The Chair called the meeting to order at 8:30 a.m., and a quorum was established.

Committee Members in Attendance
Delk, Marshall
Destout, Elyse
Morse, Rob
Moss, Denise
Siegel, Carol – Chair

Committee Members Absent
Slack, Ron

Staff in Attendance
Chevalier, Katy – WTW Program Manager
Gazza, Laurel – WDB Administrative Aide
Gray, Lacie – WDB Sr. Analyst
Paz-Nethercutt, Sara – WDB Sr. Analyst
Stone, Andy – WDB Director

Guests
Duckworth, Yuko – Employment Development Department
Mason, Shelby – Goodwill Central Coast

Subject: Public Comment
There was no public comment.
Subject: III. Consent Items:

   C.1 – Approval of August 28, 2019 Meeting Minutes
   C.2 – Data Dashboard
   C.3 – Contractor Activity Reports (thru Q4 PY 18/19)
   C.4 – AJCC Hallmarks of Excellence Action Plans
   C.5 – PY 19/20 WIOA Budget

Committee members

Action: It was moved to approve the Consent Agenda

Status: Motion to Approve: Marshall Delk
        Motion Seconded: Rob Morse
        Abstentions: None
        Committee Action: All in favor, motion passed.

Subject: IV. Administration Items:

   A.1 – Strategic Plan Report Update

   WDB Director Andy Stone gave current updates on the status of the goals
   for Workforce Santa Cruz County, that were outlined in the last Strategic
   Plan Update.

   Action: It was moved to approve the WDB Directors’ Operational Plan
   update for PY 19-20

   Status: Motion to Approve: Rob Morse
           Motion Seconded: Elyse Destout
           Abstentions: None
           Committee Action: All in favor, motion passed.

   A.2 – Mid-Year Program Monitoring PY 18-19

   Director Andy Stone noted that at the last Executive Committee meeting, the
   members had asked for an update regarding the progress that had been
   made since the last monitoring report update. WDB Senior Analyst Sara
   Paz-Nethercutt recapped the local case management audit that she
   performed, where she reviewed 8 randomly selected cases and had found 4
   concerns. It was suggested that a local Case Management Policy be
   implemented for contractor Goodwill Central Coast. Committee member Rob
Morse asked if there was a way a monthly report out could be done, in dashboard form, to get monthly updates on the issues in question.

**Action:** It was moved to approve the monitoring report as provided by WDB staff.

**Status:** Motion to Approve: Marshall Delk  
Motion Seconded: Elyse Destout  
Abstentions: None  
Committee Action: All in favor, motion passed.

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**A.3 – WDB Member Recruitment Update**

WDB Director Andy Stone advised the committee that the Board currently had the following vacancies: 1 Business Sector vacancy, and 2 Labor vacancies. Current Board membership stands at 22. He encouraged the committee members to recruit new Business Sector member candidates.

**Action:** It was moved to accept the WDB Member Recruitment Update.

**Status:** Motion to Approve: Rob Morse  
Motion Seconded: Marshall Delk  
Abstentions: None  
Committee Action: All in favor, motion passed.

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**A.4 – WDB Meeting Planning**

Director Andy Stone stated that Robert Meyer, from Employment Training Partnership (ETP) would be the speaker at the December 5, 2019 WDB meeting. Chair Carol Siegel requested that there be time allotted for a Board member to speak and highlight their business.

**Action:** It was moved to direct that the WDB staff include the above mentioned items in the December 5, 2019 meeting agenda.

**Status:** Motion to Approve: Marshall Delk  
Motion Seconded: Rob Morse  
Abstentions: None  
Committee Action: All in favor, motion passed.

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V. Chairperson’s Report
No report given.

Meeting adjourned at 9:48 a.m.

Next Meeting:  Workforce Development Board Meeting
December 5, 2019  @ 8:30 am.
Seacliff Inn, Seacliff Room
7500 Old Dominion Court
Aptos, CA  95003

Executive Committee Meeting
March 4, 2020  @ 8:30 am
Sesnon House, Cabrillo College
6500 Soquel Drive
Aptos, CA  95003