



**Workforce Development Board
Career Services Committee
Wednesday, September 23, 2020, 3:00 p.m.
18 W. Beach Street, Watsonville**

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

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**Call in: (916) 318-9542
Meeting ID: 727 740 485#**

Agenda

Career Services Committee MEMBERS:

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

DIRECTOR:
Andy Stone

Mission: Santa Cruz County Workforce Development supports the Community by cultivating economic vitality and assisting Jobseekers by creating programs that train, educate, and support the workforce to develop key and timely skills. We assist Business to secure the talent they need to thrive now, and into the future.

- I. **Call to Order/Welcome**
- II. **Introductions**
- III. **Public Comment** – For items not listed on the agenda (limited to 3 minutes)
- IV. **Service Provider Activity Reports** – Sueños, Cabrillo College, Goodwill Central Coast, Career Center Operator
- V. **Consent Items**
 - C.1 Approval of minutes: July 29, 2020 **2-5**
 - C.2 Contractor Activity Reports (thru Q4 PY19/20) **6**
 - C.3 WIOA Co-Enrollment Policy **7-9**
- VI. **Presentation: WIOA/CalWORKs Employment Services Co-enrollment**
Brett Norris, Brenda Diaz-Rivas, Employment & Training Specialists..... **10**
- VII. **Administration**
 - A.1 Staff Disaster Response..... **11-12**
- VIII. **Chairperson's Report**
- IX. **Announcements/Information Sharing**
- X. **Adjournment**

**Next Meeting: January 13, 2021 @ 3:00 pm
Location: TBD**

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefit of the services, programs, or activities. This meeting is located in an accessible facility. If you are a person with a disability and require special assistance in order to participate in the meeting, please call (831) 763-8900 (TDD/TTY- 711) at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format. As a courtesy to those affected, please attend the meeting smoke and scent free.



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

C.1 Approval of Meeting Minutes

COMMITTEE: Career Services Committee	MEETING DATE: September 23, 2020
STAFF NAME: Andy Stone, WDB Director; Laurel Gazza, Administrative Aide	

SUMMARY:

Requesting approval of the July 29, 2020 Career Services Committee meeting minutes.

Attachment(s)

SUGGESTED MOTION: (if applicable)

I move to approve the July 29, 2020 Career Services Committee meeting minutes.

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



**Workforce Development Board
Career Services Committee
Watsonville Career Center, Room 2
Wednesday, July 29, 2020, 3:00 p.m.**

C.1 Attachment

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

NOTE: Due to the COVID-19 pandemic, and the directive of Governor Gavin Newsom in adjusting the Brown Act rules, public meetings will be allowed to be attended virtually until further notice. A public meeting room was made available for this meeting, but all participants chose to attend virtually, via Microsoft Teams.

The Chair called the meeting to order at 3:02 p.m., and a quorum was virtually established. Members, staff and guests introduced themselves.

Committee Members in Attendance

Christina Cuevas
Elyse Destout - Chair
Fernando Giraldo
Burr Guthrie
Malina Long
Denise Moss – Vice Chair

Committee Members Absent

MariaElena De La Garza
LeNae Liebetrau
Annabelle Rodriguez

Staff in Attendance

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

Guests

Selene Avila-Montes – Suenos SCCOE
Alia Ayyad – WDB member, CET
Todd Livingstone – WDB member, WASCE
Nohemi Macias – SCCOE Suenos
Shelby Mason – Goodwill Central Coast
Michael Paynter - SCCOE
Angelica Ruiz – Suenos SCCOE
Amanda Winter – Career Center Operator
Sarai Zayas – SCCOE Suenos

Subject: Public Comment

Career Services Committee MEMBERS:

Elyse Destout, Chair
Photography by Elyse Destout

Denise Moss, Vice Chair
Cabrillo College

Christina Cuevas, Trustee
Cabrillo College

MariaElena De La Garza,
Executive Director
Community Action Board

Burr Guthrie,
Watsonville/Aptos/Santa Cruz Adult Ed.

Malina Long,
Executive Director
Your Future Is Our Business

Fernando Giraldo, Chief Probation Officer
Santa Cruz County Probation Department

LeNae Liebetrau,
Senior Vocational Rehabilitation Counselor
Department of Rehabilitation

Annabelle Rodriguez
GOAL/Cabrillo College

DIRECTOR:
Andy Stone

There were no public comments.

Subject: Service Providers' Activity Report

SCCOE Suenos personnel gave a report out on PY 19-20 Quarter 3 enrollment, completion, and job placement statistics. Sara Paz-Nethercutt gave a report out on the same Quarter 3 stats for Goodwill Central Coast, and Amanda Winter, Career Center Operator, gave an update on current status of customer service improvements inside the Career Center, such as the development of virtual services.

Subject: Consent Items:

**C.1 Approval of the April 22, 2020 Meeting Minutes
C.2 Contractor Activity Reports (thru Q3 PY 19/20)
C.3 AJCC Hallmarks of Excellence Action Plans PY 20-21**

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

Presentation item:

Suenos – WIOA Youth Career Cluster Curriculum: Angelica Ruiz, Sarai Zayas, and Selene Availa-Montes from SCCOE Suenos presented information on this new Youth curriculum, which was termed as a focus group to have 10-12 participants, 3 days a week for 4 weeks, and described the 5 sections of the curriculum.

Subject: Administration Items:

A.1 – Staff Response to COVID-19

Sara Paz-Nethercutt, WDB Sr. Analyst, recapped the top 3 developments on program service, as a result of COVID-19. These include County WDB staff furloughs for 20/21, and the continuation of remote work; National Dislocated Worker Grant Application of \$55,000 to provide local food bank workers; and the Personal Protective Equipment Bundle for Allied Health students (DH).

Action: No action taken, informational item only.

Chairperson's Report –

None given.

VII. Announcements/Information Sharing

WDB Director Andy Stone mentioned that the committee has two new members: Burr Guthrie, of Watsonville/Aptos/Santa Cruz Adult Education; and Malina Long, who replaced former member Mary Gaukel-Forster, who retired from Your Business is Our Pleasure.

Meeting adjourned at 3:49 p.m.

**Next Meeting: Workforce Development Board Meeting
 Wednesday, September 16, 2020
 Watsonville Career Center, Room 2
 Virtual Attendance Encouraged**

**Career Services Meeting
Wednesday, September 23, 2020
Watsonville Career Center, Room 2
Virtual Attendance Encouraged**



Action Consent Information Discussion

C.2 Contractor Activity Reports

COMMITTEE: Career Services Committee	MEETING DATE: September 23, 2020
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STAFF NAME: Katy Chevalier, Program Manager; Sara Paz-Nethercutt, Sr. Analyst
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SUMMARY:

Reports outlining each workforce services contractor's financial, federal (if applicable), and contract performance can be found here : <https://bit.ly/2RAEQd1>

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

C.3 WIOA Co-enrollment Policy

COMMITTEE: Career Services Committee	MEETING DATE: September 23, 2020
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STAFF NAME: Andy Stone, WDB Director; Sara Paz-Nethercutt, Sr.Analyst
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SUMMARY:

The Workforce Innovation and Opportunity Act (WIOA) places a strong emphasis on multiple partner program alignment. Co-enrollments between programs are strongly encouraged as a strategy to further leverage resources for maximum benefit to participants. Strategic co-enrollments can increase program and participant success. WDB Staff have been leading a Co-enrollment workgroup with partners, including CalWORKs Employment Training Services staff (CWES) to create the necessary tools for effective co-enrollments between programs. WIOA and CWES staff collaborated to create a co-enrollment staff guide which provides detailed staff instructions for co-enrolling.

Attached is a local WIOA policy developed to provide co-enrollment guidance to WIOA contracted service providers. This local WDB policy will further advance the local strategic plan to ensure participants have the supports needed for economic self-sufficiency.

Attachment(s)

SUGGESTED MOTION: (if applicable)

COMMITTEE DATE 08/26/20	COMMITTEE APPROVAL: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other:
BOARD DATE 09/16/20	BOARD APPROVAL: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other:



WIOA Co-enrollment Policy

Policy Memorandum 20-01

Date: August 17, 2020

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

Purpose: To provide guidance to contractors (service providers) for WIOA applicants and participants.

Rescissions: None.

References: Training and Employment Guidance Letter (TEGL) 4-15, August 13, 2015, Vision for the One-Stop Delivery System under WIOA; TEGL 16-16, January 18, 2017, One-Stop Operations Guidance for American Job Center Network; Employment Development Department (EDD) Workforce Services Directive (WSD) 19-09, February 12, 2020, Strategic Co-Enrollment- Unified Plan Partners;

Background:

Workforce Innovation and Opportunity Act (WIOA) vision includes bringing together the necessary partners to provide job seekers with high quality career services, education and training to obtain good jobs and stay employed. Under WIOA, partner programs are jointly responsible for workforce and economic development and collaborate to create a seamless customer-focused one stop delivery system that integrates service delivery across all WIOA title programs and enhances access to services. WIOA identifies the America's Job Center of California (AJCC) network to promote the partnerships and their direct services to job seekers. The shared client base across multiple partner programs provides access to information and services that lead to positive employment outcomes.

Policy:

A. General Provisions

Co-enrollment referrals shall be completed/utilized across WIOA programs to access multiple resources for leveraging and braiding resources across partnerships for the benefit of the customer. Customers can access staff across programs for multiple levels of staff expertise, guidance and advice.

Referral opportunities exist in the AJCC resource room during basic career services or upon WIOA application, individualized career services, follow-up services or anytime customers financial situation has changed.

1. Referral between WIOA programs

Individuals between the ages of 18-24 should be assessed/considered for a referral between the WIOA Youth and Adult/Dislocated Worker programs. It is appropriate to refer individuals between the ages of 18-24 to the WIOA Youth program who have applied for ADULT/Dislocated Worker program services when the individual is not attending an educational institution and is considered out-of-school. Referrals between programs allows for concurrent program participation.

2. Referral for Government Benefit Programs

All low-income individuals who are not yet receiving government public assistance benefits such as Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP) and Medicaid should be referred for program eligibility determination.

TANF is a federally funded program which provides financial assistance and related support services to help families achieve self-sufficiency. The state-administered program, CalWORKs provides additional services such as childcare assistance, job preparation and work assistance.

SNAP is a federal program that provides nutrition benefits to supplement the food budget of families so they can move towards self-sufficiency. In California, CalFresh provides monthly food benefits to low-income individuals. For individuals receiving CalFresh, the CalFresh Employment and Training program (CFET) can assist individuals gain marketable job skills, basic education, training and work experience.

Medicaid is a public health insurance programs which provides coverage to eligible low-income individuals. Medicaid is administered by states, according to federal requirements. California's Medicaid program, Medi-Cal, is funded jointly by states and the federal government.

B. Co-Enrollment Guidelines

1. Co-enrollment between WIOA Programs

Co-enrolled individuals must meet requirements of both programs separately and independently and a referral to each program is a determination that the individual could benefit from the other program, however, not a guarantee of qualifying or eligibility determination.

WIOA Contracted service provider responsibilities include the following:

- Assessing for referral
- Reviewing/Discussing referral with individual
- Initiating/Submitting referral
- Creating CalJOBS case note entry regarding referral and outcome of referral
- Track referrals between WIOA programs

A strategic co-enrollment is intended to further reduce employment barriers and be participant - centered, avoiding duplication of services between programs. The Universal Referral Form (URF) should be used to make the appropriate referral.

Co-enrolled customers will count in the WIOA performance measures for all programs for which they are enrolled. Since the co-enrolled customer may have differing closure dates for each program, follow-up services will be coordinated between service providers.

2. Co-enrollment with CalWORKs Employment Services Program (CWES)

Co-enrollments between programs are to be utilized as a strategy to further leverage resources and maximize benefit to the participant. WIOA and CalWORKs Employment Services program staff collaborated to create the *Staff Guide for Co-Enrollment* and should be used for co-enrolling instructions.

The *Frequently Asked Question (FAQ)* document provides individuals with more information about co-enrollments from the perspective of the customer. FAQ can be shared to address common questions about a WIOA-CWES co-enrollment.

Staff Guide for Co-Enrollment and *FAQ* can be found in shared staff platforms: *Dropbox* and/or *Employment Benefit Services Division forms portal*.

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

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

Attachments:

- I. Universal Referral Form (URF)

This policy authorized by: Workforce Development Board, Executive Committee on August 26, 2020



**Workforce Development Board
Guest Presenter
September 23, 2020**

18 W. Beach Street
Watsonville, CA 95076
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www.santacruzwb.com

**P.1 WIOA/CalWORKs Employment Services
Co-Enrollment**

Brett Norris

Employment & Training Specialist
County of Santa Cruz
Human Services Department



Brenda Diaz Rivas

Employment & Training Specialist
County of Santa Cruz
Human Services Department



Action Consent Information Discussion

SANTA CRUZ COUNTY
WORKFORCE
DEVELOPMENT

A.1 WDB Staff Disaster Response

COMMITTEE: Career Services Committee	MEETING DATE: September 23, 2020
STAFF NAME: Andy Stone, WDB Director; WDB Staff	

SUMMARY:

Workforce Development Board Staff will report out on recent developments on program services as a result of the disasters.

WIOA Career Services:

1. Monterey HELP Program (NDWG). See attached flyer.
2. WIOA online orientation now available <https://www.santacruzhumanservices.org/WorkforceSCC>
3. WIOA Contractor/Partners Resource: "Strategies for effective virtual facilitation" workshop provided

CalWORKs Employment Services:

1. Staffing: on County furlough days, offices remain open and minimal staff continue to work
2. Appointments and orientations continue to be done remotely
3. Walk-in Service Centers are open for emergency services only
4. All contracted services are being offered remotely
5. Subsidized Employment, including new job placements, have continued to occur

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:



Sign up!
 Get involved!
 This opportunity is for you!

Monterey HELP Program

www.montereycountywdb.org

The **Monterey HELP program** provides workers impacted by COVID-19 with over 20 weeks of paid work experience and the opportunity to give back to their community.

Monterey HELP uses disaster recovery funding to pay program participants to assist the Food Banks of Monterey and Santa Cruz counties and the Coalition of Homeless Services Providers in Monterey County. Program participants help with food distribution and housing.

Monterey HELP's Mission is to support the temporary employment of humanitarian aid workers, who give back by providing relief to underserved communities in Monterey and Santa Cruz counties.

Monterey HELP's Goal is to provide Covid-19 impacted workers a 32-hour per week, paid work experience opportunity for over 20 weeks.

Monterey HELP's Purpose is to use disaster recovery funding to help mitigate the local impact of Covid-19 on individuals and families in need.

If you would like to apply, please call 866-666-9332.

Non-profits seeking information for their program participants, please call 844-932-4249.

Call now and sign up for this life-changing opportunity!



TDD/TTY # 831-753-6541 – This WIOA Title 1 financially assisted program or activity is an equal opportunity employer/program, and auxiliary aids and services are available upon request to individuals with disabilities.



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