



SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

**Workforce Development Board
Executive Committee**

**Wednesday, November 4, 2020 @ 8:30 a.m.
18 W. Beach St. Watsonville**

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

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

If you don't have Microsoft Teams: Select the "Continue on this browser" option

Call in: (916) 318-9542

Meeting ID: 281 636 609#

Agenda

- I. Call to Order/Welcome**
- II. Public Comment**
- III. Consent Items**
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 - C.3 AJCC Hallmarks of Excellence Action Plans PY2020/21 Q1 **9**
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- V. Chairperson's Report**
- VI. Adjournment**

MEMBERS:

- Carol Siegel, WDB Chair
- Rob Morse, WDB Vice Chair
Pacific Gas and Electric Company
- Lamont Adams
Local IBEW234
- Alia Ayyad
Center for Employment Training
- Diane Berry-Wahrer
California Department of Rehabilitation
- Katie Setzler
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
El Pajaro CDC
- Todd Livingstone
Watsonville/Aptos Adult Education
- Barbara Mason
Santa Cruz County Economic Development
- Chris Miller
ScratchSpace, LLC
- 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

**Next Meeting: Workforce Development Board Meeting
Wednesday, December 9, 2020 @ 8:30 a.m.
Location TBD**

**Executive Committee Meeting
March 3, 2021 @ 8:30 a.m.
Location TBD**

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.

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: Executive Committee	MEETING DATE: November 4, 2020
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide	

SUMMARY:

Requesting Consent approval of the August 26, 2020 Executive Committee meeting minutes.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the August 26, 2020 Executive Committee meeting minutes, as part of the consent agenda.

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
Executive Committee
Watsonville Career Center, Room 2
Wednesday, August 26, 2020 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 a.m., and a quorum was established. All participants attended virtually.

Committee Members in Attendance

- Delk, Marshall
- Destout, Elyse
- Moss, Denise
- Siegel, Carol – Chair
- Slack, Ron

Committee Members Absent

- Morse, Rob

Staff in Attendance

- Chevalier, Katy – WTW Program Manager
- Gazza, Laurel – WDB Administrative Aide
- Paz-Nethercutt, Sara – WDB Sr. Analyst
- Stone, Andy – WDB Director

Guests

- Winter, Amanda – Career Center Operator

Subject: Public Comment

There was no public comment. Chair Carol Siegel acknowledged and thanked first responders for their efforts in the CZU Mountain fire.

MEMBERS:

- Carol Siegel, Chair
Santa Cruz Seaside Company
 - Rob Morse, Vice Chair
Pacific Gas and Electric Company
 - Lamont Adams, Business Manager
IBEW Local 234
 - Alia Ayyad, Director
Center for Employment Training
 - Diane Berry-Wahrer, Supervisor
California Department of Rehabilitation
 - KatieSetzler, Human Resources Director
Palo Alto Medical Foundation
 - Todd Livingstone, Assistant Director
Career and Technical Education
Watsonville/Aptos Adult Education
 - Christina Cuevas, Governing Board Trustee
Cabrillo College
 - MariaElena De La Garza, Executive Director
Community Action Board
 - Marshall Delk, Vice President
Santa Cruz County Bank
 - Elyse Destout, Owner
Photography by Elyse Destout
 - Yuko Duckworth, Employment Program Manager
Employment Development Department
 - Candice Elliott, Principal Consultant
Fortress and Flourish
 - Carmen Herrera-Mansir
Director, El Pajaro CDC
 - Sean Hebard
Carpenters Local 505
 - Mark Hodges, Director,
Regional Occupational Program
Santa Cruz County Office of Education
 - Barbara Mason,
Economic Development Coordinator
Santa Cruz County Economic Development
 - Chris Miller, Founder
ScratchSpace, LLC
 - Elisa Orona, Director
SC Health Improvement Partnership
 - Glen Schaller, Political Coordinator
Monterey Bay Central Labor Council, AFL-CIO
 - Bryce Root, Founder Owner
The Root Group
 - Shaz Roth, Executive Director & CEO
Pajaro Valley Chamber of Commerce
 - Dustin Vereker, Chief Beer Ambassador
Discretion Brewing Company
- DIRECTOR:**
Andy Stone

Subject: III. Consent Items:

- C.1 – Approval of May 6, July 8, 2020 Meeting Minutes**
- C.2 – Data Dashboard**
- C.3 – AJCC Hallmarks of Excellence Action Plans**
- C.4 – Contractor Activity Reports PY 2019/20 Q3**
- C.5 – Re-Contracting Updates PY 2020/21**
- C.6 – ETPL Annual Report**
- C.7 – WIOA Co-enrollment Policy**
- C.8 WIOA PY 2020/21 Budget and Updates**

Action: It was moved to approve the Consent Agenda

Status: Motion to Approve: Marshall Delk
Motion Seconded: Ron Slack
Abstentions: None
Committee Action: All in favor, motion passed

Subject: IV. Administration Items:

A.1 – WDB Staff Response to COVID-19

WDB Director Andy Stone and WDB staff gave the latest updates with the ongoing efforts to address program concerns/outcomes during the COVID-19 pandemic. Topics addressed included continuation of county staff furloughs, National Dislocated Worker grant, opportunities for youth working at local food banks, CalWorks status and a Business Services Dept., update since the vacancy left by former Business Services Manager Belinda Barr.

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.

Action: It was moved to accept the WDB Directors' Operational Plan update for PY 2020-21 and recommend approval by the full Workforce Development Board.

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

A.3 – WDB Member Recruitment Update

WDB Director Andy Stone talked about the challenges of trying to recruit new board members during the current fire and COVID-19 pandemic crises. He stated that there were still 2 business sector vacancies on the board, and that each member make efforts to recruit new candidates.

Action: It was moved to accept the WDB Member Recruitment update.

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

A.4 – WDB September 16, 2020 Meeting Planning

Director Andy Stone gave feedback from the July 8, 2020 special meeting of the Executive Committee and stated that “Racial Equity in Workforce Development”, a presentation by Molly Bachay, would be the main topic at the September 16, 2020 full board meeting, and gave a background on the presenter.

Action: It was moved to direct that the WDB staff include the above stated topic at the September 16, 2020 WDB full board meeting agenda.

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

V. Chairperson’s Report

WDB Chair Carol Siegel thanked everyone for attending the meeting. She also thanked WDB staff for their efforts during the fire and pandemic crises, and also stated her appreciation of any recruiting efforts made by board members.

Meeting adjourned at 9:15 a.m.

**Next Meeting: Workforce Development Board Meeting
September 16, 2020 @ 8:30 am
Watsonville Career Center, Room 2
Virtual Attendance via Microsoft Teams**

**Executive Committee Meeting
November 4, 2020 @ 8:30 am
Watsonville Career Center, Room 2
Virtual Attendance via Microsoft Teams**



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

C.2 Data Dashboard

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide	

SUMMARY:

In addition to the Data Dashboard, Workforce Santa Cruz County responded to layoffs during PY 20-21, thru Quarter 1. Specific employer information, (Layoffs/Industry/Employer/Location) can be found at: <https://bit.ly/3aIXs1C>

Attachment(s)

SUGGESTED MOTION: (if applicable)

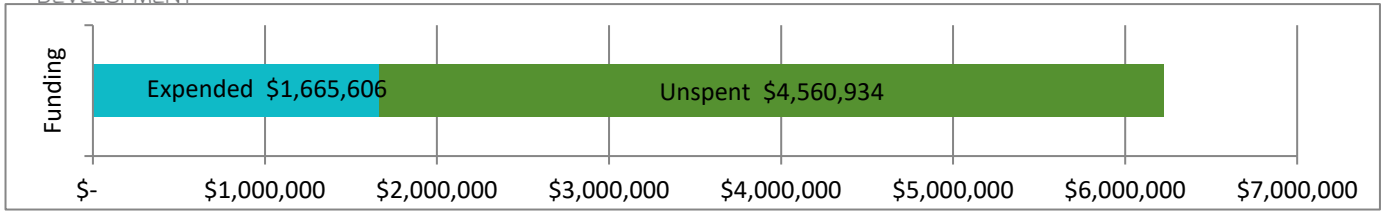
N/A

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:

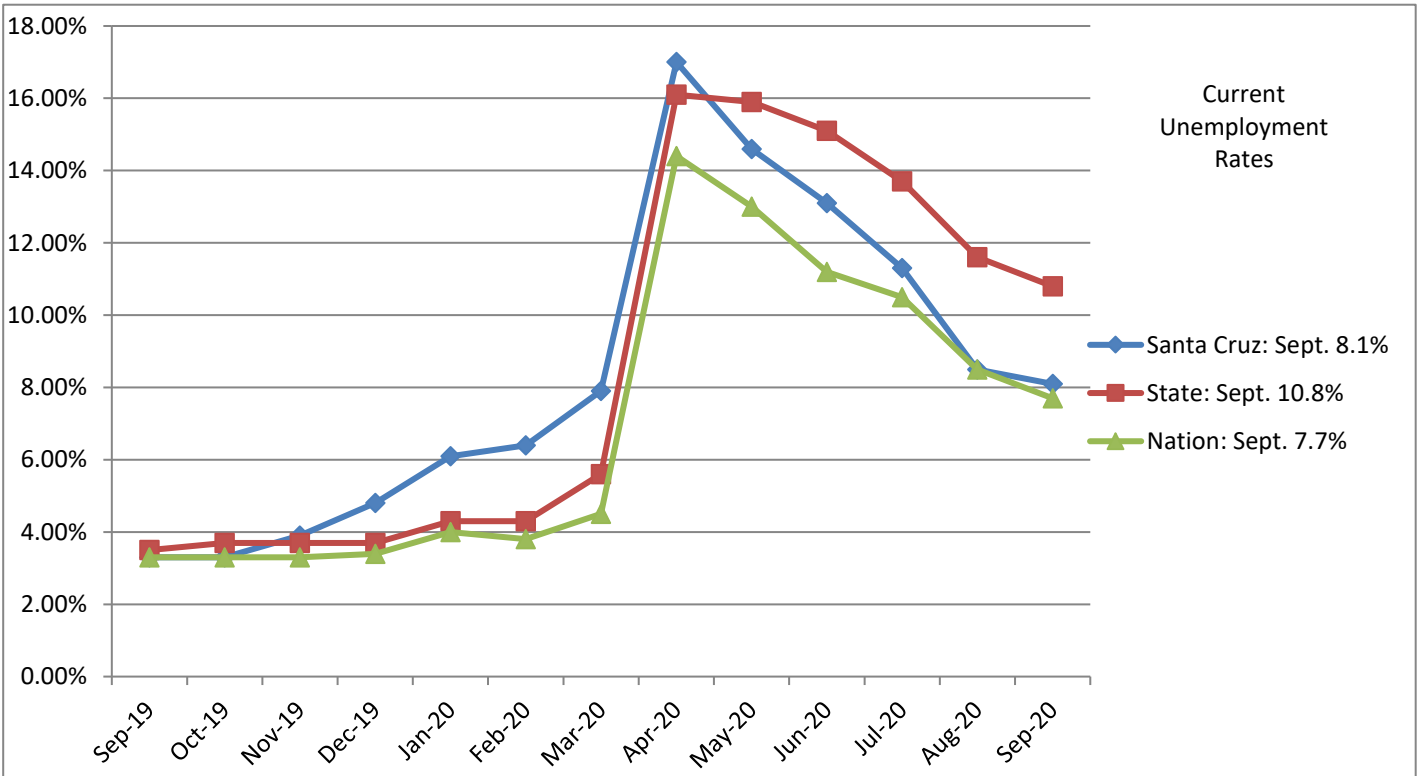
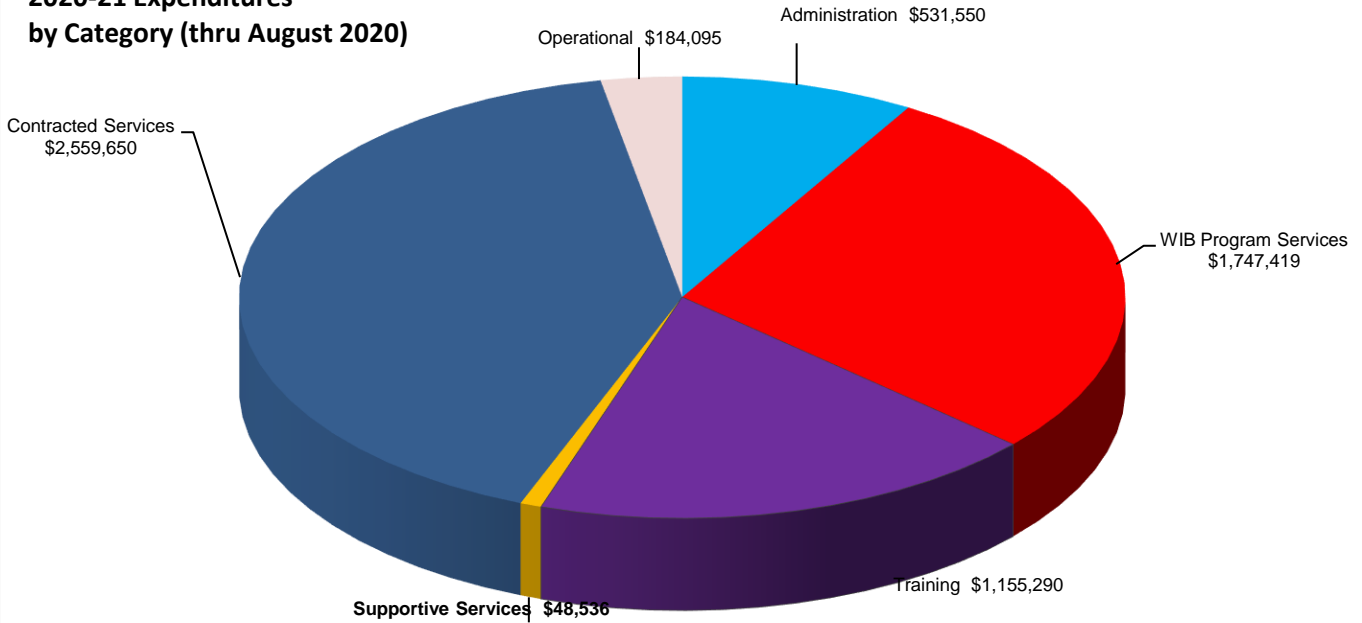
PY 2020/2021 thru August 31, 2020



Program Year (PY) 2020-21 Budget: \$6,226,540



2020-21 Expenditures by Category (thru August 2020)





Action Consent Information Discussion

C.3 Hallmarks of Excellence Plans

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
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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 in 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/35Jnq4t>

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:



Action Consent Information Discussion

C.4 Contractor Activity Reports

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
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STAFF NAME: Andy Stone, WDB Director; 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/3jDqyDZ>

Attachment(s)

SUGGESTED MOTION: (if applicable)

COMMITTEE DATE 09/23/20	COMMITTEE APPROVAL: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE	BOARD APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No Other:



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

C.5 WIOA Performance Negotiations

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
STAFF NAME: Andy Stone, WDB Director; Sara Paz-Nethertcutt, Sr. Analyst	

SUMMARY:

Workforce Innovation and Opportunity Act (WIOA) requires the state to negotiate local level performance goals for Adult, Dislocated Worker and Youth programs. Agreement was reached on local goals that will be in effect for two (2) Program Years at a time. 2020/2021 and 2021/2022.

The attached chart demonstrates the goals for each of the performance measures for each program for the two-year period.

As per Employment Development Department (EDD) Workforce Services Directive (WSD20-02) dated September 18, 2020, the state will assess performance at the end of each program year using the Statistical Adjustment Model (SAM), derived by the Department of Labor, to determine if the negotiated performance goals were achieved. Actual performance numbers will be adjusted using the SAM which factors in data on the local economic conditions and populations served during the program year. The actual performance numbers will be compared to the SAM adjusted numbers against the negotiated performance goals to determine the ultimate level of performance success.

Attachment(s)

SUGGESTED MOTION: (if applicable)

N/A

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:

WIOA Performance Negotiations

Local Workforce Development Area: Santa Cruz County		
Performance Indicators	Final Negotiated Goals	
	PY20	PY21
Adult		
Employment Rate in 2nd Q post exit	67%	67%
Employment Rate in 4th Q post exit	66%	66%
Median Earnings	\$8,700	\$8,700
Credential Attainment Rate	60%	60%
Measureable Skill Gain	50%	50%
Dislocated Worker		
Employment Rate in 2nd Q post exit	71.9%	71.9%
Employment Rate in 4th Q post exit	72.5%	72.5%
Median Earnings	\$10,750	\$10,750
Credential Attainment Rate	60%	60%
Measureable Skill Gain	50%	50%
Youth		
In Ed,Trng or Employment Rate in 2nd Q post exit	74.6%	74.6%
In Ed,Trng or Employment Rate in 4th Q post exit	71%	71%
Median Earnings	\$3,800	\$3,800
Credential Attainment Rate	60%	60%
Measureable Skill Gain	56.4%	56.4%



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

A.1 WDB Staff Updates

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
STAFF NAME: Andy Stone, WDB Director; WDB Staff	

SUMMARY:

Workforce Development Board Staff will report out on recent developments on all program services.

WIOA Career Services:

1. WIOA Staffing: GCC staff at Capitola EDD; GCC fully staffed
2. National Dislocated Worker Grant application: Augusts Wildfires

Business Services:

1. New Business Services Manager, Peter Detlefs
2. Small Business Grants - CARES Act

CalWORKs Employment Services:

1. Eviction Prevention Program

Attachment(s)

SUGGESTED MOTION: (if applicable)

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:



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

A.2 Strategic Plan Update

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
STAFF NAME: Andy Stone, WDB Director	

SUMMARY:

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 Strategic Plan's goals are met. The attached scorecard represents the PY 2020-21 outcomes for the approved goals and action steps.

Both the Strategic Plan and the WDB Director's Operational Plan incorporate the Strategic Goals referenced below.

Strategic Goals for Workforce Santa Cruz County

Goal 1: Increase effectiveness of local and regional workforce development system to better meet job seekers, business and community needs

Goal 2: Align workforce development strategies to support local economic development

Goal 3: Develop strategic relationships with educators, employers and community partners

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the WDB Director's Operational Plan update for PY 20-21.

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:

**A.2 Attachment - Workforce Development Board of Santa Cruz County
STRATEGIC PLAN STATUS REPORT Program Year (PY) 2020-2021**

	<i>Status</i>	<i>2020-21 Operational Targets</i>	<i>YTD</i>
<p><u>Goal 1</u></p> <p>Increase effectiveness of local and regional workforce development system</p>	✓	<ul style="list-style-type: none"> • Establish Racial Equity Goals for the WDB • Redesign WIOA Youth Program and provide presentation to WDB • Virtual Career Service Platform - Design and Launch 	<p>Seeking consultant to help establish equity goals</p> <p>Social Policy Research Associates has been selected to assist with Youth Program Redesign - WDB Presentation Scheduled for 4/1/21</p> <p>Career Services Website design out for bid now</p>
<p><u>Goal 2</u></p> <p>Align workforce development strategies to support local economic development</p>	✓	<ul style="list-style-type: none"> • Report on COVID 19's impact on local businesses • Report on IT careers in hospitality and retail • Establish virtual hiring services for local employers 	<p>COVID Report Scheduled for 5/26/21 WDB Meeting</p> <p>Hospitality & Retail IT Careers will be featured in State of the Workforce Report by 6/30/21</p> <p>Obtained Virtual Job Fair platform on 11/1/21</p>
<p><u>Goal 3</u></p> <p>Develop strategic relationships with educators, employers and community partners</p>	✓	<ul style="list-style-type: none"> • Assist Second Harvest Food Bank with pandemic staffing needs • Hold Community Partner engagement meetings as part of local plan update 	<p>Providing Support to SHFB through WIOA Youth work experience program and through a Federal Dislocated Worker Grant with Monterey County</p> <p>Engagement meetings will be scheduled in early 2021</p>

✓ on track to meet planned target for the year

✗ not on track to meet planned target for the year



Action Consent Information Discussion

A.3 WIOA Transitional Jobs Policy

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
---------------------------------------	---------------------------------------

STAFF NAME: Andy Stone, WDB Director; Sara Paz-Nethercutt, Sr.Analyst

SUMMARY:

The Workforce Innovation and Opportunity Act (WIOA) mission/vision is to strengthen our nation's public workforce system, help Americans with barriers to employment access the education, training and support services needed to obtain and advance in quality jobs and careers.

Attached is a local WIOA policy developed to make available work experience opportunities through a transitional jobs program to WIOA eligible participants with barriers to employment who are chronically unemployed or have inconsistent work history. Providing this type of opportunity aligns with the WIOA and further advances the mission of the Act for helping those with barriers to access training and education, support services they need to obtain jobs.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the locally developed WIOA Transitional Jobs policy.

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:

WIOA Transitional Job Policy

Policy Memorandum 20-02

Date: October 16, 2020

To: All Workforce Innovation Opportunity Act (WIOA) Service Providers

Purpose: To provide guidance to contractors (service providers) for transitional jobs, as a type of work experience opportunity, offered as an individualized career service for WIOA eligible clients.

Rescissions: N/A

References: WIOA Sections 3, 134 (c)(3)(D); 20 CFR 680.200; 20 CFR 680.190-195; 20 CFR 680.840; 20 CFR 680.900; 20 CFR 683.270; Employment and Training Guidance Letter WIOA, No.19-16, March 1, 2017; Employment Development Department, Workforce Services Directive 19-06, December 27, 2019, CalJOBS Activity Codes

Background:

The Santa Cruz County Workforce Development Board (WDB) will make available work experience opportunities through a transitional jobs program for those Workforce Innovation and Opportunity Act (WIOA) eligible Adult and Dislocated Worker participants with barriers to employment who are chronically unemployed or have inconsistent work history. Providing this type of opportunity aligns with the WIOA mission/vision of strengthening our nation's public workforce system, helping Americans with barriers to employment access the education, training and support services needed to obtain and advance in quality jobs and careers.

At the discretion of the local Workforce Development Board, this Transitional Job Policy is subject to change.

Policy:

A. General Provisions

A transitional job, combined with job readiness skills training, is designed to assist participants with establishing a work history, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment. Transitional jobs provide participants with work experience and an opportunity to develop important workplace skills within the context of an employee-employer relationship.

B. Local Policy Guidelines and Requirements

1. Eligibility

Contractor service provider shall first determine WIOA eligibility by applying the WIOA regulations, federal guidance, state directives and local policy, when applicable.

To be eligible for a transitional job, the participant is experiencing one of the following:

- a. Barriers to employment, defined as being a member of one (1) or more of the following populations¹:
 1. Displaced homemakers,
 2. Low-income individuals,
 3. Indians, Alaska Natives, and Native Hawaiians as defined in Section 166,
 4. Individuals with disabilities,
 5. Older individuals,
 6. Ex-offenders,
 7. Homeless individuals,
 8. Youth who are in or have aged out of the foster care system,
 9. Individuals who are English language learners, individuals who have low levels of literacy, and individuals who are facing substantial cultural barriers,
 10. Eligible migrant and seasonal farmworkers, as defined in Section 167(i),
 11. Individuals within two (2) years of exhausting lifetime TANF eligibility,
 12. Single parents,
 13. Long-term unemployed; **and who are**
- b. Chronically unemployed, defined as long-lasting or habitual and problematic **or**
- c. Inconsistent work history, despite being able and willing to work, defined as never held a job or gaps in work history that cannot be explained by recent economic conditions.

Eligibility for WIOA is documented via CalJOBS data entry and case file records. Eligibility for transitional job program must be documented in the case file records and may be accomplished via an assessment and self-attestation.

2. Individualized Career Services

As part of the WIOA menu of services offered as an individualized career service, a WIOA eligible participant may be eligible for a type of work experience as a WIOA funded subsidized job placement. Transitional jobs must be combined with comprehensive career services and supportive services.

The **assessment** of the individual will determine the need, length of the transitional job and the skills needed for entry into and retention in unsubsidized employment. An **Individual Employment Plan (IEP)** shall be developed with the transitional job identified as part of the overall employment goals for the individual.

Job readiness skills training shall be offered in conjunction with the transitional job placement to address existing challenges and develop successful outcomes. Job readiness skills training provides the tools necessary to be successful in the workplace and will include competencies needed to perform specific tasks on the job. Job readiness skills training shall be provided via the WDB approved platform or contract service provider method approved by the WDB Director. Job readiness skills training shall include, but is not limited to, the following components:

- ✓ Personal maintenance
- ✓ Punctuality
- ✓ Attendance
- ✓ Dependability

¹ WIOA Section 3 (24)

As the transitional job placement is nearing completion, **Job Search** assistance shall be provided to assist the individual with obtaining unsubsidized employment. Job Search assistance shall be provided via the WDB approved platform or contract service provider methodology approved by the WDB Director.

Job search assistance shall include the following components:

- ✓ resume writing,
- ✓ interviewing skills
- ✓ networking, and
- ✓ customized job search strategy, including specific labor market information

Other individualized career services that may be offered and provided to the individual include the following:

- ✓ Financial Literacy Services
- ✓ Career Planning
- ✓ English language acquisition and integrated education and training programs

Appropriate corresponding CalJOBS activity codes and case note entries shall be created by the contracted service provider as indicated in section 6 below.

3. Benchmarks/Progress Reports

Contracted service provider shall document the Job Readiness Skills training benchmarks completed over the course of the transitional job placement when the individual is 50% completed and again at the conclusion of the placement.

The employer will also provide an evaluation to document the overall individual employment performance during the course of the placement.

Contracted service provider will use the WDB approved Progress Report form or submit a version for WDB approval.

As a real-time WIOA performance measure, contracted service provider shall track the individuals' performance using the Measurable Skills Gains – Skills Progression fields in CalJOBS.

4. Compensation

A transitional job must be a paid work experience. Wages for participants in transitional job placements shall, at a minimum, meet the applicable State and Federal minimum wage requirements in place at the time of the transition job placement. The participant may be paid the wage applicable to the assigned position with a corresponding job description within the business.

Contracted service provider shall be reimbursed at 100% of the wage. Participants shall only be paid for the hours worked during the transitional job period and documented on the participants timecard.

The overall compensation shall be capped at the amount in the local Individual Training Account (ITA) policy, for in-demand employment opportunities, in place at the time the transitional job starts.

5. Length of placement/training time limits

Placements will be limited in duration as appropriate to the needs of the individual. The length of training time shall not be less than 240 hours and shall not exceed six (6) months or 1040 hours, transitional jobs shall be for a minimum of twenty (20) hours per week.

6. CalJobs Data Entry

Transitional Job activities shall be tracked via the CalJOBS, the state case management system, including but not limited to the following:

a. Activity Codes

- Initial Assessment: Activity Code: 102
- Objective Assessment: Activity Code: 203
- **Development of Individual Employment Plan (IEP); Activity Code: 205**
- Short-Term Prevocational Services: Activity Code: 215
- **Job Readiness Skills: Activity Code: 322**
- **Transitional Job: Activity Code: 321**
- Job Search: Activity Code: 125
- **Supportive Services:** Activity Codes 180-192: as appropriate based on service provided

Bolded activities **must** be combined when participating in a transitional job.

b. Case Note Entry

WIOA contracted service provider staff shall create a CalJOBS case note entry to document the rationale for the transitional job placement and supportive service provided and to detail each activity. For example:

Subject: Transitional Job Factors

Case note should address the following: individual barrier; chronically unemployed or inconsistent work history rationale/justification.

Subject: Supportive Services (TJ)

Case note should document the need for supportive services, following the local supportive service policy parameters.

Contractor shall create a CalJOBS case note entry to justify any policy exceptions authorizations.

7. Work Site Exclusions

WIOA funds may not be used for a work experience that promotes or supports the use, possession or distribution of cannabis (marijuana).

C. Contracted Service Provider Responsibilities/Employer of Record

WIOA contracted service provider shall comply with this local transitional job policy and shall be monitored for compliance with provisions. WIOA contracted service provider shall ensure that records and documentation required for policy compliance are kept in the case file and made available by local, state and federal monitors. Failure to comply with the requirements may result in the service provider being placed on a corrective action and/or incur disallowed costs.

WIOA Adult and Dislocated Worker contracted service provider shall be the *Employer of Record* for transitional jobs participants. As the *Employer of Record*, the contractor shall utilize the following document/forms for this program:

1. Worksite Agreement

This documents the employer/business name, placement job title, duration of job placement, rate of pay and WIOA required elements for participation (ie. WIOA Section 188). The agreement must be signed by all parties prior to the start of the transitional job activity. This document shall be provided to the WDB contract analyst upon being executed between the employer and the contracted service provider.

2. Timecard

This provides documentation signed by both employer and WIOA participant attesting to the hours worked in a pay period (either weekly or bi-weekly).

3. Transitional Job Progress Report

This provides a status, by the employer, on the participants job readiness skills during the transitional job placement.

WIOA contracted service provider shall submit an invoice cover page, timecards and progress reports to the WDB Contract analyst on a monthly basis for contracted service provider reimbursement from the County WDB funds.

Contracted service provider shall be responsible for creating the corresponding data entry codes in CalJOBS.

In the event, the service provider desires to create forms to enhance the flow of the transitional job program, WDB Director or designee must first approve the forms. Approved forms shall be made accessible via *Dropbox*. Upon approval, the service provider shall train their staff on any new forms and/or procedures.

D. Employer Requirements

Employers willing to work with participants in transitional job activities may be from the public, private or non-profit sectors. Employer must be able to provide supervision, complete the timecards, employment evaluation and/or progress reports as required (or at designated intervals: ½ way through and conclusion).

This work experience opportunity may not be used to directly or indirectly aid in filling a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving work stoppage.

There is no expectation that the employer will retain the participant at the completion of the transitional job. However, if the employer is interested in hiring the participant after the transitional job activity has been completed, and additional training is needed, an On-the-Job-Training (OJT) may be developed that follows the requirements of the local OJT Policy.

E. Supportive Services

Transitional jobs must be combined with supportive services. WIOA case manager will arrange for the WIOA eligible participant to receive supportive services concurrently.

WIOA Service Providers will arrange for supportive services during the job placement period to eliminate barriers and improve retention according to the WDB's *Supportive Service Policy*. This may include work clothing, tools, childcare, finger printing, and transportation assistance. The need for supportive services will be documented in the Employment Plan or Career Advancement Plan, as well as CalJOBS case notes. The need will be revised as appropriate.

Supportive services are paid based on an approved invoice and backed up by receipts and/or provider signatures. Supportive Services claims will be submitted on a monthly basis but no later than 30 days after the conclusion of the training activity.

CalJOBS data entry: Activity Code corresponds to the Supportive Service category. Using the Commit and Pay (CnP) system, WIOA Service Providers will track Supportive Service amounts authorized and stay within budget allocation and the WDB *Supportive Service Policy*.

F. Availability of Funding/Funding Limitations

Santa Cruz County Workforce Development Board (WDB) may use up to 10% of the combined adult and dislocated worker local allocations for transitional jobs. County Fiscal Staff will track the annual funding allocated to the transitional jobs program. Transitional Job funds distribution is ultimately contingent upon the availability of funds.

G. Exception to policy

Under special circumstances, on a case-by-case basis and with proper justification, WIOA Service Providers could request a waiver of a policy provision **regarding duration of the placement and or exceeding the ITA amounts (as per local ITA policy)** from the WDB Sr. Analyst and with approval from the Workforce Development Board Director.

WIOA Service Providers should submit an ITA Policy Exception Memo (Attachment III) with the explanation and justification for the exception.

Action: All WIOA Service Providers shall comply with the attached Transitional Job policy. This policy memorandum is on-going and effective immediately.

Inquiries: Any questions regarding this policy memorandum may be directed to the WDB Director.

Documents/forms referenced:

- I. Transitional Job Worksite Agreement
- II. Transitional Job Progress Report
- III. ITA Policy Exception Memo

This policy authorized by:



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

A.4 WDB Member Recruitment Update

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
STAFF NAME: Andy Stone, WDB Director	

SUMMARY:

The Workforce Innovation and Opportunity Act (WIOA) requires that the WDB have a Local Business representation majority of 51%. Our current Board representation requirement is thirteen (13) business members and there are currently two (2) business vacancies.

According to the Department of Labor's Training and Employment Guidance Letter WIOA 27-14, a majority of members must be business representatives who are owners, chief executive or operating officers, or other business executives, or employers with optimum policy making or hiring authority. They are to be representatives of businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in the local area in in-demand industry sectors or occupations (as defined in WIOA section 3(23)). These representatives are uniquely suited to communicate the emerging workforce needs of employers in high-growth, in-demand sectors to the Local Board.

At this meeting, the Committee will discuss potential strategies and actions to ensure that the WDB meets the membership requirements of WIOA.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to accept the WDB Member Recruitment Update.

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:



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

A.5 WDB Dec. 9, 2020 Meeting Planning

COMMITTEE: Executive Committee	MEETING DATE: November 4, 2020
STAFF NAME: Andy Stone, WDB Director	

SUMMARY:

At a special meeting of the Executive Committee on July 8, 2020, the Committee identified four topics to be presented at full Workforce Development Board (WDB) Meetings in Program Year 2020-2021. The identified topics are:

- Racial Equity in Workforce Development (presented at the September 16, 2020 meeting);
- Building and Maintaining an Effective Board (scheduled for the December 9, 2020 meeting);
- Creating Meaningful Youth Programs (scheduled for the April 1, 2021 meeting); and
- State of the Workforce/Economic Impacts of COVID-19 (scheduled for the May 26, 2021 meeting)

The next Workforce Development Board (full board) meeting is scheduled for Wednesday, December 9, 2020, and the presentation topic will be: Building and Maintaining an Effective Board.

At this meeting, the Executive Committee will consider if it would like to add any additional items to the December 9, 2020 full board meeting agenda.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to direct that the WDB staff include the following items in the December 9, 2020 WDB meeting agenda:

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: