



SPECIAL WORKFORCE DEVELOPMENT BOARD MEETING AGENDA PACKET

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

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

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 344 Salinas Street, Suite 101, Salinas, CA or visit our website at www.montereycountywdb.org. Documents distributed to the WDB at the meeting by County staff will be available at the meeting; documents distributed to the WDB by members of the public shall be made available after the meeting. This WIOA Title I financially assisted program or activity is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

ALTERNATE AGENDA FORMATS: If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals with a disability requiring a modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may make these requests to the WDB staff at (831) 796-6434. TTY/CRS: Dial 711.

NOTICE TO THE PUBLIC

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

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

The procedure for this meeting is as follows:

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



344 Salinas Street, Suite 101
Salinas, CA 93901

(831) 796-3331
www.montereycountywdb.org

WDB Members:

Erik Cushman,
WDB & Executive Chair

Cesar Lara,
WDB 2nd Vice Chair

Alma Diaz
Arpi Tanilian
Casey Van Den Heuvel
Efrain Aguilera
Josh Metz
Justin McIntire
Kimberly Schnader
Mark Faylor
Michael Gutierrez
Paula Calvetti
Roger Gilbert
Salvador Munoz
Supervisor Luis Alejo

Monterey County

Special Workforce Development Board Meeting

Thursday, October 30, 2025
344 Salinas Street, Suites 205 & 206, Salinas, CA 93901

AGENDA

CALL TO ORDER/ROLL CALL:		Erik Cushman, Chair
CHANGES TO AGENDA:		
PUBLIC COMMENT: <i>(Limited to 2 minutes per person)</i>		
DIRECTOR'S REPORT:		Chris Donnelly
CONSENT CALENDAR:		Erik Cushman
1. ACTION: Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) meeting of June 26, 2025.		Erik Cushman
2. ACTION: Concur with the Executive Committee's August 28, 2025, recommendation to ratify the appointment of Larry Hartman, representing Business, to the MCWDB.		Erik Cushman
3. ACTION: Concur with the Executive Committee's October 23, 2025, recommendation to approve the appointment Omar Perez-Sandoval, representing Business, to the MCWDB.		Erik Cushman
4. ACTION: Concur with the Executive Committee's August 28, 2025, recommendation to consider and approve the following Workforce Innovation and Opportunity Act (WIOA) policy: • #2025-08: Local Eligible Training Provider List (ETPL) Policy		Erik Cushman
BUSINESS CALENDAR:		Erik Cushman
1. Board Chair update on 6 th Annual Community Builder Awards ceremony scheduled for December 3, 2025.		Erik Cushman
2. Discussion of Board Retreat objectives.		Erik Cushman
ANNOUNCEMENTS:		Erik Cushman
SUBCOMMITTEE MEETINGS: Executive: 11/20/25	WDB MEETING: December 18, 2025	
ADJOURNMENT		Erik Cushman
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UNADOPTED MINUTES

Monterey County Workforce Development Board Meeting

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

Thursday, June 26, 2025

Members Present: Erik Cushman (Chair), Alma Diaz, Arpi Tanilian, Cesar Lara, Efrain Aguilera, Josh Metz, Justin McIntire, Mark Faylor, Paula Calvetti, Salvador Munoz, and Supervisor Luis Alejo

Members Absent: Casey Van Den Heuvel, Kimberly Schnader, Michael Gutierrez, Roger Gilbert

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

Public Comment: None

Call to Order/Introductions: Erik Cushman called the meeting to order at 9:02 a.m. and asked for introductions. A quorum was established.

Changes to Agenda: None

Consent Calendar:

1. **ACTION:** Consider approval of minutes from the Special Monterey County Workforce Development Board (MCWDB) meeting of April 8, 2025.
2. **ACTION:** Concur with the Executive Committee's May 15, 2025, recommendation to approve the appointment of Arpi Tanilian, representing Business, to the MCWDB.
3. **ACTION:** Concur with the Executive Committee's May 15, 2025, recommendation to approve the appointment Justin McIntire, representing the State of California's Department of Rehabilitation (DOR), to the MCWDB.
4. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to reappoint Paula Calvetti, representing Business, to the MCWDB.
5. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to reappoint Salvador Munoz, representing Business, to the MCWDB.
6. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to reappoint Michael Gutierrez, representing Education, to the MCWDB.
7. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to reappoint Cesar Lara, representing Labor, to the MCWDB.
8. **Action:** Concur with the Executive Committee's May 15, 2025, recommendation to consider and approve the following Workforce Innovation and Opportunity Act (WIOA) policies:
 - #2025-06: On-the-Job Training (OJT) Policy and Procedures
 - #2025-07: Auditing and Audit Resolution Policy
9. **ACTION:** Concur with the Executive Committee's May 15, 2025, recommendation to ratify its approval to submit a request to the State of California's Employment Development Department (EDD) to transfer \$963,000 of WIOA Dislocated Worker program funding to the WIOA Adult program.
10. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to approve the submittal of the 2025-28 WIOA One-Stop Partner Memorandum of Understanding (MOU) to the Board of Supervisors and EDD.
11. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to approve funding from the California Volunteers, Office of the Governor, Youth Service Corps, in the amount of \$1,998,840 to fund the MCWDB's Green Cadre Youth program to serve 90 young adults for an 18-month period.
12. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to approve extending the agreement with Arbor E&T, dba Equus Workforce Solutions, to provide One-Stop Operator Services in the amount of \$334,532 for Program Year (PY) 2025-26.
13. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to approve extending the agreement with Arbor E&T, dba Equus Workforce Solutions, to provide WIOA Title 1 Adult and Dislocated Worker case management services in the amount of \$1,300,000 for PY 2025-26.

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14. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to approve extending the agreement with Arbor E&T, dba Equus Workforce Solutions, to provide WIOA Title 1 Youth case management services in North Monterey County in the amount of \$650,000 for PY 2025-26.
 15. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to approve extending the agreement with Turning Point of Central California to provide WIOA Title 1 Youth case management services in South Monterey County in the amount of \$700,000 for PY 2025-26.
 16. **ACTION:** Concur with the Executive Committee's June 12, 2025, recommendation to approve extending the agreement with Pat Davis Design Group to provide communications materials in the amount of \$45,000 for PY 2025-26.

A motion was made by Josh Metz to approve all items on the Consent Calendar, seconded by Cesar Lara. ALL AYES. Motion passed.

Discussion or Review of Business Calendar Action Items:

1. **ACTION:** Consider approval of the proposed, preliminary 2025-26 MCWDB Budget. **A motion was made by Cesar Lara to approve the proposed, preliminary 2025-26 MCWDB Budget, seconded by Josh Metz. ALL AYES. Motion passed.**
2. Finance Manager Daisy Fernandez provided an update on MCWDB's FY 2024-25 budget and expenditures through May 31, 2025.
3. Management Analyst Vanessa Kor provided an update on the Pajaro Business Relief Program.
4. Executive Director Chris Donnelly provided an update on 2023-24 EDD monitoring and 2024-25 MCWDB subrecipient monitoring.
5. WIOA funding subrecipient representatives, Lucy Iracheta, Lourdes Luviano, and Michael Artalejo, of the Adult, Dislocated Worker, and Youth Programs, provided updates on the various programs.
6. Chair Erik Cushman held a discussion on recruitment of new MCWDB members representing Business.
7. Board members provided updates on workforce and business activities.

Adjournment: Mr. Erik Cushman adjourned the meeting at 10:29 a.m.



WORKFORCE DEVELOPMENT
BOARD: 10/30/2025
CONSENT AGENDA ITEM: 2

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval of Appointment of Larry Hartman,
Representing Business

DATE: October 30, 2025

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) concur with the Executive Committee's August 28, 2025, recommendation to ratify the appointment of Larry Hartman, representing Business, to the Monterey County Workforce Development Board. Mr. Hartman's appointment was approved by the Board of Supervisors on September 16, 2025.

BACKGROUND:

Mr. Hartman, Director of Branch Administration for Wescom Financial, has applied for membership to the full Workforce Development Board for a three-year term.

ATTACHMENTS:

Mr. Hartman's application

Today's Date

07/08/2025

CONTACT INFORMATION**Name:**

Larry Hartman

Title:

Director, Branch Administration

Phone:

831-207-1419

Mobile Phone:

831-207-1419

Email:

lhartman@wescom.org

City of Residence:

Marina

BUSINESS INFORMATION**Business Name:**

Wescom Financial

Business Address:

130 General Stillwell Dr
Marina, CA 93933
[Map It](#)

Business Website:

<https://wescom.org>

Number of Current Employees:

990

Number of Years with Current Business:

7

Number of Years the Business has been in business in Monterey County:

75

Please describe the nature of the Business and your position within the Business:

Wescom is a not-for-profit financial organization that offers a full suite of financial products and services to its members including financial literacy workshops to all residents of the communities in which we serve. We have

four retail offices and a regional admin office in Monterey County. And an additional 26 branches in the Los Angeles area. Wescom created Wescom Foundation to financially support local nonprofit organizations that better the lives of Californians. Over \$4.9 million has been invested to date around critical human needs, financial wellness, and disaster response.

My current role as Director of Branch Administration over sees day to day activities to ensure our branches are open and operational to serve our members within the communities of Marina, Salinas, Soledad and King City. In addition, I lead our corporate partnership initiatives partnering with local businesses and nonprofit organizations offering and delivering over 20 various financial workshops.

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

Wescom Association/Member

Salinas Chamber of Commerce
Monterey Chamber of Commerce
Soledad Rotary
King City Rotary
Monterey Rotary

We partner and actively get involved with many other various not-for-profit organizations like United Way, Monterey County Free Libraries, Marina Foundation, Rancho Cielo, Alliance on Aging, etc.

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

None

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

Oversee day to day operations ensuring policy/procedures are followed within retail branch operations. Ensuring all banking compliance and regulatory rules are followed by team members. Responsibilities include physical branch facilities (repairs/remodels), IT hardware, systems, cash, security and branch safety.

In addition, promote team involvement in our Foundation, and community events like Salinas Pride, Rodeo, Airshow, etc. We set goals, track, and report our financial wellness activities like workshops offered and presented within the communities we serve. We focus on the under banked or non-banked members of our communities.

Monterey County Workforce Development Board

What do you hope to contribute from your participation on the Monterey County Workforce Development Board?

Over 37 years ago I started as an hourly employee making \$4.10 an hour at a small hometown bank in Indiana. I worked there over 25 years, while finishing my BS degree in Business and becoming a Vice President of Operations. That was accomplished by opportunities presented to me to learn and develop new skills, talents, and trades. I was afforded many opportunities to grow and learn new skills, and along the way in leadership roles I afford the same opportunities to others.

Providing a path for development of others to success in their careers has been the highlight of my career in banking. My contribution will be to continue providing paths for others to gain, develop, and grow their careers while providing hiring managers and leaders with the community a solid talent pool for recruiting and promoting from within.

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 Workforce Development Board, as applicable?

I've planned and executed several small to large scale events. At my prior employer, I led Light the Night as one of the largest community initiatives to build awareness of blood cancers and raise money for research and

support with Leukemia & Lymphoma Society. Over the five years as leader, we raised \$50k for LLS. It wasn't just about the \$ raised, it was the hope on little kid's eyes when the red-light balloons rose to the sky, and they knew we were all there in our own way fighting for a cure.

I've managed teams of up to 300 FTE and budgets well over \$20 million.

Youth Services experience has been around my leadership in 4-H and I was once a Big Brother with Big Brothers Big Sisters of America. I've also taught banking 101 skills to middle schoolers and also been invited by MCWDB to present banking 101 to Cadre's within Monterey County. I've also taught banking 101 and how to build credit to over 100 high school youth at Soledad Parks and Recreation.

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 2 to 4 hours per month. Can you make that time commitment?

Yes

Membership on the Monterey County WDB requires that each member serves on a subcommittee. The time commitment for this activity ranges from a minimum of 2 to 3 hours per month. Can you make that time commitment?

Yes

Why do you wish to serve on the Monterey County Workforce Development Board?

I'd like to serve with the board to make a difference in the lives of our residents and businesses within Monterey County.

Providing skills and paths to successful employment is key to our community's success. As a hiring manager myself, finding excited and qualified talent can be challenging and expensive. I'll work from personal life experiences with other board members to exceed the board's mission and vision.

Acknowledgment

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.



WORKFORCE DEVELOPMENT
BOARD: 10/30/2025
CONSENT AGENDA ITEM: 3

MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Approval of Appointment of Omar Perez-Sandoval,
Representing Business

DATE: October 30, 2025

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) concurs with the Executive Committee's October 23, 2025, recommendation to approve the appointment of Omar Perez-Sandoval, representing Business, to the Monterey County Workforce Development Board.

BACKGROUND:

Mr. Perez-Sandoval, Workforce Development Associate for Joby Aviation, has applied for membership to the full Workforce Development Board for a three-year term.

ATTACHMENTS:

Mr. Perez-Sandoval's application

Today's Date

10/09/2025

CONTACT INFORMATION**Name:**

Omar Perez-Sandoval

Title:

Workforce Development Associate

Phone:

[REDACTED]

Email:

omar.sandoval@jobyaviation.com

City of Residence:

Monterey

BUSINESS INFORMATION**Business Name:**

Joby Aviation

Business Address:

741 Neeson Rd
Marina, California 93933
[Map It](#)

Business Website:

<https://www.jobyaviation.com/>

Number of Current Employees:

2000+

Number of Years with Current Business:

4

Number of Years the Business has been in business in Monterey County:

8

Please describe the nature of the Business and your position within the Business:

Joby Aviation is a California-based transportation company developing an all-electric, vertical take-off and landing (eVTOL) aircraft which it plans to operate as part of a fast, quiet, and convenient service in cities around the world. Joby has over 2,000 employees, with more than 1,000 in California, primarily across Monterey, Santa Cruz, and San Mateo counties. Its pilot aircraft production facility, located in Marina, CA, is undergoing significant scaling efforts. As the workforce Development Associate, I manage the Workforce Development programs, outreach and education partnerships.

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

Earned a Private Pilot License and Advanced Ground Instructor rating from the Federal Aviation Administration (FAA).

Secured and was awarded multiple grant funding sources for training programs.

Honored with the Andy Newton STEM Internship Partner Award from Hartnell Community College.

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

As the Workforce Development Associate, I oversee workforce development initiatives, including internships and apprenticeship programs. I am currently leading efforts to secure accreditation for the Joby Aviation Academy and registering multiple occupations with the U.S. Department of Labor and the Department of Apprenticeship Standards.

I spearhead outreach initiatives and build strategic partnerships with local school boards, post-secondary institutions, and school districts to align Career and Technical Education (CTE) pathways with industry needs. Through these efforts, I aim to strengthen workforce pipelines and better serve our local community.

Monterey County Workforce Development Board

What do you hope to contribute from your participation on the Monterey County Workforce Development Board?

I hope to bring industry insight to help consult on future initiatives. Helping to bridge the gap between the public sector and the private sector.

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 Workforce Development Board, as applicable?

I coordinate outreach programs and manage community engagement events, including school career fairs, recruiting events, and manufacturing tours, to strengthen brand awareness and foster goodwill within our local community. I collaborate closely with PVUSD, MCUSD, Hartnell Community College, Monterey Peninsula Community College, Cal State Monterey Bay, and Cabrillo Community College to help develop the future workforce needed to support Joby's expansion and commercial operations.

I ensure strong organizational visibility and coordinate workflows for major corporate and technology events such as Reindustrialize Detroit, Oshkosh, the Salinas International Airshow, and the Formula Grand Prix in Austin.

I work in close partnership with our manufacturing and recruiting teams to understand both hard and soft skill requirements for open roles, enabling me to serve as a knowledgeable consultant to the Santa Cruz and Monterey County Workforce Boards.

Additionally, I have collaborated with Cuesta Community College to secure Industry Driven Regional Collaboratives (IDRC) grant funding for the "NextGen Education for Sustainable Electric Aircraft Maintenance" initiative. This grant focuses on addressing workforce gaps in the Advanced Air Mobility (AAM) sector—particularly for aircraft mechanics—by developing a cutting-edge, replicable curriculum and creating work-based learning opportunities that lead to in-demand, high-wage careers on California's Central Coast.

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 2 to 4 hours per month. Can you make that time commitment?

Yes

Membership on the Monterey County WDB requires that each member serves on a subcommittee. The time commitment for this activity ranges from a minimum of 2 to 3 hours per month. Can you make that time commitment?

Yes

Why do you wish to serve on the Monterey County Workforce Development Board?

I've had a very positive experience collaborating with MCWDB on The OJT and Summer Youth Internship programs. I have been instrumental in helping Joby build programs that help attract and train locals for occupations that are uncommon to the Central Coast. I thrive on building partnerships and creating pathways that inspire the next generation of aerospace leaders while strengthening industry talent pipelines.

There's no work more rewarding than paying it forward and helping others by shaping opportunities for them, just like the ones I've been given. I believe that my expertise and close ties with the community would be a valuable asset to the Board. I believe in the Board's mission and am committed to contributing meaningfully to its work.

Acknowledgment

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.



Date

10/09/2025



MEMORANDUM

TO: Workforce Development Board

FROM: Christopher Donnelly

SUBJECT: Consider and Approve New Policy

DATE: October 30, 2025

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) considers and approves the following new policy.

New Policy:

Draft #2025-08: Local ETPL Policy

Applicable to: MCWDB staff and service provider staff, MCWDB clients and prospective clients, and training providers on the Eligible Training Providers List (ETPL).

Purpose: This policy establishes types of allowable training services, consumer choice, the difference between State and Local Board requirements and procedures for initial and continued eligibility for training providers and programs, and roles and responsibilities of Local Boards and the Employment Development Department (EDD) in maintaining the integrity of the State ETPL.

Attachment:

- Draft #2025-08 Local ETPL Policy

LOCAL ETPL POLICY

EXECUTIVE SUMMARY

This policy establishes the types of allowable training services, consumer choice, the difference between the State and local Eligible Training Provider List (ETPL), the requirement for Local Workforce Development Boards (Local Boards) to establish an ETPL policy, eligibility criteria and procedures for initial and continued eligibility for Eligible Training Providers (ETP) and programs, the federally mandated Eligible Training Provider Performance Report (ETP Report), and the roles and responsibilities of the Local Boards and the Employment Development Department (EDD) in maintaining the integrity of the state ETPL.

REFERENCES

WIOA Public Law: <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

WIOA Final Regulations: <https://www.dol.gov/agencies/eta/wioa/regulations>

EDD WSD 21-03, ETPL Policies and Procedures and attachment
https://edd.ca.gov/siteassets/files/jobs_and_training/pubs/wsd21-03.pdf

BACKGROUND

Each Local Board must develop local policies that provide sufficient consumer protection and oversight of training providers. These policies must meet the minimum requirements of the procedures outlined in the State's WSD 21-03 and may include additional requirements as deemed appropriate by the Local Board.

PROCEDURAL GUIDANCE

State and Local ETPL

Local Boards and the EDD are responsible for working together to identify Eligible Training Providers (ETPs) for the state ETPL. The state ETPL creates a pool of ETPs that Local Boards can utilize to establish their local ETPL. In California, the state ETPL is called the California (CA) ETPL.

PROCEDURAL GUIDANCE

Each Local Board must maintain a local list of training providers and programs. Local Boards may add additional local requirements for providers and/or programs (except for apprenticeship programs) to be eligible on the local ETPL. Local Boards must include all CA ETPL approved apprenticeship programs on their local ETPL. Adding additional local requirements may result in providers that are on the CA ETPL but may not be eligible for inclusion on the local ETPL. While additional requirements may be added for the local ETPL, Local Boards may only include training providers on their list that are approved for the CA ETPL.

If the Local Board is reviewing provider and/or program applications for inclusion on the ETPL, the Local Board must conduct the state eligibility review first, and then determine eligibility for inclusion on their local ETPL. When conducting the state eligibility review, the Local Board must do so using only the state's requirements, and not the Local Board's additional requirements.

Local Boards that do not add additional requirements must include all of the providers/programs on the CA ETPL on their local ETPL, whereas Local Boards with additional requirements may have a subset of the state list. The Monterey County Workforce Development Board (MCWDB) local list has requirements in addition to the state list.

Consumer choice

Training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider and program. Each Local Board must make the local ETPL available to customers. Additionally, the Local Board must make available information identifying ETPs for OJT, customized training, and IWT.

After consultation with a career planner, an individual who has been determined eligible for training services may select an ETP from the Local Board's local ETPL. Unless the program has exhausted training funds for the program year, the Local Board must refer the individual to the selected provider and establish an Individual Training Account (ITA) for the individual to pay for training. A referral may be carried out by providing a voucher or certificate to the individual to obtain training. The cost of the referral of an individual with an ITA to a training provider is paid by the applicable Adult, Dislocated Worker, or Youth program.

Local ETPL Coordinator's responsibilities

- Provide technical assistance to all training providers with programs located within the Local Workforce Development Area (Local Area) seeking to be listed on the CA ETPL.
- Review and approve or deny providers and programs for initial eligibility in a timely manner:
 - The review must include eligibility for the CA ETPL that meets requirements outlined in WSD 21-03.
 - The review must include eligibility for the local ETPL that meets requirements outlined in this Local ETPL policy.
- Review and approve or deny providers and programs for continued eligibility in a timely manner:
 - The review must include eligibility for the CA ETPL as outlined in WSD 21-03.
 - The review must include eligibility for the local ETPL that meets requirements outlined in this Local ETPL policy.
- For training providers who are deemed exempt per California Education Code (CEC) Section 94874, and are not regionally accredited by an accrediting institution:
 - Verification of the instructor's credentials or experience.
 - Ensure the financial stability of the training provider.
 - Annual inspection of the schools or training programs.
 - Ensure actual instruction is taking place.
 - Ensure instructional equipment and instruction meet current industry standards.

CA ETPL application process

For a provider to be listed on the CA ETPL, the provider must have its information entered into the CalJOBS ETPL module. It is the Local ETPL Coordinator's role to provide assistance and guidance to training providers who register in CalJOBS. Once all necessary information is entered, the Local ETPL Coordinator must review and nominate the training provider and/or program to the State ETPL Coordinator for inclusion on the CA ETPL ensuring all information provided is complete, accurate, and current, and is in alignment with WSD 21-03.

The EDD will review applications for the CA ETPL within 30 days of receipt from the Local Board.

Once the provider and/or program is approved and included on the CA ETPL, the Local Board must review and approve or deny the training provider for inclusion on their local ETPL ensuring all information is in alignment with this Local Board policy.

Timeline for initial and continued eligibility review for inclusion on the local ETPL

Initial Eligibility

CA ETPL Application Process

For a provider to be listed on the CA ETPL, the provider must have its information entered into the CalJOBS ETPL module. It is the Local ETPL Coordinator's role to provide assistance and guidance to training providers who register in CalJOBS. Once all necessary information is entered, the Local ETPL Coordinator must review and nominate the training provider and/or program to the State ETPL Coordinator for inclusion on the CA ETPL ensuring all information provided is complete, accurate, and current, and is in alignment with this Directive.

It is the policy of MCWDB to review all initial provider applications within 30 days of the provider notifying the MCWDB ETPL coordinator via email: app that the application is ready for review.

The EDD will review applications for the CA ETPL within 30 days of receipt from the Local Board. Once the provider and/or program is approved and included on the CA ETPL, the Local Board will review, and approve or deny the training provider for inclusion on their local ETPL ensuring all information is in alignment with this Local Board policy.

Continued Eligibility

Continued eligibility review for the CA ETPL must be completed annually.

It is the policy of MCWDB to review providers and programs for continued eligibility for the Local ETPL annually at the time of review for the CA ETPL.

Additional State requirements for Initial and Continued Eligibility:

The Local Board shall keep all training provider and program eligibility documents (either physical or electronic) and shall provide them to the EDD within five business days, if requested.

The Local Board shall ensure training programs lead to at least one of the following: 1) credentials and/or certificates valued by employers, or 2) training-related employment as a result of gaining measurable technical skills for a specific occupation. This requirement ensures that training programs lead to high-quality jobs, as described in the California Unified Strategic Workforce Development Plan. Job quality serves the workforce development system and broader public sector by protecting investments in training.

Please note, a program on the ETPL that only leads to employment will negatively affect a Local Board's Credential Attainment rate, since all individuals in an education or training program are included in the measure.

The Local Board shall verify and document participant attendance at regular intervals throughout the length of the training program. Per WSD19-10, the Local Board should check with the training provider to ensure clients are still in the training program each month. If not able to check monthly, the Local Board must check at least quarterly.

The Local Board shall require providers to maintain sufficient records and to make these records available for monitoring or audit by either the Local Board and/or the state.

The Local Board shall ensure there are no conflicts of interest between the Local Board and the provider, which includes, but is not limited to the following:

- A prohibition on the payment of referral fees by training providers to Local Board staff, including America's Job Center of CaliforniaSM (AJCC) operator staff.
- The Local Board shall ensure that decisions made by the Local Board regarding ETPs and their programs are in compliance with WIOA Section 107(h).

MCWDB local eligibility requirements

In addition to the State eligibility requirements outlined in WSD 21-03, the MCWDB has the following requirements:

Additional Requirements for Providers:

- It is the policy of the MCWDB that Providers must have a contract in place with the MCWDB prior to any ITA being issued for the Provider.

Additional Requirements for Programs to be listed on the MCWDB Local ETPL:

- It is the policy of the MCWDB that programs approved for the Local ETPL will
 - Include programs for training leading to employment in one of MCWDB's Priority Industry Sectors. Current Priority Industry Sectors can be found listed in the MCWDB local plan, which can be found on the MCWDB website.
 - Include programs for any training that does not result in employment in one of MCWDB's Priority Industry Sectors, but demonstrably leads to employment that meets local business needs. These programs must be authorized in writing via a waiver by the MCWDB Executive Director.
- It is the policy of the MCWDB that programs on the State ETPL that are located in other counties may be included on the MCWDB Local ETPL if they meet the other requirements listed herein.
- It is the policy of the MCWDB that programs that lead only to employment, rather than a credential as defined in WSD 23-03 "Performance Guidance", require the following to be included on the MCWDB Local ETPL:
 - Employment must be in an occupation that pays a wage that is at or greater than \$25.00 per hour.
- It is the policy of the MCWDB that programs on the Local ETPL leading to employment in one of the MSWDB's Priority Industry Sectors have a total cost no greater than \$8,000 unless a written waiver for a cost of up to \$10,000 has been approved by the Executive Director.
- It is the policy of the MCWDB that programs on the Local ETPL leading to employment not in one of the MSWDB's Priority Industry Sectors have a total cost no greater than \$5,000 unless a written waiver has been approved by the Executive Director.

Method and timeline for notifying providers if they or their program(s) are removed from the CA and/or local ETPL:

After review, if a Local Board determines the training provider/program does not meet the requirements to be listed on the CA ETPL, the Local Board must inform the training provider in writing with the reason(s) for the denial and provide information on the Local Board appeal process within 30 days of receipt of the application. A copy of the written notification provided to the provider must be uploaded to the documents section of the Provider Profile in CalJOBS within 10 business days of issuance.

If the Local Board nominates a provider/program to the state for review, but upon review, the State ETPL Coordinator denies the training provider/program listing on the CA ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the denial within 30 days of receipt of the nomination. The Local Board must in

turn inform the training provider in writing with the reason(s) for the denial, and information on the Local Board appeal process within 30 days of receipt of the EDD's decision. A copy of the written notification provided to the provider must be uploaded to the document section of the Provider Profile in CalJOBS within 10 business days of issuance.

If the training provider is able to rectify the issue that caused the denial, the Local Board can review the information and resubmit to the State ETPL Coordinator for review. For example, if a provider is denied solely because the *CA ETP Assurances Form* (Attachment 4) was not uploaded to CalJOBS, the State ETPL Coordinator would notify the Local Board, which would notify the provider. The Local Board can then nominate the provider again once the form is uploaded to CalJOBS.

The training provider's request to be on the CA ETPL must be denied if the training provider fails to provide complete information, intentionally provides inaccurate information, or has substantially violated any WIOA requirement(s). If the EDD, in consultation with the nominating Local Board, determines a training provider intentionally supplied inaccurate information or violated any WIOA requirement(s), the EDD or the Local Board shall deny the training provider's application for the CA ETPL, and the training provider is not allowed to be reconsidered for inclusion on the CA ETPL for at least two years.

If approved for inclusion on the CA ETPL, but the Local ETPL Coordinator determines the training provider/program does not meet their local ETPL requirements, the Local Board must inform the training provider in writing with the reason(s) for the denial, and information on the Local Board appeal process within 30 days of receipt of the application. A copy of the written notification provided to the provider must be uploaded to the documents section of the Provider Profile in CalJOBS within 10 business days of issuance.

Appeal process:

Appeals to the WDB

Any training provider wishing to appeal a decision by the WDB must submit a written appeal within 30 days of the denial notice. The appeal must be addressed to the WDB Director, and delivered via electronic mail to kaylorea@countyofmonterey.gov.

The appeal must include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), supporting documentation, and the signature of the appropriate provider official. The training provider may choose to rely on the written appeal or an in-person appeal hearing can be scheduled.

There will be an Initial informal meeting between the Local Board staff and the provider. The purpose of this meeting is to identify if there is a simple solution to resolve the dispute.

If no resolution results from the initial informal meeting, there will be an opportunity for providers to have a hearing. The hearing officer shall be an impartial person. The hearing officer shall provide written notice to the concerned parties of the date, time, and place of the hearing at least ten (10) calendar days in advance of the scheduled hearing. Both parties shall have the opportunity to present oral and written testimony under oath; to call and question witnesses; to request documents relevant to the proceedings; and to have legal representation.

Final decisions will be made within 60 days of receipt of the appeal and the provider and the Local Board notified in writing of the final decision.

Appeals to EDD

A provider may appeal to the EDD if it has exhausted the local appeal process and is dissatisfied with the Local Board's final decision.

A provider wishing to appeal a local decision to the EDD must submit a written appeal within 30 days from a Local Board's final decision on an appeal. The request for appeal must include a statement of the desire to appeal; specification of the program in question; the reason(s) for the appeal (i.e. grounds); and the signature of

the appropriate provider official. A provider appeal should be addressed to the following:

Attn: ETPL APPEAL
Central Office Workforce Services Division, MIC 50
P.O. Box 826880
Sacramento, CA 94280-0001

The EDD will promptly notify the appropriate Local Board when the EDD receives a request for appeal and when a final decision has been rendered.

The EDD will administratively review an appeal, make a preliminary decision, and notify the provider. The EDD can either uphold or reverse the appealed decision.

Participant grievance and complaint procedure

MCWDB Grievance and complaint procedures are found in MCWDB Policy 19-01 "Grievance and Complaint Procedures," found at: [Equal Opportunity & Accessibility | Monterey County Works](#)

Recovery of WIOA training funds

MCWDB's Recovery of WIOA training funds procedures are found in MCWDB Policy 2024-02 "Individual Training Accounts," found at: www.montereycountywdb.org.

Delisting training provider/programs from the local ETPL.

To ensure the integrity of the CA ETPL, the Local Board or the EDD will remove a training provider or program from the CA ETPL at any time for the items below:

1. The training provider will be immediately removed from the CA ETPL for any of the following reasons until such time as they meet continued eligibility. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:
 - a. The training provider has lost its accreditation or its approval to operate from its regulating agency.
 - b. A private postsecondary training provider no longer meets the exempt criteria per CEC [Section 94874](#), or the provider's Verification of Exemption by BPPE (if required by the EDD) expired or is revoked, and the provider does not have a new Verification of Exemption, or BPPE Approval to Operate.
 - c. The nonprofit Community Based Organization no longer qualifies under Section 501(c)(3) of the Federal Internal Revenue Code.
 - d. The apprenticeship program is no longer registered with the DOL under the National Apprenticeship Act, or is no longer approved by DIR DAS. The State ETPL Coordinator is responsible for removing apprenticeship programs.
 - e. The pre-apprenticeship program no longer has a Letter of Commitment from a DOL registered or DIR DAS approved apprenticeship program, or no longer leads to an industry-recognized postsecondary credential.
 - f. It is determined the provider sub-contracted instruction of the program to another entity without approval from WASC or BPPE. See *ETPL Definitions* (Attachment 2) for the definition of third-party subcontracting.
 - g. The provider is not in compliance with WIOA Section 188.
2. A training provider will be immediately removed from the CA ETPL for a period of no less than two years for any of the reasons listed in this section. A provider who has been removed from the list for any of the following reasons is liable to repay all Adult and Dislocated Worker training funds received during the period of noncompliance:
 - a. The state identifies the Local Board and training provider are participating in pay-to-play activities (commonly known as kickbacks) that include, but are not limited to: the Local Board received monetary or gift exchanges for (or in the hope for) referrals to a specific training provider, and/or exchanges of money or gifts to have the training provider listed on ETPL. As part of the annual on-

site monitoring of Local Boards, if it is determined the Local Board is engaging in pay-to-play activities, a corrective action is required, and failure to take timely action to be in compliance may result in decertification of the Local Board involved.

- b. It is determined the training provider falsely reported information.
 - c. The training provider substantially violated a provision of Title I of WIOA, or its implementing regulations.
 - d. The training provider's top level leadership (e.g., owner, CEO, Director, etc.) is convicted of violating any federal or state law associated to the operation of the institution.
3. The EDD, in coordination with the Local Board, can remove a provider for any of the following reasons. Reactivation to the list is at the discretion of the State ETPL Coordinator and the Local Board:
- a. It is determined the provider is not serving or providing value to WIOA participants, and is listed on the CA ETPL solely for other purposes, such as the utilization of Workers' Compensation Supplemental Job Displacement Benefit vouchers.
 - b. The provider has not served at least one Title I, subtitle B enrollment during the previous two program years. See "Training Provider Continued Eligibility Criteria" for requirements to be reinstated to the ETPL.
 - c. The provider's CalJOBS profile and/or program information is inaccurate or incomplete.
 - d. The training provider has not demonstrated a good faith effort in providing the ETP Report data to the EDD.
 - e. The provider no longer wishes to be listed on the CA ETPL.
4. *In an effort to safeguard WIOA funds, the training provider will be suspended from the CA ETPL if the training provider is under any federal, state, or local investigation. During the period of suspension, no new enrollments may occur, but the training provider can continue to serve existing WIOA-funded enrollments. Once the investigation is complete, a review of the findings by the state will determine if the provider can be reinstated to the CA ETPL.*

If a training provider/program is removed from the CA ETPL, the EDD must inform the Local Board of the denial and the reason(s) for the delisting within 30 days of the removal. The Local Board must in turn inform the training provider in writing with the reason(s) for the delisting, and provide information on the Local Board appeal process within 30 days of receipt of the EDD's decision. A copy of the written notification provided to the provider must be uploaded to the document section of the Provider Profile in CalJOBS within 10 business days of issuance.

All training provider/programs removed from the CA ETPL must be removed from the local ETPL immediately upon notification from the EDD, as any new enrollments into a training program not eligible to be on the CA ETPL will result in disallowed costs.

It is the responsibility of the EDD and the Local Board to work together to ensure any participants currently enrolled in a training program removed under items 1 and 2 experience minimal disruption. If the training provider or program is removed due to items 1, 3, or 4, any participants already enrolled (attended at least one day of instruction) can continue participation in the program until the training is complete, but no new enrollments may occur.

Please see WSD19-10 for additional information regarding the recovery of training funds.

Placing Delisted Training Providers/Programs Back on the ETPL

Requests to be placed back on the CA ETPL must be submitted through the Local Board (unless the provider is a Distance Education or apprenticeship program). The training provider and program(s) must meet all criteria outlined in the CA ETPL Continued Eligibility Criteria section of this attachment to be placed back on the CA ETPL.

If the training provider is removed for item 2 of the Delisting Training Providers/Programs section of WSD 21-03, two years must have passed from the time of their removal before they can be placed back onto the CA ETPL.

If the training provider is removed for item 3(b) of the Delisting Training Providers/Programs section of WSD 21-03, the provider must wait 6 months from the date of removal before submitting an ETPL application for reinstatement.

Comparable training opportunities if the training provider goes out of business

It is the policy of the MCWDB to make every reasonable effort to provide a comparable training opportunity to participants if the training provider goes out of business. If the training provider is a Bureau of Private Postsecondary Education (BPPE) approved provider, the MCWDB will coordinate with BPPE's Office of Student Assistant Relief.

INQUIRIES

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

CHRIS DONNELLY, Executive Director
Monterey County Workforce Development Board

Board Chair Update on 6th Annual Community Builder Awards Ceremony

Erik Cushman, Monterey County Workforce Development Board and Executive Committee Chair, will provide an update on the Community Builder Awards ceremony scheduled for December 3, 2025.

WANT TO MAKE A DIFFERENCE?

HELP US RECOGNIZE THIS YEAR'S OUTSTANDING
PARTICIPANTS, BUSINESSES, AND PARTNERS
AT THE

6th Annual Community Builders Awards Ceremony

DECEMBER 3, 2025
11:30AM-1:30PM
MONTEREY COUNTY WORKS CENTER - SALINAS

BRONZE

\$125

Organization's Name in
Program

SILVER

\$250

Organization's Logo in
Program

GOLD

\$500

Organization's Logo in
Program and Website

PLATINUM

\$1,000

Special Feature in Monthly
Newsletter

SPONSORSHIP SUBMISSION DEADLINE
NOVEMBER 26, 2025



6th Annual Community Builders Awards Ceremony Sponsorship Selection Form

Event Date – December 3, 2025

Event Time – 11:30am-1:30pm

Event Location – Monterey County Works Center
344 Salinas Street, 2nd Floor
Salinas, CA 93901

SPONSOR INFORMATION

Name: _____ **Email:** _____

Organization: _____

Phone 1: _____ **Phone 2:** _____

SPONSORSHIP INFORMATION

Sponsorship Level:

- | | |
|---|----------------|
| ☐ Bronze – Organization's Name in Program | \$125 |
| ☐ Silver – Organization's Logo in Program | \$250 |
| ☐ Gold – Organization's Logo in Program and Website | \$500 |
| ☐ Platinum – Special Feature in Monthly Newsletter | \$1,000 |
| ☐ Other – _____ | _____ |

PAYMENT INSTRUCTIONS

Please make checks payable to:

ATTN: Vanessa Kor

Central Coast Regional Workforce Partnership Inc (Tax ID No. 770235583)

344 Salinas Street, Suite 101

Salinas, CA 93901

SPONSORSHIP SUBMISSION DEADLINE

Wednesday, November 26, 2025

Board Retreat Objectives

Chair Erik Cushman will lead a discussion on the objectives of the Board Retreat.