



MONTEREY COUNTY SPECIAL WORKFORCE DEVELOPMENT BOARD AGENDA PACKET

Thursday, April 8, 2021
9:00 a.m. – 10:30 a.m.

Via Teleconference: +1 669 900 6833
Meeting ID: 938 7196 5735
Password: 213031

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 1441 Schilling Place, North, Salinas, CA or visit our website at www.montereycountywdb.org. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the Secretary to the WDB at (831)796-6434.



Monterey County Special Workforce Development Board Meeting

Thursday, April 8, 2021; 9:00 a.m.

344 Salinas Street, Suite 101
Salinas, CA 93901

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www.montereycountywdb.org

AGENDA

WDB Members:

Erik Cushman,
WDB & Executive Chair

Mary Ann Leffel,
WDB 1st Vice Chair

Cesar Lara,
WDB 2nd Vice Chair

Al Davis
Catherine Sampognaro
Cresencio Diaz
David Martin
Dr. Raul Rodriguez
Jay Donato
Julia Belliard
Lamont Adams
Supervisor Mary Adams
Mimi Laurent
Paula Calvetti
Salvador Muñoz
Sherry Farson
Steve MacArthur
Steve Snodgrass
Wendy Brickman
Yuko Duckworth

CALL TO ORDER/ROLL CALL:	Erik Cushman, <i>Chair</i>
CHANGES TO AGENDA:	
PUBLIC COMMENT: <i>(Limited to 2 minutes per person)</i>	
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Consider approval of minutes from the Workforce Development Board's meeting of February 4, 2021.	Erik Cushman
2. ACTION: Concur with the March 18, 2021 Executive Committee's recommendation to approve Local Area Subsequent Designation & Local Board Recertification.	Erik Cushman
3. ACTION: Concur with the March 18, 2021 Executive Committee's recommendation to approve the amendments to the Monterey County Workforce Development Board Bylaws	Erik Cushman
BUSINESS CALENDAR:	Erik Cushman
1. ACTION: Consider and approve the Local and Regional Plans for Program Year (PY) 2021-2024.	Chris Donnelly Josh Williams
2. Report on North Central Coast Regional Planning Unit (RPU) Board Chairs/Directors meeting.	Erik Cushman
3. Update on Regional Joint Venture with Hartnell and Monterey Peninsula Community Colleges.	David Martin Judy Cutting Clint Cowden
4. Report on Round 2 Small Business Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant activities.	Kristen Arps
5. Update on the re-opening of the Salinas America's Job Center of California.	Lucy Iracheta
6. Update on the Adult, Dislocated Worker, Youth and Prison to Employment (P2E) Programs.	Adrieh Terantonians Pearl Sanchez Deborah Carrillo Vanessa Kor
7. Report on Business Services activities (webinars, outreach, and virtual job fairs).	Jerry Hernandez
8. Update on WDB Board members' Workforce and Business activities.	Individual Board Members
ANNOUNCEMENTS:	Erik Cushman
SUBCOMMITTEE MEETINGS: Executive: 4/15/2021	SPECIAL WDB MEETING: 6/24/2021
ADJOURNMENT:	Erik Cushman



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UNADOPTED MINUTES
Monterey County Workforce Development Board
Via Teleconference
Thursday, February 4, 2021

Members Present: Erik Cushman (Chair), Mary Ann Leffel, Cesar Lara Al Davis, Catherine Sampognaro, Cresencio Diaz, David Martin, Dr. Raul Rodriguez, Jay Donato, Julia Belliard, Lamont Adams, Supervisor Mary Adams, Mimi Laurent, Paula Calvetti, Sherry Farson, Steve MacArthur, Steve Snodgrass, Wendy Brickman, and Yuko Duckworth

Members Absent: Salvador Munoz

Staff Present: Kristen Arps, Chris Donnelly, Flor Galvan, Jerry Hernandez, Elizabeth Kaylor, Vanessa Kor and Javier Vanga

Public Comment: None

Call to Order/Introductions: Erik Cushman called the meeting to order at 9:04 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Consent Calendar:

1. **ACTION: Consider approval of minutes from the Workforce Development Board meeting of December 3, 2020.** A motion was made by Mary Ann Leffel to approve the December 3, 2021 Workforce Development Board minutes, seconded by Dr. Raul Rodriguez. Abstain: Supervisor Mary Adams and Steve MacArthur. 18-0-2
2. **ACTION: Concur with the January 21, 2021 Executive Committee's recommendation to approve the redesignation of the Oversight Committee as a new Career Services Committee with the understanding that the redesignation will necessitate an amendment to the WDB's Bylaws which will require the approval of the WDB and Board of Supervisors.** A motion was made by Mary Ann Leffel to approve the consent calendar item #2, seconded by Dr. Raul Rodriguez. ALL AYES

Discussion or Review of Business Calendar Action Items:

1. **Report on North Central Coast Regional Planning Unit (RPU) Board Chairs/Directors meeting on January 20, 2021.** The Board Chair provided a report on the North Central Coast Regional Planning Unit (RPU) Board Chairs/Directors meeting on January 20, 2021 at which best practices for green job training programs, virtual services being offered to WIOA clients, and WIOA funding expenditure rates were discussed.
2. **Update on the Adult, Dislocated Worker, Youth and Prison to Employment (P2E) Programs.** An update was provided by WDB staff and WIOA funding subrecipient representatives on the WDB's Adult, Dislocated Worker, Youth, and Prison to Employment (P2E) Programs with information and analysis on service provider performance during the period from July 1, 2020 through December 31, 2020.
3. **Report on Business Services activities (webinars, outreach, and virtual job fairs).** The WDB's Business Services Manager provided a report on Business Services activities from October through December 2020, including business outreach, engagement, and webinars; virtual recruitments and job fairs; and ongoing, capacity-building collaboration between the WDB business services staff and service provider business services staff.
4. **Report on regional grants to include: High Road Construction Careers, Senate Bill (SB1); Prison to Employment (P2E); and National Dislocated Worker Grants (Covid-19 Humanitarian Aid and August Wildfire).** An update was provided on the WDB's regional grants, including High Road Construction Careers – Senate Bill 1 (SB1), which has a high level of interest from potential participants but is experiencing delays

in commencing due to Covid-19 restrictions; Prison to Employment (P2E), which now has P2E contractors in place in San Luis Obispo and Santa Barbara counties to provide workforce services, but with low expenditures to date; the WDB's *Covid-19 Humanitarian Aid* National Dislocated Worker Grant (NDWG), which has placed seven individuals at various work sites in the County; and the August Wildfires NDWG, which has low expenditures based on a current lack of enrollments.

5. **Report on Rapid Response Small Business Grant and Monterey County Coronavirus Aid, Relief, and Economic Security (CARES) Grant.** A report on the Rapid Response Small Business and Small Business Relief Grants was provided. The Rapid Response grant program has taken in nearly 150 applications since June 2020, and the Small Business Relief grant program, also with over 150 applications, is preparing for Round 2 grants of up to \$10,000 beginning on February 8, 2021.
6. **Report on Regional Sector Analysis and Regional Planning.** A report on Regional Sector Analysis and an update on the 2021-24 Regional Plan was provided. MCWDB has contracted with BW Research Partnership to conduct a labor and talent supply analysis for targeted regional industry sectors using data that BW collected to develop the 2021-24 Local Plan for MCWDB and the Regional Plan for the North Central Coast Regional Planning Unit (RPU)
7. **Report on Labor Market Information for December 2020.** A report on Labor Market Information was provided based on Employment Development Department (EDD) data from December 2020 and showed an unemployment rate at that time of 11.4% in Monterey County.
8. **Review the Workforce Development Board membership composition and attendance and discuss recruitment of new board members.** Staff reviewed the Workforce Development Board membership composition requirements and attendance and discussed recruitment of new board members to address the Board composition requirements.
9. **Update on WDB Board members' Workforce and Business activities.** Updates were provided by WDB Board members on their workforce and business activities.

Adjournment: Mr. Erik Cushman adjourned the meeting at 11:08 a.m.



MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Local Area Designation & Board Recertification

DATE: April 8, 2021

RECOMMENDATION:

Approve the submittal of the Application for Local Area Subsequent Designation and Local Board Recertification for Program Years 2021-23.

BACKGROUND:

In accordance with Section 106 and 107 of the Workforce Innovation and Opportunity Act (WIOA), the Monterey County WDB is applying, as an Existing Local Area, for Local Area Subsequent Designation and Local Board Recertification. Continued receipt of WIOA funding is conditioned upon continuing certification as a Local Area Workforce Development Board.

The State of California Employment Development Department (EDD) issued a directive on February 22, 2021 to provide the policies and procedures regarding the request for Local Board recertification under WIOA. The directive contains state-imposed requirements as well as federal requirements. If the Monterey County Workforce Development Board's request for Local Area Subsequent Designation and Local Board Recertification is approved by EDD and the California Workforce Development Board (CWDB), the Local Board's recertification is effective July 1, 2021 through June 30, 2023.

DISCUSSION:

After the period for which a Local Area was initially designated, WIOA Section 106 calls for a subsequent designation process and requires the Governor to approve a request for subsequent designation from a Local Area if the area performed successfully, sustained fiscal integrity, and engaged in the regional planning process.

WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the state once every two years. In order to be recertified, the Local Board must meet the WIOA membership requirements, must have met or exceeded performance accountability measures, and must have achieved sustained fiscal integrity.

NEXT STEPS:

A copy of the Application for Local Area Subsequent Designation and Local Board Recertification may be provided to the CWDB without the signature of the chief elected official (here, the Board of Supervisors) by March 31, 2021. Based on Executive Committee approval on March 18, 2021, an unsigned copy of the WDB's Application for Local Area Subsequent Designation and Local Board Recertification will be submitted to the CWDB by the deadline of March 31, 2021. To ensure timely designation and recertification, a signed copy must be provided no later than June 30, 2021.

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Amendments to MCWDB Bylaws

DATE: April 8, 2021

RECOMMENDATION:

Approve changes to the MCWDB Bylaws needed to (a) incorporate WIOA requirements for standing committees, (b) redesignate the Oversight Committee as a Career Services Committee (c) provide a term limit of five (5) three-year terms, and (d) avoid conflicts of interest.

BACKGROUND/DISCUSSION:

On February 4, the WDB approved the redesignation of the Oversight Committee, which required changes to the MCWDB Bylaws. In addition to these changes, based on discussions held by MCWDB leadership, it has been determined that a term limit of five (5) three-year terms, or a total of 15 years, would provide Board members with the opportunity to personally guide workforce development in the County and still allow for occasional adjustments to WDB membership that better reflect economic conditions.

In addition to implementing membership term limits, the specific amendments to the Bylaws include:

- Removal of references to the Oversight Committee and addition of language to create a Career Services Committee;
- Addition of language to include non-WDB members in the Career Services and Business Services committees;
- Removal of the Career Services and Business Services committees' oversight responsibilities to avoid a conflict of interest based on contracted services provider participation (the Bylaws currently state that the Executive Committee shall determine the responsibilities of all standing committees); and
- Removal of Business Services Committee references to the Certified Work Readiness Communities Initiative (this initiative is no longer applicable).

At its March 18, 2021 meeting, the Executive Committee approved the recommendation to forward the Bylaws to the full MCWDB membership for its review and consideration. The MCWDB Bylaws require the Board members to receive a copy of the proposed changes to the Bylaws at least seven (7) days in advance of the meeting at which the amendments will be presented for action.

NEXT STEPS:

The changes to the Bylaws become effective upon adoption by a majority vote of the MCWDB and approval of the Chief Elected Official, the Monterey County Board of Supervisors.

BYLAWS of the MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD

Approved by the Monterey County Board of Supervisors on November 8, 2016, amended and restated on April X, 2021.

The State of California, pursuant to section 107 of the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA), has designated the Monterey County Workforce Development Board as the entity responsible for setting policy and for the direction and oversight of employment and training programs at the local level, and provides funding thereto.

Federal and State rules and regulations provide for WIOA program activities and require the Monterey County Board of Supervisors, as Chief Elected Official for the Monterey County Workforce Development Area, to appoint a local Workforce Development Board.

ARTICLE I. NAME

The name of the local Board shall be the Monterey County Workforce Development Board, hereinafter referred to as "MCWDB."

ARTICLE II. LEGAL AUTHORITY OF THE BOARD

The MCWDB is organized in accordance with the Federal Workforce Innovation and Opportunity Act of 2014, hereinafter referred to as "WIOA."

ARTICLE III. AREA SERVED

The geographical region to be served by the MCWDB shall be the County of Monterey and the labor market areas contained therein.

ARTICLE IV. DUTIES & METHODS OF THE BOARD

Section 1. Duties

- A. The MCWDB shall be established to assist the Chief Elected Official, Monterey County Board of Supervisors, hereinafter referred to as "BOS", in strategic planning, oversight, and evaluation of the local workforce development area, and shall promote effective outcomes consistent with statewide goals, objectives, and negotiated local performance measures.
- B. Duties of the MCWDB shall be in accordance with the WIOA including, but not limited to:
 1. In partnership with the BOS, develop a local workforce development area plan;
 2. As part of the Central Coast planning region that includes other local workforce development areas, collaborate with other local boards and chief elected officials in preparation and submission of a regional plan as described in WIOA section 106(c)(2);
 3. Negotiate local performance measures with the BOS and the Governor;
 4. Subject to the approval of the BOS, develop a budget for the activities of the MCWDB, consistent with the local workforce development plan and the duties of the MCWDB under WIOA section 107;
 5. Conduct oversight, in partnership with the BOS, of the use and management of funds, including ensuring the appropriate management and investment of funds to maximize performance outcomes under WIOA section 116;
 6. Negotiate with the BOS and required partners on the methods for funding the infrastructure costs of One-Stop Career Center(s) in the local workforce development area in accordance with Title 20 of the Code of Federal Regulations, section 679.370(k);

7. Using a competitive procurement process, select the One-Stop Operator(s) of the local America's Job Center of California delivery system, in accordance with WIOA section 121(d)(2)(A);
8. With agreement of the BOS and the Governor, the MCWDB may act as a provider of career services, in accordance with WIOA sections 107(g)(2) and 134(c)(2);
9. Using a competitive procurement process, choose to award grants or contracts to youth service providers; in accordance with WIOA section 123(a);
10. Conduct oversight of local WIOA programs;
11. Review and accept applications from training providers to be listed on the Eligible Training Providers List (ETPL);
12. Conduct research and regional labor market analysis;
13. Carry out analyses of the economic conditions in the Central Coast planning region;
14. Assist the Governor in developing the statewide workforce and labor market information system; specifically in the collection, analysis, and utilization of workforce and labor market information for the Central Coast planning region;
15. Conduct other research, data collection, and analysis related to the workforce needs of the regional economy, after receiving input from a wide array of stakeholders who are determined to be necessary to carry out MCWDB functions;
16. In collaboration with secondary and postsecondary education programs, lead efforts in the local workforce development area to develop and implement career pathways within the local workforce development area;
17. Promote the participation of private-sector employers in WIOA programs in the local workforce development area and the Central Coast planning region;
18. Lead efforts to engage with a diverse range of employers and economic development entities, including coordination with BOS economic development strategies;
19. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and job seekers; and
20. Conduct other duties and obligations as may be required by the State of California, the U.S. Department of Labor, and WIOA and associated rules and regulations, for the implementation of WIOA and to achieve the goals stated in these bylaws.

Section 2. Methods

The MCWDB shall perform all duties in accordance with these methods:

- A. *Convener* – Bring together business, labor, education, and economic development entities to focus on community workforce issues.
- B. *Workforce Analyst* – Develop, disseminate and understand current local and regional labor market and economic information and trends.
- C. *Broker* – Bring together systems to solve common problems, or broker new relationships with businesses and workers.
- D. *Community Voice* – Advocate for the importance of workforce policy, providing perspective about the need for and availability of skilled workers.
- E. *Capacity Builder* – Enhance the local workforce development areas and Central Coast planning region's ability to meet the workforce needs of local employers.

ARTICLE V. STAFFING AND SUPPORT

- A. Staffing and support of the MCWDB shall be provided by the Monterey County BOS through a designated County Department.

- B. MCWDB staff shall include an Executive Director and such staff as is necessary to support the activities of the MCWDB. The MCWDB Executive Director shall serve as a non-voting member of the MCWDB Executive Committee and will regularly attend meetings of the MCWDB and its committees.
- C. Under the direction of the MCWDB Executive Director, the MCWDB staff will work on implementation of the policies, goals and activities of the MCWDB. Under the direction of the MCWDB Executive Director, MCWDB staff shall make regular reports to the MCWDB on implementation of the WIOA and other MCWDB programs. Under the direction of the MCWDB Director, MCWDB staff shall be responsible for preparing and distributing agendas for all public meetings.
- D. Under the direction of the MCWDB Executive Director, the MCWDB staff shall maintain an official MCWDB membership list, attendance records, a record of all actions of the MCWDB, and minutes of all MCWDB public meetings and other documents pertaining to the MCWDB and its committees.
- E. MCWDB staff shall ensure the MCWDB and its committees operate in a transparent manner, in accordance with WIOA section 107(e).

ARTICLE VI. MEMBERSHIP

Section 1. Composition

The BOS shall ensure the membership of the MCWDB conforms to all requirements of the WIOA section 107(b), including, but not limited to:

- A. *Business Representatives* –The majority (at least 51%) of MCWDB membership must be representatives of business in the local area. The business representatives shall include owners of businesses, chief executives or operating officers of business or other business executives, including small businesses, business organizations, or human resource executives with optimum policy-making or hiring authority that provide employment opportunities in in-demand sectors or occupations as defined in WIOA section 3(23). At a minimum, two (2) members must represent small business as defined by the U.S. Small Business Administration. Efforts will be made to include broad representation of businesses throughout the County, consisting of both large and small employers.
- B. *Local Educational Entity* – At least one (1) eligible training provider administering adult education and literacy activities under WIOA Title II; and at least one (1) representative from an institution of higher education providing workforce investment activities, including community colleges.
- C. *Labor Organizations* – At least twenty percent (20%) of MCWDB members must be representatives of labor organizations nominated by local labor federations, including joint-labor management registered apprenticeship programs, or where they do not exist in the local area, employee representatives. At least two (2) members or more must represent labor organizations; and one (1) member or more must represent a joint-labor management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.
- D. *Community-Based Organization* – At least one (1) member must represent a community-based organization that has demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and may include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
- E. *Economic and Community Development Entities* – At least one (1) member must represent an economic development agency, including private sector economic development entities and/or Small Business Development Centers.
- F. *Wagner-Peyser* – At least one (1) member must represent the State Employment Service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the Monterey County local workforce development area.
- G. *Rehabilitation* – At least one (1) member must represent programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title.

- H. The membership of the local MCWDB may include individuals or representatives of other appropriate entities in the local area that have optimum policy-making authority within the entities they represent, including:
 - a. Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment;
 - b. Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
 - c. Philanthropic organizations serving the local area; and
 - d. Other appropriate individuals as determined by the BOS.

Section 2. Appointments

- A. Members of the MCWDB shall be appointed by the BOS.
- B. The BOS shall ensure that the membership and appointment of MCWDB members are in accordance with WIOA and applicable State criteria.
- C. The composition of the MCWDB shall be subject to certification by the Governor.
- D. Members who are appointed to fill a vacancy shall serve until the normal expiration of the term of the vacant seat. A member can continue to serve until reappointment or replacement by the BOS.
- E. MCWDB representatives, except institutional members (i.e., Job Center or One-Stop Partners) shall serve as individuals and may designate alternates/proxies when a member is unable to attend a meeting, consistent with the alternate or proxy process established by the Governor for the State Workforce Development Board pursuant to WIOA requirements at Code of Federal Regulations § 679.110(d)(4). The use of technology such as phone and web-based meetings may be used to ensure members actively participate in meetings, consistent with the requirements of the Ralph M. Brown Act (the Brown Act), California Government Code section 54950—54963.

Section 3. Term

- A. The term of each MCWDB representative shall be three (3) years, upon which time consideration for reappointment shall occur. The terms of all representatives may be staggered at the discretion of the BOS.
- B. There shall be a term limit of five (5) three-year terms.
- C. Members who are no longer actively involved in the work of his/her membership category within the County of Monterey shall be required to resign from his/her MCWDB seat.
- D. Members shall immediately inform the MCWDB of a change in employer or employment status, or other change in membership category, at which time it shall be determined if the member is eligible to continue serving on the MCWDB.

Section 4. Recruitments and Nominations

- A. In the event of a vacancy, the MCWDB Executive Committee is responsible for maintaining the required composition of the MCWDB, as stated in these bylaws. A vacancy may not necessarily be filled if the required composition of the MCWDB can be maintained without filling the vacancy.
- B. The MCWDB shall solicit and accept nominations for MCWDB membership in accordance with representation as needed and shall also comply with the Maddy Act, California Government Code 54970—54974, regarding the announcement of opportunities to serve.
- C. All nominees shall be required to submit a membership application.
- D. Any qualified community member may nominate him/herself for appointment to the MCWDB by submitting a membership application to the MCWDB Executive Director.
- E. Nominations shall be reviewed by the MCWDB Executive Committee to ensure that nominees meet the membership criteria as stated in these bylaws and WIOA, as amended from time to time. If a nomination

is approved by the Executive Committee, the Executive Committee shall bring the nomination to the full MCWDB for consideration.

- F. The recommendation for appointment of a new member shall require a two-thirds affirmative vote of MCWDB members present at a regularly scheduled meeting at which a quorum has been established.
- G. The recommendation of the full MCWDB shall be forwarded to the BOS for action on the recommendation for appointment. If, for any reason, no recommendation for appointment is made within three (3) months of the date of a vacancy, the MCWDB shall inform the BOS of that fact.

Section 5. Vacancies

- A. A vacancy on the MCWDB shall exist on the occurrence of noncompliance with applicable Federal and State regulations, or change in employment status from active employment in the classification that served as the basis for the appointment or other change in membership category.
- B. Vacancies will not necessarily be filled by individuals from a like organization; industry, employer, or association so long as the required membership composition is maintained.

Section 6. Resignations

- A. Any member may resign by providing written or oral notice to the MCWDB Chair and/or MCWDB Executive Director.
- B. The MCWDB Executive Director shall provide written notice of all resignations to the MCWDB and BOS.
- C. MCWDB staff shall record attendance and absence at MCWDB meetings. Members should notify MCWDB staff if circumstances prevent their attendance at any meeting. A member may be deemed to have resigned from his/her position on the MCWDB if the member has had three (3) consecutive absences from regularly scheduled meetings of the MCWDB and assigned committee meetings, or if the member misses sixty (60%) of MCWDB meetings in any program year (July-June).
- D. In the event a member exceeds the number of absences described above, the MCWDB Executive Director shall act on behalf of the MCWDB to determine cause of such absences, and shall provide the MCWDB with a report regarding the member's absences to the MCWDB. The MCWDB shall consider whether the member should be deemed to have resigned from his/her position on the MCWDB. The member in question shall be afforded the opportunity to address the MCWDB concerning his or her absences.

Section 7. Removal

- A. A MCWDB member may be removed from the MCWDB if the member's conduct or action, in his/her capacity as a member or personal/professional dealings, is having or will have a severe detrimental effect on the ability of the MCWDB to conduct its business.
- B. Procedures for Removal by MCWDB:
 - 1. A removal shall be proposed and discussed at an Executive Committee meeting called for that purpose;
 - 2. The recommendation for removal from the Executive Committee shall be brought before the full MCWDB for discussion and vote;
 - 3. The member whose removal is being considered shall be invited to present reason(s) why his/her removal should be reconsidered at both the Executive Committee and full MCWDB meeting;
 - 4. Removal from the MCWDB shall require a two-thirds majority and affirmative vote of the MCWDB at a regularly scheduled meeting, at which a quorum has been established; and
 - 5. The MCWDB shall forward the recommendation for removal to the BOS for approval.
- C. Procedures for Removal by BOS:
 - 1. A removal is proposed and discussed at a BOS public meeting;
 - 2. The recommendation for removal shall be brought before the full BOS for discussion and vote;

3. The member whose removal is being considered shall be invited to present reason(s) why he/she should not be removed; and
4. Removal from the MCWDB shall require a two-thirds majority and affirmative vote of the BOS at a regularly scheduled public meeting, at which a quorum has been established.

Section 8. Size

- A. The membership size of the MCWDB shall be that which is required by the WIOA, and to fulfill the duties of the MCWDB.
- B. An individual may serve as a representative of more than one membership category so long as adequate justification for his/her expertise in each area is established and so long as he/she meets all the criteria for representation in accordance with WIOA. No matter how many membership categories an individual represents, he/she is only entitled to one vote and may only be counted as a single member of the MCWDB.

ARTICLE VII. OFFICERS AND THEIR ELECTIONS

Section 1. Officers

- A. The officers of the MCWDB shall be Chair, Vice Chair, and Second Vice Chair.
- B. There shall be elected one (1) individual to serve in each designated office.
- C. The Chair of the MCWDB shall be elected by the MCWDB from among the Business representatives. The remainder of the MCWDB officers may be elected from any of the representative groups.

Section 2. Election of Officers

The MCWDB shall elect officers in the last regularly scheduled meeting before July 1 of each year in which the term of an officer is to expire. The term of elected officers shall commence on the first subsequent meeting thereafter.

Section 3. Term of Officers

- A. The term of each officer shall be three (3) years.
- B. An officer shall serve his or her term until a successor is elected or until death, resignation or removal from office for cause.
- C. An officer vacancy shall be filled by vote at a subsequent full MCWDB meeting.
- D. An officer selected to fill a vacancy shall serve for the remainder of the term of the individual whose vacancy s/he is selected to fill.

Section 4. Duties of Officers

- A. *Chair*. The MCWDB Chair shall:
 1. Represent the MCWDB to the BOS and the general public;
 2. Preside over all regular and special meetings of the MCWDB;
 3. Serve as Chair of the Executive Committee of the MCWDB;
 4. Prepare the agenda for MCWDB meetings in consultation with the MCWDB Executive Director;
 5. Appoint all committee Chairs and committee members, in consultation with the MCWDB Executive Director; and
 6. Assign and delegate such responsibilities from time to time.
- B. *Vice Chair*. The MCWDB Vice Chair shall:

1. In the absence of the MCWDB Chair, perform all the duties of the MCWDB Chair; and
 2. Assign and delegate such responsibilities from time to time.
- C. *Second Vice Chair*. The MCWDB Second Vice Chair shall:
1. In the absence of the MCWDB Chair and MCWDB Vice Chair, perform all duties of the MCWDB Chair; and
 2. Assign and delegate such responsibilities from time to time.

Section 5. Removal of Officers

The removal of an officer shall require a two-thirds majority vote of the MCWDB and shall conform to the procedures for member removal as outlined in these bylaws.

ARTICLE VIII. MEETINGS

Section 1. Public Meetings

- A. All meetings of the MCWDB and its committees shall be called and conducted in conformity with the provisions of the Brown Act.
- B. Robert’s Rules of Order, Newly Revised, shall govern MCWDB meetings in all cases in which they are applicable and to the extent in which they are not in conflict with these bylaws and other applicable law.
- C. Regular meetings of the MCWDB and its standing and/or ad hoc committees shall be published annually in June for the period of July 1st to June 30th of the coming program year.
- D. Special meetings of the MCWDB may be called at any time by any officer of the MCWDB for any purpose in accordance with the Brown Act.
- E. Notice of the time and place of special meetings shall be provided to each member and the public in accordance with the Brown Act.
- F. The presiding officer of a meeting, at his/her discretion, may adjourn any meeting, whether a quorum has been established or not, to another time and place. The same meeting may not be adjourned more than once.

Section 2. Quorum

- A. A simple majority of appointed members shall constitute a quorum for the transaction of business at all MCWDB and designated standing committee meetings.
- B. A meeting at which a quorum is initially established may not continue to transact business or to discuss business if the quorum is not maintained due to the withdrawal or departure of members.

Section 3. Voting

- A. Each member of the MCWDB shall be entitled to one vote on an action.
- B. Local MCWDB members must neither cast a vote on, nor participate in any decision-making capacity, on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or that member’s immediate family, in accordance with 2 CFR 200.318.
- C. Action brought before the MCWDB shall be resolved by a vote of a simple majority of the members present, provided a quorum is present.
- D. At the request of any member, or upon the discretion of the Chair, a roll-call or ballot vote may be requested for any action of the MCWDB. The recording of votes shall be in accordance with the Brown Act.

ARTICLE IX. COMMITTEES

Section 1. General

- A. All standing committees established under the MCWDB shall conform to the bylaws of the full MCWDB.
- B. All actions of MCWDB standing committees and workgroups are advisory to the MCWDB.
- C. Chairs of the MCWDB standing committees, in consultation with the MCWDB Executive Director, shall prepare the agenda for standing committee meetings.
- D. Members who are designated as a America's Job Center of California or One-Stop Career Center Operator shall not serve on any standing committee that deals with the oversight of the Job Center or One-Stop system or allocation of resources that would potentially be allocated to that member's program or might otherwise be the basis of a conflict of interest, as outlined in these bylaws in Article X.

Section 2. Standing Committees

- A. There shall be established **three** standing committees of the MCWDB to include the Executive Committee, the Career Services Committee, and the Business Services Committee.
- B. To the extent possible, standing committees shall be comprised of the required MCWDB representative categories as specified in WIOA and must be chaired by a member of the MCWDB.
- C. The term of the Chair of any standing committee shall be for three (3) years, concurrent with the term of the Chair of the MCWDB.

Section 3. Executive Committee

- A. The Executive Committee shall be comprised of the following MCWDB members: Chair, Vice Chair, Second Vice Chair, Immediate Past Chair, the Chair of any other standing committee, and at least one non-MCWDB member appointed at the discretion of the MCWDB Chair.
- B. The MCWDB Chair shall serve as Chair of the Executive Committee.
- C. Responsibilities of the Executive Committee shall include:
 - 1. Report upon all action taken by the Executive Committee to the full MCWDB at regularly scheduled MCWDB meetings;
 - (a) Emergency actions and all other actions taken by the Executive Committee without the prior approval of the full MCWDB are conditional and subject to either ratification or rescission by the full MCWDB at the first meeting following the emergency or action.
 - 2. Make recommendations for membership to the MCWDB in compliance with membership requirements as specified in WIOA;
 - 3. Determine responsibilities of all standing committees and workgroups and review work plans of such bodies;
 - 4. Review the attendance of MCWDB and standing committee members and make recommendations for removal of a member as outlined in Article VI. Membership, Section 7 of these bylaws; and
 - 5. Perform other duties as the MCWDB may deem necessary.

Section 4. Career Services Committee

- A. A Career Services Committee shall be established and composed of MCWDB members and non-members as recommended by the MCWDB Chair.
- B. Responsibilities of the Career Services Committee shall include:
 - 1. Review monitoring/evaluations of services and activities including the America's Job Center of California or One-Stop Career Center(s), funded by the WIOA or otherwise and awarded by the MCWDB, as related to all Adult, Dislocated Worker, and Youth programs;
 - 2. Inform, assist, and make recommendations to the Executive Committee and the full MCWDB on the development and implementation of a Continuous Quality Improvement (CQI) program to enhance

the delivery of career services through comprehensive Adult, Dislocated Worker, and Youth Programs and other WIOA programs, and review and make recommendations regarding career services, youth initiatives, and services to individuals with disabilities; and

3. Report back to the full MCWDB on issues, as directed by the full MCWDB.

Section 5. Business Services Committee

- A. A Business Services Committee shall be established and composed of MCWDB members and non-members as recommended by the MCWDB Chair.
- B. Responsibilities of the Business Services Committee shall include:
 1. Develop and make recommendations for the Business Service Plan to the BOS in an effort to increase employer engagement in the activities of the MCWDB;
 2. Submit the Business Services Plan along with the local workforce development and regional Strategic Plan to the State of California Workforce Development Board (CWDB);
 3. Conduct Labor Market Intelligence (LMI) analysis;
 4. Review Rapid Response program services and activities; and
 5. Report back to the full MCWDB on issues, as directed by the full MCWDB, on a bi-annual basis.

Section 6. Other Committees

- A. The MCWDB Chair may from time to time establish other standing or ad hoc committees or workgroups to assist the MCWDB in carrying out its duties or current work, by appointing a MCWDB member as Chair of that ad hoc committee or workgroup.
- B. Workgroups may include individuals who are not appointed to the MCWDB so long as the individual has expertise in the topic/task of the workgroup.
- C. The MCWDB Chair and chair of the standing committee shall be responsible for appointing members of the respective committee, including MCWDB members and other interested stakeholders, as appropriate.

ARTICLE X. CONFLICT OF INTEREST, ETHICS & ECONOMIC INTERESTS

Section 1. Conflict of Interest

- A. Members of the MCWDB shall comply with applicable Conflict of Interest laws, including but not limited to, the Political Reform Act (Government Code, Section 81000, et seq.), the regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Section 181000, et seq.), California Government Code Section 1090, et seq., as well as the applicable Conflict of Interest Code approved by the BOS and any amendments thereto.
- B. A conflict of interest exists if it is reasonably foreseeable that the outcome of participating in a governmental decision will have a material impact on a MCWDB member's economic interest which is distinguishable from the public generally.
- C. Participation in a governmental decision includes voting on a matter (including recommendations), appointing a person, obligating or committing the MCWDB to a course of action, negotiating agreements, influencing a decision and otherwise exercising judgment in making a decision.
- D. Each member is responsible for determining whether any potential or actual conflict of interest exists or arises for him/herself during his/her tenure on the MCWDB and/or standing committee.
- E. Any member with a potential or actual conflict of interest shall comply with applicable law, including requirements for public disclosure and recusal.

Section 2. Ethics Training

Each member shall receive training in ethics in accordance with MCWDB written policies and guidelines and applicable Federal or State law and regulations.

Section 3. Economic Interest

The Political Reform Act (Gov. Code sections 81000 et seq.) requires MCWDB members and others associated with the MCWDB to file a Statement of Economic Interest (Form 700) annually, for the purpose of publicly disclosing personal assets and income within certain limits. MCWDB members and others associated with the MCWDB shall file Form 700 in accordance with the Political Reform Act and the applicable Conflict of Interest Code. MCWDB members and staff must disqualify themselves from participating in decisions which may affect their personal economic interest.

ARTICLE XI. AMENDMENTS

- A. Amendments to these bylaws may be made at any regularly scheduled meeting of the MCWDB, provided the amendment has been submitted in writing at the previous regular meeting or at least seven (7) days in advance of the meeting at which the amendments will be presented for action.
- B. Amendments require an affirmative vote of the majority of the membership present at a meeting where a quorum is present.
- C. Amendments to these bylaws shall be reviewed and approved by the Monterey County Counsel prior to the approval of the MCWDB.
- D. Amendments to these bylaws require approval of the BOS.

ARTICLE XII. SEVERABILITY

If any part of these bylaws is held to be null and/or void, the validity of the remaining portion of the bylaws shall not be affected.

ARTICLE XIII. ENACTMENT

These bylaws shall become effective upon adoption by a majority vote of the MCWDB and approval of the BOS, and shall remain in effect until dissolution of the MCWDB.

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Local and Regional Plans

DATE: April 8, 2021

RECOMMENDATION:

Approve the submittal of Monterey County Workforce Development Board's 2021-2024 Local Plan and the North Central Coast's Regional Plan to the California Workforce Development Board.

BACKGROUND:

The California Workforce Development Board (State Board) and the State of California Employment Development Department (EDD) issued a directive on January 29, 2021 requiring that local workforce development boards develop both regional and local plans, as mandated by the Workforce Innovation and Opportunity Act (WIOA) of 2014. The WIOA, designed to strengthen and improve the public workforce system and put job seekers back to work by helping them to acquire the skills employers need and help employers access the talent pool needed to compete in a global economy, also mandated that the State complete a Unified State Plan among the State agencies responsible for the core programs of the WIOA, including the State of California's Labor and Workforce Development Agency, Community College Chancellor's Office, Department of Rehabilitation, and EDD. This Unified State Plan identified policy objectives, threaded throughout the plans, and strategies that inform the regional (strategies 1-3) and local (strategies 4-7) plans:

State Plan's policy objectives:

1. Fostering demand-driven skills attainment
2. Enabling upward mobility for all Californians
3. Aligning, coordinating, and integrating programs and services

State Plan's seven policy strategies:

1. Sector strategies - employer-driven partnerships of industry, education and training, and other stakeholders that focus on the workforce needs of key industries in a regional labor market;
2. Career pathways - process that supports workers' transitions from education into and through the workforce;
3. Regional alignment - to ensure alignment between partners and programs within a common labor market and with common industry sectors;
4. Earn and learn - the provision of paid work experiences and use of alternative training models including on-the-job training;
5. Supportive services - to provide services and support to promote program retention and completion among education and training recipients;

6. Creating cross-system data capacity - enable tracking of common performance outcomes for workforce development and education, programs including placements, training-related employment, and credential attainment; and
7. Integrated service delivery - efforts to streamline and coordinate services among partners.

DISCUSSION:

Plan Development:

Monterey County Workforce Development Board (WDB) staff and contracted researchers collected input from a variety of sources including research reports, interviews, and public meetings as part of the Regional and Local Plan development process to ensure the plans address the following goals and objectives:

- Collection and analysis of regional labor market data;
- Establishing regional service strategies;
- Developing and implementing sector initiatives for in-demand industry sectors and occupations;
- Promoting industry-valued credential attainment;
- Understanding job quality considerations for the region; and
- Ensuring accessibility and inclusivity in regional programs and services.

A 30-day public comment period started on March 26, 2021 with drafts of the Regional and Local Plans made available via the WDB's website. The Workforce Development Boards of Santa Cruz and San Benito counties, as well as education partners from regional community colleges, EDD, and other interested organizations have reviewed the North Central Coast RPU Regional Plan and the Monterey County workforce development area Local Plan.

The WDB hosted two Local Plan Stakeholder Engagement session via Zoom on March 15 and 17, 2021 and a Regional Stakeholder Engagement Session that was held on March 17, 2021. The three sessions provided workforce partners and the public an opportunity to review the plans and provide input and comment. The attached plans reflect comments submitted during the public comment process that will end on April 26, 2021.

Regional Plan:

Regional Plans and partnerships function under the State Plan as the primary mechanisms for aligning educational and training provider services with regional industry sector needs in California's 15 WIOA Regional Planning Units (RPU). Since the submittal of the 2017-2020 Regional Plan, the State has reviewed and updated the previous RPU boundaries and has designated a new North Central Coast RPU including the Santa Cruz County, Monterey County, and San Benito County workforce development areas, with Monterey County WDB acting as the lead WDB in the development and submission of the Regional Plan.

This edition of the 4-year Regional Plan comes at a crucial time for the North Central Coast region and its local components. The COVID-19 pandemic has had unprecedented impacts on the regional workforce and economy, and strategic recovery efforts can help ensure that the region rebuilds towards a more prosperous and equitable future. This Regional Plan aims to align Regional Planning Unit (RPU) members along specific approaches to achieve the vision and objectives provided in the State Plan. Fulfilling this vision will require partners to collaborate regularly across agencies, programs, and funding streams to align strategic efforts, investments, and service delivery activities to meet shared outcomes within common in-demand industry sectors.

Local Plan:

The Local Plan must coordinate with the North Central Coast RPU Regional Plan, making the Regional and State policy strategies actionable, with a focus on customer-centered service delivery through the America's Job Center of California (AJCC) / One-Stop system. The Local Plan draws upon the collaboration with workforce partners described in the Partner Memorandum of Understanding (MOU) for customer-centered service delivery and positions the AJCC as an access point to a menu of services that creates an "on-ramp" to regional sector strategies. The Local Plan also addresses required information, including:

1. Analytical background concerning labor market needs, the workforce education system operating in the region, and priority industry sectors and clusters;
2. Vision, goals, and strategy of the Local Board and its partners (employer engagement, aligning career pathways and sector strategies, and system alignment and accountability);
3. Local program alignment to implement State Plan policy strategies;
4. Services, resources, and delivery strategies, including the use of technology;
5. Information pertaining to the AJCCs in Monterey County;
6. Programs, populations, and partners;
7. Supportive services;
8. Training activities, including staff professional development;
9. Common intake and case management efforts; and
10. Public transparency, accessibility, and inclusivity information.

Approval Timeline:

Plans are due to the State Board no later than April 30, 2021 and must be submitted as separate, accessible PDF files copied to a USB flash drive. Because it will be difficult to obtain the Monterey County Board of Supervisors' approval of the plans by the submittal deadline, the Local Board shall submit a blank signature page with an explanation and a date by which the signed copy will be provided. It is anticipated that the State Board will review and approve, conditionally if changes/additions are deemed necessary, both plans by June 30, 2021. Should the State Board identify any deficiencies, local areas will be notified.

NEXT STEPS:

If the submittal of Monterey County Workforce Development Board's 2021-2024 Local Plan and the North Central Coast's Regional Plan is approved, the plan documents will be forwarded for the approval of the Chief Elected Official, the Board of Supervisors.

Report on North Central Coast Region Board Chairs/Directors Meeting

1. The Chairs and Directors discussed the following topics:
 - a. Regional Grant Updates – SB1, Slingshot 4.0
 - b. Regional measurable goals with timelines
 - c. Regional & Local Plan Update
 - d. AJCC Reopening Plans

**Update on a New Career Services Site Partnership and a Regional Joint Venture
with Hartnell and Monterey Peninsula Colleges**

Monterey Peninsula College's Superintendent/President David Martin will provide an update on a new partnership between Monterey Peninsula College (MPC) and the Monterey County Workforce Development Board (WDB) relating to the use of MPC's Marina campus for WIOA Career Services.

Additionally, Judy Cutting, the Dean of Instruction at MPC, and Clint Cowden, the Dean of Academic Affairs at Hartnell College, will discuss the opportunity to develop a Regional Joint Venture with both colleges and the WDB to increase the number of training programs offered to WIOA clients. It is anticipated that the Regional Joint Venture will later include the Santa Cruz and San Benito WDBs, in addition to Cabrillo and Gavilan Colleges.

Report on the Monterey County CARES Small Business Relief Program

Kristen Arps, Management Analyst III, will provide an update on the SBRP.

1. SBRP Round 1

In Round 1 of the Monterey County CARES Small Business Relief Program (SBRP), conducted in November 2020 by the Monterey County Workforce Development Board (MCWDB), a total of \$1,158,994 in CARES Act funding was distributed to 129 small businesses, the majority of whom received the maximum award amount of \$10,000.

A follow-up survey of grant recipients from Round 1 was conducted to evaluate the impact of the grants, collect feedback on the SBRP process from the applicant perspective, and to reach out to offer additional business services. A total of 63 (60 English, 3 Spanish) surveys were received (49% of all awardees). The responses about the process were overwhelmingly positive and most comments expressed gratitude for the financial assistance. The following are a few highlights from the survey:

Data highlights:

- 94% stated the funds helped their business remain open
- 79% stated the funds helped prevent employee layoffs or reduction of employee hours
- Current status of business:
 - Partially open with restrictions (62%), Open and in full operation (22%), Temporarily closed (11%), Permanently closed (0%)
- Uses of funds received:
 - Rent (73%), Payroll (60%), Utilities (51%), PPE (27%), Paying off debt (17%), Other (11%) – several of which included outdoor dining equipment

Comment highlights:

- This grant gave our business hope and relief. Thank you!
- This was an amazing life saver for us.
- Very grateful for the help we received to keep us going during this unprecedented time.
- Truthfully, I would not be in business today if it wasn't for government assistance and support.
- You provide a VERY valuable service to the business community! Thank you!
- The process was well communicated, application was user friendly, communication was timely and efficient as well as we felt sincerely cared for by the person corresponding with us.
- It was simple and easy, and during these times that has been by far the most helpful thing!
- The amazing support we received went above and beyond. It was appreciated more than you know!

2. SBRP Round 2

Round 2 of the Monterey County CARES Small Business Relief Program (SBRP) is currently underway. \$825,000 is available for the MCWDB to award to a minimum of 83 small businesses in the form of grants of up to \$10,000. The application period closed on March 8 (the deadline was extended by two weeks) and a total of 138 applications were received. MCWDB staff are processing and reviewing these and plan to start sending out award notifications this week.

Applicants are considered eligible if the business is owned, operated, and headquartered in Monterey County; has 2-25 employees (expanded from the original minimum of 5 employees in order to increase access to smaller businesses); was in operation on or before October 1, 2020; and has experienced economic hardship due to the COVID-19 pandemic. Businesses in the Hospitality industry and those in unincorporated areas are given priority but these are not requirements. Round 1 awardees are not eligible to apply in Round 2.

Extensive outreach was conducted for Round 2 (in English and Spanish) by the MCWDB team in the form of in-person outreach to over 350 businesses throughout the county; email communications; media and social media promotion; and promotion through industry, civic, and community partners.

3. SBRP Round 3

The MCWDB has received \$900,000 from the County Board of Supervisors to fund a third round of the SBRP, enabling it to provide \$10,000 grants to a minimum of 85 small businesses in Monterey County. Round 3 will begin at the beginning of May 2021.

Update on America's Job Center of California Activities

1. New EDD Directive on AJCC Certification:

On March 1, 2021, EDD issued Directive WSD20-08, "AJCC Comprehensive and Affiliate/Specialized Certification." The certification process takes place once every three years to ensure that AJCCs deliver a better experience and continuously improve services for job seekers, workers, and employers.

Key requirements for the AJCC certification:

- a.) Effectiveness of the AJCC
- b.) Physical and programmatic accessibility for individuals with disabilities
- c.) Continuous improvement

The certification process for comprehensive and affiliate/specialized AJCCs will be conducted during Program year (PY) 2021-22. Key requirements are met through a multi-tiered procedure of baseline certification, AJCC Certification Indicator Assessment, a Continuous Improvement Plan to be completed by December 31, 2021, a Local Board certification process, a CWDB certification process, and final submittals.

2. Marketing and Branding 2021 to promote AJCC career services:

The AJCC is adding new outside signage and logo-printed flags that are easily identifiable to attract customers to the AJCC center and is focusing on its branding with use of WDB logos, name badges, print materials, and pop-up canopy tents to create a visual identity for MCWDB customers and partners to recognize.

Staff is also focusing on the delivery of multi-platform marketing and community outreach campaigns with a marketing calendar for paid social media ads to promote current and upcoming programs, as well as new flyer templates for community outreach and email campaigns.

3. AJCC Re-opening:

The AJCC will re-open on March 29, 2021. The center is open to the public by appointment only. In-person appointments may be scheduled Monday-Friday, 10:00 a.m. to 3:00 p.m., in 45-minute time slots.

The safety procedures to be followed per the AJCC re-opening policy and guidance directive include:

- a.) Physical distancing / mask requirement and signage
- b.) Temperature check / COVID-19 symptom waiver

- c.) Limited-service acknowledgement
- d.) Sanitation protocol

4. WIOA/AJCC Partner Survey and AJCC Client Survey:

To measure the AJCC's effectiveness regarding Continuous Quality Improvement, a survey was created and sent out to partners who attended a WIOA Title I-IV Core Partner meeting. The survey will be used to identify opportunities to improve coordination of services and shared resources offered through the AJCC/One-Stop delivery system. In addition, the AJCC Client survey is pending final approval.

5. Collaboration with the Monterey County Free Library:

The Monterey County Free Library received a grant to partner with the MCWDB to increase the level of collaboration between MCWBD staff, AJCC staff and local library systems and thus improve the employment services the library offers to its patrons.

Areas of potential collaboration and mutual support:

- a.) Job fairs & recruitment events (including specialized recruitments)
- b.) Employment-related workshops
- c.) Customer cross-referrals
- d.) Cross-promotion of events, services, and resources
- e.) Cross-training of staff

Update on WIOA Adult, Dislocated Worker, Youth, and Prison to Employment Programs' Performance

1. Adult Program and Dislocated Worker Program

Adrineh Terantonians, Regional Director, Equus Workforce Solutions and Nicole Ganier, Vice President, Equus Workforce Solutions, will provide a report on the status of the Adult and Dislocated Worker Programs.

2. Youth Program

Pearl Sanchez, Program Director, Turning Point of Central California, will provide a report on Turning Point's Youth Program for South Monterey County.

Adrineh Terantonians, Regional Director, Equus Workforce Solutions, will provide a report on Equus' Youth Program for North Monterey County.

3. Vanessa Kor will provide a report on enrollments, placements, and training for the reporting period ending on 02/28/2021.

WIOA Performance Overview

Title I - Adult Program

Program Year 20-21

Reporting Period: July 1, 2020 - February 28, 2021

Service Provider: Equus

	1 st Qtr.					2 nd Qtr.					3 rd Qtr.					4 th Qtr.		Summary		
	Jul.	Aug.	Sept.	1 st Qtr. Subtotal	1 st Qtr. Goal	Oct.	Nov.	Dec.	2 nd Qtr. Subtotal	2 nd Qtr. Goal	Jan.	Feb.	Mar.	3 rd Qtr. Subtotal	3 rd Qtr. Goal	4 th Qtr. Subtotal	4 th Qtr. Goal	Running Total	Overall Goal	% of Goal
1. Enrollments																				
1.1 WIOA Title I Adult Program	8	6	5	19	75	6	1	12	19	75	5	16		21	100	0	50	59	300	20%
1.2 Occupational Skills Training / On-the-Job Training	0	0	0	0	---	1	0	0	1	---	0	0		0	---	0	---	1	---	---
1.2.1 Priority Industry Sector(s)	0	0	0	0	15	1	0	0	1	30	0	0		0	25	0	0	1	70	1%
1.2.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
1.3 Transitional Jobs	0	0	0	0	5	0	0	0	0	5	1	0		1	10	0	0	1	20	5%
2. Occupational Skills Training (OST) / On-the-Job Training (OJT)																				
2.1 In-Progress	0	0	0	0	---	1	0	0	1	---	0	0		0	---	0	---	1	---	---
2.1.1 Priority Industry Sector(s)	0	0	0	0	---	1	0	0	1	---	0	0		0	---	0	---	1	---	---
2.1.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.2 Failed to Complete	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.2.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.2.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.3 Completed	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.3.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.3.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.4 Attained Credential / Completed OJT	0	0	0	0	0	0	0	0	0	10	0	0		0	40	0	10	0	60	0%
2.5 Entered Employment	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.5.1 Priority Industry Sector(s)	0	0	0	0	0	0	0	0	0	10	0	0		0	15	0	25	0	50	0%
2.5.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3. Transitional Jobs																				
3.1 In-Progress	0	0	0	0	---	0	0	0	0	---	1	0		1	---	0	---	1	---	---
3.2 Failed to Complete	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3 Completed	0	0	0	0	0	0	0	0	0	5	0	0		0	10	0	2	0	17	0%
4. Employment																				
4.1 Entered Employment	0	1	2	3	---	2	1	0	3	---	1	1		2	---	0	---	8	---	---
4.1.1 Priority Industry Sector(s)	0	1	0	1	10	0	0	0	0	25	0	0		0	15	0	20	1	70	1%
4.1.2 Non-Priority Industry Sector(s)	0	0	2	2	---	2	1	0	3	---	1	1		2	---	0	---	7	---	---
5. Expenditures																				
5.1 SB 734 (OST) *	\$0	\$0	\$0	\$0	---	\$0	\$0	\$0	\$0	---	\$0	\$0		\$0	---	\$0	---	\$0	\$360,000	0%

Notes:

- 1.1 59 enrollments into WIOA; 21% of the 3rd qtr. goal and 20% of the overall goal.
- 1.2.1 1 enrollments into occupational skills training in a priority industry sector or on-the-job training; 0% of the 3rd qtr. goal and 1% of the overall goal.
- 1.3 1 enrollments into transitional jobs; 10% of the 3rd qtr. goal and 5% of the overall goal.
- 2.4 0 occupational skills training enrollments attained a credential or completed on-the-job training; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 2.5.1 0 occupational skills training or on-the-job training enrollments found employment in a priority industry sector; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 3.3 0 transitional job enrollments completed; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 4.1.1 1 participants found employment in a priority industry sector without occupational skills training or on-the-job training; 0% of the 3rd qtr. goal and 1% of the overall goal.

* The SB 734 goal of \$360,000 is one of three training expenditure categories making up a total goal of \$1,220,000 for the Adult and Dislocated Worker programs. On-the-job training (\$400,000) and transitional job (\$100,000) expenditures will be tracked and reported separately by the fiscal team.

WIOA Performance Overview
Title I - Dislocated Worker Program
Program Year 20-21

Reporting Period: July 1, 2020 - February 28, 2021
 Service Provider: Equus

	1 st Qtr.					2 nd Qtr.					3 rd Qtr.			4 th Qtr.		Summary				
	Jul.	Aug.	Sept.	1 st Qtr. Subtotal	1 st Qtr. Goal	Oct.	Nov.	Dec.	2 nd Qtr. Subtotal	2 nd Qtr. Goal	Jan.	Feb.	Mar.	3 rd Qtr. Subtotal	3 rd Qtr. Goal	4 th Qtr. Subtotal	4 th Qtr. Goal	Running Total	Overall Goal	% of Goal
1. Enrollments																				
1.1 WIOA Title I Dislocated Worker Program	3	6	1	10	75	3	3	8	14	75	8	5		13	100	0	50	37	300	12%
1.2 Occupational Skills Training / On-the-Job Training	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
1.2.1 Priority Industry Sector(s)	0	0	0	0	15	0	0	0	0	30	0	0		0	25	0	0	0	70	0%
1.2.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
1.3 Transitional Jobs	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2. Occupational Skills Training (OST) / On-the-Job Training (OJT)																				
2.1 In-Progress	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.1.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.1.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.2 Failed to Complete	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.2.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.2.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.3 Completed	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.3.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.3.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.4 Attained Credential / Completed OJT	0	0	0	0	0	0	0	0	0	10	0	0		0	40	0	10	0	60	0%
2.5 Entered Employment	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
2.5.1 Priority Industry Sector(s)	0	0	0	0	0	0	0	0	0	10	0	0		0	15	0	25	0	50	0%
2.5.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3. Transitional Jobs																				
3.1 In-Progress	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.2 Failed to Complete	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3 Completed	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
4. Employment																				
4.1 Entered Employment	0	2	1	3	---	0	0	0	0	---	1	1		2	---	0	---	5	---	---
4.1.1 Priority Industry Sector(s)	0	1	0	1	10	0	0	0	0	25	0	1		1	15	0	20	2	70	3%
4.1.2 Non-Priority Industry Sector(s)	0	1	1	2	---	0	0	0	0	---	1	0		1	---	0	---	3	---	---
5. Expenditures																				
5.1 SB 734 (OST) *	\$0	\$0	\$0	\$0	---	\$0	\$0	\$0	\$0	---	\$0	\$0		\$0	---	\$0	---	\$0	\$360,000	0%

Notes:

- 1.1 37 enrollments into WIOA; 13% of the 3rd qtr. goal and 12% of the overall goal.
- 1.2.1 0 enrollments into occupational skills training in a priority industry sector or on-the-job training; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 2.4 0 occupational skills training enrollments attained a credential or completed on-the-job training; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 2.5.1 0 occupational skills training enrollment found employment in a priority industry sector; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 3.1.1 2 participants found employment in a priority industry sector without occupational skills training or on-the-job training; 7% of the 3rd qtr. goal and 3% of the overall goal.

* The SB 734 goal of \$360,000 is one of three training expenditure categories making up a total goal of \$1,220,000 for the Adult and Dislocated Worker programs. On-the-job training (\$400,000) and transitional job (\$100,000) expenditures will be tracked and reported separately by the fiscal team.

WIOA Performance Overview

Title I - Youth Program

Program Year 20-21

Reporting Period: July 1, 2020 - February 28, 2021

Service Provider: Equus

	1 st Qtr.					2 nd Qtr.					3 rd Qtr.					4 th Qtr.		Summary		
	Jul.	Aug.	Sept.	1 st Qtr. Subtotal	1 st Qtr. Goal	Oct.	Nov.	Dec.	2 nd Qtr. Subtotal	2 nd Qtr. Goal	Jan.	Feb.	Mar.	3 rd Qtr. Subtotal	3 rd Qtr. Goal	4 th Qtr. Subtotal	4 th Qtr. Goal	Running Total	Overall Goal	% of Goal
1. Enrollments																				
1.1 WIOA Title I Youth Program	1	2	2	5	20	1	0	3	4	30	2	1		3	45	0	5	12	100	12%
1.2 Work Experience	0	0	0	0	13	0	3	0	3	17	1	0		1	25	0	10	4	65	6%
1.3 Occupational Skills Training	0	0	0	0	0	0	0	0	0	16	0	0		0	20	0	29	0	65	0%
2. Work Experience																				
2.1 In-Progress	0	0	0	0	---	0	1	0	1	---	0	0		0	---	0	---	1	---	---
2.2 Failed to Complete	0	0	0	0	---	0	1	0	1	---	1	0		1	---	0	---	2	---	---
2.3 Completed	0	0	0	0	---	0	1	0	1	---	0	0		0	---	0	---	1	---	---
3. Occupational Skills Training (OST) / On-the-Job Training (OJT)																				
3.1 In-Progress	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.1.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.1.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.2 Failed to Complete	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.2.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.2.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3 Completed	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.4 Attained Credential / Completed OJT	0	0	0	0	10	0	0	0	0	8	0	0		0	6	0	4	0	28	0%
3.5 Entered Employment	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.5.1 Priority Industry Sector(s)	0	0	0	0	0	0	0	0	0	0	0	0		0	7	0	8	0	15	0%
3.5.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
4. Employment																				
4.1 Entered Employment	0	0	0	0	0	0	0	0	0	15	0	1		1	15	0	17	1	47	2%
4.1.1 Priority Industry Sector(s)	0	0	0	0	0	0	0	0	0	9	0	0		0	9	0	7	0	25	0%
4.1.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	1		1	---	0	---	1	---	---
5. Expenditures																				
5.1 Work Experience	\$0	\$6,043	\$1,751	\$7,794	---	\$3,375	\$2,224	\$3,745	\$9,344	---	\$2,627	\$0		\$2,627	---	\$2,627	---	\$19,766	\$252,692	8%
5.2 SB 734 (OST)	\$0	\$0	\$0	\$0	---	\$0	\$0	\$0	\$0	---	\$0	\$0		\$0	---	\$0	---	\$0	---	---

Notes:

- 1.1 12 enrollments into WIOA; 7% of the 3rd qtr. goal and 12% of the overall goal.
- 1.2 4 enrollments into work experience; 4% of the 3rd qtr. goal and 6% of the overall goal.
- 1.3 0 enrollments into occupational skills training or on-the-job training; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 3.4 0 occupational skills training enrollments attained a credential or completed on-the-job training; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 3.5.1 0 occupational skills training enrollment found employment in a priority industry sector; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 4.1 1 participants found employment without occupational skills training; 7% of the 3rd qtr. goal and 2% of the overall goal.
- 4.1.1 0 participant found employment in a priority industry sector without occupational skills training or on-the-job training; 0% of the 3rd qtr. goal and 0% of the overall goal.

WIOA Performance Overview

Title I - Youth Program

Program Year 20-21

Reporting Period: July 1, 2020 - February 28, 2021

Service Provider: Turning Point

	1 st Qtr.					2 nd Qtr.					3 rd Qtr.					4 th Qtr.		Summary		
	Jul.	Aug.	Sept.	1 st Qtr. Subtotal	1 st Qtr. Goal	Oct.	Nov.	Dec.	2 nd Qtr. Subtotal	2 nd Qtr. Goal	Jan.	Feb.	Mar.	3 rd Qtr. Subtotal	3 rd Qtr. Goal	4 th Qtr. Subtotal	4 th Qtr. Goal	Running Total	Overall Goal	% of Goal
1. Enrollments																				
1.1 WIOA Title I Youth Program	11	9	7	27	20	11	5	3	19	30	4	4		8	45	0	5	54	100	54%
1.2 Work Experience	3	3	2	8	13	2	6	5	13	17	1	0		1	25	0	10	22	65	34%
1.3 Occupational Skills Training	0	0	0	0	0	0	0	0	0	16	1	0		1	20	0	29	1	65	2%
2. Work Experience																				
2.1 In-Progress	0	1	0	1	---	0	0	0	0	---	1	0		1	---	0	---	2	---	---
2.2 Failed to Complete	1	1	0	2	---	1	2	4	7	---	0	0		0	---	0	---	9	---	---
2.3 Completed	2	1	2	5	---	1	4	1	6	---	0	0		0	---	0	---	11	---	---
3. Occupational Skills Training (OST) / On-the-Job Training (OJT)																				
3.1 In-Progress	0	0	0	0	---	0	0	0	0	---	1	0		1	---	0	---	1	---	---
3.1.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	1	0		1	---	0	---	1	---	---
3.1.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.2 Failed to Complete	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.2.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.2.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3 Completed	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3.1 Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.3.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.4 Attained Credential / Completed OJT	0	0	0	0	10	0	0	0	0	8	0	0		0	6	0	4	0	28	0%
3.5 Entered Employment	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
3.5.1 Priority Industry Sector(s)	0	0	0	0	0	0	0	0	0	0	0	0		0	7	0	8	0	15	0%
3.5.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	0	0		0	---	0	---	0	---	---
4. Employment																				
4.1 Entered Employment	0	0	1	1	0	2	1	1	4	15	2	0		2	15	0	17	7	47	15%
4.1.1 Priority Industry Sector(s)	0	0	1	1	0	2	1	1	4	9	1	0		1	9	0	7	6	25	24%
4.1.2 Non-Priority Industry Sector(s)	0	0	0	0	---	0	0	0	0	---	1	0		1	---	0	---	1	---	---
5. Expenditures																				
5.1 Work Experience	\$0	\$11,642	\$10,425	\$22,067	---	\$13,703	\$9,935	\$7,143	\$30,781	---	\$12,609	\$6,932		\$19,541	---	\$0	---	\$72,390	\$252,692	29%
5.2 SB 734 (OST)	\$0	\$0	\$0	\$0	---	\$0	\$0	\$0	\$0	---	\$0	\$0		\$0	---	\$0	---	\$0	---	---

Notes:

- 1.1 50 enrollments into WIOA; 9% of the 3rd qtr. goal and 50% of the overall goal.
- 1.2 22 enrollments into work experience; 4% of the 3rd qtr. goal and 34% of the overall goal.
- 1.3 1 enrollments into occupational skills training or on-the-job training; 5% of the 3rd qtr. goal and 2% of the overall goal.
- 3.4 0 occupational skills training enrollments attained a credential or completed on-the-job training; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 3.5.1 0 occupational skills training enrollments found employment in a priority industry sector; 0% of the 3rd qtr. goal and 0% of the overall goal.
- 4.1 5 participants found employment without occupational skills training; 0% of the 3rd qtr. goal and 11% of the overall goal.
- 4.1.1 5 participants found employment in a priority industry sector without occupational skills training or on-the-job training; 0% of the 3rd qtr. goal and 20% of the overall goal.

**Report on Business Services Activities,
Including Webinars, Outreach, and Virtual Job Fairs**

MCWDB Business Services Manager Jerry Hernandez will provide an overview on the progress of 3rd Quarter Business Services activities.

1. Business Engagement

- Overview of activities
- Webinars

2. Recruitment

- Outreach and Virtual Job Fairs

3. Collaborative Business Services

- Staff Training
- HR Hotline
- Labor Law Webinar
- Collaboration with Industry Stakeholders: Monterey County Hospitality Association (MCHA) and Monterey County Convention and Visitor's Bureau (MCCVB)
- California Manufacturing Technology Consulting (CMTTC)
- Future activities