Workforce Development Board  
Career Services Committee  
Wednesday, July 29, 2020, 3:00 p.m.  
18 W. Beach Street, Watsonville

Click Here to Join the Meeting Online  
If you don’t have Microsoft Teams: Select the “Join on the web instead” option  
Call in: (916) 318-9542  
Meeting ID: 635 695 195#

Agenda

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, Career Center Operator

V. Consent Items  
   C.1 Approval of minutes: April 22, 2020 .......................................................... 2-5  
   C.2 Contractor Activity Reports (thru Q3 PY19/20) .............................................. 6  
   C.3 AJCC Hallmarks of Excellence Action Plans PY 20/21 .................................. 7

VI. Presentation: Santa Cruz County Office of Education (SCCOE)  
   Sueños: WIOA Youth Career Cluster Curriculum ........................................... 8

VII. Administration  
   A.1 Staff Response to COVID 19 ................................................................. 9

VIII. Chairperson’s Report

IX. Announcements/Information Sharing

X. Adjournment

Next Meeting: September 23, 2020 @ 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.
C.1 Approval of Meeting Minutes

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<th>COMMITTEE:</th>
<th>Career Services Committee</th>
<th>MEETING DATE:</th>
<th>July 29, 2020</th>
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<tbody>
<tr>
<td>STAFF NAME:</td>
<td>Andy Stone, WDB Director; Laurel Gazza, Administrative Aide</td>
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SUMMARY:
Requesting Consent approval of the April 22, 2020 Career Services Committee meeting minutes.

attachment(s)

SUGGESTED MOTION: (if applicable)
I move to approve the April 22, 2020 Career Services Committee meeting minutes.

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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 3:00 p.m., and a quorum was established. Members, staff and guests introduced themselves.

Committee Members in Attendance
Cuevas, Christina
De La Garza, MariaElena
Destout, Elyse – Chair
Gaukel Forster, Mary
Giraldo, Fernando
Liebetrau, LeNae
Moss, Denise

Committee Members Absent
Rodriguez, Annabelle

Staff in Attendance
Barr, Belinda – WDB Business Services Manager
Chevalier, Katy – WTW Program Manager
Gazza, Laurel – WDB Administrative Aide
Paz-Nethercutt, Sara – WDB Senior Analyst
Stone, Andy – WDB Director

Guests
Adams, Lamont – WDB member
Brown, David – Sr. Administrative Analyst, CAO office
Cagle, Courtney – Fresh Success
Diaz, Brenda – Goodwill Central Coast
Duckworth, Yuko - EDD
Livingstone, Todd – WDB member
Mason, Shelby – Goodwill Central Coast
Munoz, Beatriz – Suenos, SCCOE
Orona, Elisa – WDB member
Reyes, Karen – Cabrillo College SRSN
Winter, Amanda – Career Center Operator
Subject: Public Comment

There were no public comments.

Subject: Service Providers’ Activity Report

Beatriz Munoz, of Santa Cruz County Office of Education (SCCOE) Suenos Program; Shelby Mason, of Goodwill Central Coast; Karen Reyes, of Cabrillo College SRSN; and Amanda Winter, Career Center Operator, each gave current updates as to the 3rd Quarter statistics and successes of their individual programs, and each gave information as to how they are coping with the pandemic restrictions.

Subject: Consent Items:

C.1 Approval of the January 15, 2020 Meeting Minutes
C.2 Contractor Activity Reports (thru Q2 PY 19/20)
C.3 WIOA Local Draft Monitoring Reports
C.4 AJCC Hallmarks of Excellence Action Plans

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

Presentation item:

Courtney Cagle, Senior Specialist with Fresh Success, gave a presentation on their efforts to expand its' CalFresh Employment and Training (CFET) Program in 2019, and their assistance to community colleges and community-based organizations in effectively starting and managing their CFET programs, in partnerships with counties.

Subject: Administration Items:

A.1 – Grants and Initiatives

WDB Director Andy Stone recapped the current statuses of the Prison to Employment Grant (P2E), and the High Road Construction Careers (HRCC) SB 1 Program. He also went over the latest statistics on newly filed Unemployment Insurance claims in Santa Cruz County.

Action: No action taken, informational item only.
Chairperson’s Report –

None

VIII. Announcements/Information Sharing

Committee member Denise Moss, of Cabrillo College, mentioned their Cyber Camps are now being held online. Mary Gaukel Forster mentioned a continuing radio program for Your Future is Our Business, and LeNae Liebetrau stated that the Dept. of Rehabilitation is still open during the pandemic.

Meeting adjourned at 3:56 p.m.

Next Meeting:  Workforce Development Board Meeting
                   Wednesday, May 27, 2020
                   Seacliff Inn
                   7500 Old Dominion Court
                   Aptos, CA. 95003

                   Career Services Meeting
                   Location and time TBD
### C.2 Contractor Activity Reports

**COMMITTEE:** Career Services Committee  
**MEETING DATE:** July 29, 2020

**STAFF NAME:** 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/3eRA43Z](https://bit.ly/3eRA43Z)

- [Attachment(s)]

**SUGGESTED MOTION:** (if applicable)

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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 on 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/32K8i71](https://bit.ly/32K8i71)

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.
P.1 WIOA Youth Career Cluster Curriculum

Angelica Ruiz  
*Project Specialist*  
WIOA Suenos Program

Sarai Zayas  
*WEX Specialist*  
WIOA Suenos Program

Selene Avila-Montes  
*Bilingual Secretary*  
WIOA Suenos Program
A.1 WDB Staff Response to COVID-19

SUMMARY:

Workforce Development Board Staff will report out on recent developments on program services as a result of COVID-19.

WIOA Career Services:
1. County WDB Staff Updates: PY2020/21 Staff Furloughs, 156 hours/year; continue to work remotely
2. National Dislocated Worker Grant Application $55,000: Local Food Bank workers
3. Personal Protective Equipment Bundle for Allied Health students (DH)

Attachment(s)

SUGGESTED MOTION: (if applicable)