



# **EXECUTIVE COMMITTEE MEETING AGENDA PACKET**

Thursday, June 12, 2025  
9:00 a.m. - 11:00 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 Executive Committee:**

*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, June 12, 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>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 May 15, 2025.	Erik Cushman
<b>DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:</b>	Erik Cushman
1. <b>ACTION:</b> Consider and approve the reappointment of Paula Calvetti, representing Business, for a term anticipated to expire on June 17, 2028, and that the MCWDB forward the reappointment to the Board of Supervisors for final approval.	Erik Cushman
2. <b>ACTION:</b> Consider and approve the reappointment of Salvador Munoz, representing Business, for a term anticipated to expire on June 17, 2028, 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 Michael Gutierrez, representing Education, for a term anticipated to expire on June 17, 2028, and that the MCWDB forward the reappointment to the Board of Supervisors for final approval.	Erik Cushman
4. <b>ACTION:</b> Consider and approve Cesar Lara, representing Labor, for a term anticipated to expire on June 17, 2028, and that the MCWDB forward the reappointment to the Board of Supervisors for final approval.	Erik Cushman
5. <b>ACTION:</b> Consider and approve the proposed, preliminary 2025-26 MCWDB Budget.	Daisy Fernandez
6. <b>ACTION:</b> Consider and approve extending the agreement with Arbor E&T, dba Equus Workforce Solutions, to provide Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator Services in the amount of \$334,532 for Program Year (PY) 2025-26, and forward the recommendation to the full board for consideration at its meeting of June 18, 2025.	Elizabeth Kaylor
7. <b>ACTION:</b> Consider and approve extending the agreement with Arbor E&T, dba Equus Workforce Solutions, to provide WIOA Adult and Dislocated Worker Services in the amount of \$1,300,000 for PY 2025-26, and forward the recommendation to the full board for consideration at its meeting of June 18, 2025.	Elizabeth Kaylor
8. <b>ACTION:</b> Consider and approve extending the existing agreement with Arbor E&T, dba Equus Workforce Solutions, to provide WIOA Title I Youth Services in the amount of \$650,000 in North Monterey County for PY 2025-26, and forward the recommendation to the full board for consideration at its meeting of June 18, 2025.	Elizabeth Kaylor
9. <b>ACTION:</b> Consider and approve extending the existing agreement with Turning Point of Central California to provide WIOA Title I Youth Services in the amount of \$700,000 in South Monterey County for PY 2025-26, and forward the recommendation to the full board for consideration at its meeting of June 18, 2025.	Elizabeth Kaylor



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**WDB Executive Committee:**

*Erik Cushman,*  
WDB & Executive Chair

Cesar Lara  
Paula Calvetti

10. <b>ACTION:</b> Consider and approve extending the existing agreement for communication materials with Pat Davis Design Group in the total amount of \$45,000 for PY 2025-26, and forward the recommendation to the full board for consideration at its meeting of June 18, 2025.	Elizabeth Kaylor
11. <b>ACTION:</b> Consider and approve the 2025-2028 WIOA One-Stop Partner Memorandum of Understanding (MOU).	Elizabeth Alvarez
12. <b>ACTION:</b> Consider approval of funding from the California Volunteers, Office of the Governor, Youth Service Corps in the amount of \$1,998,840 to the MCWDB to fund the Green Cadre Youth program.	Chris Donnelly
13. Update on MCWDB's FY 2024-25 budget and expenditures through April 30, 2025.	Daisy Fernandez
14. Update on the Pajaro Small Business Assistance program.	Vanessa Kor
15. Update on WIOA Adult, Dislocated Worker, Youth, and Business Services performance.	Vanessa Kor Linda Avakian
16. Update on 2023-24 State of California Employment Development Department (EDD) monitoring and 2024-25 MCWDB subrecipient monitoring.	Chris Donnelly
17. Update on WIOA Adult, Dislocated Worker, and Youth programs.	Lucy Iracheta Lourdes Luviano Michael Artalejo
18. Recruitment of new MCWDB members representing Business.	Erik Cushman
19. Update on committee members' workforce and business activities.	Erik Cushman
<b>ANNOUNCEMENTS:</b>	Erik Cushman
<b>ADJOURNMENT</b>	Erik Cushman
<b>SUBCOMMITTEE MEETINGS:</b> Executive: JULY 17, 2025	<b>WDB MEETING</b> JUNE 18, 2025
<p>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 <a href="http://www.montereycountywdb.org">www.montereycountywdb.org</a>. 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.</p>	

**UNADOPTED MINUTES**

**Monterey County Workforce Development Board Executive Committee Meeting**  
America's Job Center of California, 344 Salinas Street, Suites 205 & 206, Salinas, CA 93901  
**Thursday, May 15, 2025**

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

**Members Absent:** None

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

**Public Comment:** None

**Call to Order/Introductions:** Erik Cushman called the meeting to order at 8:58 a.m. 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 March 20, 2025.  
**A motion was made by Cesar Lara to approve the Consent Calendar, seconded by Paula Calvetti. ALL AYES. Motion passed.**

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

1. **ACTION:** Consider and approve the appointment of Arpi Tanilian, representing Business and filling an unexpired term to the MCWDB for a term to expire on March 7, 2026, 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 Alma Diaz to the Workforce Development Board, seconded by Cesar Lara. ALL AYES. Motion passed.**
2. **ACTION:** Consider and approve the appointment of Justin McIntire, representing the State of California's Department of Rehabilitation (DOR) and filling an unexpired DOR representative's term, for a term to expire March 7, 2026, to the MCWDB, and that the MCWDB forward the appointment to the Board of Supervisors for final approval.  
**A motion was made by Cesar Lara to approve the appointment of Justin McIntire to the Workforce Development Board, seconded by Paula Calvetti. ALL AYES. Motion passed.**
3. **ACTION:** Approval to submit a request to the State of California's Employment Development Department (EDD) to transfer \$963,000 of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program funding to the WIOA Adult program.  
**A motion was made by Cesar Lara to approve the transfer of \$963,000 from the WIOA Dislocated Worker program to the WIOA Adult program, seconded by Paula Calvetti. ALL AYES. Motion passed.**
4. **ACTION:** Consider and approve the following policies:
  - 2025-26: On-the-Job Training (OJT) Policy and Procedures
  - 2025-07: Auditing and Audit Resolution Policy**A motion was made by Cesar Lara to approve the Policies of On-the-Job Training and Auditing and Audit Resolution, seconded by Paula Calvetti. ALL AYES. Motion passed.**

5. MCWDB Chair Erik Cushman and Finance Manager Daisy Fernandez discussed the proposed 2025-26 MCWDB WIOA budget.
6. Daisy Fernandez presented an update on the MCWDB's 3<sup>rd</sup> quarter budget and expenditures.
7. Management Analyst Vanessa Kor provided an update on the Pajaro Small Business Assistance program.
8. Management Analyst Pearl Sanchez gave an update on the 2024-25 WIOA service provider corrective actions.

**Adjournment:** Meeting was adjourned at approximately 10:00 a.m.



EXECUTIVE COMMITTEE:  
6/12/2025  
AGENDA ITEM: 1

## MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of reappointment of Paula Calvetti  
Representing Business

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the reappointment of Paula Calvetti, Hyatt Regency Monterey, representing Business, to the Monterey County Workforce Development Board.

**BACKGROUND:**

Ms. Calvetti, Director of Human Resources, Hyatt Regency Monterey, has reapplied for membership to the full Workforce Development Board.

As the nominating body, the Executive Committee is asked to consider Ms. Calvetti's application and recommend it for full Workforce Development Board approval at its meeting on June 18, 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 WDB bylaws by the Board of Supervisors on June 23, 2015.

**ATTACHMENTS:**

Ms. Paula Calvetti's application



344 Salinas Street, Suite 101 | Salinas, CA 93901

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

Name: Paula Calvetti Date Submitted: 4/30/2025  
Title: Director of Human Resources  
Business/Organization Name: Hyatt Regency Monterey

### 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: Hyatt Regency Monterey  
City: Monterey State: CA Zip code: 93940  
Phone: 831-657-6539 Fax: 831-657-6539  
Mobile: [REDACTED]  
Email address: paula.calvetti@hyatt.com  
Website address: hyattregencymonterey.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: 300
2. Number of years with current business/organization: 37 years
3. Number of years in business in Monterey County: 50+
4. Please describe the nature of your business and your position: Hospitality - Dir of Human Resources



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

All on going: Monterey & Carmel Chamber of Commerce, Monterey County Convention Visitors Bureau; Monterey County Hospitality Association; Chairperson Monterey Culinary Pension Fund (Employer Trustee)

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

Volunteer of the Year - Monterey County Hospitality Association< Nominee for HR Department of the Year 2025

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

All Human Resource functions for Hyatt Regency Monterey to include recruitment, hiring, training, compensation, diversity and Inclusion initiatives performance management, benefits administration, payroll, coaching and counseling, conflict resolution Retention, labor relations and team member recognition.

## *Monterey County WDB Related Questions*

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

1. What do you hope to contribute from your participation on the Monterey County WDB

I hope to contribute insight into the hospitality industry and collaborate with other business professionals to meet the labor needs and future development of Monterey County's workforce.

2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the Monterey County WDB, as applicable?

I have held multiple PTSA and PTO Officer positions at Monterey High School and San Carlos School - currently PTO Treasurer.

I have served as committee chairperson and participant for numerous fundraisers. I have years of experience recruiting for the hospitality industry. Over the years Hyatt has partnered with Rancho Cielo for job shadowing and temporary job placement. In addition Hyatt has cultivated relationships with CSUMB-Sustainable Hospitality Program and Monterey Peninsula College.

3. Membership on the Monterey County WDB requires that each member attend a full WDB meeting every two months, attend training sessions for board members and become an advocate for workforce development. The time commitment for these activities ranges from a minimum of 4 to 10 hours per month. Can you make that time commitment? Yes ☒ No ☐

4. Membership on the Monterey County WDB requires that each member serves on a sub-committee. The time commitment for this activity ranges from a minimum of 3 to 4 hours per month. Can you make that time commitment? Yes ☒ No ☐

5. Why do you wish to serve on the Monterey County WDB? (Describe in 100 words or less)

I am interested in collaborating with community leaders to meet the needs and provide opportunities for the Monterey County Workforce. With my experience in hospitality industry, I feel I can provide insight and contribute to the conversation. I am interested in ensuring that businesses know and understand the many benefits available through the Workforce Development Board. In addition, serving on the board would also provide an opportunity for my continued growth as a Director of Human Resource professional and as a citizen of Monterey County.

## *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: 4/30/2025



EXECUTIVE COMMITTEE:  
6/12/2025  
AGENDA ITEM: 2

## MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of reappointment of Salvador Munoz  
Representing Business

**DATE:** June 12, 2025

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**RECOMMENDATION:**

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

**BACKGROUND:**

Mr. Munoz, Architect, S. Munoz & Associates, has reapplied for membership to the full Workforce Development Board.

As the nominating body, the Executive Committee is asked to consider Mr. Munoz's application and recommend it for full Workforce Development Board approval at its meeting on June 18, 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 WDB 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:            Fax: -  
Mobile:             
Email address: munfris@hotmail.com  
Website address: www.smunozarchitects.com  
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: 2
2. Number of years with current business/organization: 25
3. Number of years in business in Monterey County: 30
4. 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

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

2001-02

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

## 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

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

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

## 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



EXECUTIVE COMMITTEE:  
6/12/2025  
AGENDA ITEM: 3

## MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of reappointment of Michael Gutierrez  
Representing Education

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the reappointment of Michael Gutierrez, Superintendent/President of Hartnell College, representing Education, to the Monterey County Workforce Development Board.

**BACKGROUND:**

Mr. Gutierrez, Hartnell Community College District, has reapplied for membership to the full Workforce Development Board.

As the nominating body, the Executive Committee is asked to consider Mr. Gutierrez's application and recommend it for full Workforce Development Board approval at its meeting on June 18, 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 WDB bylaws by the Board of Supervisors on June 23, 2015.

**ATTACHMENTS:**

Mr. Michael Gutierrez's application



344 Salinas Street, Suite 101 | Salinas, CA 93901

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

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

### Representation

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

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

### Contact Information

Business/Organization Name: HARTNELL COMMUNITY COLLEGE DISTRICT  
City: SALINAS State: CA Zip code: 93901  
Phone: [REDACTED] Fax: [REDACTED]  
Mobile: [REDACTED]  
Email address: mjgutierrez@hartnell.edu  
Website address: www.hartnell.edu  
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: 888 (348 FT; 242 PT; 298 student workers, professional experts, substitutes)
2. Number of years with current business/organization: 1.5 years
3. Number of years in business in Monterey County: 102
4. Please describe the nature of your business and your position: Higher Education / Superintendent/President

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

### *Monterey County WDB Related Questions*

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

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

### *Signature and Acknowledgement*

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12/8/23





EXECUTIVE COMMITTEE:  
6/12/2025  
AGENDA ITEM: 4

## MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of reappointment of Cesar Lara  
Representing Labor

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approve the reappointment of Cesar Lara, Monterey Bay Central Labor Council / California Labor Federation, representing Labor, to the Monterey County Workforce Development Board.

**BACKGROUND:**

Mr. Lara, Director of Workforce and Economic Development, Monterey Bay Central Labor Council / California Labor Federation has reapplied for membership to the full Workforce Development Board.

As the nominating body, the Executive Committee is asked to consider Ms. Lara's application and recommend it for full Workforce Development Board approval at its meeting on June 18, 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 WDB bylaws by the Board of Supervisors on June 23, 2015.

**ATTACHMENTS:**

Mr. Cesar Lara's application





344 Salinas Street, Suite 101 | Salinas, CA 93901

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

Name: Cesar Lara Date Submitted: June 4, 2024  
Title: Director of Workforce and Economic Development  
Business/Organization Name: Monterey Bay CLC / California Labor Fed

### 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 checked="" 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: Monterey Bay Central Labor, AFL-CIO  
City: Salinas State: Ca Zip code: 93905  
Phone: [REDACTED] Fax: [REDACTED]  
Mobile: [REDACTED]  
Email address: cesar@calaborfed.org  
Website address: www.MBCLC.org  
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: 20
2. Number of years with current business/organization: 18 years at MBCLC and 2 years at CLF
3. Number of years in business in Monterey County: 1955
4. Please describe the nature of your business and your position: Labor organization

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

That information is listed at <https://www.linkedin.com/in/cesar-lara-05397b15/>

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

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

## *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

Would like to continue support around Labor and Economic Development

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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?

I've been a regular on the WIB and other boards for years, and I'm delighted to support the WIB's work.

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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 am eager to contribute to the WIB and help shape policies and programs that strengthen workforce readiness and economic growth throughout our diverse county

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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: June 4, 2025



EXECUTIVE COMMITTEE: 6/12/25  
AGENDA ITEM: 5

## MEMORANDUM

**TO:** Monterey County Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval of the Workforce Development Board's Budget  
for Fiscal Year (FY) 2025-26

**DATE:** June 12, 2025

**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee review and approve the proposed, preliminary Workforce Innovation and Opportunity Act (WIOA) budget for Fiscal Year (FY) 2025-26 as follows:

**BACKGROUND INFORMATION**

On May 28, 2025, the State of California Employment Development Department (EDD), Workforce Services Division, released Information Notice WSIN24-45, providing Workforce Innovation and Opportunity Act (WIOA) Title I formula funding allocations for Fiscal Year (FY) 2025–26 for each of the 45 Local Workforce Development Area's (LWDA), for the Adult, Dislocated Worker, and Youth programs. It is important to note that the MCWDB receives only 14% of its Adult and Dislocated Workers allocation on July 1, 2025, and the remaining balance on October 1, 2025. The Youth allocation funding is available on July 1 at 100%.

**Monterey County Workforce Development Board -WIOA Funding Summary 2025-26**

<b>WIOA Adult Formula Funding Allocation</b>	<b>WIOA Dislocated Worker Formula Funding Allocation</b>	<b>WIOA Youth Formula Funding Allocation</b>
Program 90% \$2,283,545	Program 90% \$2,332,002	Program 90% \$2,323,164
Admin 10% \$253,727	Admin 10% \$259,111	Admin 10% \$258,129
<b>Total Allocation: \$2,537,272</b>	<b>Total Allocation: \$2,591,113</b>	<b>Total Allocation: \$2,581,293</b>
<b>Total Projected Revenue from WIOA Formula Funding Allocations: \$7,709,678</b>		

Projected Carry-in from PY 2024-25	
Adult	\$265,565
Dislocated Worker	\$532,689
Youth	1,210,631
<b>Total Projected Carry-in from PY 2024-25</b>	<b>\$2,008,885</b>

Funding for Program Year 2025-26	
Total Projected Revenue from WIOA Formula Funding Allocations	\$7,709,678
Total Projected Carry-in from PY 2024-25	\$2,008,885
<b>Total Funding</b>	<b>\$9,718,563</b>
Admin (10%)	(\$770,968)
<b>Total Funding for 2025-26</b>	<b>\$8,947,595</b>

**WIOA Training Fund and Work Experience Requirements:** This set-aside meets the SB 734 training expenditure requirement for the MCWDB to expend 30% of its combined total of WIOA Title I Adult and Dislocated Worker formula funds on training.

**SB 734 (30% of Adult/DW for training): \$1,384,663.95**

- Adult: \$685,063.44
- DW: \$699,600.51

**Youth WEX (20%): \$464,632.74**

This set-aside amount meets the 20% minimum work experience expenditure requirement.

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**Available Program Funds for FY 2025–26 (Formula + FY25 Carry-In):**

After deducting administrative costs and the required SB 734 set-aside, the total available funding for program-related personnel and non-personnel services is **\$7,098,298**.

Category	Adult	DW	Youth	Total
Available for Use:	\$1,864,046	\$2,165,090	\$3,069,1652	\$7,098,298

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## Available funds for program operations

### Personnel:

**Total Salaries: \$1,654,671** This represents the total salaries and benefits for the 12 MCWDB employees who support day-to-day operations.

- Allocated equally across all funding streams

**Non-Personnel Costs:** include expenses such as rent, supplies, equipment, travel, and participant support that are not related to staff wages or benefits.

Category	Total	Category	Total
Rent	\$336,089	Slingshot Temp Staffing	\$15,000
IT & Telecom	\$272,000	Computers (Annual Lease)	\$35,000
COWCAP	\$192,975	MIPs	\$13,000
County Counsel	\$45,000	Contracts: (ETPL & Monitoring)	\$10,000
Other Operating Costs	\$269,500	Contracts: (Monitoring/Web/Outreach)	\$125,000
Staff Development/Training	\$45,000	Studies	\$25,000
Travel & Conferences	\$12,500	Outreach Materials	\$45,000
Workers Comp (Participants)	\$95,000	Chmura	\$9,000
Copier Lease	\$10,000	Launchpad	\$32,000
Calendaring/Texting Tools	\$15,000	<b>Total non-personnel Costs:</b>	<b>\$1,602,064</b>

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*Case Management - Case Management services are essential in supporting participants throughout their workforce development journey. Proposed allocations are divided among the following programs:*

<b>Adult: \$900,000</b>	Adult Program offers employment, education, and training services to individuals aged 18 and older, prioritizing veterans, low-income individuals, and those facing barriers to employment. Services include job search assistance, career counseling, skills assessments, training, and support to help participants secure and advance in meaningful careers.
<b>DW: \$400,000</b>	Dislocated Worker Program helps individuals who have lost their jobs due to layoffs or business closures. It offers career counseling, job search support, training, and other services to assist them in finding new employment.
<b>Youth: \$1,350,000</b>	Youth Program serves youth facing barriers to education and employment. It provides education, training, work experience, and supportive services to help youth build skills and succeed in their careers.
<b>One-Stop Operator (OSO): \$334,532</b>	Coordinates service delivery across workforce partners at the America's Job Center of California (AJCC) to ensure efficient, integrated services for all customers. OSO is not a direct case management provider but plays a vital role in oversight and system alignment.
<b>Total Case Management and OSO</b>	<b>\$2,984,532</b>

*Client Services: These are direct services and support provided to participants, which include funding for youth Individual Training Accounts (ITAs), supportive services (e.g., transportation), pre-vocational workshops, assessments, and other client-related services that help individuals succeed in training, education, and employment.*

<b>Youth ITAs</b>	\$60,000
<b>Supportive Services</b>	\$45,000
<b>Pre-Vocational Workshops</b>	\$20,000
<b>WorkKeys Assessments</b>	\$18,000
<b>Total Client-Related Services</b>	<b>\$143,000</b>
<b>Other Client Services</b>	
<b>Business Services Enhancements</b>	\$200,000
<b>Educational Training Coordinator</b>	\$135,000
<b>Total of Other Client-Related Services</b>	<b>\$335,000</b>

Total Case Management and OSO	\$2,984,532
Total Client-Related Services	\$143,000
Total of Other Client Services	\$335,000
<b>Grant Total for Case Management, Client Related Services &amp; Other Client Services</b>	<b>\$3,462,532</b>

#### **Board-Mandated Reserve (10%): \$770,968**

During the last five years, the MCWDB has experienced large carry-in funds, primarily due to the lasting budget impacts of the COVID-19 pandemic. Program operations and participant engagement were significantly impacted, which lead to limited service availability and reduced enrollments in all funding streams, primarily in the Dislocated Workers program. As a result, spending was lower while MCWDB focused on rebuilding and gradually increasing services and enrollments. The MCWDB is projecting a smaller carry-in amount from 2024-25, which is an indication that programs are now fully operational, and that funds are being utilized more efficiently. Given this shift, staff recommends mandating a 15% reserve to ensure fiscal stability and flexibility in future years, particularly to manage unforeseen challenges or modifications in funding levels.

- 15% reserve to be evenly divided across programs break-out by funding stream.

#### **WIOA Allocations Overview**

For FY 2025–26, the MCWDB received a total WIOA allocation of **\$7,709,678**, representing an **increase of \$670,289** over the previous year's allocation of \$7,039,389. This reflects an **overall funding increase of 9.5%**, as shown below:

<b>Funding Stream</b>	<b>FY 24–25</b>	<b>FY 25–26</b>	<b>Annual \$ Change</b>	<b>% Change</b>
WIOA Adult Formula	\$2,456,158	\$2,537,272	+\$81,114	+3.3%
WIOA Dislocated Worker Formula	\$2,069,587	\$2,591,113	+\$521,526	+25.2%
WIOA Youth Formula	\$2,513,644	\$2,581,293	+\$67,649	+2.7%
<b>Total Formula Grants</b>	<b>\$7,039,389</b>	<b>\$7,709,678</b>	<b>+\$670,289</b>	<b>+9.5%</b>

## DISCUSSION:

This is a comparative analysis of the FY 2024–25 vs. FY 2025–26 WIOA Budgets for MCWDB, identifying where reductions occurred and providing reasons for those reductions, despite an overall increase in WIOA formula funding.

Category	FY 24–25	FY 25–26	Change	%Change	Explanation
WIOA Formula Allocations (Adult, DW, Youth)	\$7,039,389	\$7,709,678	+\$670,289	+9.5%	Increase across all streams, especially DW (+25.2%)
Projected Carry-In	\$4,555,432	\$2,008,885	(\$2,546,547)	–55.9%	Less unspent funds from PY 24–25 due to higher program expenditures and obligation requirements.
Total Available Budget	~\$11.6M	~\$9.7M	(\$1.9M)	–16.4%	Despite more funding, less carry-in led to overall reduction.
Case Management Subcontracts	\$3.5M	\$2.9M	(\$600,000)	–17.1%	AD: \$1.0M → \$900K DW: \$900K → \$400K Youth: \$1.5M → \$1.35M OSO: \$135K → \$334,532
MCWDB Staff Salaries & Benefits	\$2,065,607	\$1,654,671	(\$410,936)	–19.9%	Not staffing vacant positions to reduce costs.
Supportive Services	\$120,000	\$50,000	(\$70,000)	–58.3%	Reduced due to prior-year spending levels.
Youth ITAs	\$30,000	\$60,000	+\$30,000	+100%	Increased to support youth vocational training participation.
Pre-Vocational Training	\$60,000	\$23,000*	(\$37,000)	–61.7%	Projected based on FY 24–25 spending level.
Business Services Enhancements	\$200,000	\$200,000*	\$0	0%	No change
Transitional Jobs Coordinator	\$110,000	\$0	(\$110,000)	–100%	Role eliminated due to cost constraints.
Education/Training Director	\$158,700	\$135,000	(\$23,700)	–14.9%	Partial cost reduction: position retained at lower funding level.
One-Stop Operator (OSO)	\$135,000	\$334,532	+\$199,532	+147.8%	Includes transfer of 2 staff from AD and DW programs to OSO oversight.
Reserve (10%)	N/A	\$770,968	New category	New	New policy to support long-term continuity in service delivery.

## Key Areas of Budget Reduction

### 1. Staff Salaries & Operating Costs

- Reason: To offset a significant drop in carry-in and rising fixed costs (e.g., rent, insurance), staffing expenses were reduced by nearly 20%. Positions/Role consolidation.

## 2. Case Management (especially AD)

**AD Case Management** reduction from **\$1.4M → \$900K**.

- Reason: Based on the reduction in available funding due to reduced funds carried in, case management contracts have been reduced.

### **Supportive Services**

- Cut by over **58%**.
- Reason: The reduction was based on actual expenditures from FY24-25.

### **Pre-Vocational Training & Workshops**

- Reason: The reduction was based on actual expenditures from FY24-25.

## 5. Transitional Jobs Coordinator

- Eliminated.
- Reason: Cost-saving decision was made due to underutilization based on low enrollments of Transitional Jobs participants in the Adult and DW programs.

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## Areas of Increase

### 1. Training & Compliance Set-Asides (SB 734, Youth WEX)

- Increased in dollar terms to meet state-mandated percentages.
- Adult/DW training: \$1.22M → **\$1.38M**
- Youth WEX: \$452K → **\$464K**

### 2. Youth ITAs

- Increased funding reflects a commitment to expanding access to vocational education for youth.

### 3. Board-Mandated Reserve

- New policy: 10% of available funds (~\$770,968) held in reserve to ensure fiscal stability, program continuity, and compliance, and to offset any major reduction in WIOA funding for 2025-26 program year.

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## Conclusion

While WIOA funding increased in FY 2025–26, lower carry-in balances and higher compliance obligations created a funding restriction. This restriction required reductions in case management services for the Adult and Youth programs, staffing, and non-mandated program areas to ensure statutory compliance and fiscal sustainability.

### **MCWDB's focus has shifted to:**

- Preserving training investments (SB 734 & Youth WEX);
- Protecting essential workforce development structure; and
- Preparing for future funding uncertainties through a mandated reserve.



25-26 Budget Proposed based on Projected DOL funding <u>Allocations</u>			33%	34%	33%	100%
Sources			Adult	DW	Youth	
Sources Reduction			\$ 2,537,272	\$ 2,591,113	\$ 2,581,293	\$ 7,709,678
<u>Admin 10%</u>			\$ 253,727	\$ 259,111	\$ 258,129	\$ 770,968
<u>Program 90%</u>			\$ 2,283,545	\$ 2,332,002	\$ 2,323,164	\$ 6,938,710
Carry in 24-25			\$ 265,565	\$ 532,689	\$ 1,210,631	\$ 2,008,885
						\$ 8,947,595
<u>Total Funding</u>	\$ 8,947,595		\$ 2,549,109	\$ 2,864,691	\$ 3,533,795	\$ 8,947,595
<u>Uses¹</u>						
SB 734			\$ 685,063	\$ 699,601		\$ 1,384,664
Youth WEX					\$ 464,633	\$ 464,633
						\$ 7,098,298
<u>Available Funding</u>			\$ 1,864,046	\$ 2,165,090	\$ 3,069,162	\$ 7,098,298
Personnel						
Salaries			\$ 546,042	\$ 562,588	\$ 546,042	\$ 1,654,671
Non Personnel						
Rent -	\$ 336,089		\$ 110,909	\$ 114,270	\$ 110,909	\$ 336,089
IT& Telecom	\$ 272,000		\$ 89,760	\$ 92,480	\$ 89,760	\$ 272,000
COWCAP	\$ 192,975		\$ 63,682	\$ 65,612	\$ 63,682	\$ 192,975
County Counsel	\$ 45,000		\$ 14,850	\$ 15,300	\$ 14,850	\$ 45,000
Other operating cost	\$ 269,500		\$ 88,935	\$ 91,630	\$ 88,935	\$ 269,500
Staff Development/Training	\$ 45,000		\$ 14,850	\$ 15,300	\$ 14,850	\$ 45,000
Travel -Conference	\$ 12,500		\$ 4,125	\$ 4,250	\$ 4,125	\$ 12,500
Workers Comp - Participants	\$ 95,000		\$ 31,350	\$ 32,300	\$ 31,350	\$ 95,000
Copy Machine Rental	\$ 10,000		\$ 3,300	\$ 3,400	\$ 3,300	\$ 10,000
Calendaring/Texting Tools	\$ 15,000		\$ 4,950	\$ 5,100	\$ 4,950	\$ 15,000
Case Management Contracts						
Adult	\$ 900,000		\$ 900,000			\$ 900,000
DW	\$ 400,000			\$ 400,000		\$ 400,000
Youth CM	\$ 1,350,000				\$ 1,350,000	\$ 1,350,000
One Stop Operator	\$ 334,532		\$ 110,396	\$ 113,741	\$ 110,396	\$ 334,532
Client Related Services						
Youth ITA's	\$ 60,000				\$ 60,000	\$ 60,000
Supportive Services	\$ 45,000		\$ 14,850	\$ 15,300	\$ 14,850	\$ 45,000
Pre Voc Workshops	\$ 20,000		\$ 6,600	\$ 6,800	\$ 6,600	\$ 20,000
WorkKeys	\$ 18,000		\$ 5,940	\$ 6,120	\$ 5,940	\$ 18,000
Other client Related Services						
Business Services Enhancements	\$ 200,000		\$ 100,000	\$ 100,000		\$ 200,000
Transitional Jobs Coordinator						\$ -
Educational Training Coordinator	\$ 135,000		\$ 44,550	\$ 45,900	\$ 44,550	\$ 135,000
Other Non Personnel						
Computers Annual lease	\$ 35,000		\$ 11,550	\$ 11,900	\$ 11,550	\$ 35,000
MIPs	\$ 13,000		\$ 4,290	\$ 4,420	\$ 4,290	\$ 13,000
Contracts -other						
T/A- ETPL monitoring	\$ 10,000		\$ 3,300	\$ 3,400	\$ 3,300	\$ 10,000
Monitoring -Adult/DW/Youth	\$ 40,000		\$ 13,200	\$ 13,600	\$ 13,200	\$ 40,000
PDDG -Webhosting	\$ 40,000		\$ 13,200	\$ 13,600	\$ 13,200	\$ 40,000
PDDG - Outreach material/design	\$ 45,000		\$ 14,850	\$ 15,300	\$ 14,850	\$ 45,000
Studies	\$ 25,000		\$ 8,250	\$ 8,500	\$ 8,250	\$ 25,000
Outreach materials	\$ 45,000		\$ 14,850	\$ 15,300	\$ 14,850	\$ 45,000
Slingshot Temp Staffing	\$ 15,000		\$ 4,950	\$ 5,100	\$ 4,950	\$ 15,000
Chmura	\$ 9,000		\$ 2,970	\$ 3,060	\$ 2,970	\$ 9,000
Launchpad	\$ 32,000		\$ 10,560	\$ 10,880	\$ 10,560	\$ 32,000
10% Board madanted Reserve	\$ 770,968		\$ 254,419	\$ 262,129	\$ 254,419	\$ 770,968
Totals	\$ 7,490,235		\$ 2,511,478	\$ 2,057,280	\$ 2,921,478	\$ 7,490,235
	\$ (391,937)		\$ (647,432)	\$ 107,810	\$ 147,685	\$ (391,937)

## MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Amend One-Stop Operator Agreement

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approves amending the existing agreement with Arbor E&T, dba Equus Workforce Solutions, to provide One-Stop Operator services within the local workforce development area from July 1, 2025 through June 30, 2026, in an amount not to exceed \$334,532, which includes a performance-based holdback of 10% (\$33,453).

**BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) contemplates that the One-Stop service delivery system will be managed by a One-Stop Operator responsible to coordinate the delivery of services by One-Stop partners and may include coordinating service delivery between a primary One-Stop Center and affiliated sites. WIOA requires competitive procurement of One-Stop Operators and also requires the concurrence of the chief elected official of the local workforce development area: here, the Monterey County Board of Supervisors.

On May 19, 2022, the Executive Committee approved Equus Workforce Solutions to provide OSO services in the local area for the period of July 1, 2022 through June 30, 2023, for an amount not to exceed \$100,000. The Monterey County Workforce Development Board (MCWDB) subsequently approved a budget for FY 2022-23 that increased the amount of the OSO agreement to \$125,000 based on additional duties and the establishment of performance-based outcomes (PBO). The PBO includes collection of surveys for all service locations; Continuous Quality Improvement (CQI) management, oversight, and support; and monthly and quarterly meetings and reports.

On June 20, 2024, the Executive Committee approved Equus to provide OSO services for FY 2024-25 in the amount of \$135,000 with a performance holdback of 10% (\$13,500), based on MCWDB management's recommendation, to cover increased costs.

**DISCUSSION:**

The primary functions of the OSO are to coordinate partners within the Monterey County America's Job Center of California (AJCC), ensure the smooth daily operation of the AJCC, coordinate delivery of WIOA services between all One-Stop services providers and partners to communicate and coordinate regarding these services with Monterey County WDB staff. The OSO is required to have a full-time physical presence at the Salinas AJCC and provides oversight of the satellite locations in Marina and Seaside, with the responsibility to ensure the implementation of partner responsibilities and contributions agreed upon in the WIOA Memorandum of Understanding. The OSO also acts as the *Mall Manager* for the Salinas location, ensuring the daily physical operations of the One Stop, working with building

management and vendors to reduce the disruption of services to our participants and the public when they visit the AJCC

For 2025-26, MCWDB's management recommends increasing the annual amount of the OSO agreement with Equus to a total not to exceed \$334,532. The increase in funding is due to the transfer of two front-end staff from the Adult and Dislocated Worker budget to the OSO budget. With the OSO directly overseeing the two front-end staff, the AJCCs will be able to provide better service and an improved customer experience for MCWDB's clients as they access both WIOA and mandated partners' services in the career centers. It is anticipated that the amount of the 2025-26 Adult and Dislocated Worker amendment will be decreased by \$199,532 based on moving the addition of two staff members to the 2025-26 OSO amendment's budget.

Please note that MCWDB expects to release an Request for Proposals (RFP) for OSO services in early 2026.

**NEXT STEPS:**

If the recommendation to amend the OSO agreement with Equus is approved by the Executive Committee, it will be forwarded to the full board for consideration at its June 18, 2025 meeting.

# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Extend Equus Adult and Dislocated Worker Agreement

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approves extending the existing agreement with Arbor E&T, dba Equus Workforce Solutions, to provide WIOA Title 1 Adult and Dislocated Worker case management services within the local workforce development area from July 1, 2025 through June 30, 2026, in an amount not to exceed \$1,300,000, with \$900,000 provided to serve 293 Adults and \$400,000 to serve 75 Dislocated Workers.

**BACKGROUND:**

Following an Request for Proposal (RFP) process in early 2023, Equus was approved to provide employment services to Adults and Dislocated Workers in Monterey County from July 1, 2023 through June 30, 2024, with case management funding in the amount of \$2,050,000

During 2024-25, Equus supervised the 2023 Severe Winter Storms National Dislocated Worker Grant (NDWG), which involved collaboration with State Parks employees to carry out site-specific missions aimed at the clean-up and beautification of storm-affected areas across Monterey County, including Big Sur, Point Lobos, and Asilomar. The NDWG ends on June 30, 2025. Additionally, in coordination with Monterey County Workforce Development Board (MCWDB) Youth program case managers, Equus staff also worked with Adult and Dislocated Worker participants to prepare them for Certified Nursing Assistant (CNA) training. Working closely with the MCWDB's Management Analyst, Equus also supported Adult and Dislocated Worker participants in Community Health Worker (CHW) training. Finally, Equus enrolled and worked with participants in MCWDB's regional pre-apprenticeship program, which provides 350 hours of hands-on training, including the Multi-Craft Core Curriculum (MC3).

In 2024-25, the Monterey County Workforce Development Board (MCWDB) provided \$1,000,000 to serve 425 Adults and \$900,000 for 75 Dislocated Workers; therefore, relative to Equus' 2024-25 funding levels, the funding for 2025-26 represents a decrease of \$100,000 (10%) to the Adult program and \$500,000 (55%) to the Dislocated Worker program. It should be noted that participant numbers to be served in 2025-26 were reduced to correspond with the new funding amounts for both programs.

**DISCUSSION:**

For the coming fiscal year, Equus will need to focus on meeting the SB 734 training expenditure requirements by providing increased outreach to businesses to source additional transitional job and on-the-job training opportunities. MCWDB expects Equus to increase the level and quality of its services to participants generally, and specifically by providing in-person workshops and online trainings for priority

industry sector and demand occupations. For 2025-26, Equus will also need to increase the number of direct job opportunities in MCWDB's priority sectors.

Staff recommends executing an amendment with Equus for Adult and Dislocated Worker services in 2025-26 to serve 368 individuals (293 Adults and 75 Dislocated Workers), with \$900,000 allocated to the Adult program and \$400,000 for Dislocated Worker. It should also be noted that on February 15, 2025, MCWDB authorized the transfer of \$963,000 of Dislocated Worker funding to the Adult program based on continuing to see lower numbers of Dislocated Workers.

**NEXT STEPS:**

If the recommendation to extend the WIOA Adult and Dislocated Worker services agreement with Equus is approved by the Executive Committee, it will be forwarded to the full Board for consideration at its June 18, 2025 meeting.

# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Extend Equus Youth Agreement

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approves extending the existing agreement with Arbor E&T, LLC, dba Equus Workforce Solutions, to provide WIOA Title 1 Youth case management services in the northern portion of Monterey County for an agreement term of July 1, 2025 to June 30, 2026, in an amount not to exceed \$650,000 to serve 66 youth.

**BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) enacted a comprehensive youth employment program to serve eligible youth, ages 14 through 24, who face barriers to education, training, and employment. The Monterey County Workforce Development Board (MCWDB) WIOA youth program provides counseling, training, work experience, and placement services, and focuses primarily on out-of-school youth ages 18 through 24.

Equus was selected to provide WIOA Youth services following an RFP process in early 2022 in which only one proposal was received, and based on a sole-source recommendation, Equus was approved to provide WIOA services to youth in the northern portion of Monterey County from July 1, 2022 through June 30, 2023. The 2022-23 agreement executed with Equus was amended for 2023-24 to provide \$750,000 for case management services for 97 youth.

Last year, Equus and Turning Point case managers worked closely together to support several MCWDB initiatives. The Youth programs collaborated to provide the Green Cadre program using CaliforniansForAll funding until September 2024, then used WIOA funding to provide a similar program to continue assisting the residents of Monterey County in the areas of Climate and Food Insecurity. In addition, the programs also provided aerospace manufacturing internships for young adults through Joby Aviation and two Certified Nursing Assistant (CNA) courses through Central Coast College. Finally, in May 2025, the two programs enrolled participants for a Hospitality training cohort.

**DISCUSSION:**

For the coming year, Equus Youth North will need to continue to focus on providing increased outreach to local businesses to obtain additional WEX locations and opportunities. MCWDB expects Equus to increase the level and quality of services to youth participants, including new, in-person workshops and online trainings for priority industry sector and demand jobs.

In addition to providing enhanced WIOA programming, the Youth programs will need to develop new, Green Cadre programming with CaliforniansForAll (CA4ALL) funding to serve the communities within Monterey County, based on the recent receipt of a \$1,998,840 grant. Equus Youth North will receive

\$128,104 of CaliforniansForAll funding to serve 24 Green Cadre youth participants in FY 2025-26, for a total combined (WIOA + CA4ALL) funding amount of \$778,104 to serve 90 participants.

Staff recommends executing an amendment to the WIOA services agreement with Equus in the amount of \$650,000 to provide case management services to 66 youth in North Monterey County during FY 2025-26.

**NEXT STEPS:**

If the recommendation to extend the WIOA Youth services agreement with Equus is approved by the Executive Committee, it will be forwarded to the full board for consideration at its June 18, 2025 meeting.

# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Extend Turning Point Youth Agreement

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approves extending the existing agreement with Turning Point of Central California, Inc. to provide WIOA Title 1 Youth case management services in the northern portion of Monterey County for an agreement term of July 1, 2025 to June 30, 2026, in an amount not to exceed \$700,000 to serve 71 youth.

**BACKGROUND:**

The Workforce Innovation and Opportunity Act (WIOA) enacted a comprehensive youth employment program to serve eligible youth, ages 14 through 24, who face barriers to education, training, and employment. The MCWDB's WIOA youth program provides counseling, training, work experience, and placement services, and focuses primarily on out-of-school youth ages 18 through 24.

Turning Point, a private non-profit, was selected to provide WIOA Youth services following a competitive RFP process in early 2022 in which Turning Point was approved to provide WIOA services to youth in the southern portion of Monterey County from July 1, 2022 through June 30, 2023. The 2022-23 agreement executed with Turning Point was amended for 2023-24 to provide \$750,000 for case management services for 97 youth.

Last year, Equus and Turning Point case managers worked closely together to support several MCWDB initiatives. The Youth programs collaborated to provide the Green Cadre program using CaliforniansForAll funding until September 2024, then used WIOA funding to provide a similar program to continue training participants and assisting the residents of Monterey County in the areas of Climate and Food Insecurity. In addition, the programs also provided aerospace manufacturing internships for young adults through Joby Aviation and two Certified Nursing Assistant (CNA) courses through Central Coast College. Finally, in May 2025, MCWDB's youth programs enrolled participants for a two-week Hospitality training cohort.

**DISCUSSION:**

For the coming year, Turning Point Youth South will need to continue its focus on providing increased outreach to local businesses to obtain additional WEX locations and opportunities. MCWDB expects Turning Point and Equus work together to increase the level and quality of services to youth participants, including new, in-person workshops and online trainings for priority industry sector and demand jobs.



In addition to providing enhanced WIOA programming, the Youth programs will need to develop new, CaliforniansForAll-funded Green Cadre programming to serve the communities within Monterey County, based on the recent receipt of a \$1,998,840 grant. Turning Point South will receive \$128,104 of CaliforniansForAll funding to serve 24 Green Cadre youth participants, and an additional \$74,000 to provide supervision for the Green Cadre program. The total amount to provide the WIOA youth and Green Cadre programs is \$902,104 to serve 95 participants.

Staff recommends executing an amendment with Turning Point in the amount of \$700,000 to provide case management services to 71 youth in North Monterey County during FY 2025-26.

**NEXT STEPS:**

If the recommendation to extend the WIOA Youth services agreement with Turning Point is approved by the Executive Committee, it will be forwarded to the full board for consideration at its June 18, 2025 meeting.

# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Amend Outreach and Communication  
Materials Agreement with Pat Davis Design Group

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Executive Committee approves amending the existing agreement with Pat Davis Design Group (PDDG) to design and provide outreach and other communication-related materials to the Monterey County Workforce Development Board (MCWDB) in the amount of \$45,000 for the period from July 1, 2025 through June 30, 2026.

**BACKGROUND:**

The MCWDB was awarded federal Workforce Investment and Opportunity (WIOA) funds to provide employment services and occupational skills training to adults, dislocated workers, and youth. To provide effective outreach to community members who need and will benefit from these services, the MCWDB has executed an agreement and two annual amendments with PDDG to design and produce WIOA-compliant outreach and other communication-related materials with information on programs, services, and activities that meet the needs of job seekers and employers.

PDDG was originally selected in 2018 through a Request for Proposals (RFP) process to host two websites – MCWDB's primary website and a regional website; the website agreement was approved by the Board of Supervisors to continue PDDG's hosting services from July 1, 2021 until June 30, 2024, with two additional, annual renewals. PDDG was also selected through a 2022 RFQ process to provide outreach and communication materials based on its high-quality products, its understanding of MCWDB's outreach and communication needs, and its ability to reach MCWDB's target populations.

PDDG developed and implemented an Internal Communications Plan and an External Communications / Outreach Plan for MCWDB as part of Renewal and Amendment No. 2 to PDDG's agreement with MCWDB for outreach and communications-related materials. Both the internal and external plans involve use of MCWDB's website to facilitate communication with MCWDB's stakeholders, including its WIOA Adult, Dislocated Worker, and Youth service providers, local employers, the broader workforce system, and the public.

**DISCUSSION:**

MCWDB is requesting to amend its outreach and communications materials agreement with PDDG for an additional year to add \$45,000 for the period from July 1, 2025 through June 30, 2026, which will serve to align the term of this agreement with the term of the website agreement. It is anticipated that MCWDB will release an RFP in early 2026 to procure a website host with the capability to provide ongoing adjustments to MCWDB's Internal and External Communications / Outreach plans.

**NEXT STEPS:**

If the Executive Committee approves executing Amendment No. 3 to the PDDG agreement for outreach and communications materials, its recommendation will be forwarded to the full board for consideration at its meeting of June 18, 2025, and to the Board of Supervisors for approval.

## MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** 2025-28 One-Stop Partner MOU

**DATE:** June 12, 2025

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**RECOMMENDATION:**

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

1. Approve a Memorandum of Understanding (MOU) between the Monterey County Workforce Development Board and partners of the America's Job Centers of California/One-Stop system regarding delivery of job training and placement, and other social services, effective July 1, 2025 through June 30, 2028;
2. Authorize the Chair of the Monterey County Workforce Development Board to sign the MOU in compliance with the Workforce Innovation and Opportunity Act of 2014; and
3. Authorize the Chair of the Monterey County Workforce Development Board to execute amendments to the MOU to adjust cost allocations, add partners, and make other changes to its terms necessitated by changed circumstances occurring between July 1, 2025 and June 30, 2028.

**BACKGROUND:**

To establish a high-quality America's Job Center of California (AJCC) One-Stop delivery system, the Workforce Innovation and Opportunity Act of 2014 (WIOA) requires local workforce development boards to develop Memorandums of Understanding (MOUs) with other programs that provide specified services to the public. These programs are identified in WIOA as One-Stop partners.

MOUs between local workforce development boards and One-Stop partners provide for administration and delivery of WIOA services and related, complimentary services. The MOUs also establishes a visionary plan describing how local workforce development boards and One-Stop partners collaborate to create a cohesive service delivery system that best meets the needs of their shared customers. WIOA requires that the Chief Elected Official for local workforce areas approve One-Stop Partner MOUs.

The Employment Development Department (EDD) has directed local workforce development boards to ensure that, upon completion, the One-Stop Partner MOUs are signed by an authorized representative of the local board, the Chief Elected Official, and all AJCC partners. The One-Stop Partner MOU must be submitted to each local board's EDD Regional Advisor no later than 5:00 p.m. on June 30, 2025.

Because some local boards may be unable to obtain all signatures by the deadline, a local board may submit an unsigned copy of the MOU with an explanation for the absent signature(s) and the date by which a signed original will be sent.

**DISCUSSION:**

The Monterey County Workforce Development Board (WDB) has formed strong working relationships with the following 19 service partners over several years:

1. Monterey County Workforce Development Board/ResCare Workforce Services - WIOA Title 1 Adult, Dislocated Worker, and Youth services
2. State of California Employment Development Department (EDD) - WIOA Title III Wagner-Peyser, Jobs for Veterans State Grant (JVSG), Trade Assistance Act (TAA), Unemployment Insurance (UI)
3. State of California Department of Rehabilitation - WIOA Title IV Department of Vocational Rehabilitation
4. North Monterey County Adult Education - WIOA Title II Adult Education and Literacy
5. Monterey County Office of Education (MCOE) Adult Education - WIOA Title II Adult Education and Literacy
6. Gonzales Adult School - WIOA Title II Adult Education and Literacy
7. Monterey Adult School - WIOA Title II Adult Education and Literacy
8. Pacific Grove Adult School - WIOA Title II Adult Education and Literacy
9. Salinas Adult School - WIOA Title II Adult Education and Literacy
10. Soledad Adult School - WIOA Title II Adult Education and Literacy
11. Hartnell College - WIOA Title II Adult Education and Literacy/Carl Perkins CTE
12. Monterey Peninsula College - WIOA Title II Adult Education and Literacy/Carl Perkins CTE
13. National Association for Hispanic Elderly (NAHE) - WIOA Title V Older Americans Act, Senior Community Service Employment Program
14. Monterey County Community Action Partnership - Community Services Block Grant
15. Housing Authority of the County of Monterey - Housing and Urban Development
16. Monterey County Department of Child Support Services
17. Center for Employment Training (CET) - Migrant and Seasonal Farmworkers
18. Monterey County Department of Social Services - TANF/CalWORKs Employment Services
19. Southern California American Indian Resource Center - Native American Programs

The One Stop Partners listed above are parties to the MOU presented to the Board for its approval in its role as Chief Elected Official of the Monterey County local workforce development area. The Board is also asked to authorize the Chair of the WDB to sign amendments to the MOU to adjust cost allocations, add partners, and make other changes arising from changes in circumstances occurring between July 1, 2025 and June 30, 2028.

In the proposed MOU, the One Stop partners providing services at the AJCC/One-Stop Center in Salinas and at One-Stop affiliate offices additionally agree on sharing infrastructure costs proportionate to their use of these sites and relative benefits received.

**NEXT STEPS:**

The recommendation of the Executive Committee will be forwarded to the full board for consideration at its meeting of June 18, 2025, then forwarded to the Chief Elected Official – the Board of Supervisors – for approval and to request authorization for the Chair of the Board of Supervisors to sign the MOU.

Amended Memorandum of  
Understanding between the  
Monterey County Workforce Development Board  
(County) and the partners of the  
America's Job Center of California / One-Stop Delivery System (Partners)

**I. Preamble/Purpose of MOU**

In accordance with Section 121(c) of the Workforce Innovation and Opportunity Act (WIOA), this Amended Memorandum of Understanding (MOU) has been developed and executed between the Monterey County Workforce Development Board and the America's Job Center of California<sup>SM</sup> (AJCC) One-Stop System partners to establish an agreement concerning the operations of the AJCC / One-Stop delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCC, is a locally driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Board's Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCC / One-Stops that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job
- Building basic educational or occupational skills
- Earning a postsecondary certificate or degree
- Obtaining guidance on how to make career choices
- Seeking to identify and hire skilled workers

**II. Local Vision Statement, Mission, Statement, and Goals**

**A. Vision**

The Monterey County Workforce Development Board (MCWDB) vision is to improve the economy by promoting and supporting alignment of workforce and educational programs with priority industry sectors and local business needs. The MCWDB is designated by the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA) and appointed by the Chief Elected Officials (CEO) to provide strategic policy, develop and enter memorandums of understanding with America's Job Center of California (AJCC) partners, designate or certify AJCC operators and conduct oversight and evaluation of the local workforce

development system. The MCWDB is charged with coordinating and leveraging workforce strategies between industry leaders, including organized labor, workforce professionals, education and training providers, and economic development leaders to develop workforce policies which support local economic growth and economic self-sufficiency. Collectively these stakeholders, will work together to ensure that local workforce development, career services, and job training programs critical to the community, are offered through the AJCC delivery system and meet the needs of job seekers and businesses while preparing an educated and skilled workforce.

## **B. Mission Statement**

To prepare and build a pipeline of an educated and skilled workforce, it is critical to know and understand the Coastal Regional Planning Unit (RPU) economic data, background analysis, and priority industry sectors so that local areas including MCWDB's local area may develop goals and strategies to prioritize investments where overall economic returns are likely to be highest, specifically in industry sectors that will generate significant gains in terms of jobs and income.

## **C. Principles and Goals of the AJCC Delivery System from a Local Viewpoint**

Key Strategic Goals, Strategies and Actions:

The MCWDB has identified three priority areas to organize its strategies for preparing an educated and skilled workforce over the next four years in partnership with core partners of the AJCC delivery system. The priority areas include:

### **1. Employer Engagement**

The Monterey County Workforce Development Board (MCWDB) prioritizes employer engagement to better align workforce efforts with the needs of local industries, particularly in high-priority sectors. The updated strategy includes:

- a) **Strengthening employer engagement initiatives** that connect job seekers with industry demands, with focused outreach to **small businesses** and **priority industry sectors**.
- b) **Implementing common performance measures** across partners to effectively track employer services and engagement activities.
- c) **Leveraging and expanding proven models**, including MCWDB's Sector Strategies, regional initiatives, and Labor Market Information (LMI) systems, to **minimize duplication** and enhance employer outreach.
- d) **Enhancing work-based learning opportunities**, such as internships, customized training, incumbent worker training, and registered apprenticeships, to improve workforce readiness and job placement outcomes.

### **2. Aligning Career Pathways and Sector Strategies**

MCWDB is committed to increasing the number of individuals who obtain **industry-recognized credentials and degrees** by aligning career pathways with sector strategies. Updated priorities include:

- a) **Developing stackable, industry-valued credentials and career pathways with multiple entry and exit points**, tailored to diverse populations including youth, adults, and dislocated workers.

- b) **Conveying employer input** through industry convenings to ensure training programs remain aligned with evolving workforce demands.
- c) **Collaborating with community colleges and other training providers** to design programs that align with sector strategies and support seamless career advancement.
- d) **Expanding services for out-of-school and disconnected youth**, including increased access to work experience and career opportunities in high-growth sectors.
- e) **Tracking progress toward self-sufficiency** using updated performance indicators, including livable wages, retention rates, credential attainment, job quality, and customer satisfaction.
- f) This approach advances **youth employment initiatives** and aligns directly with local strategies to **develop workforce skills** and ensure long-term economic sustainability.

### 3. System Alignment and Accountability

To build a responsive and effective workforce system, MCWDB is enhancing coordination, integration, and accountability among America's Job Center of California (AJCC) partners. The revised system alignment strategy includes:

- a) **Reducing duplication in services** and improving efficiency through enhanced **partner presence** at AJCC locations and expanded **virtual service delivery**.
- b) **Applying human-centered design principles** to refine the customer flow across all touchpoints—intake, assessment, referral, and job placement—focused on in-demand sectors.
- c) **Strengthening cross-agency partnerships** to better serve underrepresented and disadvantaged populations, including individuals with limited English proficiency, basic skills deficiencies, and other barriers to employment.
- d) **Implementing cost-sharing strategies** across the North Central Coast Regional Planning Unit to optimize investments in procurement, staff training, digital tools, and performance evaluation systems.
- e) **Offering cross-training for AJCC partner staff** to improve the effectiveness of services delivered to **priority populations**, including unemployed, underemployed, low-income individuals, veterans, individuals with disabilities, youth, and other vulnerable groups.

By aligning with the updated local and regional workforce development priorities, the MCWDB and its partners are committed to driving **continuous improvement, system integration, and equity in service delivery**. These efforts will ensure that Monterey County's workforce development system remains responsive, inclusive, and effective in meeting the needs of both job seekers and employers in a dynamic economy.

### III. Parties to the MOU

Required Core partners and Mandated Partners include local/regional representatives of the following programs:

- **WIOA Title I Adult, Dislocated Worker, and Youth**
- **WIOA Title II Adult Education and Literacy**



- **WIOA Title III Wagner-Peyser**
- **WIOA Title IV Vocational Rehabilitation**
- **Carl Perkins Career Technical Education**
- **Title V Older Americans Act**
- **Native American Programs (Section 166) (Not Available in the Area)**
- **Migrant Seasonal Farmworkers (Section 167)**
- **Veterans**
- **Youth Build (Not Available in the Area)**
- **Trade Adjustment Assistance Act**
- **Community Services Block Grant**
- **Housing & Urban Development**
- **Unemployment Compensation**
- **Monterey County Department of Child Support Services**
- **Second Chance (Not available in the Area)**
- **Temporary Assistance for Needy Families/CalWORKs**

#### **IV. One-Stop System Services**

The goals of the One-Stop delivery system are to:

1. Align goals with the State of California plan(s) applicable to AJCC and partners:
  - a. Foster demand-driven skills attainment
  - b. Enable upward mobility for all people of Monterey County
  - c. Align, coordinate, and integrate programs and services
2. The AJCC and Partner physical locations and facilities enhance the Customer Experience
3. The AJCC and Partners ensure Universal Access, with an emphasis on Individuals with Barriers to Employment
4. The AJCC and Partners actively support the One-Stop System through effective partnerships
5. The AJCC and Partners provide Integrated, Customer-Centered Services
6. The AJCC and Partners are an on-ramp for Skill Development and the attainment of Industry-Recognized Credentials which meet the needs of the targeted local sectors and pathways.
7. The AJCC and Partners actively engage industry and labor and support local sector strategies through an integrated business service strategy that focuses on quality jobs
8. The AJCC and Partners have High-Quality, Well-Informed, Cross-Trained Staffing.
9. The AJCC and Partners achieve business results through Data-Driven Continuous

Improvement

***(See Attachment A: Description of the One-Stop System Partners, the customers served, and the services provided by each AJCC and One-Stop System Partner)***

## **V. Responsibility of AJCC and One-Stop System Partners**

The AJCC and Partners agree to share responsibility for planning, implementing and operating the system in the following manner:

1. The AJCC and partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:
  - a. Continuous partnership building.
  - b. Continuous planning in response to state and federal requirements.
  - c. Responsiveness to local and economic conditions, including employer needs.
  - d. Adherence to common data collection and reporting needs.
2. Make service(s) applicable to the partner program available to customers through the one-stop delivery system.
3. Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
4. Participate in capacity building and staff development activities to ensure that all partners and staff are adequately cross-trained.

## **VI. Infrastructure Funding Agreement & Other Shared System Costs**

The AJCC and One-Stop System Partners commit to following the use of the “WIOA Sample Infrastructure Funding Agreement and Other Systems Costs Budget” to negotiate the IFA at a future date to be completed no later than July 1, 2025.

**(See Attachment B: Infrastructure Funding Agreement)**

## **VII. Methods for Referring Customers**

The AJCC and One-Stop System Partners commit to mutually implement processes for the referral of customers to services not provided on-site.

The referral process does the following:

1. Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
2. Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.
3. Customer referrals are:

- a. made through a paper system with a copy provided to the referred individual,
  - b. tracked by the One Stop Operator and, when possible,
  - c. emailed to the designated contact person at the partner agency, along with a phone call to ensure that the referral has been received. Tracking information is available upon request.
4. Each AJCC and partner provides a direct link or access to other AJCC partner staff that provides meaningful information or service, through colocation, cross training of AJCC staff, or real-time technology (two-way communication and interaction with AJCC partners that results in services needed by the customer). Also, though the use of the **Partner Matrix (see attachment A)**, the AJCC Partner Brochure for customer use, and AJCC Partner One-page Information handouts for staff use (in paper and electronic format).

**(See Attachment C: Universal Referral Form)**

## **VIII. Access for Individuals with Barriers to Employment**

How the AJCC system will ensure access for individuals with barriers to employment:

1. Definition of the term “individuals with barriers to employment.”
  - a. Displaced homemakers
  - b. Low-income individuals
  - c. Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in WIOA section 166
  - d. Individuals with disabilities, including youth who are individuals with disabilities
  - e. Older individuals
  - f. Ex-offenders/Justice Involved
  - g. Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2))
  - h. Youth who are in or have aged out of the foster care system
  - i. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
  - j. Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i)
  - k. Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)
  - l. Single parents (including single, pregnant women)
  - m. Long-term unemployed individuals
  - n. Such other groups as the Governor determines to have barriers to employment.
2. Commitment to offer priority of services for Veterans to recipients of public assistance, other low-

income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds.

- a. With respect to funds allocated to a local area for adult employment and training activities, priority shall be given to recipients of public assistance and other low-income individuals, and individuals who are basic skills deficient for receipt of WIOA career and training services. Local WDBs may establish additional priority groups for priority of service.
- b. WIOA provides for a workforce system that is universally accessible and customer centered, and for training that is job driven. Per the Workforce Innovation and Opportunity Act, Final Rule, effective October 18, 2016, the priority requirements described in this policy do not necessarily mean that only the recipients of public assistance and other low-income individuals can receive WIOA adult funded career and training services.
- c. Therefore, MCWDB stipulates that WIOA Program staff will also serve other eligible individuals who are not recipients of public assistance, other low-income individuals, or basic skills deficient individuals after first serving those who meet the established priority selection criteria.
- d. MCWDB's WIOA Adult program is statutorily required to provide priority to individuals described below in section (i. through iii.) MCWDB's policy requires that individuals described in (i. through iv.) are served in the following order:
  - i. Veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
  - ii. Individuals receiving public assistance, other low-income individuals, or individuals who are basic skills deficient.
  - iii. Veterans and eligible spouses who are not included in WIOA's priority groups.
  - iv. Individuals with family income under 250% of the Lower Living Standard Income Level (LLSIL) and for whom it is determined that the individual is in need of and can benefit from services. Long-term unemployed individuals with a barrier to employment may be enrolled under this priority. Employed individuals enrolled under this priority must have a barrier to self-sufficient employment.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority of Service does not apply to the WIOA Dislocated Worker program.

3. All parties to this MOU will ensure that their policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

***(See Attachment D: "AJCC One-Stop system map" - identifies the location of every comprehensive, affiliate, and specialized AJCC within the Local Area.)***

## **IX. Shared Technology and System Security**

Commitment to share data and technology as well to ensure that all data and systems are secure.

1. WIOA emphasizes technology as a critical tool for making all aspects of information exchange

possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC One-Stop System Partner agrees to the following:

- a. Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other relevant statutes or requirements.
- b. The principles of common reporting and shared information through electronic mechanisms, including shared technology.
- c. Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- d. Maintain all records of the AJCC customers or partners (e.g., applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence and use them solely for purposes directly related to such services.
- e. Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- f. Understand that system security provisions shall be agreed upon by all partners.

## **X. Confidentiality**

1. The AJCC One-Stop System Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other relevant statute or requirement to assure the following:
  - a. All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
  - b. No person will publish, disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
  - c. The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere and shall share information necessary for the administration of the program as allowed under law and regulation.
  - d. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
  - e. Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

## **XI. Non-Discrimination and Equal Opportunity**

1. The AJCC One-Stop System partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990), in accordance with the WIOA non-discrimination and equal opportunity provisions cited in Title VI of the Civil Rights Act of 1964, Section 188 of the WIOA, and California Government Code § 12920, 12940, and 12949, and related, applicable regulations. This also applies to beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity. In addition, sexual harassment is against the law and is grounds for filing a discrimination complaint.
2. The AJCC One-Stop System partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

## **XII. Grievances and Complaints Procedure**

1. All AJCC One-Stop System partners agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to both customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level to receive a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.
2. All AJCC / One-Stop partners shall comply with the Monterey County Workforce Development Board's Policy #2019-01 – the Grievance and Complaint Policy and attachments located online at: [Accessibility | Monterey County Workforce Development Board \(montereycountywdb.org\)](https://montereycountywdb.org).

## **XIII. Americans with Disabilities Act and Amendments Compliance**

All AJCC / One-Stop partners agree to ensure that the policies and procedures as well as the programs and services provided at the AJCC / One-Stop are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VI and Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37, and all other regulations implementing the aforementioned laws.

## **XIV. Effective Dates and Term of MOU**

1. This MOU shall be effective on July 1, 2025. The term of this MOU shall be three years, from July 1, 2025, through June 30, 2028.

2. This MOU shall be binding upon each party hereto upon execution by such party. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred and amend and extend as appropriate.

## **XV. Modifications, Revisions, Amendments**

1. This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.
2. All parties agree that amendments affecting one partner only, or specific partners only, need only be signed by authorized representatives of the Monterey County WDB, the CEO, and the affected partner(s). Amendments that will affect the responsibilities of all parties require the signatures of all parties. All amendments will involve the following process:

The party seeking an amendment will submit a written request to the Monterey County WDB that includes:

- I. The requesting party's name
  - II. The reason(s) for the amendment request
  - III. Each section of this MOU that will require revision
  - IV. The desired date for the amendment to be effective
  - V. The signature of the requesting party's authorized representative.
3. If the request is approved, the Monterey County WDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated amendment and to submit a response to the Monterey County WDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed amendment.
  4. In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to the Monterey County WDB within the specified timeframe.
  5. Monterey County WDB will review the listed questions and/or concerns and will issue a response within fifteen (15) days of receipt of the list. If the Monterey County WDB deems it necessary, the listed questions and/or concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
  6. The final, approved amendment draft will be signed by authorized representatives of the affected partners and then submitted to the Monterey County WDB for the final signature. Monterey County WDB will distribute copies of the fully executed amendment to all parties.
  7. This writing constitutes the entire agreement pertinent to Phase I of the MOU process

among the parties with respect to each party's role and responsibility in the AJCC / One-Stop delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

8. All parties agree to communicate details of any amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.
9. Amendments that will require the signatures of all parties must be executed no later than ninety (90) days prior to the end of the MOU period, and amendments that require only the signatures of the LWDB, the CEO, and the affected parties must be executed no later than 45 days from the end of each current program year.

#### **XVI. Termination**

1. This MOU will remain in effect until the end date specified in Section XIV.
2. The parties understand that implementation of the AJCC / One-Stop delivery system is dependent on the good faith effort of every partner to work together to improve services to the community.

#### **XVII. Administrative and Operations Management**

1. License for Use – During the term of this MOU, all partners to this MOU shall have a license to use all the space of the AJCCs for the sole purpose of conducting acceptable AJCC services as out lined herein.
2. Supervision/Day to Day Operations –
  - a. The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.
  - b. The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. The office hours will be posted at all locations. All staff will comply with the holiday schedule of their primary employer or Monterey County Workforce Development Board, and the primary employer will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.
  - c. Each AJCC One-Stop System partner is responsible for the discipline of its own employee(s), where warranted. Disciplinary actions may result in removal of co-located staff from the AJCCs, and each party will take appropriate action.
3. Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations



governing such matters. In addition, they shall comply with the following:

- a. Evidence of Coverage: Prior to commencement of this Agreement, each party to this Agreement shall provide a "Certificate of Insurance" or proof of self-insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, each party upon request shall provide a certified copy of the policy or policies.
- b. This verification of coverage shall be sent to Monterey County's Contracts/Purchasing Department, unless otherwise directed. Parties to this Agreement shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the party.
- c. Qualifying Insurers: All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.
- d. Insurance Coverage Requirements: Without limiting a party's duty to indemnify, each party shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:
  - i. Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
  - ii. Workers' Compensation Insurance, if a party employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.
- e. Dispute Resolution – The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.
- f. Press Releases and Communications – All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings identified for AJCC usage when providing services or performing its duties pursuant to this MOU. This includes use of the AJCC logo on letterhead, envelopes, business cards, any written correspondence and fax transmittals pertaining to implementation of the terms of this MOU.

- g. Hold Harmless/Indemnification/Liability – *In accordance with provisions of Section 895.4 of*

*the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.*

### **XVIII. Signature Pages**

All partners, regardless of collocation status, must sign the MOU. By signing below, all parties agree to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

#### **Authority and Signature Page**

*By signing below, each party agreed to the terms prescribed herein. Each individual signing this MOU warrants that he/she is authorized to execute this MOU on behalf of the entity that he/she represents. Each individual signing this MOU warrants that he/she is empowered to legally bind the entity he/she represents to the terms of this MOU.*

<i>Monterey County Board of Supervisors, Chief Elected Official</i>  Chris Lopez, Supervisor District 3	<i>Monterey County Workforce Development Board (WDB) Chairperson</i>  Erik Cushman, Publisher, Monterey County Weekly
Printed Name & Title	Printed Name & Title
Signature _____ Date _____	Signature _____ Date _____
<b>WIOA Title II</b> <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <i>Monterey Peninsula College</i>  John Skellenger, Dean of Instruction	<b>WIOA Title II</b> <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <i>Hartnell College</i>  Michael Gutierrez, Superintendent/President
Printed Name & Title	Printed Name & Title
Signature _____ Date _____	Signature _____ Date _____

<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <i>Pacific Grove Adult Education</i></p> <p><u>Barbara Martinez Director, Principal</u></p> <hr/> <p>Printed Name &amp; Title</p>	<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <i>Monterey Adult School</i></p> <p><u>Beth Wodecki, Principal</u></p> <hr/> <p>Printed Name &amp; Title</p>
<p>Signature _____ Date _____</p>	<p>Signature _____ Date _____</p>
<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <i>Mission Trails Regional Occupational Program</i></p> <p><u>Rob Appel, Director</u></p> <hr/> <p>Printed Name and Title</p>	<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <i>Salinas Adult School</i></p> <p><u>Guillermo Arenas, Vice Principal/Director</u></p> <hr/> <p>Printed Name and Title</p>
<p>Signature _____ Date _____</p>	<p>Signature _____ Date _____</p>
<p><b>WIOA Title II</b>  <i>Adult Education and Family Literacy Act {AEFLA} and Carl Perkins Career Technical Education</i> <i>Soledad Adult School</i></p> <p><u>Jeff Lopez Director, Principal</u></p> <hr/> <p>Printed Name and Title</p>	<p><b>WIOA Title III</b>  <i>Wagner-Peyser, Veterans, Trade Adjustment Assistance Act and Unemployment Compensation</i> <i>Employment Development Department (EDD)</i></p> <p><u>Cesar A. Valladares, Deputy Division Chief</u></p> <hr/> <p>Printed Name and Title</p>
<p>Signature _____ Date _____</p>	<p>Signature _____ Date _____</p>
<p><b>WIOA Title V</b>  <i>Older American Act Senior Community Service Employment Program</i> <i>National Association for Hispanic Elderly</i></p> <p><u>Sr. Carmela G. Lacayo, President/CEO</u></p> <hr/> <p>Printed Name and Title</p>	<p><b>WIOA Title IV</b>  <i>Vocational Rehabilitation</i> <i>Department of Vocation Rehabilitation (DOR)</i></p> <p><u>Brian Winic, Regional Director</u></p> <hr/> <p>Printed Name and Title</p>
<p>Signature _____ Date _____</p>	<p>Signature _____ Date _____</p>

<p><b>Community Services Block Grant</b>  <i>Monterey County Community Action Partnership</i></p> <p><u>Lauren C. Suwansupa, MSW, LCSW CAP Director,  LCSW63551</u></p> <p>Printed Name and Title</p> <p>Signature _____ Date _____</p>	<p><b>CalWORKS / Employment Services</b>  <i>Monterey County Department of Social Services</i></p> <p><u>Roderick W. Franks, Director</u></p> <p>Printed Name and Title</p> <p>Signature _____ Date _____</p>
<p><b>Housing &amp; Urban Development</b>  <i>Monterey County Housing Authority</i></p> <p><u>Zulieka Boykin, Executive Director/President/CEO</u></p> <p>Printed Name and Title</p> <p>Signature _____ Date _____</p>	<p><b>Monterey County Department of Child Support Services</b></p> <p><u>Darrel McGowan, Director</u></p> <p>Printed Name and Title</p> <p>Signature _____ Date _____</p>
<p><b>Native American Programs</b>  <i>Southern California American Indian Resource Center (SCAIR), Inc.</i></p> <p><u>Wanda Michaelis, Executive Director</u></p> <p>Printed Name and Title</p> <p>Signature _____ Date _____</p>	<p><b>Migrant Seasonal Farmworkers</b>  <i>Center for Employment Training</i></p> <p><u>Rocio Gonzalez, Director</u></p> <p>Printed Name and Title</p> <p>Signature _____ Date _____</p>

**XIX. Attachments**

Attachments A1 and A2: Parties to the MOU/Partner Matrix - Description of the One-Stop System Partners, the customers served, and the services provided by each AJCC and One-Stop System partner

Attachments B1 and B2: Universal Referral Form

Attachment C: AJCC One-Stop system map - identifies the location of every comprehensive, affiliate, and specialized AJCC within the Local Area

Attachment D: Directive to Formulate the IFA and Other Shared System Costs

**ATTACHMENT A1****WIOA Partner MOU****AJCC Partner Matrix**

WIOA	Provider	Type	Basic Career - Self Service	Basic Career - Staff-Assisted	Individual Career Services	Career Service	Follow-up	Training	Supportive Services
Title I Adult, Dislocated Worker, and Youth	Equus Workforce Solutions	Core	X	X	X	X	X	X	X
Title I Youth	Turning Point	Core	X	X	X	X	X	X	X
Title II Adult Education and Literacy	North Monterey County Adult Ed.	Core				X		X	
Title II Adult Education and Literacy	Monterey County Office of Education (MCOE) Adult Ed.	Core				X		X	
Title II Adult Education and Literacy	Gonzales Adult Education	Core				X		X	
Title II Adult Education and Literacy	Monterey Adult Education	Core				X		X	
Title II Adult Education and Literacy	Pacific Grove Adult Education	Core				X		X	
Title II Adult Education and Literacy	Salinas Adult Education	Core				X		X	
Title II Adult Education and Literacy	Soledad Adult Education	Core				X		X	
Carl Perkins Career Technical Education	Hartnell Community College	Core				X		X	
Carl Perkins Career Technical Education	Monterey Peninsula Community College	Core				X		X	
Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act, Unemployment Compensation	Employment Development Department	Core	X	X	X	X	X	X	
Title IV Vocational Rehabilitation	Department of Rehabilitation	Core				X		X	X

ATTACHMENT A2  WIOA	Provider	Type	Basic Career - Self Service	Basic Career - Staff- Assisted	Individual Career Services	Career Service	Follow- up	Training	Supportive Services
Title V Older Americans Act	National Association for Hispanic Elderly (NAHE)	Mandated			X	X			
Job Corps	Job Corps San Jose	Mandated			X	X		X	X
Native American Programs (Section 166)	Southern California American Indian Resource Center, Inc.	Partner							
Migrant Seasonal Farmworkers (Section 167)	Center for Employment Training	Mandated				X		X	X
Youth Build	Not in Local Area								
Community Services Block Grant	Community Action Partnership	Mandated				X		X	X
Housing & Urban Development	Housing Authority of Monterey County	Mandated				X		X	X
Second Chance	Not in Local Area								
Temporary Assistance for Needy Families/CalWORKs	CalWORKs Employment and Training Services (DSS)	Mandated		X	X	X		X	X
State/Local Plan Modification	CalFresh - Department of Social Service (DSS)	Partner							X
Partnership Agreement	Monterey County Department of Child Support Services	Partner							X



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**WIOA PARTNER REFERRAL FORM**

**DATE:** **REFERRAL GROUP:** **Adult** (18 and older) **Youth** (18 to 24)  
**Displaced Workers** – Separated from Employment/Service or Major Life Changes

**CUSTOMER INFORMATION:**

Name:

City: DOB: (mm/dd)

Phone:

Email:

**REFERRED BY: Organization Name Here**

Name:

Phone:

Email:

**REASON FOR REFERRAL:****COMMUNITY BASED ORGANIZATION:**

Name:

Address:

Phone:

Email:

**NOTES:**


**This a DCSS client. You must sign this referral form and make a copy for them to return to DCSS. Thank you**

Signature: \_\_\_\_\_

**Your consent to share personal information is entirely voluntary and you may withdraw your consent at any time.**

**Su consentimiento para compartir información personal es completamente voluntario y puede retirarlo en cualquier momento.**



<div>ATTACHMENT B2</div> <div>  </div>		
<input type="checkbox"/> <b>Adult School – Gonzales</b> 650 Elko Street, Gonzales (831) 675-1081 <a href="https://ae.gonzalesusd.net/">https://ae.gonzalesusd.net/</a>	<input type="checkbox"/> <b>Adult School – Monterey</b> 1295 La Salle Ave, Seaside (831) 392-3565 <a href="https://mas.mpusd.net/">https://mas.mpusd.net/</a>	<input type="checkbox"/> <b>Adult School – Pacific Grove</b> 1025 Lighthouse Ave, Pacific Grove (831) 646-6580 <a href="https://pgadulthood.pgusd.org/">https://pgadulthood.pgusd.org/</a>
<input type="checkbox"/> <b>Adult School – Salinas</b> 20 Sherwood Pl, Salinas (831) 287-9511 <a href="https://www.salinasuhd.org/sas">https://www.salinasuhd.org/sas</a>	<input type="checkbox"/> <b>Adult School – Soledad</b> 690 Main Street, Soledad (831) 678-6300 <a href="https://svaec.org">https://svaec.org</a>	<input type="checkbox"/> <b>Southern California American Indian Resource Center (SCAIR), Inc.</b> Phone: (805) 765-6243 <a href="https://www.scairinc.org/">https://www.scairinc.org/</a>
<input type="checkbox"/> <b>AJCC Marina – Adult, DW</b> 289 12 <sup>th</sup> Street Room 402, Marina (831) 796-3335	<input type="checkbox"/> <b>AJCC Salinas – Adult &amp; Dislocated Worker Programs / Youth</b> 344 Salinas Street STE#201, Salinas (831) 796-3335	<input type="checkbox"/> <b>AJCC Seaside – Youth North - Equus</b> 1295 La Salle Ave., #14 Seaside (831) 769-3335
<input type="checkbox"/> <b>Center for Employment Training, Salinas/Soledad (CET) Farm Worker Programs</b> 24 E. Alvin Drive, Salinas (831) 424-0665 930 Los Coches Drive, Soledad (831) 678-0448	<input type="checkbox"/> <b>Monterey County Workforce Development Board (Business Services and Grants) (MCWDB)</b> 344 Salinas Street STE #101, Salinas (831) 796-3387 <a href="http://montereycountywdb.org">montereycountywdb.org</a>	<input type="checkbox"/> <b>Youth Services South – Turning Point</b> 344 Salinas Street Ste #208, Salinas, CA 93901 Salinas (831) 796-3303
<input type="checkbox"/> <b>Community College – Hartnell</b> 411 Central Avenue, Salinas 1752 E. Alisal Street, Salinas CTE - (831) 755-6700 Adult Ed X 6727 Non-Credit/ESL (831) 759-6051	<input type="checkbox"/> <b>Community College – MPC</b> 980 Fremont Street, Monterey 289 12 <sup>th</sup> Street, Marina Admissions & Records (831) 646-4002 <a href="https://www.mpc.edu/">https://www.mpc.edu/</a>	<input type="checkbox"/> <b>Dept. of Rehabilitation (DOR)</b> 928 E. Blanco Rd. Ste. #280, Salinas, CA 93901 (831) 769-8066
<input type="checkbox"/> <b>Dept. of Social Services (DSS) CWES CalWORKS Employment Services</b> 730 La Guardia Street, Salinas 1281 Broadway Ave. Seaside 200 Broadway #62, King City <b>1-800-870-4750</b>	<input type="checkbox"/> <b>Employment Development Department (EDD)</b> 928 E. Blanco Road, Suite 280 Salinas, CA 93901 (831) 464-6286 <a href="http://edd.ca.gov/">http://edd.ca.gov/</a>	<input type="checkbox"/> <b>Child Support Services</b> 752 La Guardia St. Salinas (831) 769-8782 or (866) 901-3212 <a href="http://www.co.monterey.ca.us/government/departments-a-h/child-support-services">www.co.monterey.ca.us/government/departments-a-h/child-support-services</a>
<input type="checkbox"/> <b>Housing Authority of Monterey CO</b> 123 Rico Street, Salinas (831) 775-5000 TDD (831) 754-2951 <a href="https://hamonterey.org/">https://hamonterey.org/</a>		<input type="checkbox"/> <b>Senior Community Service Employment Program – (ANPPM)</b> 1325 N. Main St., Salinas (831) 287-2350 x 8358
<input type="checkbox"/> <b>Monterey County Office of Education</b> 901 Blanco Cir, Salinas, CA 93901 (831) 783-5285 – Jocelyn Rios <a href="https://www.montereycoe.org/programs-services/alternative-education/schools/">https://www.montereycoe.org/programs-services/alternative-education/schools/</a>	<input type="checkbox"/> <b>Community Action Partnership</b> 1000 South Main St #301, Salinas (831) 796-1553 <a href="https://services/community-action-partnership#cap">services/community-action-partnership#cap</a>	

I agree to my information being shared and gathered for data tracking and referral purposes only, between all listed local WIOA partners.

Estoy de acuerdo con que mi información sea compartida y recolectada solo para fines de seguimiento y referencia de datos, entre todos los colaboradores locales de WIOA indicados.

\_\_\_\_\_Participant initials/ Iniciales del participante

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**ATTACHMENT C**

WIOA PARTNER MOU

ONE STOP SYSTEM MAP: AJCC LOCATIONS

Type of AJCC	AJCC Location	Phone Number	Hours	Notes
<b>Comprehensive</b>	344 Salinas Street, Suite #203 Salinas, CA 93901	(831) 796-3335	Monday - Thursday 8:00 AM -6:00 PM Friday 8:00 AM– 5:00 PM	Appointments available for weekends and/or extended hours upon request.
<b>Affiliate</b>	MPC Marina Campus 289 12 <sup>th</sup> Street, Room #402 Marina, CA 93933	(831) 597-2858	Monday - Thursday 8:00 AM -5:00 PM	Appointments available for weekends and/or extended hours upon request.
<b>Affiliate</b>	Monterey Adult School 1295 La Salle Ave. #7 Seaside, CA 93955	(831) 708-6484	Monday – Thursday 10:00 AM -7:00 PM Friday 8:00 AM – 5:00 PM	Appointments available for weekends and/or extended hours upon request.

**Attachment D**

**Monterey County  
Workforce Innovation and Opportunity Act (WIOA) Infrastructure  
Funding Agreement and Other System Costs Budget**

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### **Sharing Other One-Stop System Costs**

When sufficient data is available from all non-co-located partners, it is anticipated that, as part of the MOU Phase II process, a determination will be made during the negotiation of the IFA regarding each partner's proportionate share of other one-stop system costs, and a complete and updated list of career services provided by AJCC partners and a Consolidated Budget for the delivery of applicable career services will be developed.

## **Process and Development**

*Local Workforce Development Area:* Monterey County Workforce Development Board (MCWDB) or Monterey County WDB.

1. The period of time this agreement is effective:

The Infrastructure Funding Agreement shall be effective on July 1, 2025. The term of this IFA shall be three years, from July 1, 2025, through June 30, 2028.

2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.
  - a. Chief Elected Official: Monterey County Board of Supervisors, as the Chief Elected Official body for the Workforce Innovation and Opportunity Act (WIOA) Title I.
  - b. Local Board: Monterey County Workforce Development Board; and
  - c. AJCC/One-Stop partners participating in the *Infrastructure Funding Agreement* (IFA), as set forth in the table below:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Workforce Development Board / Equus Workforce Solutions

- d. AJCC/One-Stop partners participating in the *Shared Other System Costs Agreement*, including "applicable career services" are as follows:

	Partner Program	Partner Organization
Partner 1	WIOA Title I Adult, Dislocated Worker and Youth	Monterey County Workforce Development Board - Equus Workforce Solutions
Partner 2	WIOA Title III Wagner-Peyser, Jobs for Veterans State Grant (JVSG), Trade Adjustment Assistance Act, and Unemployment Insurance	State of California Employment Development Department (EDD)
Partner 3	WIOA Title IV Department of Vocational Rehabilitation	State of California Department of Rehabilitation (DOR)
Partner 4	WIOA Title Adult Ed & Literacy	North Monterey County Adult Education
Partner 5	WIOA Title Adult Ed & Literacy	Monterey County Office of Education (MCOE) Adult Education
Partner 6	WIOA Title Adult Ed & Literacy	Gonzales Adult School
Partner 7	WIOA Title Adult Ed & Literacy	Monterey Adult School
Partner 8	WIOA Title Adult Ed & Literacy	Pacific Grove Adult School
Partner 9	WIOA Title Adult Ed & Literacy	Salinas Adult School
Partner 10	WIOA Title Adult Ed & Literacy	Soledad Adult School

Partner 11	WIOA Title Adult Ed & Literacy/ Carl Perkins CTE	Hartnell College
Partner 12	WIOA Title II Adult Ed & Literacy/ Carl Perkins CTE	Monterey Peninsula College
Partner 13	WIOA Title V Older Americans Act - Senior Community Service Employment Program	National Association for Hispanic Elderly (NAHE)
Partner 14	Community Services Block Grant	Monterey County Community Action Partnership
Partner 15	Housing & Urban Development	Housing Authority of the County of Monterey
Partner 16	Migrant & Seasonal Farmworkers	Center for Employment Training (CET)
Partner 17	TANF / CalWORKs	County of Monterey Social Services

- e. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism:

*The AJCC and One-Stop System Partners committed to use the “WIOA Sample Infrastructure Funding Agreement and Other Systems Costs Budget” to complete the IFA and to negotiate a new IFA at a future date, to be completed no later than December 31, 2025.*

- f. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached:

*The AJCC/One-Stop partners agree to communicate openly and directly to resolve any problems or disputes related to negotiating cost allocations and the fair and equitable contribution to the costs of maintaining a comprehensive and affiliate AJCC/One-Stop delivery system in the community. The partners agree to work in a cooperative manner and to resolve any disputes at the lowest level of intervention possible.*

*If disputes cannot be resolved at the AJCC/One-Stop partner level, the issue will be brought to the attention of the One-Stop Operator and all parties to this MOU regarding the conflict. If any dispute cannot be resolved by the One-Stop Operator, it shall be forwarded to the Monterey County WDB Executive Director to place the dispute on the agenda of a special meeting of the Monterey County WDB Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a majority consent of the Executive Committee members present. Thereafter, the Monterey County WDB Executive Director will contact the appropriate parties to verify that all agree with the proposed resolution.*

- g. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility. This must include a reconciliation schedule. (Who, What, When, How):

*The Monterey County WDB's finance manager was designated by the partners to be responsible for convening the partners of the MOU Phase II to conduct the periodic modification and review process of the infrastructure funding agreement and sharing of other system costs. The WDB finance manager plans to review and reconcile the infrastructure and other system cost budgets periodically throughout the program year against actual costs incurred. Upon the closeout of each fiscal year (June 30), a report with proposed modifications will be made available by the WDB finance manager to the mandated partners to ensure that partner contributions are proportionate to their use of the AJCC/One-Stop and relative benefits received.*

*The partners agree that renewal of this MOU requires all parties to review and agree to all elements of the MOU and to re-sign the MOU. Any amendments or modifications of the MOU only require the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Substantial changes, such as changes in AJCC/One-Stop partners, will require renewal of the MOU. All parties understand that the MOU shall be reviewed every year and updated as substantial changes occur.*

- h. Assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available to make such a determination: Signatures of authorized representative(s) of the Local Board, the CEO, and all AJCC partners:



*The signatories to this MOU agree to contribute their proportionate share of infrastructure costs for the comprehensive AJCC/One-Stop once sufficient data are available to determine such costs. Costs will be negotiated between the Monterey County Workforce Development Board and the non-co-located partners based on the following:*

- i. Data provided by the State for this purpose.*
- ii. Regulations and directives regarding this requirement issued by the partner's funding source.*
- iii. Locally agreed upon methodology for allocating costs to determine proportionate benefit.*
- iv. Locally agreed upon definition of benefit; and*
- v. Negotiated methods and timeframe for making the agreed upon contribution.*

## **Sharing Infrastructure Costs**

Budget, Cost Allocation Methodology, Initial Proportionate Share

**The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:**

\_\_\_\_\_ Option 1: A separate budget for each AJCC.

  X   Option 2: A consolidated system-wide budget for the network of AJCCs

\_\_\_\_\_ Option 3: A mixture of separate and consolidated budgets for the Local Area's AJCCs.

## **AJCC(s) and Co-located Partners**

### **AJCC #1 – Comprehensive Site**

Salinas AJCC  
344 Salinas Street  
Salinas, CA 93901

#### **Partners Co-located at This AJCC:**

- Monterey County Workforce Development Board
- Equus Workforce Solutions, WIOA Title 1 Adult / Dislocated Worker
- Turning Point of Central California, WIOA Title 1 Youth
- WIOA Title II – Salinas Adult School
- WIOA Title IV - Department of Rehabilitation

### **AJCC #2 – Affiliate Site**

Monterey Peninsula College Marina Campus  
289 Twelfth Street, Room 402  
Marina, CA 93933  
Affiliate Site

#### **Partners Co-located at This AJCC:**

Equus Workforce Solutions, WIOA  
Title 1 Adult / Dislocated Worker /  
Youth

### **AJCC #3 – Affiliate Site**

1295 La Salle Ave. Room  
#7  
Seaside, CA 93955

#### **Partners Co-located at This AJCC:**

- Equus Workforce Solutions, WIOA Title  
1 Adult / Dislocated Worker / Youth
- Monterey Adult School District

<b>AJCC Infrastructure Budget  Comprehensive AJCC – Salinas  344 Salinas Street, Salinas, CA 93901 Cost based on Program Year  through</b>		
<b>Cost Category/Line Item</b>	<b>Line-Item Cost Detail</b>	<b>Cost</b>
<b>Rent</b>		
Rental of Facilities	\$13,697.50 Per Month	\$164,370 Annual
<b>Rental Costs Subtotal:</b>		<b>\$164,370</b>
<b>Utilities and Maintenance</b>		
Electric	Included in Lease	
Gas	Included in Lease	
Water	Included in Lease	
Sewer Connections	Included in Lease	
First Alarm	Included in Lease	
High-Speed Internet	Included in Lease	
Telephones (Landlines)	\$1,706.48 Monthly	\$20,478 Annual
Facility Maintenance Contract	Included in Lease	
<b>Utilities and Maintenance Costs Subtotal:</b>		<b>\$20,478 Annual</b>
<b>Equipment</b>		
Assessment-related products		0
Assistive technologies for individuals with disabilities (Access and Accommodation)		0
Copiers	\$219.28	\$2,631

Fax Machines	\$23.00 Monthly	\$276.00 Annual
Computers & Support Includes Website	\$2,400 Monthly	\$28,800 Annual
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment IT Charge	\$11,600 Monthly	\$139,200 Annual
<b>Equipment Costs Subtotal:</b>		<b>\$170,907 Annual</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		0
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services  Website Address: montereycountywdb.org  (Does not include data systems or case management systems specific to individual program partners.)	Included in Computer Support	
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>0</b>

Fax Machines	\$23.00 Monthly	\$276.00 Annual
Computers & Support Includes Website	\$2,400 Monthly	\$28,800 Annual
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		
Specify Other Tangible Equipment IT Charge	\$11,600 Monthly	\$139,200 Annual
<b>Equipment Costs Subtotal:</b>		<b>\$170,907 Annual</b>
<b>Technology to Facilitate Access to the AJCC</b>		
Technology used for the center's planning and outreach activities		
Specify the Technology		0
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services  Website Address: montereycountywdb.org  (Does not include data systems or case management systems specific to individual program partners.)	Included in Computer Support	
<b>Technology to Facilitate Access Costs Subtotal:</b>		<b>0</b>

<b>Common Identifier Costs (Local Option, If Agreed to By All Co-located Partners)</b>		
Creating New AJCC Signage		0
<b>Common Identifier Subtotal:</b>		0

<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS</b>	
<b>Cost Category</b>	<b>Total Cost</b>
<b>Subtotal: Rental Costs</b>	\$164,370
<b>Subtotal: Utilities and Maintenance Costs</b>	\$20,478
<b>Subtotal: Equipment Costs</b>	\$170,907
<b>Subtotal: Technology to Facilitate Access Costs</b>	
<b>Subtotal: Common Identifier Costs</b>	
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network:</b>	<b>\$355,755</b>

### **Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs**

Because of the need to provide maximum flexibility to accommodate our partners, costs, and budgets in the local area, the cost allocation methodology to share infrastructure costs for the comprehensive AJCC/One-Stop is based on the following:

- Monterey County Workforce Development Board - infrastructure costs shall be calculated based on a specific program's occupancy percentage of the AJCC/One-Stop (square footage).

The comprehensive AJCC/One-Stop is a leased building which includes utilities such as gas, water, sewer connections, and internet access. Some space costs are not allocable to all co-located partners and are therefore assigned proportionately to the partners that use that space. The percentages and usage will be reviewed annually and revised as needed.



### Explanation of Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner

The initial proportionate share of infrastructure costs allocated to each partner is based on the agreed upon cost allocation methodology, each partner's estimated total contribution amount, and whether it will be provided through cash, non- cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner's proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner's proportionate share of the IFA. Rather, the value of the contribution will be applied to the overall infrastructure budget prior to determining proportionate amounts and thereby reduce the contribution required for all partners.

### Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole

Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent		None		
Utilities/Maintenance		None		
Equipment		None		
Access Technology		None		
Common Identifier		None		
Total Infrastructure Balance to Be Allocated to Co-located Partners:				

Initial Allocation of Proportionate Share of Infrastructure Costs for Co-located Partners					
Co-located Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: Monterey County Workforce Development Board, WIOA Title I Adult, Dislocated Worker, and Youth	Rental costs, including utilities, facility maintenance, equipment, and computer/IT support	Proportion of partner program's occupancy percentage of the AJCC (square footage) and benefit use.			None
Partner 2:	Rental costs, including utilities and facility maintenance.	Proportion of partner program's occupancy percentage of the AJCC (square footage) and benefit use.			None; IFA to be negotiated prior to December 31, 2025

**Signature Page: Co-located Partners Sharing AJCC Infrastructure Costs**

The CEO, the Local Board Chairperson, and all co-located AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

\_\_\_\_\_  
(CEO)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(Local Board Chairperson)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(Co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(Co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

**Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Is Available**

MOU Content Requirement:

The State is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-co-located partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available.

By signing below, all parties agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

\_\_\_\_\_  
(Non-co-located AJCC Partner Entity)

\_\_\_\_\_  
(Non-co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
(non-co-located AJCC Partner Entity)

\_\_\_\_\_  
(non-co-located AJCC Partner Entity)

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Accept CaliforniansForAll Grant

**DATE:** June 12, 2025

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee approves accepting a \$1,998,840 grant from California Volunteers, Office of the Governor, Youth Service Corps (CaliforniansForAll) to provide the Green Cadre program in Monterey County to serve a total of 90 young adults for an 18-month period.

**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 up to 147 youth in 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 and food insecurity. The Green Cadre program also provided youth participants with an opportunity to give back to their communities through weekly community services projects working with a number of non-profits and other community-based organizations (CBOs).

In December 2024, the Governor's office announced a new opportunity for counties and cities to apply for another round of funding. MCWDB received approval in January 2025 to apply for this funding.

**DISCUSSION:**

In June 2025, MCWDB was notified that it had secured a grant of \$1,998,840 to service a total of 90 participants over an 18-month period in the Green Cadre program. MCWDB is requesting approval to accept grant funding from CaliforniansForAll grant to 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. MCWDB expects to provide two or three Green Cadre cohorts during 2025-26, with an additional one or two cohorts in 2026-27. Turning Point and Equus Youth programs will be providing the day-to-day supervision and case management for the Green Cadre program, working with the State Parks, the City of Monterey, and the Monterey County Food Bank, in addition to other current and future CBO and non-profit partners.

**NEXT STEPS:**

If the Executive Committee approves staff accepting the CaliforniansForAll grant, the recommendation to accept the funding will be forwarded for consideration by the full board at its meeting of June 18, 2025.

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## **Update on Monterey County Workforce Development Board's 2024-25 Budget and Expenditures through April 30, 2025**

### **Overview of Expenditures**

This memorandum provides a summary of expenditures for the Workforce Innovation and Opportunity Act (WIOA) programs managed by the Monterey County Workforce Development Board (MCWDB), covering the Adult, Dislocated Worker, and Youth programs.

From July 1, 2024, through April 30, 2025, total expenditures amount to \$5,606,773. These figures have been imported from the County of Monterey's Advantage Financial System into the WDB's internal financial system, MIP. The expenditures are allocated as follows:

- **Adult Program:** \$2,867,882
- **Dislocated Worker (DW) Program:** \$1,276,128
- **Youth Program:** \$1,462,763

*Note: Expenditure totals for May 2025 will be provided at the time of the meeting.*

# BUDGET FY 2024-25

Total Income	\$	9,613,913	\$	9,961,416
Total Expenses	\$		\$	9,736,612
Net Income	\$		\$	224,804

Income		Allocations		40.00%		40.00%		20.00%		
	Admin	FY Budget	Adult	Adult Expenditures	DW	DW Expenditures	Youth:	Youth Expenditures	Total	Total Expenditures
Funding			\$ 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	
	Total Funding	\$ 9,961,416	\$ 3,293,631		\$ 3,744,806		\$ 2,922,979		\$ 9,961,416	
	Use's									\$ -
	SB 734 (payroll,ITA, OJT)		\$ 653,093	\$ (1,249,004)	\$ 568,858	\$ (137,182)			\$ 1,221,951	\$ (1,386,186)
	Youth WEX						\$ 452,456	\$ (246,421)	\$ 452,456	\$ (246,421)
	Available Funding for Adult, DW and Youth	\$ 8,287,009	\$ 2,640,538	\$ (1,249,004)	\$ 3,175,948	\$ (137,182)	\$ 2,470,523	\$ (246,421)	\$ 8,287,009	\$ (1,632,607)
Expenses										
	Personnel	Staff	Temp	Sub.Total						
	Salaries	\$ 1,010,378	\$ 479,000	\$ 1,489,378					\$ -	\$ -
	Benefits	\$ 605,229	\$ -	\$ 605,229					\$ -	\$ -
	Salaries/ Benefits Total	\$ 1,615,607	\$ 479,000	\$ 2,094,607	\$ 837,843	\$ (484,148)	\$ 837,843	\$ (432,610)	\$ 418,921	\$ (1,078,345)
Case Management										
	Adult ( Equus)		\$ 1,324,933	\$ 1,324,933	\$ (627,090)				\$ 1,324,933	\$ (627,090)
	DW		\$ 469,933		\$ 469,933	\$ (329,813)			\$ 469,933	\$ (329,813)
	Youth		\$ 1,537,833				\$ 1,537,833	\$ (673,915)	\$ 1,537,833	\$ (673,915)
	One Stop Operator		\$ 135,000	\$ 54,000	\$ (33,803)	\$ 54,000	\$ (30,634)	\$ 27,000	\$ 135,000	\$ (100,351)
			\$ 3,467,699	\$ 1,378,933	\$ (660,892)	\$ 523,933	\$ (360,446)	\$ 1,564,833	\$ 3,467,699	\$ (1,731,169)
Client Related Services										
	Youth ITA's		\$ 30,000				\$ 30,000	\$ (182)	\$ 30,000	\$ (182)
	Supportive Services		\$ 52,000	\$ 20,800	\$ (1,421)	\$ 20,800	\$ (750)	\$ 10,400	\$ 52,000	\$ (25,483)
	Pre Voc Workshops (training)		\$ 45,000	\$ 18,000	\$ (11,050)	\$ 18,000	\$ (1,500)	\$ 9,000	\$ 45,000	\$ (17,305)
	WorkKeys		\$ 40,000	\$ 16,000	\$ (12,320)	\$ 16,000	\$ (2,053)	\$ 8,000	\$ 40,000	\$ (19,127)
			\$ 167,000	\$ 54,800	\$ (24,791)	\$ 54,800	\$ (4,303)	\$ 57,400	\$ 167,000	\$ (62,097)
Other Client Services										
	Business Services Enhancements		\$ 120,000	\$ 60,000	\$ (63,571)	\$ 60,000	\$ (20,254)		\$ 120,000	\$ (83,824)
	Transitional Jobs Coordinator/Support Staff		\$ 85,800	\$ 34,320	\$ (17,249)	\$ 34,320	\$ (5,025)	\$ 17,160	\$ 85,800	\$ (22,274)
	Educational Training Coordinator		\$ 135,200	\$ 54,080	\$ (3,654)	\$ 54,080	\$ (2,548)	\$ 27,040	\$ 135,200	\$ (29,511)
			\$ 341,000	\$ 148,400	\$ (84,475)	\$ 148,400	\$ (27,827)	\$ 44,200	\$ 341,000	\$ (135,610)
Non Personnel										
	Rent -		\$ 338,500	\$ 135,400	\$ (64,262)	\$ 135,400	\$ (64,262)	\$ 67,700	\$ 338,500	\$ (173,060)
	Dues		\$ 16,000	\$ 6,400	\$ (156)	\$ 6,400	\$ (156)	\$ 3,200	\$ 16,000	\$ (468)
	Other - Dept. services/ supplies (storage)		\$ 10,000	\$ 4,000	\$ (4,382)	\$ 4,000	\$ (4,403)	\$ 2,000	\$ 10,000	\$ (13,130)
	IT& Telecom		\$ 255,000	\$ 102,000	\$ (65,071)	\$ 102,000	\$ (42,105)	\$ 51,000	\$ 255,000	\$ (160,763)
	COWCAP		\$ 112,500	\$ 45,000	\$ (37,233)	\$ 45,000	\$ (37,233)	\$ 22,500	\$ 112,500	\$ (93,082)
	County Counsel		\$ 45,000	\$ 18,000	\$ (4,313)	\$ 18,000	\$ (4,313)	\$ 9,000	\$ 45,000	\$ (9,302)
	Other Operating Cost		\$ 427,664	\$ 171,066	\$ (91,689)	\$ 171,066	\$ (84,704)	\$ 85,533	\$ 427,664	\$ (266,457)
	Staff Development/Training		\$ 15,000	\$ 6,000		\$ 6,000		\$ 3,000	\$ 15,000	\$ -
	Travel -Conference		\$ 18,000	\$ 7,200	\$ (2,298)	\$ 7,200	\$ (2,298)	\$ 3,600	\$ 18,000	\$ (5,769)
	Workers Comp - WDB		\$ 165,000	\$ 66,000	\$ (3,110)	\$ 66,000		\$ 33,000	\$ 165,000	\$ (35,722)
	Computers Lease (lenovo)		\$ 40,000	\$ 16,000	\$ (14,244)	\$ 16,000	\$ (8,248)	\$ 8,000	\$ 40,000	\$ (26,742)
	Copy Machine Rental (smile)		\$ 10,000	\$ 4,000	\$ (2,621)	\$ 4,000	\$ (2,621)	\$ 2,000	\$ 10,000	\$ (5,606)
			\$ 1,452,664	\$ 581,066	\$ (289,379)	\$ 581,066	\$ (250,343)	\$ 290,533	\$ 1,452,664	\$ (790,102)
Other Non Personnel										
	Video Conf - Training Rooms		\$ 20,000	\$ 8,000		\$ 8,000		\$ 4,000	\$ 20,000	\$ -
	MPs		\$ 20,000	\$ 8,000		\$ 8,000		\$ 4,000	\$ 20,000	\$ -
		\$ -	\$ 40,000	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ 8,000	\$ 40,000	\$ -
Contracts -other										
	Brennan - T/A- ETPL		\$ 40,000	\$ 16,000	\$ (8,523)	\$ 16,000	\$ (8,523)	\$ 8,000	\$ 40,000	\$ (17,328)
	Brennan Monitoring		\$ 52,500	\$ 21,000	\$ (8,406)	\$ 21,000	\$ (4,344)	\$ 10,500	\$ 52,500	\$ (21,156)
	PDDG -Webhosting		\$ 35,000	\$ 14,000	\$ (19,822)	\$ 14,000	\$ (18,557)	\$ 7,000	\$ 35,000	\$ (50,945)
	PDDG - Outreach		\$ 38,000	\$ 15,200	\$ (26,212)	\$ 15,200	\$ (19,764)	\$ 7,600	\$ 38,000	\$ (50,726)
	Studies		\$ 150,000	\$ 60,000	\$ (3,250)	\$ 60,000	\$ (3,250)	\$ 30,000	\$ 150,000	\$ (9,750)
	Outreach materials		\$ 150,000	\$ 60,000	\$ (3,480)	\$ 60,000	\$ (3,480)	\$ 30,000	\$ 150,000	\$ (10,439)
	Chumura		\$ 8,635	\$ 3,454		\$ 3,454		\$ 1,727	\$ 8,635	\$ -
	Cal Employer Association		\$ 19,500	\$ 7,800	\$ (3,633)	\$ 7,800	\$ (3,633)	\$ 3,900	\$ 19,500	\$ (10,900)
	Launch Pad		\$ 5,600	\$ 2,240	\$ (1,867)	\$ 2,240	\$ (1,867)	\$ 1,120	\$ 5,600	\$ (5,600)
	Premier Virtual		\$ -	\$ -		\$ -		\$ -	\$ -	\$ -
		\$ -	\$ 499,235	\$ 199,694	\$ (75,194)	\$ 199,694	\$ (63,418)	\$ 99,847	\$ 499,235	\$ (176,844)

			\$ (1,618,879)		\$ (1,138,946)		\$ (1,216,342)		\$ (3,974,167)
Available Funding	\$ 8,287,009	\$ 2,640,538	\$ (2,867,882)	\$ 3,175,948	\$ (1,276,128)	\$ 2,470,523	\$ (1,462,763)	\$ 8,287,009	\$ (5,606,773)
	\$ 224,804								
Total Expenditures 7/1/2024-4/30/2025									

### **Update on the Pajaro Small Business Assistance Program**

Management Analyst Vanessa Kor will provide an update on the Pajaro Small Business Assistance program.



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

WDB Management Analyst Vanessa Kor will provide an update on 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. Completion of 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 Placed 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 - April 30, 2025

<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>283</b>	<b>425</b>	<b>67%</b>
<b>Placed in Occupational Skills Training (OST)</b>	<b>75</b>	<b>125</b>	<b>60%</b>
<b>Placed in On-the-Job Training (OJT) or Transitional Jobs (TJ)</b>	<b>58</b>	<b>100</b>	<b>58%</b>
<b>Achieved Measurable Skills Gain (MSG) in OST or OJT</b>	<b>114</b>	<b>135</b>	<b>84%</b>
<b>Completed OST w/ MSG + Credential</b>	<b>66</b>	<b>110</b>	<b>60%</b>
<b>Completed OJT or TJ</b>	<b>27</b>	<b>95</b>	<b>28%</b>
<b>Placed in Employment Post-OST Completion in Area of Training</b>	<b>20</b>	<b>115</b>	<b>17%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	4		
Hospitality / Tourism	0		
Transportation / Logistics	16		
Non-Priority Industry Sector	1		
<b>Placed in Employment w/o OST</b>	<b>6</b>	<b>185</b>	<b>3%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	1		
Healthcare / Social Assistance	4		
Hospitality / Tourism	1		
Transportation / Logistics	0		
Non-Priority Industry Sector	8		
<b>PY 23-24 Carryover Placed in Employment in Priority Industry Sector through Q1</b>	<b>6</b>	<b>105</b>	<b>6%</b>
Agriculture	1		
Construction	2		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	1		
Hospitality / Tourism	1		
Transportation / Logistics	1		
Non-Priority Industry Sector	6		

<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>37</b>	<b>75</b>	<b>49%</b>
<b>Placed in Occupational Skills Training (OST)</b>	<b>10</b>	<b>30</b>	<b>33%</b>
<b>Placed in On-the-Job Training (OJT) or Transitional Jobs (TJ)</b>	<b>2</b>	<b>15</b>	<b>13%</b>
<b>Achieved Measurable Skills Gain (MSG) in OST or OJT</b>	<b>10</b>	<b>40</b>	<b>25%</b>
<b>Completed OST w/ MSG + Credential</b>	<b>9</b>	<b>25</b>	<b>36%</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>8</b>	<b>35</b>	<b>23%</b>
Agriculture	0		
Construction	0		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	1		
Hospitality / Tourism	0		
Transportation / Logistics	7		
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 - April 30, 2025

<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>56</b>	<b>97</b>	<b>58%</b>
Mainstream	30	42	71%
Cadre	26	55	47%
<b>Placed in Paid Work Experience (WEX)</b>	<b>22</b>	<b>64</b>	<b>34%</b>
Mainstream	3	27	11%
Cadre	19	37	51%
<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>7</b>	<b>40</b>	<b>18%</b>
Mainstream	1	5	20%
Cadre	6	35	17%
<b>Completed OST w/ MSG + Credential</b>	<b>3</b>	<b>34</b>	<b>9%</b>
Mainstream	1	4	25%
Cadre	2	30	7%
<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	1	---	---
<b>Placed in Employment in Priority Industry Sector or CBO (Cadre)</b>	<b>2</b>	<b>46</b>	<b>4%</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	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 - April 30, 2025

<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>105</b>	<b>97</b>	<b>108%</b>
Mainstream	72	42	171%
Cadre	33	55	60%
<b>Placed in Paid Work Experience (WEX)</b>	<b>35</b>	<b>64</b>	<b>55%</b>
Mainstream	10	27	37%
Cadre	25	37	68%
<b>Completed WEX or Placed in Employment Prior to Completion</b>	<b>25</b>	<b>56</b>	<b>45%</b>
Mainstream	4	23	17%
Cadre	21	33	64%
<b>Placed in Occupational Skills Training (OST)</b>	<b>33</b>	<b>40</b>	<b>83%</b>
Mainstream	28	5	560%
Cadre	5	35	14%
<b>Completed OST w/ MSG + Credential</b>	<b>18</b>	<b>34</b>	<b>53%</b>
Mainstream	14	4	350%
Cadre	4	30	13%
<b>Placed in Employment in Priority Industry Sector or CBO (Mainstream)</b>	<b>3</b>	<b>30</b>	<b>10%</b>
Agriculture	1		
Construction	1		
Fire (Finance, Insurance, Real Estate)	0		
Healthcare / Social Assistance	0		
Hospitality / Tourism	0		
Transportation / Logistics	1		
Non-Priority Industry Sector	2	---	---
<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	2	---	---
<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: July 1, 2024 - April 30, 2025

BUSINESS SERVICES (ADULT / DISLOCATED WORKER)	Current Total	PY 2024 - 2025 Goal	% of Goal
Business Engagements (<100 Employees)	226	180	125.6%
Job Postings to WDB Website (Unique Employers)	217	200	108.5%
Employer Retention	114	140	81.4%

BUSINESS SERVICES (YOUTH N)	Current Total	PY 2024 - 2025 Goal	% of Goal
Business Engagement (<100 Employees)	72	85	84.7%
Job Postings to WDB Website (Unique Employers)	68	115	59.1%
Employer Retention	24	30	80.0%

BUSINESS SERVICES (YOUTH S)	Current Total	PY 2024 - 2025 Goal	% of Goal
Business Engagement (<100 Employees)	127	85	149.4%
Job Postings to WDB Website (Unique Employers)	104	115	90.4%
Employer Retention	44	30	146.7%

JOB FAIRS/SPECIALIZED RECRUITMENTS	Current Total	PY 2024- 2025 Goal	% of Goal
Total Job Fairs/Specilized Recruitments	23	36	63.9%
Job Fairs			
Employers	214	NA	NA
Attendees	1,394	NA	NA
Specialized Recruitments	6		
Employers	14	NA	NA
Attendees	101	NA	NA
Resumes Collected	531	NA	NA
Interviews	230	NA	NA
Job Offers	66	NA	NA
Workforce Minutes - Produced In-House	18	24	75.0%
Hiring Videos - Produced In-House	12	12	100.0%

TOTAL JOB POSTINGS - ALL PROGRAMS			
Total Job Postings (Compensated)	394	NA	NA
Additional Job Postings (Not Compensated)	168	NA	NA
Total Job Postings - All Programs	562	NA	NA

**Update on 2023-24 State of California Employment Development Department (EDD) and 2024-25 Monterey County Workforce Development Board (MCWDB) Subrecipient Monitoring**

The MCWDB's Executive Director will provide an update on 2023-24 EDD and 2024-25 internal MCWDB monitoring.

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

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

#### **High Road Construction Careers (HRCC) Pre-Apprenticeship Program**

The HRCC program is a 10-week apprenticeship preparation program funded by a discretionary grant from the State of California. In the second week of April, the MCWDB enrolled 17 participants in the HRCC pre-apprenticeship program, which integrates classroom instruction with hands-on construction training. Staff visits the training site weekly to ensure continued participant support and progress tracking.

During a recent visit, several participants were seen marking lines for upcoming crack-line work on concrete, while others cleared concrete residue from wood and stacked materials near the fence in preparation for building the back-area wall. Next week, the group is scheduled to begin laying asphalt.



#### **Hiring Events and Employer Engagement**

Employer engagement remained robust throughout April and May, including:

- A successful Transportation Industry hiring event on May 28th, with strong job seeker turnout and multiple on-site interviews.
- A Salinas Job Fair in April that drew 94 job seekers and 12 employers, with media coverage on KSBW-TV.
- Staff participation in the South County Employment & Resource Fair and Veterans Stand Down, strengthening regional employer relationships.

### **On-the-Job Training (OJT)**

OJT makes an impact in the lives of participants as well as on local employers' businesses:

#### **OJT Employer Testimonial**

*"As a business owner and broker, I am incredibly thankful for the On-the-Job Training (OJT) program and the amazing support provided by Monterey County Works. Their team has made a real difference in helping a small business like mine grow. The OJT program has allowed me to confidently invest in training new talent without the fear of losing them after they're trained. The Business Services Team has been fantastic, always available, communicative, and supportive throughout the process, even guiding me to complete important documents like our employee handbook and everything required to become a host site. One of the most rewarding outcomes has been seeing an employee who started with us as a transaction coordinator complete the OJT training, stay with our company, study for his state exam, and become a licensed realtor. Programs like this create real impact—for employers and employees alike. I couldn't be more grateful."*

— Lucila Borghezan, Owner/Broker, Century 21 A Property Shoppe



### **Innovative Workforce Readiness Tools**

Staff participated in a train-the-trainer session with Transfer VR, introducing virtual reality tools into our workforce training portfolio. This forward-thinking resource aligns with MCWDB's commitment to innovation in job readiness programming.

### **Workshop Summary**

Workforce development workshops, offered in person, play a vital role in boosting participant confidence and enhancing job readiness. Recent sessions have included *Interviewing for Success*, *Resume Makeover II*, *Professional Development*, *Job Search Success Beyond 50*, and *Transform Your Interview II*.

### **Youth Programs**

#### **WIOA-Funded Green Cadre**



MCWDB's WIOA-funded Green Cadre program graduated in May. The Cadre participants were recognized by the California Parks and Recreation Society for their contributions and took a pledge to combat climate change. Graduates have been attending job fairs and applying for employment throughout Monterey County. Staff is working diligently with the participants to help them find employment.

### **JOB Tech Cadre**

MCWDB has partnered with Joby Aviation for the Tech Cadre program. This is a WIOA internship program for 8-10 weeks during the summer. There are 15 positions that Joby has requested to fill. During the open application period, we received 36 applicants. Two informational orientations took place and initial interviews have concluded. All interview notes and applications have been sent to Joby for second interviews. WIOA eligibility verification will take place from June 9-13, 2025, with a program start date of Monday June 16, 2025, in Marina.

### **Hospitality Cadre**

The Hospitality Cadre's 10 participants have received their OSHA 10, Food Handler, and National Association of Entrepreneurship & Business certifications and credentials. Participants are interviewing and being placed with our hospitality partners; Best Western, The Steinbeck House, Odyssey Freediving, Taqueria Mi Ranchito, Kona Steak House & Seafood, Work Horse Bicycles and Pacific Inn. Youth are being prepared with mock interviews and resume preparation to set them up for successful interviews with these employers.



## **Recruitment of New Monterey County Workforce Development Board (MCWDB) Members representing Business**

The MCWDB Executive Committee will discuss the recruitment of new members.

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

The MCWDB Executive Committee will provide an update on committee members' workforce and business activities.