a low number of dislocated workers to serve and an increase in the demand for adult services.

**Action:** It was moved to authorize staff to send a budget modification request to the state to move WIOA DW funds to WIOA Adult services.

**Status:**    Motion to Approve:    Christina Cuevas  
                 Motion Seconded:    Marshall Delk  
                 Abstentions:            Alia Ayyad, Todd Livingstone

Committee Action                            All in favor, minus abstentions, motion passed

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**Item 4 – Local WIOA Monitoring Policy**

WDB Director Andy Stone presented the Board with the Local WIOA Monitoring Policy and stated the policy reflects the current WIOA monitoring procedures.

**Action:** It was moved to accept the WIOA local monitoring policy.

**Status:**    Motion to Approve:    Carol Siegel  
                 Motion Seconded:    Dustin Vereker  
                 Abstentions:            Alia Ayyad, Todd Livingstone

**Item 5 – Proposed Revision to WDB Meeting Calendar PY 22/23**

WDB Director Andy Stone requested approval to move the March 29<sup>th</sup>, 2023 Full Board meeting to April 5, 2023 to allow staff and the WDB Chair and Vice Chair to attend the National Association of Workforce Boards annual conference in Washington, D.C.

**Action:** It was moved to approve the proposed WDB Meeting Calendar revisions for PY 22/23.

**Status:** Motion to Approve: Christina Cuevas  
Motion Seconded: Marshall Delk  
Abstentions: None

Committee Action All in favor, motion passed

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**Item 6 – WIOA Local Plan**

WDB Sr. Analyst Lacie Gray shared that the WIOA Local Plan is updated every four years and every two years must go through a Two-Year Modification and must be provided to the state on March 31, 2023 and have a 30-day public comment period. The local plan articulates how services are provided to individuals in the community. Lacie addressed questions about how the forum will be announced and stated that it would be published on the Workforce website and newspaper and will include information on how the forum can be attended and will answer questions from the public about the plan.

**Action:** It was moved to open the public comment period on the two-year modification to 2021-24 WIOA Local Plan on March 1, 2023 or at another publicly announced time, hold a public forum on the draft Plan, close the public comment period on March 31, 2023 or another publicly announced time that is in keeping with state requirements, authorize the WDB chair to sign the Plan, and Authorize staff to forward the Plan to the state to meet the March 31, 2023 deadline, and subsequently forward the Plan to the Board of Supervisors for final approval and signature.

**Status:** Motion to Approve: Carol Siegel  
Motion Seconded: Dustin Vereker  
Abstentions: None

Committee Action All in favor, motion passed.

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**Item 7 – WIOA Regional Plan**

WDB Sr. Analyst Lacie Gray stated that the WIOA Regional Plan is similar to agenda item 6, WIOA Local Plan. She shared that the region includes Monterey, San Benito, and Santa Cruz counties. The Regional Plan is due March 31, 2023 and requested approval from the Board to open and close any public comment period needed to move forward with completing the Regional Plan. WDB Director Andy Stone encouraged members to attend the yearly planning retreat held with the Executive Committee which sets the operational plan for the year.

**Action:** It was moved to approve that the WIOA Regional Plan Two-Year Modification strategy and as outlined here to allow WDB staff to take steps to ensure the timely completion of the Plan.

**Status:** Motion to Approve: Christina Cuevas  
Motion Seconded: Sean Hebard

Abstentions: None

Committee Action All in favor, motion passed.

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**Subject: Report Items:**

**Item 8 – Operational Plan Update**

WDB Director Andy Stone reviewed the progress of operational plan.

Goal1: WDB Director Andy Stone shared that the Construction Pre-Apprenticeship class at the Rountree Facility has been postponed due to the instructor resigning and plan to launch in early 2023. He also mentioned that the Executive Committee will review WIOA income eligibility requirements at the March 1, 2023 meeting.

Goal 2: Andy shared that Watsonville/Aptos/Santa Cruz Adult Education (WASCAE) provided a cohort pre-apprenticeship class which completed in August 2022, and Todd Livingstone Assistant Director at WASCAE announced the next cohort is expected to start in April 2023. Andy also announced that WDB staff is exploring a \$500 supportive services payment for eligible micro-business owners and would be administered through the WIOA program.

Goal 3: Andy mentioned that at today's WDB meeting a roundtable will be held to discuss affordable childcare. At the September 14, 2022 WDB meeting a roundtable was held to discuss housing insecurities. A pro-housing letter of support is being drafted by Dr. Robert Ratner from the Housing for Health Division to local elected officials outlining the need of workforce housing. He also spoke on the County-wide initiative, A Santa Cruz Like Me, and mentioned that a survey will be sent out to all Board members to request demographic data to examine the diversity of the Board, results to be shared at the March 29, 2023 Board meeting. Andy shared that the State of the Workforce Report is scheduled to be completed by June 30, 2023.

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

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**Item 9 – WDB Staff Updates**

WDB Director Andy Stone reported on the results of the EDD WIOA program monitoring and shared that there were two findings: 1) Grievance and Complaint procedure contained outdated language. This procedure has since been updated to reflect the State's new policy. 2) Activity codes not entered into CalJOBS by the WIOA Adult and Dislocated contracted service provider. A corrective plan was put in place which includes training. The State has accepted responses for both findings.

Andy gave an update on the hiring progress for the Business Services Manager position and shared that an offer has been extended and the candidate accepted.

WDB Sr. Analyst Lacie Gray spoke on Regional Projects and stated that pre-apprenticeship cohort programs have been implemented at Watsonville/Aptos/Santa Cruz Adult Education and with Santa Cruz County Office of Education held at the Rountree Facility and shared that the WDB is waiting to be notified if the Prison to Employment 2.0 grant has been awarded.

EBSD Program Manager Katy Chevalier gave an update on the Eviction Prevention and Rental Support Program which provides a maximum of \$7500 per household. She also shared information on the COVID-Good Cause Status for CalWORKs participants and will stay in as long as the Public Health Emergency is in place. Once the Public Health Emergency ends participants will be required to enroll in program activities including education and training.

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

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**Item 10 – Local Area Negotiated WIOA Performance Goals PY 2022-2024**

WDB Director Andy Stone provided information on the new WIOA performance goals for 2022-23 and 2023-24 and stated that goals have increased from previous years. A chart that demonstrated the goals for each of the performance measures was provided to the Board.

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

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**Subject: Information Items:**

**Item 11 – AJCC Certification Continuous Improvement Plan PY 22/23 Update**

WDB Director Andy Stone presented the agenda item and stated that updated information on the AJCC Continuous Improvement Plan is available via the link posted in the agenda packet.

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

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**Item 12 – Childcare Community Discussion**

WDB Chair Rob Morse facilitated a discussion on the topic of available, affordable, and quality childcare to help the Board better understand the state of childcare in Santa Cruz County. Diane Munoz with the Childhood Advisory Council also attend the meeting to provide feedback.

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

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**Subject: Committee Member Announcements:**

None.

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**Meeting adjourned at 10:34 a.m.**

**Next Meeting: Workforce Development Board Meeting  
Wednesday, April 5, 2023 @ 8:30 am**