



EXECUTIVE COMMITTEE MEETING AGENDA PACKET

Thursday, February 15, 2024
9:00 a.m. - 10:30 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 Committee 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 Committee 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 Committee Members will present recommendations for each action item on the agenda.
- Committee members may ask questions of Workforce Development Board Staff and other Committee Members.
- Members of the public wishing to make a comment on an agenda item will be given two (2) minutes each to comment.
- The Committee 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:

Margaret D'Arrigo-Martin,
WDB & Executive Chair

Paula Calvetti
Margaret D'Arrigo-Martin
Cesar Lara

Monterey County Workforce Development Board Executive Committee Meeting

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

Thursday, February 15, 2024; 9:00 a.m.

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>
CONSENT CALENDAR:	Margaret D'Arrigo-Martin
1. ACTION: Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) Executive Committee meeting on January 25, 2024.	Margaret D'Arrigo-Martin
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Margaret D'Arrigo-Martin
1. ACTION: Consider and approve the appointment of Michael Gutierrez, representing Post-Secondary Education, to the Monterey County Workforce Development Board (WDB) for a three-year term, and that the WDB forward the appointment to the Board of Supervisors for final approval.	Margaret D'Arrigo-Martin
2. ACTION: Approval to execute an agreement in the amount of \$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.	Chris Donnelly
3. ACTION: Approval to submit a request to the State Employment Development Department (EDD) to transfer \$863,000 of Dislocated Worker program funding to the Adult program.	Chris Donnelly
4. ACTION: Approval of \$25,000 of funding from South Bay Workforce Development Board for Apprenticeship Outreach.	Chris Donnelly
5. Update on the new Pajaro Business Relief program.	Chris Donnelly
6. Update on Workers' Compensation policy issues.	Chris Donnelly
7. Update on Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth programs.	Melineh Kocharian Deborah Carrillo Charlotte Johnson
8. Update on the submittal of the CaliforniansForAll grant.	Chris Donnelly
9. Discussion of items for Board meeting on February 22, 2024.	Margaret D'Arrigo-Martin
ANNOUNCEMENTS:	Margaret D'Arrigo-Martin
ADJOURNMENT	Margaret D'Arrigo-Martin
SUBCOMMITTEE MEETINGS: Executive: 3/21/2024	WDB MEETING February 22, 2024

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UNADOPTED MINUTES

**Monterey County Workforce Development Board
Special Executive Committee Meeting**
America's Job Center of California, 344 Salinas Street
Suites 205 & 206, Salinas, CA 93901
Thursday, January 25, 2023

Members Present: Erik Cushman (Chair), Margaret D'Arrigo-Martin and Cesar Lara

Members Absent: Paula Calvetti

Staff Present: Christopher Donnelly, Elizabeth Kaylor, Flor Galvan, Pearl Sanchez, Vanessa Kor, and Linda Avakian

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 (WDB) Executive Committee meeting on November 9, 2023.

A motion was made by Cesar Lara to approve the minutes for the Executive Committee meeting on November 9, 2023, seconded by Margaret D'Arrigo-Martin. Motion passed.

Discussion or Review of Business Calendar Action Items:

1. **Action:** Consider and approve the following policies.
 - 2023-04: National Dislocated Worker Grant (NDWG) Site Selection Policy.
 - 2024-02: Individual Training Accounts**A motion was made by Margaret D'Arrigo-Martin to approve the NDWG Site Selection policy and the Individual Training Accounts policy, seconded by Cesar Lara. Motion Passed.**
2. **Action:** Consider and approve the Executive Committee Meeting Schedule for calendar year 2024.
A motion was made by Margaret D'Arrigo-Martin to approve the Executive Committee Meeting schedule for calendar year 2024, seconded by Cesar Lara. Motion Passed.
3. **Action:** Consider and approve 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.
A motion was made by Cesar Lara to approve the Executive Director to sign a retroactive Prison to Employment 2.0 agreement, seconded by Margaret D'Arrigo-Martin. Motion Passed.
4. **Action:** Consider and approve submittal of the CaliforniansForAll Grant application.
A motion was made by Cesar Lara to approve submission of the CaliforniansForAll grant application, seconded by Margaret D'Arrigo-Martin. Motion Passed.
5. Executive Director Christopher Donnelly reported on the new Pajaro Business Relief Grant.
6. Management Analyst Vanessa Kor provided the Committee with an update on performance for all WIOA programs.
7. Equus Adult and Dislocated Worker Project Director Melineh Kocharian, Equus Youth Project Director Charlotte Johnson, and Turning Point Program Director Deborah Carrillo provided a verbal update on the Adult, Dislocated Worker and Youth Program services and activities.
8. The Executive Director provided an update on 2024 Department of Labor WIOA funding.
9. The Executive Director provided an update on WIOA Reauthorization.
10. The Executive Director provided an update on the upcoming Workforce Development Board Retreat scheduled for March 28, 2024.
11. The Executive Director provided an update on the Regional Boards' and Directors' meeting scheduled for January 23, 2024.

Adjournment: Mr. Erik Cushman adjourned the meeting at 10:25 a.m.



MEMORANDUM

TO: Executive Committee

FROM: Christopher Donnelly

SUBJECT: Appointment of Michael Gutierrez

DATE: February 15, 2024

RECOMMENDATION:

It is recommended that the Executive Committee approve the appointment of Michael Gutierrez, 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 Executive Committee

FROM: Christopher Donnelly

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

DATE: February 15, 2024

RECOMMENDATION:

It is recommended that the Executive Committee approves staff to execute an agreement with the Laborers Training Trust Fund to provide pre-apprenticeship training and placement services, effective 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 Fund is approved by the Executive Committee, it will be forwarded to the full board for consideration at its February 22, 2024 meeting.

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: Approval of Dislocated Worker to Adult Program
Funding Transfer

DATE: February 15, 2024

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee 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 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.

NEXT STEPS:

If the funding transfer recommendation is approved by the Executive Committee, the recommendation will be forwarded for the consideration and approval of the full Board at its next meeting.



MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

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

DATE: February 15, 2024

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board approve a \$25,000 grant from the South Bay Workforce Development Board to expand non-traditional registered apprenticeships in California by creating/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:

The South Bay Workforce Development Board has provided a \$25,000 Expanding Flexible Apprenticeships in California (EFAC) grant to support and assist the development and expansion of registered apprenticeships and pre-apprenticeship programs that assist underserved populations, including racial and ethnic minorities, women, justice-involved individuals, individuals with disabilities, veterans, unemployed individuals impacted by COVID-19, and dislocated workers, to participate in RAPs.

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.

NEXT STEPS:

If the \$25,000 of EFAC funding is approved by the Executive Committee, the recommendation will be forwarded to the full Board for consideration and approval.

Update on the New Pajaro Business Relief Grant

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

Update on Workers Compensation Policy Issues

Executive Director Christopher Donnelly will provide a verbal update on Workers Compensation policy issues.

**Update on Workforce Innovation and Opportunity Act (WIOA)
Adult, Dislocated, Youth Programs**

Melineh Kocharian, Project Director, Adult Dislocated Worker; Charlotte Johnson, Project Director, Youth North Programs and Deborah Carrillo, Program Director, Youth South Program will provide a verbal update on the program services and activities.

Update on the Submittal of the CaliforniansForAll Grant

Executive Director Christopher Donnelly will provide a verbal update on the CaliforniansForAll grant.

Discuss Agenda Items in Preparation for the February 22, 2024 Meeting

Workforce development board (WDB) staff and Committee members will discuss agenda items for the upcoming full board meeting on February 22, 2024.