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.

The Chair called the meeting to order at 8:35 a.m., and a quorum was established. All participants attended virtually.

Committee Members in Attendance
Ayyad, Alia
Destout, Elyse – Vice Chair
Herrera-Mansir, Carmen
Liebetrau, LeNae
Livingstone, Todd
Miller, Chris
Morse, Rob - Chair
Nagamine, Janet
Orona, Elisa
Roth, Shaz
Schaller, Glen
Setzler, Katie
Siegel, Carol
Vereker, Dustin

Committee Members Absent
Adams, Lamont
Cuevas, Christina
De La Garza, MariaElena
Delk, Marshall
Dodge, Daniel
Elliott, Candice
Hebard, Sean
Holmquist-Gomez, Laura

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

Guests
Baxter, Stephen
Benson, Elissa
Brown, David
Burrafato, Alan
Diaz-Rivas, Brenda
Cantu, Felix
Chance, Eli
Cortes, Claudia
Estrada, Vivian
Mears, Haley
Moskalyk, Andriy
Moss, Denise

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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.
**Subject: Public Comment**

There was no public comment.

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**Subject: Chairperson’s Report**

WDB Chair Rob Morse thanked board members for their commitment to the Workforce Development Board.

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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: Todd Livingstone
- Motion Seconded: Elyse Destout
- Abstentions: None

Committee Action: All in favor, motion passed

**Item 2 – Approval of Meeting Minutes**

**Action:** It was moved to approve the March 30, 2022 WDB Full Board meeting minutes.

**Status:**

- Motion to Approve: Carol Siegel
- Motion Seconded: Elyse Destout
- Abstentions: Alia Ayyad

Committee Action: All in favor, motion passed

**Item 3 – Operational Plan Update**

WDB Director Andy Stone reported that the operational targets are on track to be completed for the year and gave a report on the progress of each plan including: the new Workforce Santa Cruz County webpage, [www.workforcescc.com](http://www.workforcescc.com) which includes a link to WIOA orientation videos and information and a guide to the services offered; the launch of Workforce Santa Cruz County Facebook and LinkedIn pages; launched first expanded pre-apprenticeship program with Watsonville/Aptos/Santa Cruz Adult Ed on May 16, 2022; a presentation on remote and hybrid work by Gensler was provided at the March 30, 2022 WDB meeting; special Executive Committee meeting to be held on July 22, 2022 to establish equity goals and operational targets for next year; Behind Every Employer Santa Cruz County, an online resource that links businesses to workforce and economic development resources; State of the Workforce report to be provided by BW Research on May 25, 2022.
Action: It was moved to adopt the WDB Director’s Operational Plan update for PY 21-22.

Status: Motion to Approve: Alia Ayyad
Motion Seconded: LeNae Liebetrau
Abstentions: None

Committee Action All in favor, motion passed

Item 4 – WIOA Re-Contracting Cabrillo Student Resource & Support Network PY22/23

WDB Sr. Analyst Sara Paz-Nethercutt presented to the WDB Full Board the Cabrillo College Student Resource and Support Network (SRSN) re-contracting recommendation allocation of $120,000 for PY 22/23 for support services to WIOA students.

Action: It was moved 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.

Status: Motion to Approve: Carol Siegel
Motion Seconded: Carmen Herrera-Mansir
Abstentions: None

Committee Action All in favor, motion passed

Item 5 – WIOA PY 21/22 Contractor Local Program Monitoring

WIOA local monitoring drafted reports were provided to the WDB Full Board for WIOA contracted services for PY 21/22 for: Winter Works, LLC; Goodwill Central Coast (GCC); Santa Cruz County Office of Education (SCCOE); Cabrillo Small Business Development Center (SBDC); and Cabrillo Student Resource & Support Network (SRSN).

Action: It was moved to accept the PY 21/22 local program monitoring reports as drafted by WDB staff.

Status: Motion to Approve: Dustin Vereker
Motion Seconded: Todd Livingstone
Abstentions: Alia Ayyad

Committee Action All in favor, motion passed

Item 6 – WDB Officer Nominations PY 22/23

WDB Director Andy Stone presented the proposed slate of candidates to the WDB Full Board. Chair and Vice Chair positions will remain the same for the WDB Full Board, Executive Committee, and Business Services/CEDS Committee. Yvette Brooks from Your Future is Our Business will step in as the new Vice Chair for the Career Services Committee.

Action: It was moved to approve the proposed Slate of 2022-23 Officer Candidates.

Status: Motion to Approve: Elisa Orona
Motion Seconded: LeNae Liebetrau
Abstentions: None
Item 7 – Proposed WDB Meeting Calendar 22/23

Proposed WDB meeting dates for PY 22/23 were presented to the WDB Full Board.

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

Status:
Motion to Approve: Alia Ayyad
Motion Seconded: LeNae Liebetrau
Abstentions: None

Item 8 – WIOA Memorandum of Understanding Renewal

WDB Sr. Analyst Sara Paz-Nethercutt informed the WDB Full Board of the WIOA Memorandum of Understanding (MOU) renewal process which must be renewed every three years and will expire June 30, 2022. The MOU provides information on how partners work together to create a unified service delivery system for shared customers as well as a cost sharing agreement for affiliate sites.

Action: It was moved 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.

Status:
Motion to Approve: Carol Siegel
Motion Seconded: Dustin Vereker
Abstentions: Alia Ayyad

Item 9 – AJCC Certification Continuous Improvement Plan PY 21/22 Update

WDB Sr. Analyst Sara Paz-Nethercutt gave a brief overview the mandated AJCC Certification Continuous Improvement Plan and a provided a copy of the plans 3rd quarter progress which included: building remote access, a paperless initiative, and a queuing system so customers do not have to wait in line. The purpose of the Continuous Improvement Plan is to ensure that the AJCC’s deliver a better experience and continuously improve services for job seekers, workers, and employers.

Action: No action taken, informational item only.

Item 10 – WIOA PY 20/21 Local Performance Scores

WDB Sr. Analyst Sara Paz-Nethercutt shared the WIOA performance scores provided by the state for Adult, Dislocated Worker, and Youth measures and answered questions by board members. She also mentioned that the state is requiring the Local Areas to achieve a score of 50% or higher for Employment Rate 2nd Quarter After Exit and Median Earnings.

Action: No action taken, informational item only.
Subject: Report Items:

Item 11 – WDB Staff Updates

WDB Sr. Analyst Sara Paz-Nethercutt gave updates on WIOA Career Services which included an overview on a new pilot project supported by EDD, CalASSIST, a referral platform to enable cross referrals between partners; and informed the WDB Full Board that the FIRE project for Santa Cruz County ended early on April 30, 2022 and unspent allocations were redirected to other counties. WDB Sr. Analyst Lacie Gray gave updates on the Prison to Employment grant which ended in March and served a total of 11 justice involved women; the SB1 pre-apprenticeship trade program meant to increase the number of qualified candidates for apprenticeship across all trades, increase the diversity of apprenticeship candidates, and increase retention rate. WDB Business Services Manager Peter Detlefs shared updates on the Business Services webpage, which now includes the agendas and minutes, events, training opportunities, and a publications page.

Action: No action taken, informational item only.

Item 12 – Presentation

A presentation by Josh Williams from BW Research was provided to the WDB Full Board on the 2022 State of the Workforce Report.

Action: No action taken, informational item only.

Subject: Committee Member Announcements:

Member Carol Siegel welcomed Yvette Brooks to the Career Services Committee.

Meeting adjourned at 10:15 a.m.

Next Meeting: Workforce Development Board Meeting
Wednesday, September 14, 2022 @ 8:30 am