



# **EXECUTIVE COMMITTEE MEETING AGENDA PACKET**

Thursday, March 20, 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 Executive Committee Meeting

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

**Thursday, March 20, 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> <ul style="list-style-type: none"> <li>New owners of 344 Salinas Street building</li> <li>Local and Regional Plans 2025-28</li> <li>California Workforce Association (CWA) Quarterly Director Meeting Update</li> </ul>	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 January 16, 2025.	Erik Cushman
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Erik Cushman
1. <b>ACTION:</b> Consider and approve the appointment of Alma Diaz, representing the State of California's Employment Development Department (EDD) and filling an unexpired EDD/Wagner-Peyser representative's term, to the MCWDB for a term to expire on April 18, 2026, 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 reappointment of Mark Faylor, representing Business, to the MCWDB for a three-year term, and that the MCWDB forward the reappointment to the Board of Supervisors for final approval.	Erik Cushman
3. <b>ACTION:</b> Consider and approve the reappointment of Salvador Munoz, representing Business, to the MCWDB for a three-year term, and that the MCWDB forward the reappointment to the Board of Supervisors for final approval.	Erik Cushman
4. <b>ACTION:</b> Consider and approve the submittal of the Workforce Innovation and Opportunity Act (WIOA) Application for Local Area Subsequent Designation and Local Board Recertification Application for Program Years 2025-27.	Elizabeth Kaylor
5. Update on MCWDB's 3rd quarter budget and expenditures.	Daisy Fernandez
6. Discuss the recent subrecipient corrective actions issued to Equus Workforce Solutions and Turning Point of Central California relating to their 2024-25 contractual performance.	Pearl Sanchez
7. Discuss EDD's upcoming 2023-24 Local Area program, fiscal, and procurement monitoring and internal program and fiscal monitoring of Equus and Turning Point for program year 2024-25.	Pearl Sanchez
8. Update on WIOA Adult, Dislocated Worker, and Youth programs.	Melineh Kocharian Lourdes Luviano Michael Artalejo
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: MAY 15, 2025	<b>WDB MEETING</b> APRIL 8, 2025



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**WDB Members:**

*Erik Cushman,*  
*WDB & Executive Chair*

Cesar Lara  
Paula Calvetti

Documents related to agenda items that are distributed to the WDB less than 72 hours before 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, to participate in the public meeting may make these requests to the WDB staff at (831) 796-3505. TTY/CRS: Dial 711.

**UNADOPTED MINUTES**

**Special Monterey County Workforce Development Board Executive Committee Meeting**  
America's Job Center of California, 344 Salinas Street, Suites 205 & 206, Salinas, CA 93901  
**Thursday, January 16, 2025**

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

**Members Absent:** None

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

**Public Comment:** None

**Call to Order/Introductions:** Erik Cushman called the meeting to order at 9:05 a.m. A quorum was established.

**Changes to Agenda:** None

**Director's Report:**

**Consent Calendar:**

1. **ACTION:** Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) Executive Committee meeting on September 26, 2024  
**A motion was made by Paula Calvetti to approve the Consent Calendar, seconded by Cesar Lara. ALL AYES. Motion passed.**

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

1. **ACTION:** 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.  
**A motion was made by Paula Calvetti to approve the appointment of Kimberly Schnader to the Workforce Development Board, seconded by Cesar Lara. ALL AYES. Motion passed.**
2. **ACTION:** Consider and approve the proposed Executive Committee Meeting Calendar for 2025. It was requested of staff to provide one calendar with both Board dates and Executive Committee dates.  
**A motion was made by Cesar Lara to approve the Executive Committee Meeting Calendar for 2025, seconded by Paula Calvetti. ALL AYES. Motion passed.**
3. **ACTION:** Consider and approve the following policy:
  - 2025-04: WIOA Travel Reimbursement Policy**A motion was made by Paula Calvetti to approve the MCWDB 2025-04: WIOA Travel Reimbursement Policy. Seconded by Cesar Lara. ALL AYES. Motion passed.**
4. **ACTION:** Consider and approve submittal of a CaliforniansForAll grant application to California Volunteers, Office of the Governor, for a 2025-26 Youth Services Corps grant.  
**A motion was made by Cesar Lara to approve the submittal of the CaliforniansForAll grant application to California Volunteers, Office of the Governor for, for a 2025-26 Youth Services Corps grant, seconded by Paula Calvetti. ALL AYES. Motion passed.**
5. Finance Manager Daisy Fernandez provided an update on the second quarter budget expenditures for fiscal year 2024-25.
6. Management Analyst Elizabeth Kaylor presented information to discuss MCWDB's proposed timeline for the 2025-28 WIOA Local and Regional Plans. Additional dates were added to timeline.
7. Management Analyst Vanessa Kor provided the Board with an update on the performance of all WIOA programs. Management Analyst Linda Avakian provided the Committee with an update of Business Services performance-based outcomes (PBO).
8. Service providers Melineh Kocharian and Lourdes Luviano of Equus and Michael Artalejo of Turning Point provided updates on the WDB's Adult, Dislocated Worker, and Youth program.
9. Board members provided updates on workforce and business activities.

**Adjournment:** Mr. Erik Cushman adjourned the meeting at 10:05 a.m.



# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of Appointment of Alma Diaz  
Representing the State of California's Employment  
Development Department/Wagner-Peyser Services

**DATE:** March 20, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the appointment of Alma Diaz, State of California's Employment Development Department (EDD), representing EDD and Wagner-Peyser services, to the Monterey County Workforce Development Board.

**BACKGROUND:**

Ms. Alma Diaz, EDD's Salinas/Capitola Cluster Field Office Manager, has applied for membership to the full Workforce Development Board. Ms. Diaz will be filling an unexpired Wagner-Peyser representative's term to expire on April 18, 2026.

As the nominating body, the Executive Committee is asked to consider Ms. Diaz's application and recommend it for full Workforce Development Board approval at its meeting on April 8, 2025.

**ATTACHMENTS:**

Ms. Kimberly Schnader's application



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

Name: Alma Diaz Date Submitted: 02/28/2025  
Title: Salinas/Capitola Cluster Field Office Manager  
Business/Organization Name: Employment Development Department -WSB, LA Coastal Division, ARU 045

### Representation

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

- |   |  |
|---|--|
| <input 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 checked="" type="checkbox"/> Wagner-Peyser                    |
| <input type="checkbox"/> Rehabilitation       | <input type="checkbox"/> Chief Elected Official/Board of Supervisors |

### Contact Information

Business/Organization Name: Employment Development Department -WSB, LA Coastal Division, ARU 045  
City: Salinas State: California Zip code: 93901  
Phone: [REDACTED] Fax: \_\_\_\_\_  
Mobile: [REDACTED]  
Email address: Alma.Diaz@edd.ca.gov  
Website address: \_\_\_\_\_  
Business license number: \_\_\_\_\_  
City of residence: \_\_\_\_\_

### Business Related Questions

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

1. Number of current employees: 20
2. Number of years with current business/organization: 15-Years
3. Number of years in business in Monterey County: 6-months
4. Please describe the nature of your business and your position: Capitola and Salinas EDD WSB LACD Field Office Manager

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:  
1. Santa Cruz WDB (membership approved, pending Oath) 2. California Workforce Connection (CWC) - LA Chapter, current position-Secretary (5 years)
- 
6. Please list any professional award(s) or recognition you have received within the last 5 years:  
Group award: CWC Region 2 Management Team Award 2023
- 
7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:  
Manage Wagner-Peyser programs, personnel and premises within the EDD Capitola/Salinas Cluster Workforce Services offices.
- 

## *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  
See attached document
- 
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?  
See attached document
- 
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)  
See attached document
- 

## *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: 02/28/2025





# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of Reappointment of Mark Faylor,  
Representing Business

**DATE:** March 20, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the reappointment of Mark Faylor, representing Business, to the Monterey County Workforce Development Board.

**BACKGROUND:**

Mr. Mark Faylor, President and General Manager of Peninsula Business Interiors, has applied for reappointment to the Workforce Development Board.

As the nominating body, the Executive Committee is asked to consider Mr. Faylor's application and recommend it for full Workforce Development Board approval at its meeting on April 8, 2025.

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

**ATTACHMENTS:**

Mr. Mark Faylor's application



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

(For your convenience, this application has been formatted in Microsoft Word with fill-in boxes.)

Name: Mark P. Faylor Date Submitted: 03/16/2021  
Title: President & GM  
Business/Organization Name: Peninsula Business Interiors

### Representation

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

- |  |  |
|--|--|
| <input type="checkbox"/> Transportation/Logistics    | <input type="checkbox"/> Education                                     |
| <input type="checkbox"/> Construction                | <input type="checkbox"/> Community Based Organization                  |
| <input type="checkbox"/> Agriculture & Wine Industry | <input type="checkbox"/> Labor Organization                            |
| <input type="checkbox"/> Healthcare                  | <input type="checkbox"/> Chief Elected Official / Board of Supervisor  |
| <input type="checkbox"/> Hospitality & Tourism       | <input checked="" type="checkbox"/> Local Business/Financial Community |

### Contact Information

Business/Organization Address: 325 S. Main Street  
City: Salinas State: CA Zipcode: 93901  
Phone: [REDACTED] Fax: [REDACTED]  
Mobile: [REDACTED]  
Email address: mfaylorepbifurniture.com  
Website address: www.pbifurniture.com  
Business license number: # [REDACTED]  
City of residence: [REDACTED]

### Questions

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

- Number of current employees: 16
- Number of years with current business/organization: 15
- Number of years in business in Monterey County: 42
- Please describe the nature of your business and your position: PBI is a 42 yr. old Contract Office furniture dealership serving the counties of Monterey, Santa Cruz & San Benito here on the Central Coast. As President & GM I oversee the P & L and provide leadership for the continual growth of our company.
- Years in this industry: 15

6. Please list additional Board or Committee positions you currently hold and, the duration of each position.

*Please see attached.*

7. Please list any professional award(s) or recognition(s) you and/or your organization have received within the last 2 years:

*Please see attached.*

8. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:

*Please see attached!*

### ***Letter of Recommendations***

- If you are representing a labor organization, please include a letter of recommendation from the Central Labor Council affirming that you have been recommended, by popular vote, for a labor position on the Monterey County Workforce Investment Board.

### ***References***

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

#### **Business Reference:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_

#### **Personal Reference:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

#### **Other Reference:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

### ***Monterey County WDB Related Questions***

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

1. How do you see yourself as a contributing member of the Board of Directors participating on the Monterey County Workforce Development Board (WDB)?

*Please see attached*

2. What experience in the areas of Fundraising, Budget analysis, Workforce policy development, Youth, knowledge of the Labor market, Vets, Apprentices, Grant Development and Community involvement or Linkages/Partnerships with educational agencies do you bring to the Monterey County WDB, as applicable?
- Do you have in interest in these areas for our community?
  - What interest you the most?

*Please see attached.*

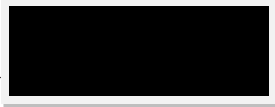
3. Membership on the Monterey County WDB requires that each member attend a full WDB meeting every two months, attend training sessions for board members and become an advocate for workforce development system. The time commitment for these activities ranges from a minimum of 2 to 4 hours per month. Can you make that time commitment? Yes ☒ No ☐
4. Membership on the Monterey County WDB requires that each member serve on a sub-committee. The time commitment for this activity ranges from a minimum of 1 to 2 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)

*Please see attached.*

### ***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: \_\_\_\_\_

*03/16/2021*

Date received by Monterey  
County: \_\_\_\_\_

Received by: \_\_\_\_\_



## Monterey County Workforce Development Board Membership Application

Mark P. Faylor  
President & GM  
Peninsula Business Interiors

I have lived here in the Salinas Valley for the last 35 years, married to my lovely wife Janine, raising our 3 sons.

I spent 20 years in the local television broadcast industry as an AE, LSM, GSM from 1986-1993 and 13 years from 1994-2006 as President & GM running & operating our local FOX, CBS & Telemundo stations serving the tri-county area of the Central Coast. KCBA FOX 35, KION NewsChannel 5/46 & Telemundo 23.

Currently and for last 15 years, I have operated Peninsula Business Interiors as President & GM. I am responsible for P&L and continued growth of our company. In 2012, PBI received the Outstanding Small Business Award from the SVCC. In 2016, PBI received Monterey County Small Business of the Year Award.

- I'm a proud 28-year member & Past President of the downtown Salinas Rotary Club and received recognition in 2000, as District 5230's Outstanding President Award.
- I have played a key leadership role for the last 26 years in promoting & supporting our ACS Relay for Life Salinas.
- I am currently serving in my second term on the Board of Governors for the SVMH Foundation, as Vice Chair of Governance.
- Served 2 terms on Board of Directors for the SVCC from 1995-1997 & 2011-2014 & received recognition from the SVCC as Volunteer of the Year in 1996.
- Served on Board of Directors for the California International Airshow as Director of Fundraising & received Distinguished Service Award from CIA.
- For the last 4 years, I've worked with President/CEO's Pete Delgado, Dr. Steven Packer of SVMH & CHOMP & Taylor Farms President/CEO Bruce Taylor on "Science of Living Longer" Monterey County Blue Zone Project.

I wish to serve on the Monterey County WDB as I am confident in my ability to make a significant positive contribution. First and most importantly, I have fallen in love with this community. Over the course of my entire business career, my objective has always been to support our community and local business. My strengths in community involvement are my business relationships, fundraising, budget analysis & my relationships with all the leaders in our local media market, including current Monterey County WDB Chair Eric Cushman, who has supported every community event I have ever brought to his media publication's attention.



# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of Reappointment of Salvador Munoz,  
Representing Business

**DATE:** March 20, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the reappointment of Salvador Munoz, representing Business, to the Monterey County Workforce Development Board.

**BACKGROUND:**

Mr. Salvador Munoz, S. Munoz and Associates, has applied for reappointment to the Workforce Development Board.

As the nominating body, the Executive Committee is asked to consider Salvador Munoz's application and recommend it for full Workforce Development Board approval at its meeting on April 8, 2025.

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

**ATTACHMENTS:**

Mr. Salvador Munoz's application



344 Salinas Street, Suite 101 | Salinas, CA 93901

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

Name: SALVADOR MUNOZ Date Submitted: 3/14/2025  
Title: Architect  
Business/Organization Name: S. Munoz Architects

### 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: S. MUNOZ AND ASSOCIATES  
City: SALINAS State: CA Zip code: 93901  
Phone: [REDACTED] Fax: -  
Mobile: [REDACTED]  
Email address: munfris@hotmail.com  
Website address: www.smunozarchitects.com  
Business license number: [REDACTED]  
City of residence: [REDACTED]

### Business Related Questions

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

- Number of current employees: 2
- Number of years with current business/organization: 25
- Number of years in business in Monterey County: 30
- Please describe the nature of your business and your position: ARCHITECTURAL DESIGN, HISTORICAL RESTORATION

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:

AIA AMERICAN INSTITUTE OF ARCHTECTS, AMAP ALLIANCE OF MONTEREY AREA PRESERVACIONISTS

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6. Please list any professional award(s) or recognition you have received within the last 5 years:

2001-02

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7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:

ARCHITECT APPLY AND UPDATE TRAINING ON FEDERAL, STATE, COUNTY AND CITY CODES, PUBLIC RELATIONS, PORTFOLIO MANAGMENT, DIRECTION AND ADMINISTRATION

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## 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

PARTICIPATE IN CARRER DAYS AT EDUCATIONAL INSTITUTIONS INCLUDING BUT NOT LIMITED TO HARTNELL COLLEGE TO PRESENT OPORTUNITIES TO THE WORKFORCE WITH APPLIED TECHNOLOGY AND SHARE HANDS-ON EXPERIENCE

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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?

YOUTH SERVICES, FORMER COLLEGE PROFESSOR, COMMUNITY INVOLVED PRACTICE, RELATIONS WITH DIFFERENT BOARDS AND INSTITUTIONS ACROSS COUNTY AND STATE LIKE HARTNELL COLLEGE, PLENTY KNOWLEDGE OF THE LABOR MARKET AND TREN

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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)

I want to support workforce development by leveraging my experience in education, labor market trends, and community engagement. As a former professor and active professional, I understand job market challenges and collaborate with institutions to strengthen workforce programs. My goal

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## 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: 3-14-2025



# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Local Area Designation & Board Recertification

**DATE:** March 20, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the Application for Local Area Subsequent Designation and Local Board Recertification for Program Years 2025-27, to be forwarded to the full board for ratification at its special meeting of April 8, 2025.

**BACKGROUND:**

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

The State of California Employment Development Department (EDD) issued a directive on January 16, 2025, to provide the policies and procedures regarding the request for Local Board recertification under WIOA. The directive contains state-imposed requirements, as well as federal requirements. If the Monterey County WDB's request for Subsequent Local Area Designation and Local Board Recertification is approved by the California Workforce Development Board (CWDB), the Local Board's recertification is effective July 1, 2025, through June 30, 2027.

**DISCUSSION:**

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

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

As it would not be possible for all workforce development boards (WDBs) to obtain the approval and signature of the Chief Elected Official (here, the Board of Supervisors) by the April 7, 2025, deadline, the CWDB has allowed these WDBs to provide a copy of the Local Area Subsequent Designation and Local Board Recertification without the signature of the Chief Elected Official by the deadline, with an explanation for the missing signature and a likely date by which CWDB will receive it. Local areas will not receive full subsequent designation status until a signed application is received by the CWDB.

**NEXT STEPS:**

If the Application for Local Area Subsequent Designation and Local Board Recertification is approved by the Executive Committee, it will be forwarded to the full Board for consideration at its special meeting on April 8, 2025, and to the Monterey County Board of Supervisors for approval.

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## Update on MCWDB's 3<sup>rd</sup> Quarter Budget and Expenditures

### Overview of Expenditures

This memo provides insight on expenditures under the Workforce Innovation and Opportunity Act (WIOA) for the Monterey County Workforce Development Board (MCWDB) across its Adult, Dislocated Worker, and Youth programs for the third quarter of Fiscal Year 2024-25.

As of January 31, 2025, total expenditures recorded from July 1, 2024, through January 31, 2025, and imported from the County of Monterey Advantage Financial System into the internal WDB financial system (MIP), amount to **\$2,821,304**, allocated as follows:

- **Adult Program:** \$1,406,830
- **Dislocated Worker (DW) Program:** \$826,924
- **Youth Program:** \$587,550

A final, updated expenditure report will be presented at the **April 8, 2025, Special Board meeting** and will include expenditures from February and March, ensuring a more precise financial update in MIP.

**An updated budget sheet will be provided to the Executive Committee at its meeting on March 20, 2025.**

## **2024-25 Requests for Subrecipient Corrective Actions**

The Monterey County Workforce Development Board (MCWDB) reviews subrecipient program and fiscal information each month and Workforce Innovation and Opportunity Act (WIOA) performance each quarter to ensure that contract goals are being met as part of its oversight responsibilities for WIOA funding. In addition to these ongoing reviews, MCWDB has contracted with Brennan Workforce Consulting (BWC) to identify potential concerns and address them ahead of the State monitoring scheduled for the week of April 21, 2025.

On February 21, 2025, the MCWDB provided a request to Equus Workforce Solutions' North County Youth program for corrective action(s) relating to program enrollments and placements in employment in the MCWDB's priority sectors. The request specified a deadline of March 21, 2025 to provide a plan to address these issues.

On February 26, 2025, the MCWDB provided a request to Equus' Adult and Dislocated Worker program for corrective action(s) relating to Individual Training Accounts (ITAs) based on the discrepancies identified by BWC, including incorrect and incomplete information, late ITA submittals, and paperwork with numerous errors being submitted to the MCWDB's fiscal unit. The request specified a deadline of March 12, 2025 to provide a plan to address these issues.

On March 4, 2025, the MCWDB provided a request to Turning Point of Central California's South County Youth program for corrective action(s) relating to placements in employment in the MCWDB's priority sectors. The request specified a deadline of April 4, 2025 to provide a plan to address these issues.

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## **2023-24 State of California Employment Development Department and 2024-25 Internal Local Area Monitoring**

On January 10, 2025, the Monterey County Workforce Development Board (MCWDB) was notified that the State's Employment Development Department (EDD) will conduct an on-site monitoring review of MCWDB's programmatic, fiscal, and procurement systems associated with the Workforce Innovation and Opportunity Act (WIOA) during the week of April 21, 2025. The primary focus will be the WIOA Adult and Dislocated Worker program, with an additional area of focus relating to implementation of priority of service to veterans and their eligible spouses.

On March 3, 2025, MCWDB's contracted monitoring services provider, Brennan Workforce Consulting (BWC), sent out letters to Equus Workforce Solution's WIOA Adult/Dislocated Worker and North County Youth programs, and to Turning Point of Central California's South County WIOA Youth program, to notify them of the initial internal monitoring overview meeting with BWC that took place on March 11, 2025. BWC is providing monitoring guides and related documents to Equus and Turning Point to be completed by March 20, 2025, and site visits are being arranged with Equus and Turning Point for each service location to ensure availability of staff for interviews.

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

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

The Severe Winter Storms program is funded by a National Dislocated Worker Grant (NDWG) for disaster recovery to repair the damage caused by the 2022-23 winter storms in Monterey County. For the last few weeks, the Severe Winter Storms crew has focused most of its efforts at Asilomar State Park, continuing to repair and restore the coastal fence and remove downed trees and other debris. The crew works closely together to undertake the tasks to be accomplished, with some participants repairing or restoring the fence and others clearing debris and digging along the fence lines to stabilize the area for the fence posts. The crew also performed similar work at the Point Lobos State Park.



The Adult/Dislocated Worker team has met its enrollment goal for the regional Prison to Employment (P2E) 2.0 program, with 12 participants enrolled. Currently, two participants are taking truck driver training, and a third participant has already completed the training and is working at Moss Landing Harbor as a Class A driver. Six participants have secured employment, with most of them working in MCWDB's priority industry sectors, including transportation and hospitality.

### **Youth Programs:**

#### **WIOA Green Cadre**

The newest WIOA Green Cadre cohort started its program on Monday February 24, 2025. The cohort is composed of 23 diverse participants from all areas of Monterey County, with seven participants identifying as females. The first three weeks of training were dedicated to team building and bolstering soft skills, including robust training in financial literacy and accessing career pathways. The participants are excited to start their fourth week focusing on the missions of addressing Climate Control and Food Insecurity throughout Monterey County. The Green

Cadre is continuing its partnership with California State Parks, the City of Monterey, the Food Bank for Monterey County, and the Resource Conservation District of Monterey County.



On March 6, 2025, the Green Cadre were recognized for their “Outstanding Contributions to the Community” by the California Parks and Recreation Society for their work with the City of Monterey.

### **Job and Resource Fairs**

The WIOA Youth programs are partnering with the Monterey Adult School and the City of Soledad for upcoming youth and young adult job and resource fairs. This partnership will provide an opportunity for youth customers to meet with hiring employers and obtain information on needed resources from their respective areas.

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

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