



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-Career Services Committee Wednesday, July 28, 2021 @ 3:00 p.m.**

[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: 221 292 361#**

### **Call to Order/Welcome**

### **Non-agenda public comment**

### **Chairperson's Report**

#### **Action Items (vote required) :**

1. Approval of minutes: April 21, 2021 .....2-6

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

2. WDB Staff Updates ..... 7
3. WIOA Contracted Service Provider Activity Report: Career Center Operator ..... 8
4. CalWORKs Contracted Service Provider Activity Report: Community Action Board (CAB) SmartHIRE program ..... 9

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

5. Presentation: Community Action Board (CAB) WatsonvilleWorks! ..... 10
6. AJCC Hallmarks of Excellence Action Plans PY 20/21 Q4 ..... 11

### **Committee Member Announcements**

### **Adjournment**

**Next Meeting: Workforce Development Board-Career Services Committee  
September 22, 2021 @3:00pm**

*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.*

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## Action Item 1: Approval of April 21, 2021 Meeting Minutes

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(Action required)

### **Recommendation**

Request approval of the April 21, 2021 Career Services Committee meeting minutes as attached.

### **Suggested motion**

I move to approve the April 21, 2021 Career Services Committee meeting minutes.



**Workforce Development Board  
Career Services Committee  
Watsonville Career Center,  
Wednesday, April 21, 2021, 3:00 p.m.**

18 W. Beach Street  
Watsonville, CA 95076  
(831) 763-8900  
[www.santacruzwb.com](http://www.santacruzwb.com)

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

**The Chair, Elyse Destout called the meeting to order at 3:01 p.m., and a quorum was virtually established. Guests introduced themselves.**

**Committee Members in Attendance**

Alia Ayyad  
Christina Cuevas  
Elyse Destout - Chair  
Burr Guthrie  
LeNae Liebetrau  
Malina Long  
Denise Moss – Vice Chair  
Annabelle Rodriguez

**Committee Members Absent**

MariaElena De La Garza  
Fernando Giraldo  
Henry Michel

**Staff in Attendance**

Katy Chevalier – EBSD Program Manager  
Laurel Gazza – WDB Administrative Aide  
Josie Montes – WTW Analyst  
Sara Paz-Nethercutt – WDB Senior Analyst  
Kimberly Petersen – EBSD Director  
Adam Spickler – CCU Analyst  
Andy Stone – WDB Director  
Marcy Villalobos – WDB Office Assistant

**Guests**

Carmen Herrera-Mansir  
Margaret Ingraham  
Shelby Mason  
Rosey Mendez  
Bea Munoz  
Maria Rodriguez  
Amanda Winter

**Career Services Committee MEMBERS:**

Elyse Destout, Chair  
Photography by Elyse Destout

Denise Moss, Vice Chair  
Cabrillo College

Alia Ayyad  
Center for Employment Training

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

Henry Michel,  
Santa Cruz County Office of Education

Annabelle Rodriguez  
GOAL/Cabrillo College

**DIRECTOR:**  
Andy Stone

**Subject: Public Comment**

There were no public comments.

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**Subject: Service Providers' Activity Report**

Representatives from COE-Suenos, Goodwill Central Coast, Watsonville Career Center, and Community Action Board gave current updates on their respective programs/locations, including enrollment/completion statistics, referrals. Cabrillo College did not have a representative present.

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**Subject: Consent Items:**

- C.1 Approval of the January 13, 2021 Meeting Minutes**
- C.2 Contractor Activity Reports (thru Q2 PY 20/21)**
- C.3 WIOA Contract Monitoring: CCops, GCC, SBDC**
- C.4 AJCC Hallmarks of Excellence Action Plans**
- C.5 Re-contracting PY 21/22 WIOA Services**

**Action:** It was moved to approve the Consent Agenda, except for item C.5 which was retracted per WDB staff recommendation.

<b>Status:</b>	Motion to Approve Consent Items:	Christina Cuevas
	Motion Seconded:	Malina Long
	Abstention:	None
	Committee Action:	All in favor, motion passed, as amended with the noted retraction of item C.5

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**Presentation item:**

Shelby Mason from Goodwill Central Coast and Margaret Ingraham, of Santa Cruz County Parks gave a presentation on the Fire Impact Recovery Efforts (FIRE) after the 2020 August wildfires.

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**Subject: Administration Items:**

**A.1 – WDB Staff Updates**

WDB Director Andy Stone and WDB staff gave updates on current duties involving fiscal/procurement monitoring, WIOA-CWES Co-enrollment Staff Training Event, Lean Community of Champions, CalWORKS Triple P

workshops, SB1 High Road Construction Careers Pre-Apprenticeships, and Prison to Employment Grant Services.

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

**Subject: Administration Items:**

### **A.2 – AJCC Certification**

WDB Director Andy Stone and WDB Sr. Analyst Sara Paz-Nethercutt recapped the process of the AJCC Certification and the evaluation of the local comprehensive AJCC site at the Watsonville Career Center and the two levels of certification. The certification process will take effect January 1, 2022.

**Action:** It was moved to approve the AJCC certification process as outlined by WDB staff and to request the authorization of the WDB Chair to sign the AJCC Certification Matrix for the Baseline Criteria.

<b>Status:</b>	Motion to Approve:	Denise Moss
	Motion Seconded:	LeNae Liebetrau
	Abstention:	None
	Committee Action:	All in favor, motion passed

**Subject: Administration Items:**

### **A.3 – SB1 Apprenticeships**

WDB Director Andy Stone notified the committee that the SB1 grant proposal was selected for funding from the state, and that Santa Cruz County, as a partner agency with Monterey County, will receive \$5000 for additional staff costs related to program activities. The Contract between Santa Cruz and Monterey Counties was approved by the Board of Supervisors on April 13, 2021.

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

**Chairperson's Report –** No report given.

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## **VII. Announcements/Information Sharing**

There were no announcements.

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**Meeting adjourned at 4:06 p.m.**

**Next Meeting: Workforce Development Board Meeting  
Wednesday, May 26, 2021 @ 8:30 am  
TBD**

**Career Services Meeting  
TBD**

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## Report Item 2: Workforce Development Board Staff Updates

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(No vote required)

### WIOA Career Services:

1. Conducting the AJCC Certification
2. Recruiting for FIRE Project participants
3. Hiring to backfill Administrative Aide vacancy
4. Launching a WIOA case file paperless Initiative PY 21/22

### Regional Projects/Grants Report:

1. Prison to Employment Grant
2. SB1 Pre-apprenticeship Training Grant

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## Report Item 3: WIOA Contracted Service Provider Activity Report

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(No vote required)

Amanda Winter, Career Center Operator, will provide a summary of the Workforce Innovation and Opportunity Act (WIOA) contracted service provider activities:

- Career Center Operator, WIOA partners;
- Goodwill Central Coast, Career Center Services;
- Santa Cruz County Office of Education, WIOA Youth;
- Cabrillo Student Resource & Support Network (SRSN).



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## Report Item 4: CalWORKs Contracted Service Provider Activity Report

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(No vote required)

Maria Rodriguez, Programs Director from Community Action Board, will present information about the SmartHIRE program, which serves participants from the CalWORKs Employment Services program.

SmartHIRE is a subsidized employment program that places CalWORKs participants into jobs with local employers. Each placement (subsidy) lasts for 6 months. The goal of the program is that the employer will retain the employee after the subsidy ends.

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## Information Item 5: Presentation: WatsonvilleWorks!

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(No vote required)

Paz Padilla, Housing Prevention and Intervention Services Director, will provide an overview of the WatsonvilleWorks! Program at Community Action Board.

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## Information Item 6: AJCC Hallmarks of Excellence Action Plans PY 20/21 Q4

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(No vote required)

### **Background:**

As you may recall, on September 11, 2018, the WDB approved the Hallmarks of Excellence Assessment and Certification Action Plan for the Comprehensive America's Job Center of California (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 Employment Development Department (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 Sueños. 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 through PY 2020/21 Quarter 4 is displayed for your review.

As described to this committee at its April 21, 2021 meeting, EDD policy directive, WSD20-08, dated March 1, 2021, supersedes WSD18-11 referenced above. For this reason, this is the final *Hallmarks of Excellence Action Plan* quarterly update. Instead, *Continuous Improvement (CI) Plans*, of each AJCC site, will be developed based on the AJCC Certification Indicator Assessments and in coordination with the WDB. The CI Plans are due to the state by December 31, 2021 and will subsequently be shared with this committee.

The link to view the action plans is found here: <https://bit.ly/3zrEvxn>