



# **SPECIAL EXECUTIVE COMMITTEE MEETING AGENDA PACKET**

Thursday, January 16, 2025  
9:00 a.m. - 10:30 a.m.

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](http://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 WDB staff at (831) 796-3505. 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 Staff 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](http://www.montereycountywdb.org)

**WDB Members:**

*Erik Cushman,*  
*WDB & Executive Chair*

Cesar Lara  
Paula Calvetti

# 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 16, 2025; 9:00 a.m.**

## AGENDA

<b>CALL TO ORDER/ROLL CALL:</b>	Erik Cushman, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT:</b> <i>(Limited to 2 minutes per person)</i>	
<b>DIRECTOR'S REPORT:</b> Workforce Innovation and Opportunity Act (WIOA) Reauthorization.	Chris Donnelly
<b>CONSENT CALENDAR:</b>	Erik Cushman
1. <b>ACTION:</b> Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) Executive Committee meeting on September 26, 2024.	Erik Cushman
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Erik Cushman
1. <b>ACTION:</b> Consider and approve the appointment of Kimberly Schnader, representing Business, to the MCWDB for a three-year term, and that the MCWDB forward the appointment to the Board of Supervisors for final approval.	Erik Cushman
2. <b>ACTION:</b> Consider and approve the proposed Executive Committee Meeting Calendar for 2025.	Chris Donnelly
3. <b>ACTION:</b> Consider and approve the following policy: <ul style="list-style-type: none"> <li>2025-04: WIOA Travel Reimbursement Policy.</li> </ul>	Elizabeth Kaylor
4. <b>ACTION:</b> Consider and approve submittal of a CaliforniansForAll grant application to California Volunteers, Office of the Governor, for a 2025-26 Youth Service Corps grant.	Erik Cushman
5. Update on MCWDB's 2nd quarter budget and expenditures.	Daisy Fernandez
6. Discuss MCWDB's proposed timeline for the 2025-28 WIOA Local and Regional Plans.	Chris Donnelly
7. Update on WIOA Adult, Dislocated Worker, Youth program, and Business Services 2nd quarter performance.	Vanessa Kor Linda Avakian
8. Update on WIOA Adult, Dislocated Worker, and Youth programs.	Melineh Kocharian Deborah Carrillo Lourdes Luviano
9. Update on Committee members' workforce and business activities.	Board members
<b>ANNOUNCEMENTS:</b>	Erik Cushman
<b>ADJOURNMENT</b>	Erik Cushman
<b>SUBCOMMITTEE MEETINGS:</b> Executive: 20FEB25 OR TBD	<b>WDB MEETING</b> JANUARY 23, 2025

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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, September 26, 2024**

**Members Present:** Erik Cushman (Chair), Paula Calvetti, and Cesar Lara

**Members Absent:** Margaret D'Arrigo-Martin

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

**Public Comment:** None

**Call to Order/Introductions:** Erik Cushman called the meeting to order at 9:14 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**CONSENT CALENDAR:**

1. **ACTION:** Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) Executive Committee meeting on June 20, 2024.  
**A motion was made by Cesar Lara to approve the minutes for the Executive Committee meeting on June 20, 2024, seconded by Paula Calvetti. Motion passed.**

**Discussion or Review of Business Calendar Action Items:**

1. **ACTION:** Consider and approve sole-source purchase of Transfr Virtual Reality career exploration system for an amount not to exceed \$17,000 for 2024-25.  
**A motion was made by Cesar Lara and seconded by Paula Calvetti to approve the sole-source purchase of Transfr Virtual Reality career exploration system. Motion Passed**
2. **ACTION:** Consider and approve accepting an \$886,260 grant from the Central California Alliance for Health to fund Community Health Worker (CHW) program training and coordination and authorize the Executive Director to sign the services agreement effective retroactive to July 1, 2024, for the period from July 1, 2024, through September 30, 2026.  
**A motion was made by Cesar Lara and seconded by Paula Calvetti to approve accepting an \$886,260 grant from the Central California Alliance for Health to fund the Community Health Worker (CHW) program training and coordination. Motion Passed.**
3. **ACTION:** Consider and approve #2024-05: Stipends and Incentive Payments Policy.  
**A motion was made by Cesar Lara and seconded by Paula Calvetti to approve the Stipends and Incentive Payment Policy. Motion Passed.**
4. **ACTION:** Approval of appointment of Roger Gilbert, Central Coast Small Business Development Center (SBDC), representing Economic Development, to the Monterey County Workforce Development Board.  
**A motion was made by Cesar Lara and seconded by Paula Calvetti to approve the appointment of Roger Gilbert to the Monterey County Workforce Development Board. Motion Passed.**
5. **ACTION:** Consider and approve the 2024-25 America's Job Center of California (AJCC) Certification Matrices and Indicator Assessment for submittal to the Local Area's Regional Advisor.  
**A motion was made by Cesar Lara and seconded by Paula Calvetti to approve the 2024-25 America's Job Center of California (AJCC) Certification Matrices and Indicator Assessment. Motion Passed.**
6. Finance Manager Daisy Fernandez provided an update on the 2023-24 budget closeout and anticipated 2024-25 budget.
7. Management Analyst Vanessa Kor provided an update on the Community Builder Awards scheduled for December 2024.
8. Executive Director Christopher Donnelly provided an update on the Pajaro Business Relief Program.
9. The Executive Director provided the Committee with the outreach and marketing plan.

10. The Executive Director provided a summary of the meeting with Monterey Peninsula and Hartnell Community Colleges.
11. Management Analyst Linda Avakian provided an update on business services engagements, events and performance for the period of July 1, 2023, to June 30, 2024.
12. The Committee members independently read the update on the WIOA Adult, Dislocated Worker, and Youth programs.
13. Management Analyst Elizabeth Kaylor provided information on the Request for Qualification/Quotes (RFQ) for job readiness workshops and contractor services.
14. The Executive Director discussed the Monterey County Board of Supervisors' Strategic Initiatives and Key Objectives.
15. Board members provided updates on workforce and business activities and recruitment of new board members.

**Adjournment:** Chair Erik Cushman adjourned the meeting at approximately 10:43 a.m.



# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of appointment of Kimberly Schnader  
Representing Business

**DATE:** January 16, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the appointment of Kimberly Schnader, Bernardus Lodge & Spa, representing Executive & Business Services, to the Monterey County Workforce Development Board.

**BACKGROUND:**

Ms. Schnader, Director of Human Resources & Loss Prevention at Bernardus Lodge & Spa, has applied for membership to the full Workforce Development Board.

As the nominating body, the Executive Committee is asked to consider Ms. Schnader's application and recommend it for full Workforce Development Board approval at its meeting on January 23, 2025.

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 bylaws by the Board of Supervisors on June 23, 2015.

**ATTACHMENTS:**

Ms. Kimberly Schnader's application



344 Salinas Street, Suite 101 | Salinas, CA 93901

## Monterey County Workforce Development Board (WDB) Membership Application

Name: Kimberly Schnader Date Submitted: 12/3/2024  
Title: Director of Human Resources & Loss Prevention  
Business/Organization Name: Bernardus Lodge & Spa

### Representation

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Business  | <input 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: Bernardus Lodge & Spa  
City: Carmel Valley State: CA Zip code: 93924  
Phone: [REDACTED] Fax: 831-658-3506  
Mobile: [REDACTED]  
Email address: kschnader@bernarduslodge.com  
Website address: www.bernarduslodge.com  
Business license number: [REDACTED]  
City of residence: [REDACTED]

### Business Related Questions

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

1. Number of current employees: 220
2. Number of years with current business/organization: 7
3. Number of years in business in Monterey County: 14
4. Please describe the nature of your business and your position: Luxury hotel, restaurant and spa. I am responsible for the employee life cycle and risk management.





# MEMORANDUM

**TO:** Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of Meeting Calendar for 2025

**DATE:** January 16, 2025

**RECOMMENDATION:**

Below is the proposed schedule of meetings for the calendar year 2025.

**Monterey County Workforce Development Board  
Executive Committee Meeting Calendar  
January - December 2025**

	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
Executive Committee Meets 3rd Thursday/Monthly at 9:00 am	16	20	20	17	15	12	17	21	18	16	20	18



# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Consider and Approve New Policy

**DATE:** January 16, 2025

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board Executive Committee consider and approve the following new policy.

**New Policy:**

**1. Draft #2025-04: WIOA Travel Reimbursement Policy**

**Applicable to:** Board Members, MCWDB staff, and MCWDB service provider staff.

**Purpose:** This policy provides guidance and establishes the procedures regarding the use of Workforce Innovation and Opportunity Act (WIOA) funding to pay for travel and related expenses.

Attachment:

- Draft #2025-04 WIOA Travel Reimbursement Policy

## WIOA Travel Reimbursement Policy

### EXECUTIVE SUMMARY

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The purpose of this policy is to provide guidance regarding the use of Workforce Innovation and Opportunity Act (WIOA) funding to pay for travel and conference expenses required for Monterey County Workforce Development Board (MCWDB) members, staff, and subrecipients to ensure that the expenditures charged to WIOA meet the necessary and reasonable standard of costs, as well as being allowable.

### REFERENCES

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Title 2 *Code of Federal Regulations* (CFR) Section 200.403, 200.405, 200.423, 200.438, and 200.475.

### BACKGROUND

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Local workforce development boards must have written travel policies and procedures that adhere to the requirements of the Uniform Guidance (2 CFR 200).

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-federal entity. Such costs may be charge on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the non-federal entity's non-federally-funded activities and in accordance with the non-federal entity's written travel reimbursement policy.

The MCWDB has a fiduciary responsibility to ensure the prudent use of WIOA Title 1 funds; therefore, MCWDB requires that all travel and conference expenses charged to WIOA are allowable, allocable to a WIOA Title 1 program, and necessary and reasonable for the successful performance of the WIOA grant. Supporting documentation (e.g., conference agenda) must be retained for annual monitoring purposes to justify the cost being charged in whole or in part to the WIOA program.

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

# PROCEDURAL GUIDANCE

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## A. General Conditions

1. Monterey County Workforce Development Board (MCWDB) travelers are entitled to submit a claim for actual and necessary expenses for transportation, meals, lodging, and incidentals for authorized travel, subject to the conditions set forth in this WIOA Travel Reimbursement Policy, whenever the expenses are incurred as part of his/her official duties and authorized because the MCWDB traveler is required to work, attend a school, training, meeting or convention overnight at a location sufficiently distant from main or regular place of work to qualify under this policy for meal per diem and overnight lodging. For additional guidance on MCWDB travel reimbursements, please see the County of Monterey's Travel and Business Expense Reimbursement Policy, revised December 11, 2012.
2. Notwithstanding Section 1 above, claims shall be paid subject to the rules set forth in this Policy and statutory law. Eligibility to submit a claim does not automatically entitle the claimant to reimbursement for any and all expenses.
3. MCWDB travelers receiving reimbursement from an outside source for travel on MCWDB time shall forward said reimbursement to the County Auditor-Controller for handling and deposit if the traveler intends to submit an expense claim to the MCWDB or use County resources to travel. Said travelers shall then be entitled to submit a claim for actual and necessary expenses for transportation, meals, lodging, and incidentals, subject to the conditions set forth in this travel policy.
4. Arrangements for transportation, lodging or registration fees that have cancellation or change penalties shall be carefully monitored by MCWDB. If the cancellation/change occurs due to the MCWDB traveler's personal request or obligations, the traveler will be required to pay the penalty. Exceptions shall be made when a traveler is unable to travel because of hospitalization, serious sickness or death of self or an immediate family member or when the department head certifies that the reason for the employee's absence was legitimate and authorized.

## B. Prohibited Travel Expenses

The following costs associated with traveling are prohibited:

1. Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.
2. Foreign travel and first-class airline tickets.
3. Alcoholic beverages are disallowed under any circumstances.

## C. Transportation Expenses

Transportation expenses are the direct costs related to movement of the MCWDB traveler from authorized point of departure to destination of travel and back to the authorized point of return. All transportation expenses incurred shall be based upon the most efficient, direct, and economical mode of transportation required by the occasion.

1. Ground Transportation
  - a. Private Vehicle

Travelers must provide supporting mileage documentation for all privately owned vehicle mileage reimbursements. Supporting documentation includes screenshots or pictures of point-to-point mileage information from free online web mapping services, such as MapQuest, Google Maps, etc. Screen shots or pictures of vehicle odometers can also be submitted for documentation of actual mileage driven.

- 1) Travel by private vehicle will be reimbursed at the IRS rate for business use of a personal vehicle in effect at the time of travel.
- 2) Authorized MCWDB travelers who travel in a vehicle other than their own may not claim mileage for business use of a private vehicle but may claim reimbursement of actual fuel expenses necessary for the trip and expended by the traveler. Receipts are required and should be claimed by the employee actually paying the expense.
- 3) Authorized MCWDB travelers may not claim mileage for business use of a private vehicle in the following instances:
  - a) When the MCWDB traveler is riding with someone who will be claiming reimbursement for the vehicle's use from MCWDB, the County, or another source;
  - b) When the MCWDB traveler is traveling in a County or other government agency vehicle;
  - c) When the MCWDB traveler is traveling in a rented vehicle (paid by County);
  - d) When the MCWDB traveler has been assigned a County Vehicle for home retention and is receiving an allowance or lump sum for mileage, unless specifically provided for in the terms of their agreement or contract with the County or by Board of Supervisors resolution.
- 4) MCWDB employee mileage to the regular or main place of work from home, and back, is considered commuting and may not be claimed.
- 5) MCWDB employee mileage to the temporary work location from home and back is considered commuting and may not be claimed except in the following cases:
  - a) If the MCWDB employee is required to report to the regular or main place of work before reporting to the temporary work location, s/he is eligible for mileage from the regular or main place of work to the temporary work location;
  - b) If the MCWDB employee is required to report to the regular or main place of work after working at the temporary work location and before going home, s/he is eligible for mileage from the temporary work location to the regular or main place of work.
- 6) Mileage in conjunction with authorized MCWDB travel to and from a school, training, convention or meeting shall be based on the distance to the destination from the traveler's home or the regular or main place of work, whichever is less, except in the following cases:
  - a) If the traveler is required to report to his/her work location before leaving, s/he is eligible for mileage to the school, training, convention/meeting from the work location.
  - b) If the traveler is required to report to his/her work location before returning home, s/he is eligible for mileage based on the distance from the school, training, convention/meeting to the work location.

- 7) Appointed volunteer members of County of Monterey boards (such as the MCWDB), commissions, or advisory committees may claim mileage to the official meetings of their respective boards from home, and back.
- 8) When two or more MCWDB travelers from the same department are traveling to the same site by vehicle, they should use only as many vehicles as are required to accommodate the number of travelers and business needs of the MCWDB. If an MCWDB traveler chooses to use a separate private vehicle because of personal preferences or obligations, h/she shall not be eligible for mileage or fuel reimbursement for the travel unless the department head determines that reimbursement is appropriate and justified.
- 9) If a traveler chooses to use a private vehicle instead of an MCWDB-recommended alternative mode of transportation because of personal preferences or obligations, his/her mileage reimbursement shall not exceed the cost of using the alternative mode of transportation unless the MCWDB Executive Director determines that the additional reimbursement is appropriate and justified.

b. Rental Vehicle

- 1) Vehicles may be rented for transportation at the destination point when the MCWDB traveler travels to the destination via commercial common carrier and the cost of the rental will be less than the charge for shuttle or taxi service to and from the carrier termination point to the function or hotel accommodations.
- 2) Vehicles may be rented for transportation to the destination point when the cost of the rental will be less than other reasonable and available modes of transportation.
- 3) If more than one MCWDB traveler from the same department is traveling to the same function, only one rental vehicle may be claimed and then only if it is available for use by all of the MCWDB travelers.
- 4) The MCWDB traveler shall choose the least expensive size and mileage limits appropriate to the use required. Rental expenses for luxury cars, motorcycles and recreational vehicles may not be claimed.
- 5) Rental cars shall be refueled prior to return to the rental agency to reduce cost to the MCWDB. Rental cars should be returned to the renting location and on time to avoid additional charges.
- 6) When traveling domestically the MCWDB traveler shall waive additional vehicle insurance (except for additional driver and coverage for drivers under 25 years of age), provided that the employee has his/her own vehicle insurance coverage. When traveling internationally additional insurance should be accepted if the traveler lacks other similar coverage.
- 7) An original car rental receipt showing the number of days and type of vehicle rented is required for vehicle rental claims. A copy of the receipt or a credit card receipt alone is insufficient.

c. Other Transportation Expenses

- 1) The following necessary transportation expenses may be claimed at actual cost (receipt required) when directly related to transporting the MCWDB traveler to and from the business destination point:
  - a) Taxi, shuttle, or public transit fares;

- b) Parking fees (airport long-term parking is required for travel exceeding 24 hours);
- c) Bridge, road or ferry tolls; and
- d) Other actual transportation expenses determined to be reasonable and necessary by the MCWDB Executive Director.

2) The following transportation expenses may not be claimed:

- a) Traffic and parking violations;
- b) Emergency or non-emergency repairs on non-County vehicles;
- c) Personal travel while at an out-of-county location; and
- d) Other actual transportation expenses determined to be unreasonable and unnecessary by the MCWDB Executive Director.

## 2. Air Transportation

- a. MCWDB travelers shall seek and attempt to use the lowest rates available for the type of commercial carrier service being utilized. Whenever possible, travelers should take advantage of flight arrangements that minimize cost (for example, purchasing a round-trip ticket may be less expensive than two one-way tickets). Reservations should be made as far in advance as possible to take advantage of available discounts and special offers. Travel agents that have added ticket handling charges shall be avoided.
- b. Claims for travel via commercial carrier shall be limited to the cost of travel at economy rates for the same day and time of travel or actual cost, whichever is less. MCWDB travelers may upgrade tickets, provided that the traveler and not the MCWDB pay for the difference in cost for such upgrade. Reasonable baggage charges, if imposed by the airline, on the first checked bag are reimbursable.
- c. Claims for commercial carrier tickets shall be substantiated by an original ticket document (such as an e-ticket or passenger receipt ticket copy) showing the price, date, date/time of travel and class of travel. A copy of the credit card receipt or statement from a travel agency alone is insufficient.
- d. MCWDB travelers may retain frequent flyer/hotel rewards and similar program benefits; however, participation in these programs must not influence flight/hotel/etc. selection, which would result in incremental cost to the MCWDB beyond the lowest available airfare/hotel cost unless the difference is paid by the traveler. Free tickets or cash allowances for volunteering to be denied timely boarding may be retained by the traveler but no additional cost to the MCWDB or interruption of MCWDB work is allowed and any additional time required to complete the trip is to be personal time.

## D. Lodging Expenses

MCWDB travelers are not eligible to claim for lodging for in-County functions. For out-of-County business that is conducted on one business day, if the MCWDB traveler's actual time for the day is estimated to equal or exceed 12 hours (including work time, the lunch period and round-trip travel time), then the MCWDB traveler will have the option of securing one night's lodging at either the front-end or back-end of the trip. Illustration: an MCWDB staff member who resides in Monterey County is required to attend a one-day business meeting in Sacramento. The staff member estimates that his total time for the day

without obtaining lodging would be 14 hours (8 hours of meetings, 1 hour for lunch and 5 hours for round-trip travel). The staff member will have the option of securing one night's lodging in Sacramento, either the night before the meeting, or after conclusion of the meeting. MCWDB travelers are not eligible to claim reimbursement of lodging costs when staying overnight as a guest of friends or relatives.

1. Lodging expenses shall be claimed at either the actual cost of the lodging (limited to the single occupancy rate for a single room) or the County's maximum lodging rate (Federal Per Diem Rate), whichever is less. Receipts are required. Taxes are in addition to the Federal Per Diem Rate.
2. Lodging costs may exceed the County's maximum lodging rate only when a conference, meeting or convention is being sponsored by an organization of which the County, the MCWDB, or the MCWDB board member or employee is a member, the lodging may be claimed at the actual cost if seminars or meetings are to be held at the particular hotel and/or events are scheduled for evening hours, and the MCWDB Executive Director has given advance written authorization.
3. An original room folio receipt, showing the number of days and the number of occupants, is required for lodging claims. A copy of the receipt, travel agency statement or a credit card receipt alone is insufficient.
4. When a room is shared with a fellow MCWDB traveler, the expense may either be prorated, and the prorated amount claimed by each MCWDB traveler, or one MCWDB traveler may claim the total expense at the multiple occupancy rate.
5. When a room is shared with a person other than an MCWDB traveler and said person will also be claiming reimbursement from the County or another source, the amount shall be prorated between the two travelers.
6. Lodging expense may not be claimed for guests of the MCWDB traveler. Where expense for a family member or friend is included in the receipt, the claim must not exceed the single occupancy rate.
7. MCWDB travelers should inquire when making lodging arrangements whether the County of Monterey is exempt from Transient Occupancy Taxes (TOT) in the locale where they are staying and should provide the necessary form to the lodging facility, if required to do so to obtain the waiver.
8. Except when registering for lodging at a pre-arranged group rate in conjunction with a conference or meeting, MCWDB travelers shall request the government rate or lowest available eligible rate when making lodging arrangements.
9. Travelers are responsible for canceling hotel rooms before the cancellation period ends and should record the cancellation number in case of disputes. Travelers will not be reimbursed for "no-show" hotel charges unless there are unavoidable reasons for not canceling the room.
10. When multiple MCWDB travelers are traveling together and the rooms are put on one invoice, one traveler may take care of the invoice but should provide the details on who stayed in each room on the invoice.

## **E. Meal Expenses**

1. Eligibility for Meals
  - a. MCWDB travelers on out-of-County business travel that requires an overnight stay away from their home are eligible to claim for meals taken out-of-County.
  - b. MCWDB travelers are eligible to claim the meal reimbursements noted below for travel requiring overnight lodging if the total travel time (work time, plus the lunch period plus round-trip travel time) is estimated to equal or exceed 12 hours.

- 1) Breakfast may be claimed if the MCWDB traveler must reasonably be away from home because of MCWDB business travel at or before 7:00 a.m.
  - 2) Lunch may be claimed if the MCWDB traveler must reasonably be away from home because of MCWDB business travel at or before noon.
  - 3) Dinner may be claimed if the MCWDB traveler must reasonably be away from home because of MCWDB business travel at 7:00 p.m. or after.
- c. Snacks are a personal expense and are not reimbursable.
  - d. Claims for meals purchased by a MCWDB employee or volunteer on behalf of federal, state or local public officials or employees is prohibited.
  - e. MCWDB travelers are not eligible to claim meals or other expenses for those persons who are not otherwise eligible to file a claim themselves for County reimbursement.
  - f. MCWDB travelers are not eligible to keep or claim per diem allowances for anyone other than themselves.

## 2. Meal Claims

- a. The MCWDB maximum full-day meal and incidental expenses rate shall be equal to the maximum federal per diem meal and incidental expenses (M&IE) rate established by the GSA. Said maximums include taxes and gratuities.
- b. Meal expense amounts shall be calculated by the County of Monterey's Auditor-Controller for first and last partial days of travel based on the maximum federal per diem meal rate for the appropriate meal(s).
- c. Claims for out-of-County meals taken in conjunction with travel that includes an overnight stay away from the traveler's home shall be reimbursed in the form of a "per diem allowance", which means the traveler is eligible to be reimbursed at the maximum rate allowed and receipts are not required. Partial days shall be reimbursed at the appropriate meal rate.
- d. Allowable meal costs may only exceed the prescribed per diem rates if the meal is being served at a conference or workshop and the costs of the speaker, conference, and/or registration are included in the price. The agenda/brochure or other documentation describing the event and the price must accompany the claim to the Auditor-Controller's Office.
- e. An MCWDB traveler may not claim a per diem allowance or reimbursement for any meal which is provided, or otherwise available, to the MCWDB traveler with the lodging or function, whether or not there is an actual charge for the meal. For example, if lunch is provided at the function or breakfast is included in the cost of lodging, the traveler may not claim a per diem allowance or request reimbursement for eating elsewhere. For purposes of this section, continental breakfast and meals provided during airline or other commercial carrier travel do not constitute provided meals and do not need to be deducted from the per diem allowance. An MCWDB traveler may not claim a per diem allowance for a meal that was paid for by someone else.
- f. If a breakfast is included in the cost of lodging, the traveler may not claim for a breakfast meal; however, s/he may apply the next day's breakfast allowance amount towards the maximum lodging amount. For example, if the maximum lodging amount is \$79.00 and the breakfast allowance is \$8.00, the employee may claim up to a maximum of \$87.00 for lodging which includes a continental breakfast. (For purposes of this section, continental breakfast does not constitute a provided breakfast meal.)

- g. Claiming for alcoholic beverage expenses is prohibited in all cases.

## F. Registration Fees

Conference, convention and seminar registration and tuition fees may be claimed at the actual cost, provided that the agenda/brochure or other documentation describing the event, including the price, accompanies the approved claim to the County of Monterey Auditor-Controller's Office.

## G. Other Travel Expenses

1. MCWDB travelers are eligible to claim a per diem incidental allowance, limited to the maximum federal per diem incidental rate established by the IRS, for each day of travel requiring an overnight stay away from the traveler's home. Said allowance covers fees and gratuities for persons who provide services, such as food servers and luggage handlers, and does not require receipts. If applicable, gratuities are limited to not exceed 15% of the service costs unless billed by a provider's standard policy at a higher rate.
2. MCWDB travelers are eligible to claim the following expenses at actual cost, *even if they also qualify for a per diem incidental allowance*. Receipts are required.
  - a) MCWDB business calls (traveler must annotate purpose of call on the bill).
  - b) Fax machine charges incurred to send or receive documents for MCWDB use.
  - c) Copy machine charges incurred to copy documents for MCWDB use.
  - d) Internet access connection and/or usage fees away from home not to exceed \$15.00 per day, if Internet access is necessary for MCWDB-related business.
  - e) Other business-related expenses determined to be reasonable and necessary by the MCWDB Executive Director and the Auditor-Controller.

## INQUIRIES

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If you have questions, please contact staff at (831) 796-3505. This policy is posted on the WDB website located at [www.montereycountywdb.org](http://www.montereycountywdb.org).

CHRIS DONNELLY, Executive Director  
Monterey County Workforce Development Board



# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Apply for CaliforniansForAll Grant

**DATE:** January 16, 2025

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee approves staff to submit a grant proposal to the State to provide a new round of funding for the Green Cadre program for up to 2 million dollars.

**BACKGROUND:**

The CaliforniansForAll Youth Workforce Development program is a Governor's initiative administered by California Volunteers in partnership with cities and counties across California.

In 2022, the CaliforniansForAll program awarded the MCWDB a \$2.8 million dollar grant to fund five cohorts of the Green Cadre program. The original purpose of this initiative was to increase youth employment, develop youth interest in and experience towards a career, in the public sector and to strengthen California's capacity to address key areas of climate, food insecurity, and local COVID-19 recovery.

MCWDB had applied for a new round of funding in February 2024, but as part of CaliforniansForAll's competitive grantmaking process, the WDB was not selected for additional funding at that time.

In December 2024, the Governor's office announced a new opportunity for counties and cities to apply for another round of funding. This new CaliforniansForAll grant opportunity for up to \$2 million dollars will focus on climate, food insecurity and public service.

**DISCUSSION:**

MCWDB is requesting approval to submit a proposal in response to the CaliforniansForAll grant opportunity. If funding is ultimately received, MCWDB will continue its efforts to address the climate and food insecurity challenges facing Monterey County while assisting our program participants to learn key skills and earn money through job training, work experience, and placements into employment.

**NEXT STEPS:**

If the Executive Committee approves staff to submit a revised proposal by the March 21, 2025 deadline, it is anticipated that the MCWDB will receive a second round of funding to provide training to additional Green Cadre cohorts in 2025 and 2026.

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## Update on Monterey County Workforce Development Board's 2<sup>nd</sup> Quarter Budget and Expenditures

### Overview of Expenditures for 2nd Quarter (October 1 – December 31, 2024)

This memo provides a summary of the expenditures for the Workforce Development Board (WDB) for the second quarter of Fiscal Year 2024-25 (October 1 through December 31).

For the 2nd quarter of Fiscal Year 2024-25, the total expenditures amounted to **\$894,512.57**, bringing the total expenditures for the first half of the fiscal year (July through December 2024) to **\$1,801,599**. Below is a breakdown of the expenditures across key programs:

1. **Adult Program:**
  - **Total Expenditures:** \$848,507
2. **Dislocated Worker (DW) Program:**
  - **Total Expenditures:** \$532,422
3. **Youth Program:**
  - **Total Expenditures:** \$420,669

These expenditures reflect the ongoing investments in workforce development efforts to support adults, dislocated workers, and youth, ensuring the success of these critical programs throughout the fiscal year.

# BUDGET FY 2024-25

Total Income  
Total Expenses  
Net Income

	9,613,913	9,961,416
	\$	\$
	10,009,687	(48,271)
	\$	\$

Income		Allocations		\$ 0		\$ 0		\$ 0						
Funding	Admin	FY Budget	Adult	Adult-7/1-12/31/2024 Expenditures	DW	DW-7/1-12/31/2024 Expenditures	Youth	Youth-7/1-12/31/2024 Expenditures	Total	Total-7/1-12/31/2024 Expenditures	Available			
			\$ 2,456,158		\$ 2,069,587		\$ 2,513,644		\$ 7,039,389					
	Admin 10%		\$ 245,616		\$ 206,959		\$ 251,365		\$ 703,940					
	Program 90%		\$ 2,210,542		\$ 1,862,628		\$ 2,262,279		\$ 6,335,449					
	Carry-in 23-24 Budget		\$ 837,473		\$ 1,675,219		\$ 409,335		\$ 2,922,027					
	<b>Total Funding</b>	\$ 9,961,416	\$ 3,293,631		\$ 3,744,806		\$ 2,922,979		\$ 9,961,416					
	<b>Use's</b>													
	SB 734		\$ 653,093	\$ (273,588)	\$ 568,858	\$ (71,009)			\$ 1,221,951	\$ (344,596)	\$ 877,355			
	Youth WEX							\$ 452,456	\$ (119,937)	\$ 452,456	\$ (119,937)	\$ 332,519		
	<b>Available Funding for Adult, DW and Youth</b>	\$ 8,287,009	\$ 2,640,538	\$ (273,588)	\$ 3,175,948	\$ (71,009)	\$ 2,470,523	\$ (119,937)	\$ 8,287,009	\$ (464,533)	\$ 7,822,476			
<b>Expenses</b>														
<b>Personnel</b>														
		<b>Staff</b>	<b>Temp</b>	<b>Sub Total</b>										
	Salaries	\$ 1,010,378	\$ 450,000	\$ 1,460,378										
	Benefits	\$ 605,229	\$ -	\$ 605,229										
	<b>Salaries/ Benefits Total</b>	\$ 1,615,607	\$ 450,000	\$ 2,065,607	\$ 826,243	\$ (297,723)	\$ 826,243	\$ (264,712)	\$ 413,121	\$ (95,552)	\$ 2,065,607	\$ (657,987)	\$ 1,407,620	
<b>Case Management</b>														
	Adult			\$ 1,400,000	\$ (100,725)				\$ 1,400,000	\$ (100,725)	\$ 1,299,275			
	DW			\$ 500,000		\$ 500,000	\$ (46,169)		\$ 500,000	\$ (46,169)	\$ 453,831			
	Youth CM			\$ 1,500,000					\$ 1,500,000	\$ (63,563)	\$ 1,436,437			
	One Stop Operator			\$ 135,000	\$ 54,000	\$ 54,000			\$ 27,000		\$ 135,000	\$ -	\$ 135,000	
				\$ 3,535,000	\$ 1,454,000	\$ (100,725)	\$ 554,000	\$ (46,169)	\$ 1,527,000	\$ (63,563)	\$ 3,535,000	\$ (210,456)	\$ 3,324,544	
<b>Client Related Services</b>														
	Youth ITA's			\$ 30,000					\$ 30,000	\$ (4,035)	\$ 30,000	\$ (4,035)	\$ 25,965	
	Supportive Services			\$ 52,000	\$ 20,800	\$ (52)	\$ 20,800		\$ 10,400	\$ (1,136)	\$ 52,000	\$ (1,188)	\$ 50,812	
	Pre Voc Workshops			\$ 45,000	\$ 18,000	\$ (5,950)	\$ 18,000	\$ (800)	\$ 9,000	\$ (100)	\$ 45,000	\$ (6,850)	\$ 38,150	
	WorkKeys			\$ 40,000	\$ 16,000	\$ (8,090)	\$ 16,000	\$ (1,171)	\$ 8,000	\$ (2,681)	\$ 40,000	\$ (2,943)	\$ 37,057	
				\$ 167,000	\$ 54,800	\$ (15,092)	\$ 54,800	\$ (1,971)	\$ 57,400	\$ (7,953)	\$ 167,000	\$ (25,016)	\$ 141,984	
<b>Other Client Services</b>														
	Business Services Enhancements			\$ 150,000	\$ 60,000		\$ 60,000		\$ 30,000		\$ 150,000	\$ -	\$ 150,000	
	Transitional Jobs Coordinator/Support Staff			\$ 100,000	\$ 40,000		\$ 40,000		\$ 20,000		\$ 100,000	\$ -	\$ 100,000	
	Educational Training Coordinator			\$ 158,700	\$ 63,480		\$ 63,480		\$ 31,740		\$ 158,700	\$ -	\$ 158,700	
				\$ 408,700	\$ 163,480	\$ -	\$ 163,480	\$ -	\$ 81,740	\$ -	\$ 408,700	\$ -	\$ 408,700	
<b>Non Personnel</b>														
	Rent -			\$ 338,500	\$ 135,400	\$ (28,059)	\$ 135,400	\$ (27,828)	\$ 67,700	\$ (20,189)	\$ 338,500	\$ (76,076)	\$ 262,424	
	Dues			\$ 16,000	\$ 6,400	\$ (3,633)	\$ 6,400	\$ (3,633)	\$ 3,200	\$ (3,633)	\$ 16,000	\$ (10,900)	\$ 5,100	
	Other - Dept. services/ supplies			\$ 10,000	\$ 4,000	\$ (4,956)	\$ 4,000	\$ (5,071)	\$ 2,000	\$ (6,980)	\$ 10,000	\$ (17,008)	\$ (7,008)	
	IT& Telecom			\$ 255,000	\$ 102,000		\$ 102,000		\$ 51,000		\$ 255,000	\$ -	\$ 255,000	
	COWCAP			\$ 112,500	\$ 45,000	\$ (37,233)	\$ 45,000	\$ (37,233)	\$ 22,500	\$ (18,616)	\$ 112,500	\$ (93,082)	\$ 19,418	
	County Counsel			\$ 45,000	\$ 18,000	\$ (2,877)	\$ 18,000	\$ (2,877)	\$ 9,000	\$ (285)	\$ 45,000	\$ (6,039)	\$ 38,961	
	Other Operating Cost			\$ 411,664	\$ 164,666	\$ (34,543)	\$ 164,666	\$ (31,855)	\$ 82,333	\$ (38,108)	\$ 411,664	\$ (104,507)	\$ 307,157	
	Staff Development/Training			\$ 15,000	\$ 6,000		\$ 6,000		\$ 3,000		\$ 15,000	\$ -	\$ 15,000	
	Travel - Conference			\$ 18,000	\$ 7,200	\$ (1,814)	\$ 7,200	\$ (1,955)	\$ 3,600	\$ (689)	\$ 18,000	\$ (4,459)	\$ 13,541	
	Worker Comp -County			\$ 138,074	\$ 55,230		\$ 55,230		\$ 27,615		\$ 138,074	\$ -	\$ 138,074	
	Workers Comp - WDB			\$ 165,000	\$ 66,000	\$ (1,248)	\$ 66,000	\$ (31,855)	\$ 33,000	\$ (18,907)	\$ 165,000	\$ (20,155)	\$ 144,845	
	Computers Lease			\$ 40,000	\$ 16,000	\$ (11,168)	\$ 16,000	\$ (6,322)	\$ 8,000	\$ (1,894)	\$ 40,000	\$ (19,384)	\$ 20,616	
	Copy Machine Rental			\$ 10,000	\$ 4,000	\$ (1,167)	\$ 4,000	\$ (1,167)	\$ 2,000	\$ -	\$ 10,000	\$ (2,334)	\$ 7,666	
				\$ 1,574,738	\$ 629,895	\$ (126,699)	\$ 629,895	\$ (117,942)	\$ 314,948	\$ (109,302)	\$ 1,574,738	\$ (353,944)	\$ 1,220,794	
<b>Other Non Personnel</b>														
	Video Conf - Training Rooms			\$ 20,000	\$ 8,000		\$ 8,000		\$ 4,000		\$ 20,000	\$ -	\$ 20,000	
	MIPs			\$ 20,000	\$ 8,000		\$ 8,000		\$ 4,000		\$ 20,000	\$ -	\$ 20,000	
				\$ 40,000	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ 8,000	\$ -	\$ 40,000	\$ -	\$ 40,000	
<b>Contracts -other</b>														
	Brennan - T/A- EPL			\$ 40,000	\$ 16,000	\$ (7,258)	\$ 16,000	\$ (7,258)	\$ 8,000	\$ (281)	\$ 40,000	\$ (14,797)	\$ 25,203	
	Brennan Monitoring			\$ 52,500	\$ 21,000	\$ (10,016)	\$ 21,000	\$ (5,953)	\$ 10,500	\$ (8,406)	\$ 52,500	\$ (24,375)	\$ 28,125	
	PDDG -Webhosting			\$ 35,000	\$ 14,000	\$ (9,700)	\$ 14,000	\$ (9,700)	\$ 7,000	\$ (9,060)	\$ 35,000	\$ (28,459)	\$ 6,541	
	PDDG - Outreach			\$ 38,000	\$ 15,200	\$ (1,889)	\$ 15,200	\$ (1,889)	\$ 7,600	\$ (1,092)	\$ 38,000	\$ (4,870)	\$ 33,130	
	Studies			\$ 150,000	\$ 60,000	\$ (1,750)	\$ 60,000	\$ (1,750)	\$ 30,000	\$ (1,750)	\$ 150,000	\$ (5,250)	\$ 144,750	
	Outreach materials			\$ 150,000	\$ 60,000	\$ (4,069)	\$ 60,000	\$ (4,069)	\$ 30,000	\$ (3,774)	\$ 150,000	\$ (11,912)	\$ 138,088	
	Slingshot Temp Staffing			\$ 45,000	\$ 18,000		\$ 18,000		\$ 9,000		\$ 45,000	\$ -	\$ 45,000	
	Chumura			\$ 8,635	\$ 3,454		\$ 3,454		\$ 1,727		\$ 8,635	\$ -	\$ 8,635	
	Cal Employer Association			\$ 19,500	\$ 7,800		\$ 7,800		\$ 3,900		\$ 19,500	\$ -	\$ 19,500	
	Laundh Pad			\$ 5,600	\$ 2,240		\$ 2,240		\$ 1,120		\$ 5,600	\$ -	\$ 5,600	
	Premier Virtual			\$ -	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	
				\$ 544,235	\$ 217,694	\$ (34,681)	\$ 217,694	\$ (30,618)	\$ 108,847	\$ (24,363)	\$ 544,235	\$ (89,662)	\$ 454,573	
<b>Summary</b>														
		\$ 8,335,280	\$ 3,362,112	\$ 2,462,112	\$ 2,462,112	\$ 2,511,056	\$ 2,511,056	\$ 2,511,056	\$ 8,335,280	\$ (1,337,065)	\$ 6,998,215			
	<b>Available Funding</b>	\$ 8,287,009	\$ 2,640,538	\$ (848,507)	\$ 3,175,948	\$ (532,422)	\$ 2,470,523	\$ (420,669)	\$ 8,287,009	\$ (1,801,598)	\$ 6,485,411			
										<b>Expenditures 7/1-12/31/2024</b>				

**Monterey County Workforce Development Board  
Proposed Timeline for Local and Regional  
Plan Development and Submittal**

Please note that the Local and Regional Plans item will be brought back for Executive Committee approval at its meeting of March 20, 2025.

Action Required	Date Due
Regional/Local Plans completed and submitted to State WDB	April 27, 2025
Plans updated based on WDB comments	TBA
Regional/Local Plans approved by WDB	March 27, 2025
Regional/Local Plans approved by Executive Committee	March 20, 2025
Plans updated based on Public Comments	TBA
End of 30-Day Public Comment period	TBA
Start of 30-Day Public Comment period	TBA
Regional/Local Plans Stakeholder and Information Sessions	February 15-16, 2025

## Update on WIOA Adult, Dislocated Worker, Youth Program, and Business Services Performance

WDB Management Analysts Vanessa Kor and Linda Avakian will provide an update on PY 24-25 2<sup>nd</sup> Quarter WIOA performance in the areas below, followed by commentary from the Project Directors.

### A. Adult / Dislocated Worker Programs

1. New Enrollments (w/ WorkKeys + Not Exited Within 2 Weeks)
2. Placed in Occupational Skills Training (OST)
3. Placed in On-the-Job Training (OJT) or Temporary Jobs (TJ)
4. Achieved Measurable Skills Gain (MSG) in OST or OJT
5. Completed OST (w/ MSG + Credential)
6. Completed OJT or TJ
7. Placed in Employment Post-OST Completion in Area of Training
8. Placed in Employment w/o OST
9. PY 23-24 Carryover Placed in Employment in Priority Industry Sector through Q1

### B. Youth Programs

1. New Enrollments (w/ WorkKeys + Not Exited Within 2 Weeks)
2. Placed in Paid Work Experience (WEX)
3. Completed WEX or Placed in Employment Prior to Completion
4. Placed in OST
5. Completed OST (w/ MSG + Credential)
6. Placed in Employment in Priority Industry Sector or CBO (Mainstream)
7. Placed in Employment in Priority Industry Sector or CBO (Cadre)
8. PY 23-24 Carryover Place in Employment through Q1

### C. Business Services

1. Business Engagement w/ Unique Employers
2. Priority Sector Job Postings to WDB Website w/ Unique Employers
3. Employer Retention

**MCWDB WIOA Performance Overview**  
**Title I - Adult / Dislocated Worker Programs**  
**PY 24-25**

Reporting Period: July 1, 2024 -December 31, 2024

<b>ADULT PROGRAM</b>	<b>Current Total</b>	<b>PY 24-25 Goal</b>	<b>% of Goal</b>
<b>New Enrollments w/ WorkKeys + Not Exited Within 2 Weeks</b>	<b>181</b>	<b>425</b>	<b>43%</b>
<b>Placed in Occupational Skills Training (OST)</b>	<b>63</b>	<b>125</b>	<b>50%</b>
<b>Placed in On-the-Job Training (OJT) or Temporary Jobs (TJ)</b>	<b>45</b>	<b>100</b>	<b>45%</b>
<b>Achieved Measurable Skills Gain (MSG) in OST or OJT</b>	<b>68</b>	<b>135</b>	<b>50%</b>
<b>Completed OST w/ MSG + Credential</b>	<b>38</b>	<b>110</b>	<b>35%</b>
<b>Completed OJT or TJ</b>	<b>8</b>	<b>95</b>	<b>8%</b>
<b>Placed in Employment Post-OST Completion in Area of Training</b>	<b>15</b>	<b>115</b>	<b>13%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	2		
Hospitality / Tourism	0		
Transportation / Logistics	13		
Non-Priority Industry Sector	1	---	---
<b>Placed in Employment w/o OST</b>	<b>2</b>	<b>185</b>	<b>1%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	2		
Hospitality / Tourism	0		
Transportation / Logistics	0		
Non-Priority Industry Sector	2	---	---
<b>PY 23-24 Carryover Placed in Employment in Priority Industry Sector through Q1</b>	<b>3</b>	<b>105</b>	<b>3%</b>
Agriculture	0		
Construction	2		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	1		
Transportation / Logistics	0		
Non-Priority Industry Sector	5	---	---

<b>DISLOCATED WORKER PROGRAM</b>	<b>Current Total</b>	<b>PY 24-25 Goal</b>	<b>% of Goal</b>
<b>New Enrollments w/ WorkKeys + Not Exited Within 2 Weeks</b>	<b>18</b>	<b>75</b>	<b>24%</b>
<b>Placed in Occupational Skills Training (OST)</b>	<b>8</b>	<b>30</b>	<b>27%</b>
<b>Placed in On-the-Job Training (OJT) or Temporary Jobs (TJ)</b>	<b>1</b>	<b>15</b>	<b>7%</b>
<b>Achieved Measurable Skills Gain (MSG) in OST or OJT</b>	<b>7</b>	<b>40</b>	<b>18%</b>
<b>Completed OST w/ MSG + Credential</b>	<b>4</b>	<b>25</b>	<b>16%</b>
<b>Completed OJT or TJ</b>	<b>0</b>	<b>13</b>	<b>0%</b>
<b>Placed in Employment Post-OST Completion in Area of Training</b>	<b>5</b>	<b>35</b>	<b>14%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	5		
Non-Priority Industry Sector	0	---	---
<b>Placed in Employment w/o OST</b>	<b>0</b>	<b>60</b>	<b>0%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	0		
Non-Priority Industry Sector	0	---	---
<b>PY 23-24 Carryover Placed in Employment in Priority Industry Sector through Q1</b>	<b>2</b>	<b>35</b>	<b>6%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	1		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	1		
Non-Priority Industry Sector	1	---	---

**MCWDB WIOA Performance Overview**  
**Title I - Youth N Program**  
**PY 24-25**

Reporting Period: July 1, 2024 - December 31, 2024

<b>YOUTH N PROGRAM</b>	<b>Current Total</b>	<b>PY 24-25 Goal</b>	<b>% of Goal</b>
<b>New Enrollments w/ WorkKeys + Not Exited Within 2 Weeks</b>	<b>28</b>	<b>97</b>	<b>29%</b>
Mainstream	14	42	33%
Cadre	14	55	25%
<b>Placed in Paid Work Experience (WEX)</b>	<b>11</b>	<b>64</b>	<b>17%</b>
Mainstream	2	27	7%
Cadre	9	37	24%
<b>Completed WEX or Placed in Employment Prior to Completion</b>	<b>8</b>	<b>56</b>	<b>14%</b>
Mainstream	1	23	4%
Cadre	7	33	21%
<b>Placed in Occupational Skills Training (OST)</b>	<b>6</b>	<b>40</b>	<b>15%</b>
Mainstream	1	5	20%
Cadre	5	35	14%
<b>Completed OST w/ MSG + Credential</b>	<b>1</b>	<b>34</b>	<b>3%</b>
Mainstream	1	4	25%
Cadre	0	30	0%
<b>Placed in Employment in Priority Industry Sector or CBO (Mainstream)</b>	<b>0</b>	<b>30</b>	<b>0%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	0		
Non-Priority Industry Sector	0	---	---
<b>Placed in Employment in Priority Industry Sector or CBO (Cadre)</b>	<b>0</b>	<b>46</b>	<b>0%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	0		
Non-Priority Industry Sector	1	---	---
<b>PY 23-24 Carryover Placed in Employment through Q1</b>	<b>1</b>	<b>30</b>	<b>3%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	1		
Transportation / Logistics	0		
Non-Priority Industry Sector	1	---	---

**MCWDB WIOA Performance Overview**  
**Title I - Youth S Program**  
**PY 24-25**

Reporting Period: July 1, 2024 - December 31, 2024

<b>YOUTH S PROGRAM</b>	<b>Current Total</b>	<b>PY 24-25 Goal</b>	<b>% of Goal</b>
<b>New Enrollments w/ WorkKeys + Not Exited Within 2 Weeks</b>	<b>70</b>	<b>97</b>	<b>72%</b>
Mainstream	59	42	140%
Cadre	11	55	20%
<b>Placed in Paid Work Experience (WEX)</b>	<b>19</b>	<b>64</b>	<b>30%</b>
Mainstream	7	27	26%
Cadre	12	37	32%
<b>Completed WEX or Placed in Employment Prior to Completion</b>	<b>19</b>	<b>56</b>	<b>34%</b>
Mainstream	3	23	13%
Cadre	16	33	48%
<b>Placed in Occupational Skills Training (OST)</b>	<b>12</b>	<b>40</b>	<b>30%</b>
Mainstream	12	5	240%
Cadre	0	35	0%
<b>Completed OST w/ MSG + Credential</b>	<b>0</b>	<b>34</b>	<b>0%</b>
Mainstream	0	4	0%
Cadre	0	30	0%
<b>Placed in Employment in Priority Industry Sector or CBO (Mainstream)</b>	<b>1</b>	<b>30</b>	<b>3%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	1		
Non-Priority Industry Sector	0	---	---
<b>Placed in Employment in Priority Industry Sector or CBO (Cadre)</b>	<b>0</b>	<b>46</b>	<b>0%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	0		
Non-Priority Industry Sector	1	---	---
<b>PY 23-24 Carryover Placed in Employment through Q1</b>	<b>0</b>	<b>30</b>	<b>0%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	0		
Non-Priority Industry Sector	1	---	---

# Business Services Report - PY 2024-2025

Reporting Period: October 1, 2024 - December 31, 2024 - Quarter 2

<b>BUSINESS SERVICES (ADULT / DISLOCATED WORKER)</b>	<b>Current Total</b>	<b>PY 2024 - 2025 Goal</b>	<b>% of Goal</b>
Business Engagements (<100 Employees)	113	180	62.8%
Job Postings to WDB Website (Unique Employers)	89	200	44.5%
Employer Retention	27	140	19.3%

<b>BUSINESS SERVICES (YOUTH N)</b>	<b>Current Total</b>	<b>PY 2024 - 2025 Goal</b>	<b>% of Goal</b>
Business Engagement (<100 Employees)	51	85	60.0%
Job Postings to WDB Website (Unique Employers)	54	115	47.0%
Employer Retention	18	30	60.0%

<b>BUSINESS SERVICES (YOUTH S)</b>	<b>Current Total</b>	<b>PY 2024 - 2025 Goal</b>	<b>% of Goal</b>
Business Engagement (<100 Employees)	67	85	78.8%
Job Postings to WDB Website (Unique Employers)	60	115	52.2%
Employer Retention	27	30	90.0%

<b>JOB FAIRS/SPECIALIZED RECRUITMENTS</b>	<b>Current Total</b>	<b>PY 2024-2025 Goal</b>	<b>% of Goal</b>
Total Job Fairs/Specialized Recruitments	15	36	41.7%
Job Fairs			
Employers	88	NA	NA
Attendees	471	NA	NA
Specialized Recruitments			
Employers	11	NA	NA
Attendees	83	NA	NA
Resumes Collected	174	NA	NA
Interviews	41	NA	NA
Job Offers	37	NA	NA
Workforce Minutes - Produced In-House	11	24	45.8%
Hiring Videos - Produced In-House	10	12	83.3%

<b>TOTAL JOB POSTINGS - ALL PROGRAMS</b>			
Total Job Postings (Compensated)	208	NA	NA
Additional Job Postings (Not Compensated)	60	NA	NA
Total Job Postings - All Programs	268	NA	NA

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

### **Adult and Dislocated Worker (ADW) Program:**

The majority of participants enrolled since July 1, 2024 are pursuing training in healthcare, with a large number enrolled in Certified Nursing Assistant (CNA) training at Central Coast College (CCC) and additional participants enrolled in CCC's Medical Assistant program. The majority of the remaining participants are engaged in truck driving training at various schools.

The Severe Winter Storms crew is currently operating with 11 crew members and is focusing on removing and repairing damaged fencing impacted by the winter storms of 2023.

Equus Workforce Services' Adult and Dislocated Worker team has met its enrollment goal for the Prison to Employment 2.0 (P2E 2.0) agreement and is actively working with these participants to develop pathways toward employment or guide them through relevant training programs to meet the employment and training goals for P2E 2.0.

### **Youth Programs:**

#### **WIOA Green Cadre**

The WIOA Green Cadre program is provided by Equus and Turning Point of Central California as a joint effort. The Green Cadre program held a graduation December 13, 2024. Local Blue Zones Project representatives attended the graduation and offered graduates the opportunity to make a presentation on how the Blue Zones Project benefitted from the participation of the Green Cadre program.



The City of Monterey and California State Parks have been integral partners with the Green Cadre program but were unable to offer employment opportunities to the graduates. However, employment opportunities were available with Loaves, Fishes, and Computers and the Santa

Rita School District. Some of the graduates are transitioning into the Severe Winter Storms crew with the Adult Program. Other Cadre graduates continue to work with our team to find employment and employment offers having been provided with Starbucks and Panda Express.

Outreach for the next Green Cadre group is underway, with recruitment beginning on February 24, 2025. An orientation and interview schedule are being developed, and applicants will be notified by email.

**Certified Nursing Assistant (C.N.A.) Cadre**

The Youth C.N.A Cadre participants received their Certificates of Completion on December 18, 2024.

**Certified Nursing Assistant (C.N.A.)**

Three Youth participants were co-enrolled in the new CNA course that began on January 6, 2025 at Central Coast College.

## **Update on Committee Members' Workforce and Business Activities**

Committee members will provide updates relating to their workforce and business activities.