



SPECIAL WORKFORCE DEVELOPMENT BOARD MEETING AGENDA PACKET

Thursday, February 22, 2024
9:00 a.m. - 11:00 a.m.

344 Salinas Street, Suites 205 & 206
Salinas, CA 93901

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 344 Salinas Street, Suite 101, 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. TTY/CRS: Dial 711.

NOTICE TO THE PUBLIC

Members of the public who wish to address the Board should identify themselves and state their name for the record. You should complete a blue Comment Card located near the door, prior to making comments, and hand it to the designated Workforce Development Board staff member.

Copies of the agenda have been placed on the table near the door for your convenience.

The procedure for this meeting is as follows:

- The Board Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment on an item that is not on the agenda will be given two (2) minutes each to comment.
- Workforce Development Board staff and/or Board Members will present recommendations for each action item on the agenda.
- Board members may ask questions of Workforce Development Board Staff and other Board Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Board may take action on any item designated as an action item.
- Workforce Development Board members may only discuss items listed on the Agenda pursuant to the "Brown Act." With respect to non-agenda items raised by the public, Workforce Development Board members may calendar them for a future meeting, may briefly respond, or may request clarification from the member of the public but, to remain in compliance with the Brown Act, they may not address non-agenda items raised by the public in a substantive or in-depth manner.



344 Salinas Street, Suite 101
Salinas, CA 93901

(831) 796-6434
www.montereycountywdb.org

WDB Members:

Erik Cushman,
WDB & Executive Chair

Margaret D'Arrigo-Martin,
WDB 1st Vice Chair

Cesar Lara,
WDB 2nd Vice Chair

Casey Van Den Heuvel
Catherine Sampognaro
Cindy Merzon
Denise Dorsey
Efrain Aguilera
Mark Faylor
Paul Weyant
Paula Calvetti
Rich Aiello
Steve MacArthur
Supervisor Luis Alejo

Monterey County
Special Workforce Development Board Meeting
Thursday, February 22, 2023; 9:00 a.m.
344 Salinas Street, Suites 205 & 206, Salinas, CA 93901

AGENDA

CALL TO ORDER/ROLL CALL: CHANGES TO AGENDA: PUBLIC COMMENT: <i>(Limited to 2 minutes per person)</i>		Margaret D'Arrigo-Martin, <i>Vice-Chair</i>
WELCOME: New Board Members – Supervisor Luis Alejo and Denise Dorsey.		
CONSENT CALENDAR:		Margaret D'Arrigo-Martin
1. ACTION: Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) meeting of November 16, 2023.		Margaret D'Arrigo-Martin
2. ACTION: Ratify the October 19, 2023, Executive Committee's approval of a Facilities Use Agreement with the Monterey Peninsula Unified School District for the use of two classrooms at the Monterey Adult School's Seaside campus for an annual cost not to exceed \$2,765 for the period from July 1, 2023 through June 30, 2026.		Margaret D'Arrigo-Martin
3. ACTION: Concur with the January 25, 2024, Executive Committee's recommendation to approve the following policies: <ul style="list-style-type: none"> • 2023-04: National Dislocated Worker Grant (NDWG) Site Selection Policy. • 2024-02 Individual Training Accounts (ITAs) 		Margaret D'Arrigo-Martin
4. ACTION: Ratify the January 25, 2024, Executive Committee's approval for the MCWDB Executive Director to sign a retroactive Prison to Employment 2.0 agreement with San Benito County Workforce Development Board to serve justice-involved and formerly incarcerated individuals, for an amount not to exceed \$102,730, for the period from December 12, 2023 through December 12, 2025.		Margaret D'Arrigo-Martin
5. ACTION: Concur with the February 15, 2024, Executive Committee's recommendation to approve the appointment of Michael Gutierrez of Hartnell College, representing Post-Secondary Education, to the MCWDB for a three-year term, and that the MCWDB forward the appointment to the Board of Supervisors for final approval.		Margaret D'Arrigo-Martin
6. ACTION: Concur with the February 15, 2024, Executive Committee's recommendation to approve staff to submit a request to the State Employment Development Department (EDD) to transfer \$863,000 of Dislocated Worker program funding to the Adult program.		Margaret D'Arrigo-Martin
7. ACTION: Concur with the February 15, 2024, Executive Committee's recommendation to execute an agreement in an amount not to exceed \$385,000 with the Laborer's Training and Trust Fund to provide the High Road Construction Careers (HRCC) pre-apprenticeship program for the period of March 1, 2024 through March 31, 2026.		Margaret D'Arrigo-Martin
8. ACTION: Concur with the February 15, 2024, Executive Committee's recommendation to approve receiving \$25,000 of funding from South Bay Workforce Development Board for Apprenticeship Outreach from the date of execution through June 30, 2025.		Margaret D'Arrigo-Martin



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Margaret D'Arrigo-Martin,
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Cesar Lara,
WDB 2nd Vice Chair

Casey Van Den Heuvel
Catherine Sampognaro
Cindy Merzon
Denise Dorsey
Efrain Aguilera
Mark Faylor
Paul Weyant
Paula Calvetti
Rich Aiello
Steve MacArthur
Supervisor Luis Alejo

BUSINESS CALENDAR:		Margaret D'Arrigo-Martin
1. ACTION: Consider approval of staff to execute a Prison to Employment (P2E) 2.0 agreement with Arbor E&T for workforce services to justice-involved and formerly incarcerated individuals, in an amount not to exceed \$95,026, for the period from March 1, 2024 through December 31, 2024.		Chris Donnelly
2. Update on the Pajaro Business Relief Program.		Chris Donnelly
3. PRESENTATION: Cody Cleverly of Joby Aviation.		Cody Cleverly
4. Update on WIOA Adult, Dislocated Worker, and Youth programs.		Melineh Kocharian Pearl Sanchez Charlotte Johnson
5. Discussion on the March 28, 2024 Board Retreat.		Individual Board Members
ANNOUNCEMENTS:		Margaret D'Arrigo-Martin
SUBCOMMITTEE MEETINGS: Executive: 3/21/2024	BOARD RETREAT: Thursday, March 28, 2024	
ADJOURNMENT		Margaret D'Arrigo-Martin
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UNADOPTED MINUTES

Special Monterey County Workforce Development Board Meeting

America's Job Center of California, 344 Salinas Street, Suites 205 & 206, Salinas, CA 93901

Thursday, November 16, 2023

Members Present: Erik Cushman (Chair), Cesar Lara, Casey Van Den Heuvel, Cindy Merzon, Mark Faylor, Paula Calvetti, Rich Aiello, and Steve MacArthur

Members Absent: Margaret D'Arrigo-Martin, Catherine Sampognaro, Efrain Aguilera, and Paul Weyant

Staff Present: Chris Donnelly, Elizabeth Kaylor, Jerry Hernandez, Vanessa Kor, and Flor Galvan

Public Comment: None

Call to Order/Introductions: Erik Cushman called the meeting to order at 9:03 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Director's Report: Christopher Donnelly, Executive Director, provided an update on Employment Development Department's Youth monitoring, discretionary grants and the CaliforniansForAll Youth Job Corps application.

Consent Calendar:

1. **ACTION:** Consider approval of minutes from the Workforce Development Board (WDB) meeting of June 22, 2023.
2. **ACTION:** Concur with the November 9, 2023, Executive Committee recommendation to approve the appointment of Denise Dorsey, representing the State of California's Department of Rehabilitation, to the WDB for a three-year term, and that the WDB forward the appointment to the Board of Supervisors for final approval.

A motion was made by Cesar Lara to approve all items on the Consent Calendar, seconded by Casey Van Den Heuvel. ALL AYES

Discussion or Review of Business Calendar Action Items:

1. **ACTION:** Approve Board and Committee Calendar for calendar year 2024.
A motion was made by Paula Calvetti to approve the Board and Committee Calendar for calendar year 2024, and seconded by Steve MacArthur. Motion passed.
2. Michael Artalejo of Turning Point provided a presentation on the Youth Green Cadre program.
3. Management Analyst Vanessa Kor presented the new Monterey County works website.
4. Vanessa Kor provided an update on the WDB's annual Community Builder Awards.
5. Vanessa Kor presented a PowerPoint with information on programs and services of the Monterey County Workforce Development Board.
6. An update was provided by WIOA funding subrecipient representatives on the WDB's Adult, Dislocated Worker, and Youth program.
7. Management Analyst Elizabeth Kaylor presented the Code of Conduct and Conflict of Interest policy for board members' review and signature.
8. Board members broke into committees to discuss areas of focus for the WDB in calendar year 2024.
9. Board members' provided updates on 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: Approval of a Facilities Use Agreement with
Monterey Peninsula Unified School District
For use of Rooms 7 and 12 at Monterey Adult
School's Seaside Campus

DATE: February 22, 2024

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) ratifies the Executive Committee's October 19, 2023 approval of a Facilities Use Agreement (FUA) with the Monterey Peninsula Unified School District (MPUSD) for two classrooms, Rooms 7 and 12, for a term of thirty-two months with an option for a maximum of five (5) one-year extensions, at a Monthly Use Fee of \$230.40 for both rooms, for a total amount not to exceed \$2,764 per year.

BACKGROUND/DISCUSSION:

In 2019, the WDB was seeking an appropriate and accessible site for a satellite one-stop on the Monterey peninsula, primarily to house the Youth program that was moving out of the MBEST facility, but also as a location to provide Adult and Dislocated Worker services. The MPUSD offered the MCWDB the use of two portable classrooms at its Monterey Adult School location at 1295 La Salle Ave. in Seaside, each with 960 sq. ft., for a Monthly Use Fee of \$230.40 for an annual amount not to exceed \$2,764.

The Board of Supervisors approved the County's Contracts/Purchasing Officer to sign an FUA for the two portables, which included costs for utilities such as water, gas, electricity and trash removal, and did not include janitorial services. The agreement stated that the Monthly Use Fee shall not be increased during the term of the agreement.

The new FUA with the MPUSD, approved by the Board of Supervisors on December 5, 2023, is substantially similar to the prior agreement, but now addresses the use of two regular classrooms for the same Monthly Use Fee.

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval of New and Revised Policies

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board consider and approve the attached new and revised policies.

New Policy:

Draft #2023-04: National Dislocated Worker Grant Site Selection Policy

Applicable to: Providers of National Dislocated Worker Grant programs and services

Purpose: This policy provides guidance and establishes the procedures, requirements, and priorities of Disaster Recovery NDWGs as it relates to the selection and management of worksites and maintenance of health and safety standards.

Revised Policy:

#2024-02: Individual Training Accounts

Applicable to: All WIOA Title 1 recipients and subrecipients

Purpose: To provide guidelines for implementing Individual Training Accounts (ITAs) that are flexible and maximize informed customer choice in the selection of an eligible training provider, and to set the maximum ITA duration and training dollar amount.

Attachments:

- a) Draft #2023-04: National Dislocated Worker Grant Site Selection Policy
- b) #2024-02: Individual Training Account



WIOA – TITLE I POLICY

Effective Date: November 1, 2023



Policy #2023-04

NATIONAL DISLOCATED WORKER GRANT SITE SELECTION POLICY

EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures, requirements, and priorities of Disaster Recovery National Dislocated Worker Grants (NDWGs) as they relate to the selection and management of worksites and establishment of a written policy to ensure that project participants are afforded the same health and safety standards established under Federal and State law applicable to working conditions of permanent employees.

REFERENCES

Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128); Title 20 Part 687, "National Dislocated Worker Grants"; Training and Employment Guidance Letter (TEGL) 16-21, Updated National Dislocated Worker Grant Program Guidance (June 16, 2022); California Employment Development Department (EDD) Workforce Services Directive (WSD) 23-01, Operational Guidance for National Dislocated Worker Grants.

BACKGROUND

Under Section 170 of the WIOA, NDWGs are discretionary funds from the Secretary of Labor to assist areas impacted by significant job losses due to large, unexpected layoff events or a major disaster. The purpose of the NDWGs is to reemploy dislocated workers through earning and employability enhancements to help recovery efforts in the clean-up and recovery following a federally-declared disaster or a mass layoff event. The California Employment Development Department (EDD) administers two different types of NDWGs: Disaster Recovery (DR) and Employment Recovery (ER).

The Monterey County Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities or limited English.

DR NDWG provide disaster-relief and humanitarian assistance employment, as well as employment and training services, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations, in disaster-declared areas as defined in Title 20 CFR Section 687.110(b).

POLICY

Worksite Selection. Disaster-relief worksites must be located in the geographic disaster area covered by the qualifying declaration for the Disaster Recovery NDWG (a disaster or emergency declaration under the Stafford Act or other Federal agency's declaration of a disaster or emergency of national significance).

There is no worksite limitation for a nationwide disaster declaration, such as the opioid crisis public health emergency and the national emergency declaration for the COVID-19 pandemic; however, ETA may still require an applicant to demonstrate that the areas it intends to serve have needs related to the declared disaster or that they have a greater-than-average need.

Grant recipients must give the highest priority to cleanup of the disaster areas' most severely damaged public communities, facilities, and property, and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. Where possible, grant recipients should prioritize enrollment of eligible participants most in need of economic support or workforce development services.

Projects may perform work on private property where the following conditions are met:

1. The work must be intended to remove health and safety hazards to the larger community, or to address or alleviate specific economic or employment-related impacts of the disaster, such as cleanup work needed for disaster-affected employers to resume or continue operations;
2. The activities are necessary to remove health and safety hazards on private lands or around homes or other structures and may only return the land or structure(s) to a safe and habitable level, or operational status, and will not improve the original land or structure(s); and
3. Grant recipients must not use Disaster Recovery NDWG funds to cover the cost of materials to do repairs.

Grant recipients are expected to maintain documentation under the Disaster Recovery NDWG for all worksites, including the dates and hours worked by each participant. For work on private property, documentation must provide the rationale for the determination that such work was allowable under this guidance. Grant recipients are not required to receive prior approval from the Department to work on private property.

Preventing Future Disaster Impacts. Generally, disaster-relief employment under Disaster Recovery NDWG will not be authorized for activities that are designed primarily to prevent or address the impacts of future disasters. NDWG activities help mitigate the ongoing effects of the current declared disaster for which they were awarded; activities that may prevent future disasters or their impacts are permissible only where such activities are an outgrowth of addressing the impacts of the disaster or emergency that served as the current grant's qualifying event. For example, NDWG-funded disaster-relief employment may support installing a new tornado siren system to replace one destroyed by a tornado, but it cannot support installing a tornado siren system not previously available in the disaster-affected area. NDWG funds may support prevention work only within the requirements of WIOA Section 170(d)(1) for disaster-relief employment.

Coordination with Emergency Management Agencies. The grant recipient must coordinate the activities funded under a Disaster Recovery NDWG with the appropriate organizations, including state emergency management agencies, to avoid duplication of efforts and to ensure that its activities appropriately respond to the affected community's needs after a disaster. The grant recipient must coordinate with any Federal agencies handling the Federal response to the disaster or emergency in the areas grant recipients are delivering services, either through direct contact or contact with state or local agencies coordinating with these Federal agencies.

State workforce agencies and NDWG grant recipients have an important role to play in disaster response strategic planning in states and outlying areas. By having a seat at the table, the workforce system can ensure that the workforce development perspective is included in these strategies for both short-term recovery activities as well as longer-term resilience by developing the disaster-recovery workforce of the future. Disaster Recovery NDWGs and other workforce programming can carry out these workforce strategies.

Health and Safety Standards. In all NDWG projects, grant recipients must establish written policies specifying that Disaster-Relief Employers ensure that project participants are afforded the same health and safety standards established under Federal and state law applicable to working conditions of permanent employees. To the extent that state workers' compensation law applies, Disaster-Relief Employers must provide workers' compensation to project participants on the same basis as individuals in similar employment, as required by WIOA Section 181(b)(4).

In cases in which a project participant is not covered under a state workers' compensation law, based on the status of the Disaster-Relief Employer with whom they are placed, the temporary nature of their employment, or another reason, the project participant must be provided with appropriate on-site medical and accident insurance for work-related activities. The grant recipient must also ensure that project participants receive appropriate safety training and assure safe working conditions in accordance with the Occupational Safety and Health (OSH) Act of 1970. For more information, contact the appropriate OSHA field office. A listing of OSHA field offices is available at <https://www.osha.gov/contactus/bystate>.

INQUIRIES

If you have questions, please contact staff at (831) 796-6434. This policy is posted on the WDB website.

CHRISTOPHER DONNELLY, Executive Director
Monterey County Workforce Development Board

INDIVIDUAL TRAINING ACCOUNTS

EXECUTIVE SUMMARY

The purpose of this policy is to provide guidelines for implementing Individual Training Accounts (ITAs) that are flexible and maximize informed customer choice in the selection of an eligible training provider. This policy sets the maximum ITA duration and training dollar amount for individuals funded under the WIOA/non-WIOA programs provided by the Monterey County Workforce Development Board (WDB). This policy emphasizes support for training in the local high demand/high growth industries identified by the WDB. Training services may be made available to WIOA Title I Adults, Dislocated Workers and Out-of-School Youth (ages 18-24) and non-WIOA participants who have met eligibility requirements.

REFERENCES

WIOA Section 134(c)(3); Title 20 Code of Federal Regulations (CFR) Sections 680.200-230, Training Services; Title 20 CFR Sections 680.300-350, Individual Training Accounts; Title 20 CFR Sections 680.400-530, Eligible Training Providers; Title 20 CFR Section 680.310, Amount or Duration Limits on ITAs; Employment Development Department (EDD), Workforce Services Directive (WSD) 15-07, WIOA Eligible Training Provider List – Policy and Procedures; EDD WSD18-10, WIOA Training Expenditure Requirement; Training and Employment Guidance Letter (TEGL) 19-16, Guidance on Services Provided Through the Adult and Dislocated Worker Programs under WIOA; TEGL 21-16, Third WIOA Title I Youth Formula Program Guidance.

BACKGROUND

All local WDBs, as recipients of WIOA Title I funds, are charged with ensuring that all expenditures have been made in accordance with cost limitations specified in the WIOA and its regulations. WIOA and non-WIOA subrecipients are also required to have a process or procedure in place for funds expended on training and the recovery of unused or unexpended training monies, and/or tuition refunds. The following operational guidance is established for WIOA/non-WIOA service providers (case managers) to determine if a participant is eligible for an ITA and provide the process for developing, reviewing/approving, and tracking ITAs.

For the purpose of this policy, the Monterey County WDB has established an ITA funding limit of up to \$8,000 per person (with a waiver, up to \$10,000) for participants determined eligible and suitable for training services in the WDB's priority industry sectors (Agriculture, Tourism & Hospitality, Health & Social Assistance, Logistics & Transportation, and Construction), and \$5,000 for training in occupations outside of these industry sectors for a duration of up to eighteen (18) months. The training must lead to employment wages of at least \$15 per hour.

An ITA is designed to provide services to participants who are in need of training that prepares them for employment in in-demand occupations within the Monterey County local area. WIOA-funded participants may access occupational skills training services a maximum of once every three (3) years through training providers who have met eligibility requirements set by the State of California Employment Development Department to be listed on the Eligible Training Provider List (ETPL).

It is anticipated that all training completions shall lead to and provide participants with one or more of the following:

- An industry recognized post-secondary credential, secondary school diploma or its equivalent, national or state certificate, or degree, including all industry appropriate competencies, licensing and/or certification requirements; and/or
- Employment.

This ITA operational guidance is designed to ensure consistency among training providers and streamline the process for participants to obtain an ITA while ensuring that the requirement for “informed customer choice” is still being met.

PROCEDURAL GUIDANCE

The following must be adhered to prior to authorization of training for WIOA/non- WIOA clients.

I. Identification of the Need for Training:

Training services may be provided if WIOA/non-WIOA service provider counselors (case managers) determine, after an interview, comprehensive and specialized assessments (including WorkKeys); completion of an Individual Employment Plan (IEP) for adults/dislocated workers or Individual Service Strategy (ISS) for out-of-school youth (ages 18-24); and career planning, that the individual:

- a. Is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency, or wages comparable to or higher than wages from previous employment through provision of career services alone;
- b. Is in need of training services to obtain or retain employment that leads to economic self-sufficiency, or wages comparable to or higher than wages from previous employment, through provision of career services alone; and
- c. Has the skills and qualifications to successfully participate in the selected program of training services.

II. Training Readiness Requirements:

1. **Labor Market Research** – Training services must be linked to in-demand employment opportunities in the local area. Participants seeking training must conduct in-depth labor market research in the area that they are interested in attending training to ensure their knowledge of the market for their contemplated occupation and how the training will increase their earning potential. Participants must complete the Labor Market Research Form provided as Exhibit B to this ITA policy to be eligible for training.
2. **Informed Customer Choice** – Prior to being approved for training, participants must review the Employment Training Provider List (ETPL), research the trainings that are linked to the in-demand occupations of interest and assess the performance of relevant training providers listed on the ETPL in CalJOBS.

Participants shall complete research on two training providers using the internet and document the information on the attached Training Program & Provider Research Form (Exhibit C). If attending classroom training in the Monterey County local area, participants will be required to complete a physical site visit to a minimum of two training providers to determine if the facilities are adequate and accessible. The participant must consider transportation, classroom setting, and if applicable, necessary accommodations for persons with disabilities. Research may be conducted at just one training provider

at the discretion of the WIOA/non-WIOA service provider (case manager) to streamline the ITA process, if only one training provider is listed on the ETPL.

It is also strongly recommended that participants contact at least one business to inquire about the opportunity to obtain employment with the business upon completion of the chosen training program. Participants must determine whether the selected training program meets all employment requirements, (e.g., credentialing, internship, skill standards, etc.).

3. **WorkKeys Assessments** – Participants' WorkKeys core assessments (Applied Math, Graphic Literacy, and Workplace Documents) must be completed prior to training. To be considered for training, a participant must score at least a level 3 on all three WorkKeys core assessments. Career Ready 101 pretests may be administered to pre-screen the readiness of a participant to take the WorkKeys core assessments. Career Ready 101 online training may also be provided to participants to help improve their scores.
4. **Prevocational/Job Readiness Training** – Prior to enrollment in long-term occupational skills training, participants must first work with their case manager(s) to complete a short-term online training program, provided by Metrix Learning or Dynamic Works Institute, in the area of their training. Participants must complete a Pre-Vocational /Job Readiness Online Training Form to show the connection between their pre-vocational/job readiness skills training and their occupational skills training (Exhibit D).
5. **Financial Assistance** – All other training options and funding sources shall be exhausted prior to utilizing WIOA/non-WIOA training funds. Efforts to first utilize Pell grants and other "need based" fiscal resources, as well as supportive services from partnership agencies, should be made prior to the request for WIOA/non-WIOA training funds.

Case managers shall work with participants to complete a Budget form (Exhibit E) to determine if other training options and funding sources are considered and exhausted prior to utilizing WIOA/non-WIOA training funds, and if applicable, completion of the FAFSA online www.fafsa.ed.gov to determine whether participants are eligible for financial aid, such as Pell grants.

Supportive services may be available to adult and dislocated worker individuals participating in WIOA career services or training activities that are unable to obtain supportive services through other programs providing such services. Additionally, supportive services must be necessary to enable the individual to participate in career services or training activities.

For out-of-school youth (ages 18-24), supportive services may be available during program participation to enable an individual to participate in WIOA youth program activities. Supportive services may also be provided to youth during the follow-up period.

Supportive services may include but are not limited to: assistance with State-licensed child care and dependent care; assistance with transportation; assistance with emergency housing; assistance with uniforms or other appropriate work attire and work-related tools; referrals to healthcare; and linkages to community services.

III. CalJOBS Training Application, Enrollment & Documentation: Upon identification of the need for training and completion of the training readiness requirements listed above, the following steps must be completed prior to the submission of an ITA to the WDB Fiscal Manager for review and approval:

1. **Participant Training Commitment Form** – Participants must agree to and sign this form (Exhibit F) and must provide information on their labor market and training program/provider research.
2. **Master Agreement and Authorized Signature Form** – The case manager shall verify that the selected training provider has signed an active Master Agreement and Authorized Signature Form on file with the WDB. The WDB's ETPL Coordinator is Flor Galvan; she can be reached at (831) 796-6434 or by email at galvanf@co.monterey.ca.us.
3. **CalJOBS Training Application, Activities and Case Notes** – The case manager shall review participant's WIOA/non-WIOA training application to ensure that it is complete and accurate in CalJOBS and shall enter the appropriate activity codes into CalJOBS (including case notes for each service/activity).

NOTE: All CalJOBS activities/services and case notes must be entered in the CalJOBS system within 3 days of the interaction between WIOA/non-WIOA service provider (case manager) and participant.

IV. ITA Authorization Approval: The following general rules, sequence and timeline must be followed to ensure adequate review time prior to final approval of all ITA Contracts and Invoices:

1. ITA General Rules –

- a. All ITA Contract documents (Exhibits G-1 through G-3) must be completed and approved prior to commencement of any training program.
- b. All ITA Contract documents must be submitted to the WDB Fiscal Manager via email for review and approval to obligate funds, at least ten (10) days prior to the start of training.
- c. Under no circumstances will the participant begin training without an approved and signed ITA Contract in place.
- d. No ITA Contract will be issued, approved or paid retroactively for any WIOA participant previously enrolled in training by an ETPL training provider, prior or concurrently to their enrollment into a WIOA/non-WIOA program.
- e. The maximum dollar limit for training is \$8,000 (with a waiver, up to \$10,000) for occupations in the WDB's priority industry sectors (Agriculture, Tourism & Hospitality, Health & Social Assistance, Logistics and Transportation, and Construction), and \$5,000 for training in occupations outside of these industry sectors. This amount must be used for tuition-related fees and other costs, such as: books, licenses, tools, equipment, safety gear, drug testing, testing and/or certification fees, student association fees, and uniforms.
- f. The duration of training shall not exceed eighteen (18) months.

Any exceptions to the general rules stated above must have the approval of both the WDB Finance Manager and the WDB Executive Director and may only be granted on a case-by-case basis due to extreme financial hardship, following the ITA Waiver process under section IV. of this policy.

2. ITA Sequence and Timeline

- a. **ITA Contract and Invoices** – must be completed and emailed to the WDB Fiscal Manager, a minimum of ten (10) days prior to the start date of training.
- b. **WDB Fiscal Manager Pre-Approval & Obligation** – Within two (2) working days upon receipt of the ITA Contract and Invoices, the WDB Fiscal Manager shall review and approve the contract, obligate the funds for training, and return the contract to the originating WIOA/non-WIOA service provider (case manager) via email, confirming approval of the ITA Contract.

In the event that the ITA Invoices are missing information, the WDB Fiscal Manager shall return the ITA Invoices to the originating WIOA/non-WIOA service provider (case manager) with an explanation listing the specific reason(s) for the return.

- c. **WIOA/non-WIOA Supervisor and ETPL Training Provider Approval** – Upon receipt of the pre-approved ITA, the WIOA/non-WIOA service provider (case manager) shall forward a PDF of the ITA Contract and Invoices to the WIOA/non-WIOA supervisor and ETPL training provider for approval, then return the signed ITA Contract to the WDB Fiscal Manager via email within two (2) working days.
- d. **WDB Fiscal Manager Final Approval** – Within two (2) working days upon receipt of an ITA Contract, the WDB Fiscal Manager will review and approve/deny the ITA Contract and notify the WIOA/non-WIOA service provider (case manager) if the ITA Contract has been approved or denied.

V. ITA Waivers:

An ITA Waiver (Exhibit G-4) must be completed and submitted to the WDB Fiscal Manager by the case manager when a participant is having difficulties meeting the training readiness requirements or other ITA requirements/limits:

1. WorkKeys scores are below level 3;
2. Requesting an exception to the \$8,000 training limit (up to \$10,000) for WDB priority industry sector training;
3. Requesting an exception to the \$5,000 training limit for training not in WDB priority industry sectors;
4. Justification(s) for multiple ITAs within a 3-year period; or
5. Other (e.g., not meeting the 10-day submission timeline, requesting exception to the 18-month training duration cap, etc.).

An anticipated employment wage of at least \$18 per hour is required for a waiver of the \$8,000 training limit.

Within two (2) working days upon receipt of the ITA Waiver and Contract, both the WDB Fiscal Manager and WDB Executive Director (or the WDB Executive Director's designee) will review and approve/deny the ITA Waiver, and the WDB Fiscal Manager shall notify the WIOA/non-WIOA service provider (case manager) if the ITA Waiver has been approved or denied.

An amendment to the ITA Contract may be needed when a training program or provider is removed from the ETPL or changed to inactive, or when extraordinary program expenses develop, the participant and WIOA/non-WIOA service provider (case manager) must agree on whether to complete the plan of training with the existing provider, seek a similar program, or discontinue training. When a program of training is removed from the state ETPL, participants in that program can complete their training. However, an ITA should not be modified or extended for a participant beyond the original plan approval as it relates to a program of training that is no longer on the ETPL.

The ITA Waiver must be approved and signed by the WIOA/non-WIOA service provider (case manager) and WIOA/non-WIOA Program Manager, and then submitted to the WDF Fiscal Manager with the ITA Invoice. Within two (2) working days upon receipt of the ITA Waiver and ITA Invoice, both the WDB Fiscal Manager and WDB Executive Director, or the WDB Executive Director's designee, will review and approve/deny the ITA Waiver and notify the WIOA/non-WIOA service provider (case manager) if the ITA Waiver has been approved or denied.

No hand-written alterations will be allowed on the ITA Invoices. Altered ITA Invoices will be returned and not processed. Any modifications to the ITA should be documented in a case note in CalJOBS.

VI. ITA Deobligations: In the event that the ITA Contract needs to be deobligated, an ITA Deobligation with justification explaining the reason for the deobligation must be completed, signed and submitted to the WDF Fiscal Manager with the ITA Contract (Exhibit G-5).

VII. Recovery of ITA Tuition Funds: In the event a participant discontinues training, the WIOA/non-WIOA service provider (case manager) must conduct due diligence to ensure the recovery of WIOA/non-WIOA funds provided to training institutions. WIOA/non-WIOA service providers (case managers) must verify the following:

- a. The refund policy of the training provider for early termination from the training program;
- b. The requirement for the training provider to notify the WIOA/non-WIOA service provider (case manager) of early participant dropout;
- c. The percentage of the advance payment to be returned;
- d. Turnaround timeframe for the refund; and
- e. Time spent in training before a refund will no longer be honored.

VIII. Confirmation of Participant Training & Documentation: Upon receipt of the completed and signed ITA Contract, the WIOA/non-WIOA service provider (case manager) shall confirm with the participant the start of training and document the enrollment into the CalJOBS system, (including case notes for each service/activity), as appropriate.

IX. Payment of ITA Invoices: ITA Invoices shall follow a 40%/50%/10% submission and payment process, where each % represents the amount of the participant's ITA Contract to be paid.

1. **First Invoice (40%):** Training Provider(s) shall complete, sign and submit the first training invoice upon the first week of training, representing 40% of the total amount of the participant's ITA. Attached to the invoice, Training Provider(s) must provide proof of successful student enrollment and attendance;
2. **Second Invoice (50%):** Training Provider(s) shall complete, sign and submit the second training invoice halfway through the training class/program, representing an additional 50% of the total amount of the participant's ITA. Attached to the invoice, Training Provider(s) must provide proof of successful student attendance and performance; and
3. **Third and Final Invoice (10%):** Training Provider(s) shall complete, sign and submit the third and final invoice for the remaining 10% of the total amount of the participant's ITA. The remaining 10% of the final invoice is held back to ensure attainment of a credential (5%) and training-related employment (5%). Attached to the invoice, Training Provider(s) must provide proof of successful student completion of training; proof of an industry recognized credential, certificate and/or license obtained; and proof of employment in a field related to the participant's training to obtain the remaining 10% of payment.

All invoices shall specify charges on an individual student basis, not to exceed the total participant ITA Invoice amount. In the event that the participant ITA Contract changes, e.g., change of courses, increased book costs, actual financial aid awards differing from projected awards, the WIOA/non-WIOA service provider will complete and forward to the training provider an amended participant ITA Invoice.

All invoices must include documentation to show that performance outcomes have been met in accordance with the participant's ITA.

For participants who obtain a credential, certificate or license upon completion of their training, training provider shall submit a copy of the industry-recognized credential, certificate and/or license obtained with the last invoice.

For participants who enter into unsubsidized employment upon completion of their training, training provider shall submit placement information (e.g., name of employer, date of hire, job title, occupation/industry, hourly wage, and schedule of hours) with the last invoice.

Upon receipt of all invoices, the WIOA/non-WIOA service provider (case manager) will perform an independent review and validation of the invoice and documentation of performance outcomes before obtaining signatures and submitting the invoice and documentation to the WDB Fiscal Office to process for payment. Payment will be made to the training provider within thirty (30) days from the receipt of the invoice from the WIOA/non-WIOA service provider (case manager).

The WDB will reallocate the remainder of total participant ITA funds not paid to training provider if achievement of the participant's ITA goals are not met.

ATTACHMENTS: Exhibit A – ITA Checklist
Exhibit B – Labor Market Research Form
Exhibit C – Training Program & Provider Research Form
Exhibit D – Pre-Vocational/Job Readiness Online Training Form
Exhibit E – Budget Form
Exhibit F – Participant Training Contract and Commitment Form
Exhibit G – ITA Invoices (G-1 - G-3), ITA Waiver (G-4), and ITA Deobligation (G-5)

INQUIRIES

If you have questions please contact staff at (831) 796-6434. This policy is posted on the WDB website located at: www.montereycountywdb.org/policies/

CHRIS DONNELLY, Executive Director
Monterey County Workforce Development Board

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval to Sign a Retroactive Agreement with the San Benito County Workforce Development Board for Prison to Employment 2.0 Services

DATE: February 22, 2024

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) ratifies the Executive Committee's January 25, 2024 approval to sign a retroactive Prison to Employment (P2E) 2.0 Agreement with the San Benito County Workforce Development Board to serve justice-involved and formerly incarcerated individuals, effective December 12, 2023 through December 12, 2025 in an amount not to exceed \$102,730.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) of 2014 mandated the identification of planning and service delivery regions comprised of local workforce development areas, and in 2020, the California Workforce Development Board (CWDB) designated the local workforce development boards of Monterey, Santa Cruz, and San Benito counties as the "North Coast Regional Planning Unit," one of the 15 regional planning units within California. WIOA requires that regional planning units develop a regional plan, regional service delivery strategies, and regional administrative cost arrangements among its local areas.

The MCWDB is typically the CWDB-designated regional lead and fiscal agent to administer State-funded, discretionary regional grants and was the lead and fiscal agent for the original P2E grant approved by the Board of Supervisors on February 11, 2020 as part of a larger Regional Agreement. However, for the 2023-25 P2E 2.0 grant, the SBCWDB opted to apply for the funding and, as the lead and fiscal agent, SBCWDB will reimburse the MCWDB in an amount not to exceed \$102,730 for specific expenditures relating to P2E grant implementation.

DISCUSSION:

The Agreement anticipates that 11 individuals will be enrolled to achieve the following outcomes:

Activities and Outcomes	Goals
Individuals to be Trained	9
Individuals Completing Training	7
Employment (New Employees)	6
Industry/Sector Employment	4
Attainment in Industrial Recognized Certificate or Credential	2

The Project Budget Summary in the P2E 2.0 Agreement allocates \$81,000 for on-the-job training, transitional jobs, and occupational training in sectors such as manufacturing, transportation, mechanics, and welding to serve nine participants, with \$9,526 set aside for case management to be provided by

the MCWDB's contracted adult and youth service provider, Equus Workforce Solutions, to coordinate services and support. The SBCWDB will provide \$7,704 for administration costs to operate the program, and \$4,500 for supportive services will be provided for six to nine clients, at a maximum of \$500 each, to cover mileage, work boots and other materials, equipment and supplies needed during training.

Expenditures	Amount
Participant Training	\$ 81,000
Equus Case Management	\$ 9,526
Indirect Admin Costs	\$ 7,704
Participant Supportive Services	\$ 4,500
Total Contract Amount	\$ 102,730

The Monterey County Board of Supervisors approved the MCWDB's Executive Director to sign the P2E 2.0 Agreement with the SBCWDB on February 6, 2024.



WORKFORCE DEVELOPMENT
BOARD: 2/22/2024
CONSENT AGENDA ITEM: 5

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Appointment of Michael Gutierrez

DATE: February 22, 2024

RECOMMENDATION:

It is recommended that the Workforce Development Board concur with the February 15, 2024 Executive Committee's recommendation to approve the appointment of Michael Gutierrez of Hartnell College, representing Post-Secondary Education, for a three-year term, and that the Workforce Development Board forwards the appointment to the Board of Supervisors for final approval.

SUMMARY:

The WDB bylaws state that the term of membership for all WDB members shall be three years. The three-year term limit was enacted with the approval of the original WDB bylaws by the Board of Supervisors on June 23, 2015.

ATTACHMENT:

Michael Gutierrez's application



344 Salinas Street, Suite 101 | Salinas, CA 93901

Monterey County Workforce Development Board (WDB) Membership Application

Name: MICHAEL GUTIERREZ Date Submitted: NOVEMBER 16, 2023
Title: SUPERINTENDENT/PRESIDENT
Business/Organization Name: HARTNELL COMMUNITY COLLEGE DISTRICT

Representation

Please select from one of the following categories that you represent: (*Federal Register Section 679.320*)

- | | |
|---|--|
| <input type="checkbox"/> Business | <input checked="" type="checkbox"/> Local Educational Entity |
| <input type="checkbox"/> Labor Organization | <input type="checkbox"/> Community-Based Organization |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Wagner-Peyser |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Chief Elected Official/Board of Supervisors |

Contact Information

Business/Organization Name: HARTNELL COMMUNITY COLLEGE DISTRICT
City: SALINAS State: CA Zip code: 93901
Phone: 831-755-6900 Fax: _____
Mobile: [REDACTED]
Email address: [REDACTED]
Website address: www.hartnell.edu
Business license number: _____
City of residence: Salinas, CA 93901

Business Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. Number of current employees: 888 (348 FT; 242 PT; 298 student workers, professional experts, substitutes)
2. Number of years with current business/organization: 1.5 years
3. Number of years in business in Monterey County: 102
4. Please describe the nature of your business and your position: Higher Education / Superintendent/President

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
Member of Salinas Rotary and Salinas Valley Chamber
6. Please list any professional award(s) or recognition you have received within the last 5 years:
Elected to American Association of Community Colleges, Selected as a 2023 ASPEN President's Fellowship
7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:
I serve as the CEO of the Hartnell CCD

Monterey County WDB Related Questions

Please answer the following questions and attach any additional pages, if necessary:

1. What do you hope to contribute from your participation on the Monterey County WDB
I hope to support workforce development in the region through the connections at Hartnell College.
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the Monterey County WDB, as applicable?
I am experienced in these areas through my work at Hartnell and through by previous position as President at Sacramento City College.
3. Membership on the Monterey County WDB requires that each member attend a full WDB meeting every two months, attend training sessions for board members and become an advocate for workforce development. The time commitment for these activities ranges from a minimum of 4 to 10 hours per month. Can you make that time commitment? Yes ☒ No ☐
4. Membership on the Monterey County WDB requires that each member serves on a sub-committee. The time commitment for this activity ranges from a minimum of 3 to 4 hours per month. Can you make that time commitment? Yes ☒ No ☐
5. Why do you wish to serve on the Monterey County WDB? (Describe in 100 words or less)
One of the critical missions of Hartnell is to be the engine of economic and workforce development. It is my desire to collaborate and establish partnerships that will benefit Monterey County, its economy, and residents.

Signature and Acknowledgement

I, the undersigned, certify that the information on this application is true and correct to the best of my knowledge and that, if appointed to serve, I will do so to the best of my ability and in the best interest of Monterey County and its citizens.

Signature: _____

Date: _____

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval of Dislocated Worker to Adult Program
Funding Transfer

DATE: February 22, 2024

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) concurs with the Executive Committee's February 15, 2024 recommendation to approve staff to submit a request to the State Employment Development Department (EDD) to transfer \$863,000 of Dislocated Worker program funding to the Adult program.

BACKGROUND:

To maximize customer service and provide local workforce development boards (WDBs) with greater flexibility to respond to changes in the local labor markets, the Workforce Innovation and Opportunity Act (WIOA) allows the transfer of up to and including 100% of funds between Adult and Dislocated Worker programs. EDD has the authority to approve transfer requests on behalf of the Governor.

DISCUSSION:

The MCWDB's Dislocated Worker allocation continues to be underutilized, and the Adult program continues to see more customers seeking training and employment services. It is anticipated that the transfer of \$863,000 from the Dislocated Worker program to the Adult program will support a higher level of expenditures for Program Year (PY) 2023-24. If the recommendation for the funding transfer is approved, an amendment to the 2023-24 Equus Adult/Dislocated Worker agreement will be needed to adjust the funding, numbers of participants in each program, and the relevant performance measures.

The current agreement with Equus for Adult and Dislocated Worker services specifies that a minimum of 375 Adults and 125 Dislocated Workers will be enrolled and served. The amendment based on the funding transfer will change these numbers to 450 Adults and 75 Dislocated Workers to be served in PY 2023-24.

NEXT STEPS:

If the funding transfer recommendation is approved by the Board, staff will submit a request to EDD to transfer \$863,000 of Dislocated Worker program funding to the Adult program.

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval to Execute High Road Construction
Careers Resilient Workforce Fund Agreement
With the Laborers' Training Trust Fund

DATE: February 22, 2024

RECOMMENDATION:

It is recommended that the Workforce Development Board concurs with the Executive Committee's February 15, 2024 recommendation to approve staff to execute an agreement with the Laborers' Training Trust Fund to provide pre-apprenticeship training and placement services, effective retroactive to March 1, 2024 through March 31, 2026, in an amount not to exceed \$385,000.

BACKGROUND:

The State of California's 2023 High Road Construction Careers: Resilient Workforce Fund (HRCC: RWF) grants provide funding for pre-apprenticeship training services to prepare participants for careers in the building trades. On February 16, 2023, the California Workforce Development Board notified the MCWDB that its HRCC program proposal was selected for funding in the amount of \$1,925,568 to provide pre-apprenticeship training services to a total of 126 individuals over 34 months. MCWDB's HRCC program serves the three-county region of Monterey, Santa Cruz, and San Benito counties.

The MCWDB serves as the lead and fiscal agent for the Monterey Bay Collaborative's HRCC: RWF program, which primarily focuses on women but also seeks to serve disaffected youth, lower income and unhoused individuals, racial and ethnic minorities, and formerly incarcerated individuals. It is anticipated that the program's outcomes will include 102 participants trained in universally applicable construction skills in preparation for apprenticeships, thereby building the infrastructure workforce in the program's three-county region.

In August 2023, MCWDB executed an agreement for HRCC services with the Monterey/Santa Cruz Building Trades Council Training & Education Fund for a term from June 12, 2023 through March 31, 2026. After one complete training cycle, the Building Trades Council notified the MCWDB that the agreement for HRCC: RWF services would be terminated effective February 15, 2024.

DISCUSSION:

On February 2, 2024, at a joint meeting with the Laborers and Monterey/Santa Cruz Building and Construction Trades Council, the Building Trades Council agreed that the Laborers Training Trust Fund will take over the HRCC training program and provide the pre-apprenticeship training program moving forward.

As the lead for the Monterey Bay Collaborative and fiscal agent, the MCWDB receives \$1,475,568, allocated as follows:

HRCC: RWF Amounts to be Paid to or by MCWDB

Case Management	\$ 360,000
Administration Funds	\$ 320,884
Supportive Services	\$ 317,528
Consumable Testing & Instructional Materials	\$ 120,000
Participant Wages and Fringe Benefits	\$ 100,800
Training Tuition, Payments/Vouchers	\$ 72,500
Project Oversight Management Analyst	\$ 62,856
Regional Organizer	\$ 55,000
Training Facility Rent	\$ 36,000
Staff Travel	\$ 30,000
Subtotal	\$ 1,475,568

**HRCC: RWF Amount Expended by Monterey/Santa Cruz
Building Trades Council Training & Education Fund**

Project Coordination and Instruction (amount approximate)	\$ 65,000
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**HRCC: RWF Amount to be Allocated to Laborers Training
Trust Fund**

Project Coordination and Instruction (amount approximate)	\$ 385,000
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Total Funding Allocations \$ 1,925,568

NEXT STEPS:

If the recommendation to execute an agreement with the Laborers' Fund is approved, the agreement will be developed and forwarded to the Monterey County Board of Supervisors for approval.

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval of \$25,000 from the South Bay
Workforce Development Board for
Apprenticeship Outreach

DATE: February 22, 2024

RECOMMENDATION:

It is recommended that the Workforce Development Board concurs with the Executive Committee's February 15, 2024 recommendation to approve a \$25,000 grant from the South Bay Workforce Development Board to expand non-traditional registered apprenticeships in California by creating or expanding Department of Labor (DOL) Registered Apprenticeship Programs (RAPs) and the pre-apprenticeship programs that link to RAPs.

BACKGROUND:

Today, more than 80% of the state's apprentices are in the building, construction, and fire trades. These apprenticeships have served California workers and families for decades and have provided a strong model for other industries. Understanding these benefits, and with an eye toward expanding successful workforce models, California is once again leading the nation with significant new investments and strategies to expand apprenticeship.

Led by Gov. Gavin Newsom's goal of creating 500,000 Californian apprentices by 2029, the state's labor agency is working to expand apprenticeship into industries such as advanced manufacturing, aerospace, bioscience, information technology, energy, healthcare and hospitality. The recently enacted budget includes an unprecedented \$480 million over the next three years to support this expansion.

DISCUSSION:

As part of its grant-funded activities, MCWDB will identify at least one high-growth industry sector with interested employers, and if not already registered with DOL, the new program's sponsors will be identified, training plans and apprenticeship standards will be developed, and the program will be registered with the DOL. Technical assistance will be made available at no cost to assist with accomplishing these goals. For pre-apprenticeship programs leading to RAPs, the MCWDB will identify demand and partners, then develop or expand the pre-apprenticeship program and assist with enrolling participants in these programs.

The grant commences on the date of execution and terminates on June 30, 2025.

NEXT STEPS:

If the \$25,000 of EFAC funding is approved by the Board, a project plan will be created, based on identified interest, demand, and partners, to determine which sector(s) will be supported through this funding to develop and expand their apprenticeship and pre-apprenticeship programs.

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval to Execute an Agreement with Arbor E&T, dba Equus Workforce Solutions, for Prison to Employment 2.0 Services

DATE: February 22, 2024

RECOMMENDATION:

It is recommended that the Workforce Development Board approves staff to execute a Prison to Employment (P2E) 2.0 agreement with Arbor E&T, dba Equus Workforce Solutions, for workforce services to be provided to justice-involved and formerly incarcerated individuals, effective March 1, 2024 through December 31, 2024, in the amount of \$95,026.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) of 2014 mandated the identification of planning and service delivery regions comprised of local workforce development areas, and in 2020, the California Workforce Development Board (CWDB) designated the local workforce development boards of Monterey, Santa Cruz, and San Benito counties as the “North Coast Regional Planning Unit,” one of the 15 regional planning units within California. WIOA requires that regional planning units develop a regional plan, regional service delivery strategies, and regional administrative cost arrangements among its local areas.

The MCWDB is typically the CWDB-designated regional lead and fiscal agent to administer State-funded, discretionary regional grants and was the lead and fiscal agent for the original P2E grant approved by the Board of Supervisors on February 11, 2020. However, for the 2023-25 P2E 2.0 grant, the SBCWDB opted to apply for the funding and, as the lead and fiscal agent, SBCWDB will reimburse the MCWDB in an amount not to exceed \$102,730 for specific expenditures relating to P2E grant implementation.

DISCUSSION:

The Agreement anticipates that 11 individuals will be enrolled to achieve the following outcomes:

Activities and Outcomes	Goals
Individuals to be Trained	9
Individuals Completing Training	7
Employment (New Employees)	6
Industry/Sector Employment	4
Attainment in Industrial Recognized Certificate or Credential	2

The Project Budget Summary in the P2E 2.0 agreement allocates \$81,000 for on-the-job training, transitional jobs, and occupational training in sectors such as manufacturing, transportation, mechanics,

and welding to serve nine participants, with \$9,526 set aside for case management to be provided by the MCWDB's contracted adult and youth service provider, Equus Workforce Solutions, to coordinate services and support. SBCWDB will provide \$7,704 for administration costs to operate the program, and \$4,500 for supportive services will be provided for six to nine clients, at a maximum of \$500 each, to cover mileage, work boots and other materials, equipment and supplies needed during training.

Expenditures	Amount
Participant Training	\$ 81,000
Arbor E&T, LLC Case Management	\$ 9,526
Participant Supportive Services	\$ 4,500
Total Contract Amount	\$ 95,026

NEXT STEPS:

If the P2E 2.0 agreement with Equus Workforce Solutions is approved by the MCWDB, it will be forwarded to the Board of Supervisors for its consideration and approval.

Update on the Pajaro Business Relief Program

Executive Director Christopher Donnelly will provide a verbal update on the new Pajaro Business Relief program.

Presentation by Cody Cleverly of Joby Aviation

Cody Cleverly will present information on Joby Aviation.

Update on Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Program Activities

Adult and Dislocated Worker (ADW) Program:

ADW program enrollments continue to accumulate. Equus Workforce Solutions has a new strategy to increase Dislocated Worker enrollments. The State Employment Development Department (EDD) has agreed to hold mandatory in-person workshops at our Career Center. Equus' goal is to enroll these walk-ins while they are in our center.

The Severe Winter Storms program is still going strong, with four new participants from the prior Youth Cadre and one new enrollment preparing for safety training and work at Point Lobos and Asilomar. A prior program participant was hired by Equus as a Talent Development Specialist. He has already impressed staff as a team player with his positive attitude and communication skills.

Youth Programs:

A combined-cohort Green Cadre graduation was held on December 14, 2023. Atticus and Cari Rotoli from Pueblo del Mar were recognized for their commitment to the Green Cadre. The Rotolis oversee the Rehabilitation Community Garden at Pueblo Del Mar where all Green Cadre cohorts have been weeding, mulching, planting seeds and harvesting vegetables for the community, along with gaining general gardening knowledge. The Pizza Factory on South Main Street and the Mountain Mike's on Constitution and East Alisal Street donated pizzas for the graduation. Equus donated the graduation cake and cookies.



Of the **16 Climate Cadre graduates**, 10 were from Turning Point of Central California's Youth program and 6 were from Equus's Youth program.

One participant was employed by each of the following:

- Target
- Safeway
- Amazon
- Burger King
- Department of Public Safety and Correctional Services (Maryland)

In addition to these outcomes,

- One participant has received a job offer from State Parks.
- One participant is attending Cabrillo College and is currently working as a caregiver.
- One participant is enrolled at De Anza.
- One participant is returning to school to focus on general education.
- Four participants have applied for the Severe Winter Storms Grant program.
- Three participants are looking for employment or educational opportunities.

Of the **15 Food Insecurity Cadre graduates**, 11 were from Turning Point and 4 were from Equus.

- One participant was employed by Mountain Mike's Pizza.
- One participant was employed by Target.
- Two participants are enrolling in the Emergency Medical Technician (EMT) Program at Monterey Peninsula College (MPC)
- Eleven participants are applying for jobs, have interviews pending, or are looking for educational opportunities.

NEW Green Cadre Climate/Food Insecurity Cadre

Over 80 applications were received for the Green Cadre Program, and after three orientations and multiple days of interviews, 23 individuals have been chosen to participate in the new cohort, which will focus on both Climate Control and Food Insecurity. The cohort is scheduled for January 22, 2024 to May 3, 2024, with an emphasis on team building, communication, and soft skills training. Additionally, participants will receive OSHA 10, CPR/AED, and Food Handlers' certifications. Once their OSHA 10 training is completed, the cohort will receive hand and power tools training. The youth recently completed a Place Mat project for Meals on Wheels, personalizing the food drop-off for those who rely on assistance for healthy sustenance.

The new Green Cadre cohort will continue the existing partnership with the California State Parks, Pueblo Del Mar, Dorothy's Kitchen, CalFresh, the Food Bank for Monterey County, Natividad Creek Park Community Garden, Monterey County Master Gardener's Program, and the Blue Zones Project. The Pacific Grove Adult School is a new partner for the Green Cadre program.

Social Media Cadre

Social Media Cadre is in the outreach and enrollment stage and will soon be preparing a group of young men and women for the technology job market that will allow them access to well-paying jobs. There are currently eight enrolled youth with three pending the completion of the application process. Training is scheduled to start on February 20, 2024, at which time these young adults will participate in leadership and entrepreneur trainings and will be carefully matched with a local business where they will receive training in digital marketing and social media.

Hospitality Cadre

The Hospitality Cadre is in the recruitment stage. Our start date is March 11, 2024. The program will be provided at the Monterey Adult School in Seaside. Participants will receive two weeks of in-class training and will have the opportunity to become a Certified Guest Service Professional by the American Hotel Lodging Educational Institute (AHLEI). Additionally, participants will be able to earn a Value Adder Base credential from the National Association of Entrepreneurship & Business Leadership (NAEBL). Upon completion, they will begin 8 weeks of paid Work Experience.

The Certified Nursing Assistant (CNA) Program

Of the 11 graduates, 4 have taken their exam and are waiting for results, with 7 waiting for a test date from the State. Three (3) graduates are employed in the Healthcare sector. A new CNA cohort will begin in April 2024, and marketing materials are being developed based on participant interest.

Discuss March 28, 2024 Board Retreat

Workforce Development Board staff and Board members will discuss the March 28, 2024 Board Retreat.