



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, May 25, 2022 @ 8:30am**

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

If you don't have Microsoft Teams: Select the "Join on the web instead" option

**Call in: (831) 454-2222**

**Meeting ID: 703 939 977#**

**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: March 30, 2022 .....5-10
- 3. WDB Director's Operational Plan Update ..... 11-12
- 4. WIOA PY22/23 Re-contracting: Cabrillo Student Resource & Support Network..... 13
- 5. WIOA PY21/22 Contractor Local Program Monitoring ..... 14
- 6. WDB Officer Nominations PY 22/23 ..... 15
- 7. Proposed WDB Meeting Calendar PY 22/23 ..... 16-17
- 8. WIOA Memorandum of Understanding Renewal ..... 18

**Stretch Break** (two minutes)

**Information Items** (no vote required):

- 9. Update AJCC Certification Continuous Improvement Plan PY 21/22 ..... 19
- 10. WIOA PY20/21 Local Performance Scores ..... 20

**Report Items** (no vote required):

- 11. WDB Staff Updates ..... 21
- 12. Presentation: State of the Workforce Report, Josh Williams ..... 22

**Committee Member Announcements**

**Adjournment**

**Next Meeting: Workforce Development Board  
September 14, 2022**

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## Action Item 1: Findings Authorizing Teleconference Meetings

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(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 May 25, 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   25   day of   May  , 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

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## Action Item 2: Approval of Meeting Minutes

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(Action required) – Andy Stone

### **Recommendation**

Approve the March 30, 2022 WDB Full Board meeting minutes.

### **Suggested motion**

I move to approve the March 30, 2022 WDB Full Board meeting minutes.



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

Item 2 Attachment

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.**

**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

Barbara Mason  
Santa Cruz County Economic Development

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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**The Chair called the meeting to order at 8:32 a.m., and a quorum was established. All participants attended virtually.**

**Committee Members in Attendance**

- Adams, Lamont
- Ayyad, Alia
- Cuevas, Christina
- De La Garza, MariaElena
- Delk, Marshall
- Destout, Elyse – Vice Chair
- Dodge, Daniel
- Herrera-Mansir, Carmen
- Holmquist-Gomez, Laura
- Livingstone, Todd
- Morse, Rob - Chair
- Nagamine, Janet
- Orona, Elisa
- Roth, Shaz
- Siegel, Carol

**Committee Members Absent**

- Elliott, Candice
- Hebard, Sean
- Liebetrau, LeNae
- Mason, Barbara
- Miller, Chris
- Schaller, Glen
- Setzler, Katie
- Vereker, Dustin

**Staff in Attendance**

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

**Guests**

- Brown, David
- Cantu, Felix
- Chance, Eli

Cortes, Claudia  
Estrada, Vivian  
Levin, Arnold  
Macias, Nohemi  
Pena, Valerie  
Staley-Raatior, Desha  
Valladares, Cesar  
Wong, Eric

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**Subject: Public Comment**

There was no public comment.

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**Subject: Chairperson's Report**

WDB Chair Rob Morse thanked WDB Business Services Manager Peter Detlefs for all his hard work with regional partnerships, social media marketing, and website improvements.

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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: Christina Cuevas  
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 December 8, 2021 WDB Full Board meeting minutes.

**Status:** Motion to Approve: Carol Siegel  
Motion Seconded: Lamont Adams  
Abstentions: None

Committee Action

All in favor, motion passed

### Item 3 – Operational Plan Update

WDB Director Andy Stone reported on the progress of each operational plan target including: the new Workforce Santa Cruz County webpage; plans for the \$300,000 received in ARPA funding for pre-apprenticeship programs, first cohort to launch by June 30, 2022; a presentation on *Remote and Hybrid Work Trends* by Gensler; and the State of the Workforce report which will be presented at the May 25, 2022 Full Board Meeting. He also shared that the unemployment rate for Santa Cruz County dropped from 9.4% to 6% in February.

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

**Status:** Motion to Approve: Lamont Adams  
 Motion Seconded: Marshall Delk  
 Abstentions: None

Committee Action All in favor, motion passed

### Item 4 – WDB Officer Nominations

WDB Chair Rob Morse stated that an Officer Nominating Committee was being formed and noted that the committee is made up of five members including: the immediate past Chair; one member from the current Executive Committee; two at-large members from the WDB membership; and at least one member from the prior year's committee membership. Past Chair Carol Siegel informed members to contact her if interested in participating in the committee. The purpose of the committee is to develop a slate of Officer candidates for the PY 22-23, which will be presented for approval at the May 4, 2022 Executive Committee meeting, and then forwarded on to the May 25, 2022 Full Board, for final approval.

**Action:** It was moved to form Nominating Committee, appoint Carol Siegel as Chair, and direct the Committee to develop a Slate of Candidates to be presented to the Executive Committee on May 4, 2022, with final appointment at the WDB's May 25, 2022 meeting.

**Status:** Motion to Approve: Christina Cuevas  
 Motion Seconded: Carmen Herrera-Mansir  
 Abstentions: None

Committee Action

All in favor, motion passed



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**Subject: Report Items:****Item 5 – Presentation**

Arnold Levin and Eric Wong with Gensler provided a presentation on Remote and Hybrid Work Trends.

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

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**Item 6 – WDB Staff Updates**

WDB staff Sara Paz-Nethercutt and Peter Detlefs gave updates on WIOA Career Services and Business Services. Some of the topics included: the completion of the local WIOA monitoring which will have draft reports available at the May 25, 2022 Full Board meeting; the progress on the Lean Initiative paperless workgroup; the results for the Local Area Federal Performance for PY 20/21 to be shared at the next Full Board meeting; an update on the progress of the new Workforce webpage, which now has language translation services and meeting agendas and minutes available; and gave an update on the Health Improvement Partnership. WDB Director Andy Stone reported out on the Prison to Employment project which have served 11 justice involved women and on the SB1 Pre-apprenticeship Training Grant which has served 3 cohorts.

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

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**Subject: Information Item:****Item 7 – Business Resource Network**

WDB Business Services Manager Peter Detlefs shared with the board information of a nationwide platform called Behind Every Employer which connects employers to workforce and higher education programs. He then announced the launch of a local platform for the Business Resource Network, *Behind Every Employer Santa Cruz County*, which includes a social media campaign on LinkedIn and Twitter.

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

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## **Item 8 – Workforce Santa Cruz County Social Media Update**

WDB Business Services Manager Peter Detlefs spoke on the launch of the new Workforce Santa Cruz County Facebook page targeted to jobseekers and a LinkedIn page targeted to employers. He also mentioned the production of advertisements on Facebook and Instagram to generate leads with jobseekers for Workforce Santa Cruz County and ads on LinkedIn geared towards employers.

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

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### **Subject: Committee Member Announcements:**

Member Carol Siegel noted that she is seeking members to volunteers for the Nominating Committee. Member Maria Elena De La Garza with Community Action Board shared information on a scholarship opportunity for citizenship applications and DACA renewals.

**Meeting adjourned at 10:04 a.m.**

**Next Meeting: Workforce Development Board Meeting  
Wednesday, May 25, 2022 @ 8:30 am**

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## Action Item 3: Operational Plan Update

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(Action required) – Andy Stone

### **Recommendation**

Accept the WDB Director's Operational Plan update for PY 21-22.

### **Background**

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 board's priorities are met. The attached scorecard represents the updated PY 2021-22 goals and action steps as approved by the Executive Committee at its meeting on August 25, 2021.

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 21-22.

**Item 3 Attachment - Workforce Development Board of Santa Cruz County  
OPERATIONAL PLAN STATUS REPORT Program Year (PY) 2021-2022**

	<i>Status</i>	<i>2021-22 Operational Targets</i>	<i>YTD</i>
<p><b><u>Goal 1</u></b></p> <p><b>Jobseekers have the competitive skills to earn a sustainable wage with opportunities for career pathways.</b></p>	✓	<ul style="list-style-type: none"> <li>• Develop and deploy new virtual career services offerings</li> </ul>	<ul style="list-style-type: none"> <li>• New website is live at: <a href="http://www.workforcesccc.com">www.workforcesccc.com</a></li> <li>• New Workforce Santa Cruz County Facebook and LinkedIn pages</li> </ul>
<p><b><u>Goal 2</u></b></p> <p><b>Santa Cruz County businesses have the talent needed to thrive now and into the future.</b></p>	✓	<ul style="list-style-type: none"> <li>• Develop additional pre-apprenticeship opportunities</li> <li>• Provide WDB with a presentation on remote work and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Received \$300,000 in ARPA funding for pre-apprenticeship programs. Program launched May 16th.</li> <li>• Presentation on remote and hybrid work provided at 3/30/22 WDB meeting</li> </ul>
<p><b><u>Goal 3</u></b></p> <p><b>Santa Cruz County Workforce Development supports community partners to positively impact the region's economic vitality.</b></p>	✓	<ul style="list-style-type: none"> <li>• Establish equity goals and provide WDB members with training</li> <li>• Provide WDB members with the tools and training to become better advocates for the workforce development system</li> <li>• Develop new Economic Development partnership opportunities with other organizations and entities</li> <li>• Draft and release the 2022 State of the Workforce Report</li> </ul>	<ul style="list-style-type: none"> <li>• Equity - Foundational training and public engagement has been completed - special in-person meeting of the Executive Committee on 7/22/22 to update operational plan and establish goals.</li> <li>• WDB Communications presentation provided at 12/8/21 WDB meeting</li> <li>• Launched Behind Every Employer Santa Cruz County - new online resource that links business to workforce and economic development resources in Santa Cruz County</li> <li>• State of the Workforce to be presented on May 25, 2022</li> </ul>

✓ on track to meet planned target for the year

✗ not on track to meet planned target for the year

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**Action Item 4: WIOA Re-contracting- Cabrillo Student Resource & Support Network PY22/23**

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(Action required) – Sara Paz-Nethercutt

**Recommendation**

Accept the Cabrillo College Student Resource and Support Network (SRSN) PY 22/23 re-contracting recommendation and authorize the Workforce Development Board (WDB) Staff to proceed with next steps in the contract execution.

**Background**

Cabrillo College is the only public community college located within the Santa Cruz County boundaries. The WDB has contracted with Cabrillo College since WIOA was enacted in 2015 for support services to WIOA participants who are students in an Eligible Training Provider List (ETPL) training program. Below is an abbreviated glance at data points for this contractor. In 2019, the allocation was increased to allow for the contract modification from a fixed number of enrollments to an unlimited number of enrollments in the program year.

<b>Year</b>	<b>Allocation</b>	<b>Expended</b>	<b>% expended</b>	<b>YTD Enrollments/ Carry in</b>
<b>PY17/18</b>	\$75,000	\$74,020	98.6%	30/28=58
<b>PY 18/19</b>	\$75,000	\$70,798	94.3%	58/27=85
<b>PY 19/20</b>	\$120,000	\$93,829	78.1%	47/50= 97
<b>PY 20/21</b>	\$120,000	\$108,826	90.6%	19/58=77
<b>PY 21/22</b>	\$120,000	TBD		
<b>PY 22/23</b>	Recommended \$120,000			

**Next Steps**

It is recommended that the Executive Committee of this Board have final authority over allocation amounts. WDB Staff will enter into contract negotiations with Cabrillo Student Resource & Support Network for PY 22/23 for the recommended allocation of \$120,000 upon receipt of approvals.

**Suggested motion**

I move 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.

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## Action Item 5: WIOA PY 21/22 Contractor Local Program Monitoring

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(Action required) Sara Paz-Nethercutt

### **Recommendation**

Accept the PY 21/22 local program monitoring reports as drafted by WDB staff.

### **Background**

WDB Staff monitored the following contracted services for program year 2021/2022 and drafted reports. The link to view the drafted reports is found here: <https://bit.ly/3loRLhe>

1. Winter Works, LLC (Amanda Winter) Career Center Operator
2. Goodwill Central Coast (GCC)
3. Santa Cruz County Office of Education (SCCOE)
4. Cabrillo Small Business Development Center (SBDC)
5. Cabrillo Student Resource & Support Network (SRSN)

The monitoring includes the following:

- Contract Questionnaire: covers work environment, program and site accessibility, administrative requirements, staffing requirements, grievance, and program operations.
- Financial Questionnaire: covers fiscal management, program income, cost allocation, facilities and property, and audit.
- Program Operations: covers contractor specific operations, assessment, service delivery, and specific services.
- Case File Review: covers required WIOA service documentation of a sample percentage of randomly chosen participant files.
- Participant Questionnaire: asks about services and recommendations from the randomly chosen participants, services important to the customer, and overall satisfaction with services on a 1-10 scale.
- Business/Employer Questionnaire: asks about services, recommendations and overall satisfaction with services on a 1-10 scale.
- Financial Sampling: A fiscal sampling review was conducted by Ernesto Esparza and Edwin Ogu, HSD Accountants for all programs. This is an annual review of program fiscal records.

### **Next Steps**

WDB staff next steps include the following:

- Implement the Corrective Action Plan as outlined (GCC, SCCOE, SBDC, SRSN)
- Apply the internal protocols as developed. (GCC, SCCOE, SBDC, SRSN)
- Review during contract negotiations for PY 22/23 (CCOps, GCC, SCCOE, SBDC, SRSN)
- Review at the next annual monitoring visit. (CCOps, GCC, SCCOE, SBDC, SRSN)

### **Suggested motion**

I move to accept the PY 21/22 local program monitoring reports as drafted by WDB staff.

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## Action Item 6: WDB Officer Nominations PY 22/23

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(Action required) – Andy Stone

### **Recommendation**

Approve the proposed Slate of 2022-23 Officer Candidates as indicated below for election at this board meeting.

### **Background**

Each year, the Workforce Development Board's (WDB) Nominating Committee recommends a slate of officers to fill the Workforce Development Board's six elected leadership positions for the upcoming program year. At the WDB meeting on March 30, 2022, the immediate past WDB Chair, Carol Siegel, agreed to Chair this year's nominating committee.

The Nominating Committee, consisting of the following WDB members Alia Ayyad, Marshall Delk, Elisa Orona and Carol Siegel developed the slate of candidates listed below for Program Year 2022-23 (July 1, 2022 through June 30, 2023), for election at this WDB meeting.

### **Next Steps**

The proposed slate of WDB Officer Candidates, for PY 2022-23 is as follows with final appointment at this WDB meeting:

#### **WDB Board**

Chair – Rob Morse

Vice Chair – Elyse Destout

#### **Executive Committee**

Chair – Rob Morse

Vice Chair – Elyse Destout

Prior Chair – Carol Siegel

#### **Career Services Committee**

Chair – Elyse Destout

Vice Chair – Yvette Brooks

#### **Business Services/CEDS Committee**

Chair – Marshall Delk

Vice Chair – Dustin Vereker

Changes and additional nominations may be made from the floor.

### **Suggested motion**

I move to approve the proposed Slate of 2022-23 Officer Candidates.

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**Action Item 7: Proposed WDB Meeting Calendar PY 22/23**

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(Action required) – Andy Stone

**Recommendation**

Approve the proposed WDB Meeting Calendar for PY 22/23

**Suggested motion**

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





2022-2023

**WDB & Committee Meeting Calendar**

**\*All meetings are on Wednesdays, except where noted\***

**\*\*All meetings held virtually until further notice, due to COVID-19\*\***

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**Workforce Development Board**

**8:30 a.m.**

September 14, 2022  
December 7, 2022  
March 29, 2023  
May 24, 2023

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**Executive Committee**

**8:30 a.m.**

**July 22, 2022** – \*\* Friday\*\* **Special meeting** (to plan presentation topics/requests for Full Board mtgs)  
August 24, 2022  
November 2, 2022  
March 1, 2023  
May 3, 2023

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**Career Services Committee**

**3:00 p.m.**

July 27, 2022  
September 21, 2022  
January 11, 2023  
April 19, 2023

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**Business Services Committee/CEDS Committee**

**3:00 p.m.**

August 3, 2022  
October 5, 2022  
February 8, 2023  
April 12, 2023

**Please Note:** Meeting locations subject to change. Please check website for current information.

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## Action Item 8: WIOA Memorandum of Understanding Renewal

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(Action required) – Sara Paz-Nethercutt

### **Recommendation**

Authorize the Workforce Development Board (WDB) staff to complete the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) renewal process and authorize the WDB Chair to sign the MOU on behalf of this Board.

### **Background**

As you may recall, under the WIOA, local boards with the agreement of the chief elected official (Board of Supervisors), are required to develop and enter into a MOU between the local board and one-stop core required partners. These MOUs serve as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers. Local Areas must submit a MOU that addresses shared customers, services, and costs.

On April 30, 2019, Employment Development Department (EDD) Workforce Services issued a directive (WSD18-12) requiring the MOUs for the America's Job Centers of California (AJCC) sites be consolidated from separate AJCC site specific to one resource sharing and joint cost funding MOU. The consolidated MOU was required to contain assurances that the MOU would be reviewed and updated every three years with an annual review of and, if necessary, amendments to the Infrastructure Funding Agreements (IFA) and Other System Costs Budget.

At the August 28, 2019 meeting of the WDB Executive Committee, the WDB chair was authorized to sign the initial consolidated MOU for submittal at the September 10, 2019 Board of Supervisors (chief elected official) meeting. That MOU needs to be updated every three (3) years and expires June 30, 2022.

### **Next Steps**

WDB staff will confer with the mandated partners for collaboration in the renewal process. WDB staff request this board authorize the WDB chair to sign the MOU on behalf of the board so that it can be submitted to the Board of Supervisors at its meeting on August 23, 2022 for final ratification.

### **Suggested motion**

I move 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.

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## Information Item 9: AJCC Certification Continuous Improvement Plan PY 21/22 Update

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(No vote required) Sara Paz-Nethercutt

### **Background**

As previously 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, this board 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 3 progress is available for your information.

The link to view the CI plan is found here: <https://bit.ly/3FZ8Tnh>

## Information Item 10: WIOA PY 20/21 Local Performance Scores

(No vote required) – Sara Paz-Nethercutt

The Employment Development Department (EDD) calculated the Program Year (PY) 2020 (July 1, 2020- June 30, 2021) performance scores for all Local Workforce Development Areas (Local Areas) for the Workforce Innovation and Opportunity Act (WIOA) and were released on March 28, 2022. This is the first year of performance accountability under the WIOA.

In alignment with Employment Development Department (EDD) Directive, WSD20-02, the state is only requiring Local Areas to achieve a score of 50% or higher for the following measures for PY 2020:

- Employment Rate 2<sup>nd</sup> Quarter After Exit
- Median Earnings

Department of Labor (DOL) will only require performance calculations in these same indicators for PY 2020/21 and PY 2021/22.

At the end of the PY, the actual performance numbers for the year are adjusted using the Statistical Adjustment Model (SAM) which factors in data on economic conditions of the local area and the populations served during the program year. This determines the adjusted levels of performance for the program year, against which the local areas' actual results are compared.

### WIOA local performance scores for PY 20/21

Adult Measures	Local Area Negotiated Goal	Adjusted Level of Performance	Performance Score	Met State Target?
Employment 2nd Q post exit	67%	54.6%	138.3%	YES
Median Earnings	\$8,700	\$7,103	108.4%	YES
DW Measures	Local Area Negotiated Goal	Adjusted Level of Performance	Performance Score	Met State Target?
Employment 2nd Q post exit	71.9%	74.6%	81.5%	YES
Median Earnings	\$10,750	\$9,665	89.4%	YES
Youth Measures	Local Area Negotiated Goal	Adjusted Level of Performance	Performance Score	Met State Target?
Education ,Training or Employment 2nd Qtr post exit	74.6%	61.3%	127.0%	YES
Median Earnings	\$3,800	\$2,670	158.2%	YES

The local area performance outcome is essential in determining its continued designation (as a local area) and whether sanctions should be applied by the state for nonperformance.

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## Report Item 11: Workforce Development Board Staff Updates

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(No vote required)

WIOA Career Services – Sara Paz-Nethercutt:

1. CalASSIST Project
2. FIRE Project

Regional Projects/Grants Report –Lacie Gray:

1. Prison to Employment
2. Pre-apprenticeship Training Grant

Business Services – Peter Detlefs

1. Webpage Update
2. State of the Workforce Update

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## Report Item 12: Presentation by Josh Williams from BW Research

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(No vote required)

### 2022 State of the Workforce Report



Josh Williams is the founder and president of BW Research. He manages the firm's California office. Josh has worked in the applied research industry for over 20 years as an analyst, project manager, and research director, and founded BW Research in 2006. Josh remains committed to research and analyses that drives better policies and investment, improves programs and strategies, and expands economic opportunity for all. The firm was founded and remains grounded in the philosophy that robust evidence and reliable data should drive effective planning and decision making.

Josh's work at BW Research is focused on understanding and measuring how the world of work is changing and what it means for households, students, workers, and businesses. He has had numerous public speaking engagements communicating insights on recent research findings and their impact on employment, education, and the economy. His recent work has examined how employment and economic development could change as regional and statewide economies transition from the status quo to a low carbon future, how regions have been impacted by the COVID-19 pandemic and their best opportunities for recovery and rebuilding, and how educational and employment pathways are evolving as our communities respond to automation, artificial intelligence, and the emerging technologies of our generation.

At BW Research, Josh, often combines secondary data modeling with his expertise in primary research and survey design. He received his B.A. from George Washington University in International Economics, and his M. A. from California State University, Long Beach in Economics. When he is not actively involved in research, coaching rugby, or spending time with his family, he tries to spend more time in the ocean or the mountains.