



SPECIAL EXECUTIVE COMMITTEE MEETING AGENDA PACKET

Thursday, February 12, 2026
9:00 a.m. - 10:30 a.m.

Documents related to agenda items that are distributed to the WDB less than 72 hours prior to the meeting shall be available for public inspection at 344 Salinas Street, Suite 101, Salinas, CA or visit our website at www.montereycountywdb.org. 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

WDB Executive Committee:

Erik Cushman,
WDB & Executive Chair

Cesar Lara
Paula Calvetti
Larry Hartman

Monterey County Workforce Development Board

Special Executive Committee Meeting

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

Thursday, February 12, 2026; 9:00 a.m.

AGENDA

CALL TO ORDER/ROLL CALL: CHANGES TO AGENDA: PUBLIC COMMENT: (Limited to 2 minutes per person)	Erik Cushman, <i>Chair</i>
DIRECTOR'S REPORT: <ul style="list-style-type: none">2026-27 Department of Labor, Workforce Innovation and Opportunity Act (WIOA) funding2026 One Stop Operator RFP	Chris Donnelly
CONSENT CALENDAR:	Erik Cushman
1. ACTION: Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) Executive Committee meeting on January 15, 2026.	Erik Cushman
DISCUSSION OR REVIEW OF BUSINESS CALENDAR ACTION ITEMS:	Erik Cushman
1. ACTION: Consider and approve the reappointment of Erik Cushman, representing Business, for a three-year term, and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.	Erik Cushman
2. ACTION: Consider and approve the reappointment of Efrain Aguilera, representing Labor, for a three-year term, and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.	Erik Cushman
3. ACTION: Consider and approve the reappointment of Arpi Tanilian, representing Business, for a three-year term, and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.	Erik Cushman
4. ACTION: Consider and approve the reappointment of Justin McIntire, representing California's Department of Rehabilitation, for a three-year term, and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.	Erik Cushman
5. ACTION: Consider and approve the following policies: <ul style="list-style-type: none">2026-01 Supportive Service Policy and Guidance	Elizabeth Kaylor
6. The Executive Committee welcomes its new Executive Committee member, Larry Hartman.	Erik Cushman
7. Update on the California Workforce Development Board (CWDB) Director's visit to the Central Coast's workforce development boards scheduled for February 18 and 19, 2026.	Chris Donnelly
8. Discussion regarding MCWDB's Strategic Plan Goals 2 and 5.	Chris Donnelly
9. Discussion on implementation of Assembly Bill (AB) 339 State legislation.	Elizabeth Kaylor
10. Update on AB 642, Rapid Response (RR) State legislation, and Local Area RR activities.	Chris Donnelly
11. Update on the Pajaro Small Business Assistance program.	Vanessa Kor
12. Update on MCWDB's 2025-26 2 nd Quarter budget.	Daisy Fernandez
13. Update on WIOA Adult, Dislocated Worker, and Youth programs.	Lucy Iracheta Lourdes Luviano Michael Artalejo
14. Update on WIOA Adult, Dislocated Worker, and Youth program performance.	Vanessa Kor



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*Erik Cushman,
WDB & Executive Chair*

Cesar Lara
Paula Calvetti
Larry Hartman

15. Updates on Executive Committee members' workforce and business activities.	Erik Cushman
ANNOUNCEMENTS:	Erik Cushman
ADJOURNMENT	Erik Cushman
SUBCOMMITTEE MEETINGS: Executive: MARCH 19, 2026	WDB MEETING FEBRUARY 26, 2026

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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, January 15, 2026

Members Present: Erik Cushman (Chair) and Cesar Lara

Members Absent: Paula Calvetti

Staff Present: Christopher Donnelly, Elizabeth Kaylor, Pearl Sanchez, Vanessa Kor

Public Comment: None

Call to Order/Introductions: Erik Cushman called the meeting to order at 9:00 a.m. A quorum was established.

Changes to Agenda: A motion was made by Cesar Lara to table Items 10 and 11 for consideration at a future meeting, seconded by Erik Cushman. Motion passed.

CONSENT CALENDAR:

1. **Action:** Consider approval of minutes from the Monterey County Workforce Development Board (MCWDB) Executive Committee meeting on November 20, 2025.
A motion was made by Cesar Lara to approve the minutes for the Executive Committee meeting on November 20, 2025, seconded by Erik Cushman. Motion passed.

Discussion or Review of Business Calendar Action Items:

1. **ACTION:** Consider and approve the appointment of Cynthia Benitez, representing Labor, for a three-year term, and that the MCWDB forward the reappointment to the Board of Supervisors for final approval.
A motion was made by Cesar Lara to approve the appointment of Cynthia Benitez to the Workforce Development Board, seconded by Erik Cushman. Motion passed.
2. **ACTION:** Consider and approve the reappointment of Casey Van Den Heuvel, representing Labor, for a three-year term, and that the MCWDB forward the reappointment to the Board of Supervisors for final approval.
A motion was made by Cesar Lara to approve the reappointment of Casey Van Den Heuvel to the Workforce Development Board, seconded by Erik Cushman. Motion passed.
3. **ACTION:** Consider and approve the proposed amendments to MCWDB's Bylaws. Upon hearing this agenda item and reviewing the materials, the Executive Committee requested copies of the current MCWDB Bylaws with the changes in redline to be provided to the Executive Committee via email following the meeting.
A motion was made by Cesar Lara and seconded by Erik Cushman to approve the proposed amendments to MCWDB's Bylaws. Motion Passed.
4. The Executive Director provided an update on MCWDB's 2025-26 2nd Quarter budget.
5. Item 8 was heard out of order at the request of the Chair. The Executive Committee discussed the recruitment of a Board member for the Executive Committee.
6. Management Analyst Vanessa Kor provided an update on Item 5, the Pajaro Business Relief Program.
7. Executive Director Christopher Donnelly provided an update on Item 6, the State of California Employment Development Department (EDD) annual program, fiscal, and procurement monitoring for Program Year 2024-25.
8. Under Item 7, Lucy Iracheta from Equus's Adult/Dislocated Worker program and Michael Artalejo from Turning Point's Youth program provided updates on the WIOA Adult, Dislocated Worker, and Youth programs.
9. The Executive Director and the Committee discussed the California Workforce Development Board Executive Director's visit to the central coast anticipated for February 18 and 19, 2026.
10. Item 12, Updates on Executive Committee members' workforce and business activities, was deferred to a future meeting.

Adjournment: Chair Erik Cushman adjourned the meeting at approximately 9:57 a.m.



EXECUTIVE COMMITTEE: 2/12/2026
AGENDA ITEM: 1

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: Approval of Reappointment of Erik Cushman,
Representing Business

DATE: February 12, 2026

RECOMMENDATION:

It is recommended that the Executive Committee approve the reappointment of Erik Cushman, representing Business, to the Monterey County Workforce Development Board (MCWDB), and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.

BACKGROUND:

Mr. Erik Cushman, Publisher, Monterey County Weekly, has reapplied for membership to the full Workforce Development Board. As the nominating body, the Executive Committee is asked to consider Mr. Cushman's application and recommend it for approval at the full Workforce Development Board meeting on February 26, 2026.

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. Cushman's application

MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD MEMBER APPLICATION

Today's Date

02/05/2026

CONTACT INFORMATION

Name:

Erik Cushman

Title:

Publisher

Phone:

Email:

City of Residence:

Pacific Grove

BUSINESS INFORMATION

Business Name:

Monterey County Weekly / Monterey County Now

Business Address:

668 Williams Avenue
Seaside, California 93955
[Map It](#)

Business Website:

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

Number of Current Employees:

28

Number of Years with Current Business:

27

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

38

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

I lead the largest local media operation covering Monterey County. The Weekly and our digital platforms (Monterey County Now) regularly wins awards for its journalism and is a very active member of the business community. I lead the business operations and have oversight responsibilities for the entire company.

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

Monterey Peninsula Chamber - 40+ years
Pacific Grove Chamber - 40+ years
Salinas Valley Chamber of Commerce - 40+ years
Carmel Chamber of Commerce - 40+ years
MCHA - 40+ years
See Monterey - 40+ years

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

See above

Monterey County Workforce Development Board

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

I've long admired the mission of the WDB and hope to be able to lend my talents to linking job seekers to good jobs.

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?

see above

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?

To lend my help improving the lives of members of the community and enhancing economic development for business owners.

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

02/05/2026



EXECUTIVE COMMITTEE: 2/12/2026
AGENDA ITEM: 2

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: Approval of Appointment of Efrain Aguilera,
Representing Labor

DATE: February 12, 2026

RECOMMENDATION:

It is recommended that the Executive Committee approve the reappointment of Efrain Aguilera, representing Labor, to the Monterey County Workforce Development Board (MCWDB), and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.

BACKGROUND:

Mr. Aguilera, Union Representative, United Food & Commercial Workers (UFCW) Local 5, has reapplied for membership to the full Workforce Development Board. As the nominating body, the Executive Committee is asked to consider Mr. Aguilera's application and recommend it for approval at the full Workforce Development Board meeting on February 26, 2026.

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. Aguilera's application

MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD APPLICATION FOR MEMBERSHIP

Today's Date

01/28/2026

CONTACT INFORMATION

Name:

Efrain Aguilera

Title:

UFCW Local 5 Agricultural Division Director

Phone:

Email:

City of Residence:

Greenfield

BUSINESS INFORMATION

Business Name:

UFCW Local 5

Business Address:

1145 N. Main Street
Salinas, ca 93906
[Map It](#)

Business Website:

<https://ufcw5.org/salinas/>

Number of Current Employees:

7

Number of Years with Current Business:

over 45 years

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

Labor Union.

Uplift the working condition, benefits and wages of union members and community members by organizing.

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

MBCLC
SASS
United Latinos of the UFCW

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

service union membership, filing grievance and arbitrations, negotiate collective bargaining agreements.

Monterey County Workforce Development Board

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

Retail and Agricultural labor knowledge input.

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?

CBA Negotiations, Community Involvement with Safe Ag Safe Schools

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?

to have a balance between private employers, public entities and Organized labor.

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

01/28/2026



EXECUTIVE COMMITTEE: 2/12/2026
AGENDA ITEM: 3

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: Approval of Reappointment of Arpi Tanilian,
Representing Business

DATE: February 12, 2026

RECOMMENDATION:

It is recommended that the Executive Committee approve the reappointment of Arpi Tanilian, representing Business, to the Monterey County Workforce Development Board (MCWDB), and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.

BACKGROUND:

Ms. Tanilian, Senior Analyst, Human Resources, Mann Packing Company, Inc., has reapplied for membership to the full Workforce Development Board. As the nominating body, the Executive Committee is asked to consider Ms. Tanilian's application and recommend it for approval at the full Workforce Development Board meeting on February 26, 2026.

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. Tanilian's application



344 Salinas Street, Suite 101 | Salinas, CA 93901

Monterey County Workforce Development Board (WDB) Membership Application

Name: Arpi Tanilian Date Submitted: 04/18/2025
Title: HR Sr. Analyst
Business/Organization Name: Mann Packing Company Inc

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: Mann Packing Company Inc
City: Gonzales State: California Zip code: 93926
Phone: ██ Fax: N/A
Mobile: ██
Email address: atanilian@freshdelmonte.com
Website address: www.VeggiesMadeEasy.com, www.freshdelmonte.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: around 500
2. Number of years with current business/organization: almost 3 years
3. Number of years in business in Monterey County: Since 1939
4. Please describe the nature of your business and your position: Please refer to attached document

5. Please list your current chamber and association memberships, the duration of each membership and the positions you currently hold:
Leafy Greens Marketing Agreement for California/Arizona

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

7. As a member of your business with optimum policy authority, please describe your responsibilities within your organization:
Please refer to attached document

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
Please refer to attached document
2. What experience in the areas of fundraising, budget analysis, workforce policy development, youth services, knowledge of the labor market, and community involvement or linkages with educational agencies do you bring to the Monterey County WDB, as applicable?
Please refer to attached document
3. Membership on the Monterey County WDB requires that each member attend a full WDB meeting every two months, attend training sessions for board members and become an advocate for workforce development. The time commitment for these activities ranges from a minimum of 4 to 10 hours per month. Can you make that time commitment? Yes No
4. Membership on the Monterey County WDB requires that each member serves on a sub-committee. The time commitment for this activity ranges from a minimum of 3 to 4 hours per month. Can you make that time commitment? Yes No
5. Why do you wish to serve on the Monterey County WDB? (Describe in 100 words or less)
Please refer to attached document

Signature and Acknowledgement

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

Signature:

Date: 04/18/2025

Business Related Questions:

4. Mann Packing Co Inc is a leading supplier of premium fresh vegetables including commodity produce, fresh cut veggie mixes, on the go meals, and salads. I am the HR Sr. Analyst at the company.
7. As a Senior Human Resources Analyst at Mann Packing Co., my role would encompass a blend of strategic analysis, operational support, and policy implementation within the HR department. Ensure HR policies comply with collective bargaining agreements (CBAs) and are implemented consistently across union – represented employees.

Monterey County WBD Related Questions:

1. I hope to contribute a thoughtful, forward-thinking perspective that supports equitable economic growth and workforce opportunities for all community members. Also help foster partnerships, support innovation in workforce training, and promote career pathways that lead to long term success for both job seekers and employers in our region.
2. Throughout my experience in the education system in different countries, I have been involved in developing youth employment and mentorship programs. I have collaborated with schools and employers to offer job readiness trainings, internships, and soft-skills development. I have taken part in many fundraising events. I have contributed to many workforce development strategies by evaluating needs and working towards implementing those skills.
5. I wish to serve on the Monterey County Workforce Development Board because I'm deeply committed to supporting workforce solutions that empower both employers and job seekers in our region. With my background in human resources analytics, especially in a unionized environment like Mann Packing, I bring a nuanced understanding of workforce dynamics, labor relations, and talent development.

I believe that through strategic partnerships, smart policy, and targeted training initiatives, we can address the skills gap, support economic mobility, and help local businesses thrive. I'm passionate about ensuring all workers have access to the resources they need to build meaningful, sustainable careers.

Serving on the WDB is an opportunity for me to give back to the community, bring a practical, employer-informed perspective to the table, and help shape a resilient, future-ready workforce in Monterey County.



EXECUTIVE COMMITTEE: 2/12/2026
AGENDA ITEM: 4

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: Approval of Reappointment of Justin McIntire,
Representing the Department of Rehabilitation

DATE: February 12, 2026

RECOMMENDATION:

It is recommended that the Executive Committee approve the reappointment of Justin McIntire, representing the State of California's Department of Rehabilitation (DOR), to the Monterey County Workforce Development Board (MCWDB), and that the MCWDB forwards the appointment to the Board of Supervisors for final approval.

BACKGROUND:

Mr. McIntire, District Administrator for the DOR, has reapplied for membership to the full Workforce Development Board. As the nominating body, the Executive Committee is asked to consider Mr. McIntire's application and recommend it for full Workforce Development Board approval at its meeting on February 26, 2026.

ATTACHMENTS:

Mr. Justin McIntire's application



344 Salinas Street, Suite 101 | Salinas, CA 93901

Monterey County Workforce Development Board (WDB) Membership Application

Name: Justin McIntire Date Submitted: 4/18/2025
Title: District Administrator
Business/Organization Name: Department of Rehabilitation

Representation

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

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

Contact Information

Business/Organization Name: Department of Rehabilitation
City: Salinas State: California Zip code: 93901
Phone: 805.560.8162 Fax: 805.560.8162
Mobile: _____
Email address: justin.mcintire@dor.ca.gov
Website address: https://www.dor.ca.gov/
Business license number: _____
City of residence: Salinas

Business Related Questions

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

1. Number of current employees: 17
2. Number of years with current business/organization: 13
3. Number of years in business in Monterey County: _____
4. Please describe the nature of your business and your position: Employment Agency Providing Services to People with Disabilities

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

N/A

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

N/A

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

Oversee operations for 7 offices throughout 4 counties ensuring job seekers obtain the services they need to obtain, maintain, and advance in their employment.

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

Work in collaboration to advance the mission of the Monterey County WDB and while ensure people with disabilities are included.

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 experience in operations of the workforce system, collaborating with community partners, partnering with educational systems, and linking those organizations to business.

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)

My goal is to serve job seekers and the business community to meet the needs of both entities while ensuring people with disabilities are fully included into the workplace.

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: 4/18/2025



EXECUTIVE COMMITTEE: 2-12-26
AGENDA ITEM: 5

MEMORANDUM

TO: Workforce Development Board Executive Committee

FROM: Christopher Donnelly

SUBJECT: Consider and Approve Revised Policy

DATE: February 12, 2026

RECOMMENDATION:

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee consider and approve the following revised policy:

Revised Policy:

Draft #2026-01: Supportive Service Policy and Guidance

Applicable to: MCWDB staff and service provider staff.

Purpose: This policy provides guidance and addresses the use of Workforce Innovation and Opportunity Act (WIOA) funding to provide supportive services to eligible participants enrolled in WIOA Adult, Dislocated Worker, and Youth programs.

Attachment:

- Draft #2026-01 Supportive Service Policy and Guidance



WIOA – TITLE I POLICY



Effective Date: February 1, 2026

Supersedes WDB Policy: #2023-02

Policy #2026-01

SUPPORTIVE SERVICE POLICY AND GUIDANCE

EXECUTIVE SUMMARY

This policy provides guidance on and addresses the use of Workforce Innovation and Opportunity Act (WIOA) Title I funds for supportive services to eligible participants enrolled in the WIOA Adult, Dislocated and Youth programs on or after February 1, 2026, or carried in prior to February 1, 2026, who are active in WIOA service as of February 1, 2026. Eligible participants exited prior to February 1, 2026, are covered by #2023-02, the prior Supportive Service Policy and Guidance.

This policy provides to local WIOA subrecipients the documentation requirements to show that the supportive service is allowable, reasonable, and not otherwise available to the participant, and is intended to accomplish the following: assist participants with important supportive services needs to enable them to fully participate in WIOA services; allow a streamlined process of approval and reimbursement; enable accurate and timely tracking of expenditures; be relevant across all funding sources; provide guidelines for staff in working with participants; and include allowable supportive services and required supporting documentation in Appendices A and B. The revised policy also includes a requirement to use a Supportive Services Tracking log to ensure that Supportive Services budgets, limits, and procedures are adhered to.

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>
- State of California Employment Development Department (EDD) Workforce Services Directive (WSD) 24-05, [CalJOBS Activity Codes Directive](#)

BACKGROUND

WIOA provides supportive service guidelines for WIOA-eligible participants. Supportive services are provided to eligible WIOA Adults, Dislocated Workers and Youth when the supportive service will assist the participant to remove barriers with the intent to help participant reach his/her employment and training goals.

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

Supportive services are services that are necessary to enable an individual to successfully participate in activities authorized under WIOA sec. 134(c)(2) and (3) (adults and dislocated workers) and sec. 129(c)(2) (youth) and are defined in WIOA sec. 3(59).

POLICY AND PROCEDURES

Supportive Services may be provided to eligible WIOA participants who are:

1. Adults enrolled in WIOA career services or training services stated in WIOA sec. 134(c)(2) and (3) OR Youth enrolled in program activities stated in 129(c)(2); individuals enrolled in non-WIOA discretionary grants following Local WIOA policy if applicable; OR
2. Youth who have exited and need post-program supportive services as follow-up services for up to 12 months after exit (See Appendix B: Approved Supportive Services in Follow-up); AND
3. Unable to obtain supportive services through other programs providing such services. WIOA supportive services are limited and must be coordinated and leveraged with other community resources. In every instance of providing supportive services, staff must ensure that no other resource exists or that the need is so urgent that referrals to other resources would delay the provision of the supportive service and create a hardship to the participant.

Supportive Service Maximum Lifetime Cap

Services Available	Total Amount Available (Lifetime Cap)
All eligible participants	\$1,750

Some supportive services, as indicated in Appendix A below, may also have an individual lifetime cap.

SUPPORTIVE SERVICES REQUIREMENTS

The following requirements and conditions must be adhered to for any supportive service to be approved. Noncompliance will result in disallowable costs related to the specific supportive service request.

Allowable Supportive Services:

1. The primary criterion for an adult or dislocated worker participant's eligibility to receive supportive service funds is for interviewing attire or enrollment in a training service activity. The primary criterion for a youth participant's eligibility to receive supportive service funds is enrollment in a WIOA youth program activity listed in 129(c)(2).
2. The provision of supportive services will be limited by the availability of funds and specific cost and time limitations established in this policy. All supportive services are contingent upon available funding and approval.
3. Supportive services shall be provided based on an evaluation of a participant's level of need as outlined in case notes and Individual Employment Plan for participants in the Adult and Dislocated Worker Program and Individual Services Strategy for participants in the Youth Program.
4. Receipts for supportive service reimbursements must be submitted within 30 days of purchase.

5. Supportive services must be requested and approved by the WDB Fiscal Manager AND the Program Supervisor prior to expending or directing a participant to expend funds and cannot be expended and/or reimbursed prior to enrollment into WIOA.
 - Program Supervisor approval indicates that the Program Supervisor has reviewed all documentation for the supportive service and the amount of the request is correct, meets the criteria in this policy, and the request amount is reasonable for the item requested and necessary for the participant to receive the WIOA service.
 - WDB Fiscal Manager/Accountant approval indicates that the request has been calculated correctly and that there are sufficient funds to provide the supportive service. The dollar amounts listed are not an entitlement, and as such, the participant must be in compliance with program requirements, including active participation in WIOA services. Active participation includes **but is not limited to** no unexcused absence from training, responding within one week to telephone calls, emails, and text messages from staff, and no unexcused absence from scheduled WIOA skill or career development activities or workshops .
6. Lifetime cap – If a participant exhausts their supportive service funds lifetime cap, as indicated above in “Supportive Service Outline,” the participant is no longer eligible for supportive services. Some supportive services, as indicated in Appendix A below, may also have an individual lifetime cap.

Disallowed Supportive Services:

1. WIOA funds cannot be used to pay fines incurred for breaking the law (e.g., speeding or DUI tickets), penalties (e.g., late fees or DMV penalties) or a down payment or contracted payment on an automobile, real property or interest.
2. The participant claiming a need for supportive services must live in the service delivery area. The locations served are Salinas, Monterey, Marina, King City, Castroville, Sand City, Greenfield, Gonzales, Soledad, and the unincorporated areas of Monterey County. This provision may be waived by the WDB Director or designee.
3. Only under extenuating circumstances will supportive service requests for participants residing outside of the service delivery area be reviewed and a waiver approved by the WDB Director or designee. A request for a waiver must be submitted to the WDB Director no less than fifteen (15) days prior to submitting the request for supportive services. Detailed case notes by staff are required to justify providing the waiver.

Training-Related Supportive Services:

1. Priority for supportive services will be given to Adult and Dislocated Worker participants enrolled in job search activities as stated in WIOA sec. 134(c)(2)(A)(i), or Training Services as stated in WIOA sec. 134(c) (3), and Youth participants enrolled in services defined in WIOA sec. 129(c)(2)(C) and (D). Training does not include workshops.
2. The following provisions must be explained to participants, and the explanation documented in case notes, prior to submitting a request for supportive services for a participant.
 - Participants must achieve satisfactory performance, which is defined as a participant who, while in training related activities, maintains 100% attendance except for absences authorized in advance when possible or within three (3) days of the absence in unforeseen, extreme, or mitigating circumstances. Attendance must be verified prior to authorizing a supportive service

request for the participant.

- Participants must maintain satisfactory academic progress in their program of training. In the event that satisfactory academic progress does not occur, the participant must understand and agree that they will not be entitled to supportive services. Academic progress must be verified prior to authorizing supportive service request for the participant
- Participants must be in the program with active participation in the WIOA services that justify the supportive service.
 - Active participation is defined as participant maintaining contact with their case manager at least once per month. Additionally, if case manager contacts participant, participant must respond within 5 working days. If participant does not maintain contact and their case manager cannot reach them for over two weeks, or the case manager does not receive a response to contact within 5 working days, the participant is no longer eligible for supportive services.

Examples:

- Participant began training 5 weeks ago and has not contacted case manager for any reason since beginning. Participant is not eligible for supportive services.
- Participant began training 5 weeks ago and contacted case manager to ask for supportive services 3 weeks ago. Case manager attempted to contact participant multiple times since then up to 1 week ago, using whatever the participant's preferred method of contact is, but participant has not returned case manager's communication. Participant is not eligible for supportive services.
- Participant had an emergency auto repair and up to that point had been attending training regularly. However, after the repair, participant did not maintain contact and did not return case manager's contact attempts within one week. Even though the participant had been eligible up to that point, case manager should not provide the previously authorized supportive service to the participant.

Transportation Supportive Services:

1. Transportation supportive services will be provided to Adult and Dislocated Worker participants who meet the criteria in the Training-Related Supportive Services section above and are in ETPL or OJT training.
2. Transportation supportive services will be provided to Youth participants who meet the criteria in the Training Related Supportive Services section above and have received a 412 and a 413 activity and are in a youth career or training service.
3. Transportation supportive services will be in the form of either a monthly bus pass or mileage reimbursement at the currently effective Federal Mileage Rate.
4. Mileage reimbursement requires mileage documentation between participant's home and training provider location, driver's license, proof of registration, and proof of insurance.

DOCUMENTATION AND APPROVAL

The following procedures provide the general framework for the supportive service process.

Determination of Need:

It is the responsibility of service provider staff to determine if the participant needs supportive services. In addition:

1. There has to be justification to support the expenditure. The appropriate supportive service activity codes must be entered in CalJOBS, and detailed case notes must contain information that supports the request.
2. Receipts must be submitted within 30 days of purchase.
3. All supportive service activities and expenditures must be tracked in the Supportive Services Tracking log maintained by the assigned service provider staff. This log must be uploaded into the participant's CalJOBS document file.
 - Participants in training must maintain attendance and academic progress as defined in the Training-Related Supportive Services section above. Staff must confirm attendance and satisfactory performance prior to authorizing the supportive services request for the participant.
4. Participants in active job search: case notes need to demonstrate active job search. It is the responsibility of the staff authorizing the supportive service request to determine and document active job search activities in case notes, including details of interview dates and business names for supportive services related to interview attire.

Approval Process:

1. Service provider staff will authorize supportive services request and submit the payment request along with the final supportive service paperwork and necessary back-up documentation for approval to the MCWDB Finance Department (Note: Check disbursements usually take up to 30 days after submittal.) Service Provider designated staff will pick up the checks from the MCWDB Finance Dept.
2. MCWDB finance staff will review the request in its entirety, ensuring that all the necessary conditions for approval have been satisfied. In the event that **all** conditions as stated in this Policy are not completed, the finance staff will return the request to the staff member. Once the request is approved, an obligation record is created. (Note: The staff will be able to continue to request payments for supportive services as long as the cap and overall approved budget has not been exhausted.

Documentation: (see Appendix A for details)

1. Activity codes in CalJOBS
2. Supportive Service Case Notes
3. Original Receipt/s
4. Other supporting documentation (if applicable)

SUPPORTIVE SERVICES TRACKING LOG

The following procedures provide the general requirements for using the Supportive Services Tracking Log, which is accessed via the fiscal MIPS server. Use of the Supportive Services Tracking log is mandatory in order to ensure that Supportive Services budgets, limits, and processes are adhered to.

All users of the Supportive Services Tracking log must read and understand the User Guide prior to logging into the system and refer to it when using the log until completely familiar with it.

ATTACHMENT 1: Supportive Services Tracking Log User Guide

INQUIRIES

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

CHRIS DONNELLY, Executive Director
Monterey County Workforce Development Board

Appendix A: Approved Supportive Services Itemized List

Miscellaneous Item Description	Allowable Amount(s)	Required Documentation for Finance (receipts are required for all items)	CalJOBS Activity Codes
Books, Software <ul style="list-style-type: none">As needed per course syllabus	Up to \$500	<ul style="list-style-type: none">List of required books from training provider. Books provided by training provider through the ITA are not eligible.	326
California Department of Motor Vehicles <ul style="list-style-type: none">DMV Printout, Smog check	Prevailing State fee	<ul style="list-style-type: none">Valid car registration required.	185 (other)
Car Repair <ul style="list-style-type: none">Emergency Repairs/ReplacementsEmergency Tire Replacement (only used tires will be approved)	Up to \$350 Up to \$200	<ul style="list-style-type: none">Three (3) quotes are required for all car repair Requests.Routine maintenance or service unrelated to the emergency is excluded from this category.Nature of emergency must be documented in case notes.Tire replacement limited to the tire(s) damaged in emergency.Valid car registration required.	185 (other)
Clothing & Uniforms Adults and Dislocated Workers <ul style="list-style-type: none">Uniforms, Shoes, Work BootsBased on training and job search needsInterview Clothing	Up to \$350 <ul style="list-style-type: none">Maximum \$100 per interview clothing request, including shoes.	<p>For Adult and Dislocated Worker participants in ETPL or OJT</p> <ul style="list-style-type: none">Itemized list of necessary items must be provided by the school or employer.One (1) set of interview clothing per participant. If participant has been provided clothing suitable for both interview and work clothes, only one request will be approved.This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity,	188
Clothing & Uniforms Youth <ul style="list-style-type: none">Uniforms, Shoes, Work BootsBased on training and job search needsInterview Clothing	Up to \$350 Maximum \$100 per interview clothing request including shoes	<ul style="list-style-type: none">Itemized list of necessary items must be provided by the school or employer.One (1) set of interview clothing per participant. If participant has been provided clothing suitable for both interview and work clothes, only one request will be approved.This service must be provided in conjunction with another youth career service or training service.	487

		Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 services prior to enrolling in this activity.	
Fingerprinting, Background, and Drug Screening • For Employment or Training	Usual and customary fee		185 (other)
Haircuts Once a month	Up to \$30/month, \$150 total	Receipt from business providing haircut required.	185 (other)
Identification Birth Certificates, California Driver's License/ID	Prevailing State/County Fee		185 (other)
Immunization For Employment or Training	Prevailing Fee		185 (other)
Tools and Supplies (Adult DW) • Tools and equipment or supplies necessary for Employment and Training	Up to \$350 • Maximum \$150 for tools	For Adult and Dislocated Worker participants in ETPL or OJT, • Itemized list of necessary items must be provided by the school or employer. • This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity. • Tool reimbursement requires Employer Offer Letter	188
Tools and Supplies (Youth) • Tools and equipment or supplies necessary for Employment and Training	Up to \$350 Maximum \$150 for tools	• Itemized list of necessary items must be provided by the school or employer. • Tool reimbursement requires Employer Offer Letter • This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 services prior to enrolling in this activity.	487
Testing or Exam Fees • Testing, Credentials, Licenses, Certifications	Prevailing fee. Up to \$500	• Testing or Exam fees must be for State, National or Industry-Recognized credential resulting from training as defined in TEGL 19-16: "Training services, when determined appropriate, must be provided either through an Individual Training Account (ITA) or through a training contract discussed in Section 8 of this	Adults/DW 191 Youth- 490

		<p>TEGL.” Section 8 of TEGL 19-16 lists the following exceptions: (a) OJT, (b) determination by the WDB that there are insufficient ETPL providers (as described in the Local Plan), (c) a program of demonstrated effectiveness offered in a local area by a community-based organization or other private organization to serve individuals with barriers to employment, (d) a direct contract with an institution of higher education or other provider to facilitate a cohort of individuals for jobs in-demand sectors, or (e) pay for performance contracts (note funding limitation).</p> <ul style="list-style-type: none"> • Exceptions for TEGL 19-16 must be pre-approved in writing by WDB Director. • Exam Fees will only be reimbursed after proof of passing and/or Credential. • See EDD WSD 24-05 Attachment 1 - CalJOBS Activity Codes Dictionary for additional criteria. 	
Toiletries • ONLY COVERS THE FOLLOWING: Toothbrush, cap, tooth cleaner, floss, razor, blades, shaving oil/cream, comb and/or hairbrush, shampoo, bar soap, deodorant	Up to \$25 per month	See EDD WSD 24-05 Attachment 1- CalJOBS Activity Codes Dictionary for criteria.	Adult/DW 185 (other) Youth 485 (other)
Transportation – Adults and Dislocated Workers • Mileage reimbursement • Prevailing public or non-profit transportation rate; • Monthly Bus Pass • Federal mileage rate	Maximum \$250	<ul style="list-style-type: none"> • For Adult and Dislocated Worker participants in ETPL or OJT while in training. • Mileage reimbursement requires mileage documentation between participant’s home and training provider, proof of registration, proof of insurance. • This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity. 	181

Transportation - Youth <ul style="list-style-type: none">• Monthly Bus Pass;• Mileage reimbursement• Prevailing public or non-profit transportation rate;• Federal mileage rate.	Maximum \$250	<ul style="list-style-type: none">• This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 services prior to enrolling in this activity.• Mileage reimbursement requires mileage documentation between participant's home and training provider location, proof of registration, proof of insurance.	481
Medical Services/Vision – Adult and Dislocated Workers As required to attend training or to obtain/retain employment	Maximum \$125 for single vision lenses and \$150 for bifocals \$150 Lifetime cap	<ul style="list-style-type: none">• For Adult and Dislocated Worker participants in Career services or training activities.• This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.	182
Medical Services/Vision – Youth As required to attending training or to obtain/retain employment	Maximum \$125 for single vision lenses and \$150 for bifocals \$150 Lifetime cap	<ul style="list-style-type: none">• For Adult and Dislocated Worker participants in Career services or training activities.• This service must be provided in conjunction with another youth career service or training service. Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 services prior to enrolling in this activity.	482
Child Care- Adults and Dislocated Workers	Up to \$250 per month \$1,000 lifetime cap	<ul style="list-style-type: none">• Must be at state approved licensed child care facility.• For Adult and Dislocated Worker participants in Career services or training activities.• This service must be provided in conjunction with a career service or training service. Service dates for the supportive service must be within the dates of the career service or training activity.• Documentation of days/hours child attended Documentation of child's birth	180
Child Care- Youth	Up to \$250 per month \$1,000 lifetime cap	<ul style="list-style-type: none">• Must be at state approved licensed child care facility.• This service must be provided in conjunction with another youth career service or training service.	480

		<p>Service dates for the supportive service must be within the dates of the youth career service or training activity. Additionally, youth must receive 412 and 413 services prior to enrolling in this activity.</p> <ul style="list-style-type: none">• Documentation of days/hours child attended• Documentation of child's birth.	
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Appendix B: Approved Follow-Up Supportive Services Itemized List

Follow up supportive services are available to Youth only. Per TEGL 19-16, an Adult/DW customer who has exited and is only receiving follow-up services is not eligible to receive supportive services during their follow-up.

Miscellaneous Item Description	Allowable Amount(s)	Required Documentation for Finance (receipts are required for all items)	CalJOBS Activity Codes
Transportation	\$250	Bus Pass Receipts/Mileage documentation	F12
Work Related Uniforms/Attire	\$350	Employer Letter/Receipts	F13
Work Related Tools	\$200	Employer Letter/Receipts	F14
Supportive Service Other	Maximum \$200	For educational testing/certification and related expenses	185

**The Executive Committee Welcomes its New Executive Committee Member,
Larry Hartman**

Update on the California Workforce Development Board (CWDB) Executive Director's Visit on February 19, 2026

The Executive Director will provide an update on the CWDB Executive Director's upcoming February 19, 2026, visit to the central coast's workforce development boards.



Monterey County Workforce Development Board

Strategic Planning 2026-2028

Goal #2 Add Industry Employers to the WDB and Retain Current Membership

Outreach Strategy (Q1 through Q4)

Define Board needs and Goals – WDB Mission and Vision

1. At the January 15, 2026, Executive Committee meeting, conduct a 1st Quarter Executive Committee SWOT (Strengths, Weaknesses, Opportunities, and Threats) exercise to assess current and future workforce needs to identify any specific skills and qualifications required or desired for new Board members.
2. At the February 19, 2026, Executive Committee meeting, identify specific employers in high growth areas and sectors – Health Care, Agriculture, Hospitality/Tourism, Advanced Manufacturing – as the primary focus areas for Board member recruitment.
3. At the February 19, 2026, Executive Committee meeting, identify relevant professional organizations for MCWDB outreach to identify potential Board members.
4. At the February 26, 2026, Board meeting, Board members to identify 3 potential organization and association members in high-growth sectors.
5. At the March 19, 2026, Executive Committee meeting, develop a clear message that highlights the unique value of the MCWDB.
 - a. Membership provides an opportunity to influence workforce strategies in Monterey County.
 - b. MCWDB brings together the key organizations working to train and employ Monterey County residents.
6. At the April 23, 2026, Board meeting, request current Board members to leverage social media platforms and professional organizations to promote MCWDB and its initiatives.
 - a. Create a Public Relations plan
 - b. Promote and hold an Open House
 - c. Ask Board members to use their social media and professional organizations to expand opportunities to meet with potential Board members.
 - d. Encourage referrals from current Board members to provide personalized outreach.
7. By the Executive Committee meeting of May 21, 2026, staff shall develop outreach materials for potential new board members to include:

- a. Mission/Vision
- b. Impact Report
- c. WDB funding
- d. Time commitment and Board member responsibilities – clarify expectations
- e. Talking Points for Board members/business cards/name tags

8. While requesting quorum for the Board meeting of June 25, 2025, suggest that members bring a potential board member to the WDB meeting.
9. Board Chair and Executive Director will hold ongoing, in-person Board Member Orientation meetings with potential new Board members.

Board Retention Strategy (Q5 through Q8)

1. Pre-Orientation packet sent out once an individual is nominated to sit on WDB.
 - a. Bylaws
 - b. Strategic Plan
 - c. Organizational Chart
 - d. Calendar of meetings and events
 - e. Financial Reports
2. Implement a structured Board Member Orientation program to onboard new members.
3. Provide ongoing, relevant training on WIOA and industry trends.
4. All Board members to participate on Committees – Business Services or Career Services – to increase their deep knowledge of the work of the WDB.
5. Administer a Board Member Satisfaction Survey to obtain feedback from the Board members.
6. Board Chair checks in with new Board members at 30/60/90 days.
7. Ensure Board members are aware of opportunities for their Professional Development – CWA conferences, workshops, webinars.
8. Focus on results that foster a sense of accomplishment and purpose for Board members.

Goal #5 Fund Development Strategy (Q2 through Q8)

1. By April 30, 2026, Board meeting, develop a *purpose* for the Central Coast Regional Workforce Partnership (CCRWP) non-profit to include:
 - a. Mission/Vision
 - b. Develop Strategic Plan for the CCRWP
 - c. Conduct SWOT analysis related to funding
 - d. Develop Case Statement/Impact Report showing WDB outcomes and why donors should support the mission of CCRWP
 - e. Fund utilization report – review historical data of past donors
2. By May 30, 2026, identify funding strategies/priorities and align fundraising goals with overall strategic plan:
 - a. Target Potential Funders
 - b. Define Revenue Mix
 - c. Grants – Foundations
 - d. Local/Regional Grants
 - e. Corporate Partnerships - Employee Giving programs
 - f. Earned Income – provide fee-based programs/certifications to employers or individuals
 - g. Special Events
 - h. Embrace culture of philanthropy
3. By June 30, 2026, recruit a minimum of 3 new (non-WDB) Board members for the CCRWP non-profit, inform them of the results of steps 1 and 2 above, and request their input on purpose and strategies.
4. By June 25, 2026, engage stakeholders, and implement plan:
 - a. Engage CCRWP Board members, WDB members, and staff – define roles and responsibilities
 - b. Begin to develop fundraising strategy
 - c. Streamline giving process
 - Facilitate donations via MC Works website and/or other avenues.
 - d. Create communication and marketing strategy.

- Create consistent narrative showing impact to donors.
- Develop Marketing Calendar to engage donors.

5. By the July 16, 2026, Executive Committee meeting, schedule a formal Brown Act meeting for the CCRWP members and WDB staff to fully develop their fundraising strategy.
6. By the September 17, 2026, Executive Committee meeting, WDB staff will assist CCRWP members to develop a purpose statement and implement their fundraising strategy, including working to build long-term relationships for donor retention.
7. Provide a presentation at the October 22, 2026, Board Retreat on CCRWP's fundraising plan and progress.
8. By the November 19, 2026, Executive Committee meeting, and subsequently from Q5 through Q8, monitor and evaluate on a quarterly basis:
 - a. Fundraising performance against goals.
 - b. Fundraising plan. WDB staff will assist CCRWP to adjust the fundraising plan as needed, according to performance data or external factors.

Discussion on Implementation of State Assembly Bill (AB) 339

Management Analyst Elizabeth Kaylor will provide information on implementing AB 339 for Executive Committee discussion.

Update on State Assembly Bill (AB) 642, Rapid Response Legislation, and Local Area Rapid Response Activities

The Executive Director will provide an update on AB 642 State legislation relating to Rapid Response and local area Rapid Response activities.



Update on the Pajaro Small Business Assistance Program

	ROUND 1 <i>Spring 2024</i>	ROUND 2 <i>Spring 2025</i>
# Applications Received	Phase 1 (Loss & Damage) 90 Phase 2 (Beautification) 62 ----- 93 Businesses	Phase 2 (Beautification) 41 ----- 41 Businesses
# Applications Approved	Phase 1 (Loss & Damage) 76 Phase 2 (Beautification) 55	Phase 2 (Beautification) 40
# Applications in Follow-Up for Missing Documents	Phase 1 (Loss & Damage) 0 Phase 2 (Beautification) 0	Phase 2 (Beautification) 0
# Applications Denied	Phase 1 (Loss & Damage) 13 Phase 2 (Beautification) 6	Phase 2 (Beautification) 0
# Applications Withdrawn	Phase 1 (Loss & Damage) 1 Phase 2 (Beautification) 1	Phase 2 (Beautification) 1



Update on the Pajaro Small Business Assistance Program

	ROUND 1 <i>Spring 2024</i>	ROUND 2 <i>Spring 2025</i>
Amounts Approved	Phase 1 (Loss & Damage) \$2,752,825 Phase 2 (Beautification) \$749,177	Phase 2 (Beautification) \$547,998
Amount Issued	\$4,050,000	

Amount Issued	\$4,050,000
Administrative Expenses	\$300,000
Total	\$4,350,000
Amount Remaining	\$0

Update on Monterey County Workforce Development Board (MCWDB) 2025-26 2nd Quarter Budget

Year-to-date (YTD) WIOA expenditures total \$1,922,305.08, allocated across the following funding streams:

- Adult (AD): \$802,223.12
- Dislocated Worker (DW): \$521,884.49
- Youth (YTH): \$598,197.47

Expenditures for the month of December totaled \$290,523.88 across the Adult, Dislocated Worker, and Youth programs.

The projected total cost for case management services for the period of July through December—covering Adult, Dislocated Worker, Youth, and OSO services—is \$1,088,887

Additional program-level detail for January 2026 expenditures will be presented at the next meeting.

BUDGET FY 2025-26

Available funding	\$ 9,070,228
Projected Total Program Expenses FY26	\$ 9,339,531
Variance	\$ (269,304)

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

Adult and Dislocated Worker Program

The Adult and Dislocated Worker (ADW) program is building momentum across Monterey County through expanded outreach, intentional employer engagement, and deeper community partnerships. Staff are highly visible in the community, meeting directly with employers, collaborating with partner organizations, and hosting in-person orientations and workshops that connect residents to training and employment opportunities. This increased presence has driven higher public interest, stronger referral activity, and greater awareness of available workforce services countywide.

Staff also maintain weekly onsite engagement with the High Road Construction Careers (HRCC) program and the new cohort launched in January. The program's 14 participants are actively engaged in hands-on construction training, including asphalt and welding activities. Participants consistently report high levels of motivation, confidence, and excitement as they progress through the program and prepare for entry into the construction workforce.

Staff work closely with local businesses to identify their hiring needs and promote On-the-Job Training (OJT) and Transitional Job opportunities. These work-based learning strategies engage and support employers while providing participants with paid, skill-building experiences leading to long-term employment. Overall, these combined efforts continue to advance ADW program goals by increasing awareness, expanding access to services, and strengthening connections between job seekers, employers, and community partners throughout Monterey County.

Youth Programs

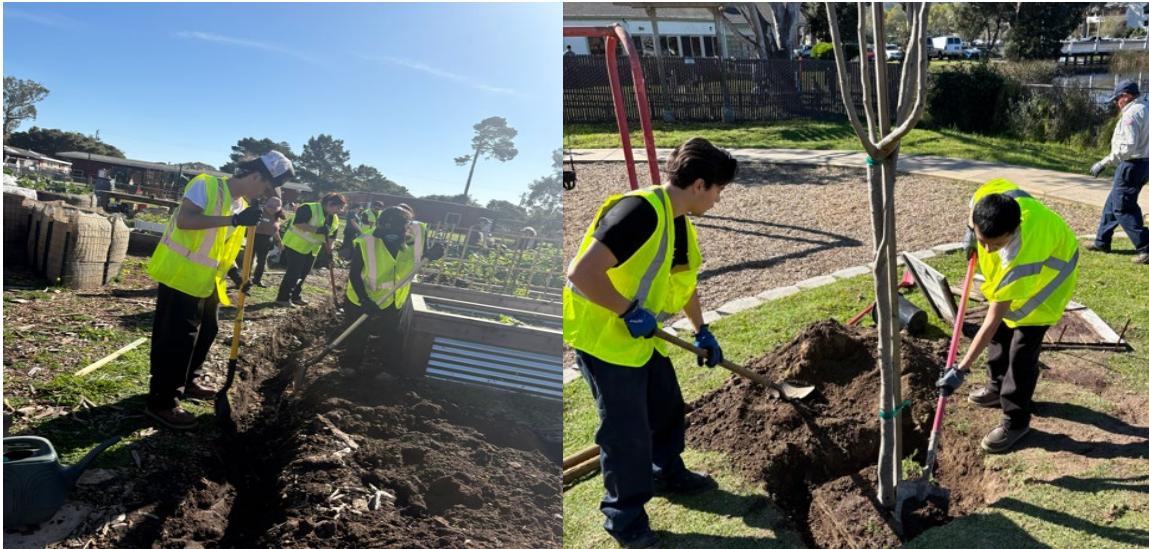
Green Cadre

As of January, the Youth program enrolled 20 participants in the Green Cadre. During the in-house training phase, all participants completed three weeks of instruction, earning OSHA 10, HAZWOPER, CPR, and ServSafe Food Handler certifications.

The Green Cadre has partnered with the City of Monterey, the Resource Conservation District of Monterey County (RCDMC), and the Pacific Grove Community Garden to support the project. In addition, Green Cadre has established a new partnership with MEarth in Carmel.

During the first week of their work experience, Cadre participants supported Seaside Beta Park by digging holes in preparation for the installation of a new fence, removing weeds and laying cardboard to prepare the area for re-soiling.

In addition, the group prepared the grounds at the Pacific Grove Adult School Garden by digging trenches for hose installation to support plant beds. Other valuable work completed by Green Cadre during the first week included planting trees and other plants, spreading mulch, and cleaning up public-use areas throughout the City of Monterey.



Among the graduates from the previous Green Cadre cohort, four participants have enrolled in educational programs at California State University, Monterey Bay (CSUMB) and Hartnell College. Another four participants have secured employment with Sun Street Centers, Phoenix Shop, BlueSprig Behavioral Therapy Center, and the City of Monterey. Other Green Cadre graduates continue to receive individualized support as they pursue employment opportunities or further education.

Social Media Cadre

The Youth program is preparing to launch the upcoming Social Media Cadre, which is designed to equip young adults with the skills needed to participate in work experiences with small businesses. Participants will support businesses by creating or enhancing their social media presence to help increase customer engagement and business traffic. The Social Media Cadre is expected to begin on March 16 and conclude on May 27, 2026.

Certified Nursing Assistant (CNA)

As of January, seven young adults have enrolled in the upcoming CNA Occupational Skills Training with Central Coast College and will be supported throughout the duration of their training.

Update on WIOA Adult, Dislocated Worker, and Youth Program Performance

Management Analyst Vanessa Kor will provide an update on second quarter WIOA performance in the areas below, followed by commentary from the Project Directors.

A. Adult / Dislocated Worker Programs

1. New Enrollments
2. Placed in Occupational Skills Training (OST) or On-the-Job Training (OJT) / Transitional Job (TJ)
3. Achieved Measurable Skills Gain (MSG) in OST or OJT / TJ
4. Completed OST
5. Completed OST w/ MSG + Credential
6. Completed OJT / TJ
7. Placed in Employment Post-OST Completion in Area of Training
8. Placed in Employment in Priority Industry Sector w/o OST
9. PY 24-25 Carryover
10. PY 24-25 Carryover Placed in Employment in Priority Industry Sector through Q1

B. Youth Programs

1. New Enrollments
2. Placed in Paid Work Experience (WEX) or On-the-Job Training (OJT)
3. Completed WEX / OJT or Placed in Employment Prior to Completion
4. Completed OSHA 10, Hazwoper-Basic, and Food Handler Training (Green Cadre)
5. Placed in Occupational Skills Training (OST)
6. Completed OST w/ MSG + Credential
7. Placed in Employment in Priority Industry Sector (Mainstream)
8. Placed in Employment in Priority Industry Sector (Cadre)
9. PY 24-25 Carryover Placed in Employment in Priority Industry Sector through Q1
10. Placed in Employment in Non-Profits and Local / State Government (Green Cadre)

MCWDB WIOA Performance Overview
Title I - Adult Program
PY 25-26

Reporting Period: July 1, 2025 - December 31, 2025

		Current Total	PY 25-26 Goal	% of Goal
1	ADULT PROGRAM			
1	New Enrollments	73	293	25%
2	Placed in Occupational Skills Training (OST) or On-the-Job Training (OJT) / Transitional Job (TJ)	16	---	---
	OST	3	---	---
	OJT / TJ	13	---	---
3	Achieved Measurable Skills Gain (MSG) in OST or OJT / TJ¹	4	16	25%
4	Completed OST	0	---	---
5	Completed OST w/ MSG + Credential²	0	2	0%
6	Completed OJT / TJ³	2	12	17%
7	Placed in Employment Post-OST Completion in Area of Training⁴	3	0	#DIV/0!
	Agriculture	0		
	Construction	0		
	Fire (Finance, Insurance, Real Estate)	0		
	Healthcare / Social Assistance	1		
	Hospitality / Tourism	0		
	Transportation / Logistics	2		
	Non-Priority Industry Sector	0	---	---
8	Placed in Employment in Priority Industry Sector w/o OST⁵	5	44	11%
	Agriculture	1		
	Construction	0		
	Fire (Finance, Insurance, Real Estate)	0		
	Healthcare / Social Assistance	2		
	Hospitality / Tourism	1		
	Transportation / Logistics	1		
	Non-Priority Industry Sector	2	---	---
9	PY 24-25 Carryover	136	---	---
10	PY 24-25 Carryover Placed in Employment in Priority Industry Sector through Q1⁶	11	109	10%
	Agriculture	1		
	Construction	3		
	Fire (Finance, Insurance, Real Estate)	1		
	Healthcare / Social Assistance	2		
	Hospitality / Tourism	1		
	Transportation / Logistics	3		
	Non-Priority Industry Sector	3	---	---

¹ 100% of participants placed in OST and OJT.

6 x 100%

² 80% of participants placed in OST.

0 x 80%

³ 90% of participants placed in OJT.

6 x 90%

⁴ 85% of participants who complete OST.

0 x 85%

⁵ 77% of participants not placed in training.

(27-16) x 77%

⁶ 80% of carryover.

136 x 80%

100% of participants placed in OST and OJT.

80% of participants placed in OST.

90% of participants placed in OJT.

85% of participants who complete OST.

77% of participants not placed in training.

80% of carryover.

MCWDB WIOA Performance Overview
Title I - Dislocated Worker Program
PY 25-26

Reporting Period: July 1, 2025 - December 31, 2025

DISLOCATED WORKER PROGRAM		Current Total	PY 24-25 Goal	% of Goal
1	New Enrollments	21	75	28%
2	Placed in Occupational Skills Training (OST) or On-the-Job Training (OJT) / Transitional Job (TJ)	0	---	---
	OST	0	---	---
	OJT / TJ	0	---	---
3	Achieved Measurable Skills Gain (MSG) in OST or OJT / TJ¹	0	0	#DIV/0!
4	Completed OST	0	---	---
5	Completed OST w/ MSG + Credential²	0	0	#DIV/0!
6	Completed OJT / TJ³	0	0	#DIV/0!
7	Placed in Employment Post-OST Completion in Area of Training⁴	0	0	#DIV/0!
	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	---	---
8	Placed in Employment in Priority Industry Sector w/o OST⁵	1	17	6%
	Agriculture	0		
	Construction	0		
	Fire (Finance, Insurance, Real Estate)	0		
	Healthcare / Social Assistance	1		
	Hospitality / Tourism	0		
	Transportation / Logistics	0		
	Non-Priority Industry Sector	3	---	---
9	PY 24-25 Carryover	18	---	---
10	PY 24-25 Carryover Placed in Employment in Priority Industry Sector through Q1⁶	3	15	20%
	Agriculture	2		
	Construction	0		
	Fire (Finance, Insurance, Real Estate)	0		
	Healthcare / Social Assistance	0		
	Hospitality / Tourism	0		
	Transportation / Logistics	1		
	Non-Priority Industry Sector	2	---	---

¹ 100% of participants placed in OST and OJT.

² 80% of participants placed in OST.

³ 90% of participants placed in OJT.

⁴ 85% of participants who complete OST.

⁵ 79% of participants not placed in training.

⁶ 85% of carryover.

0 X 100%

0 X 80%

0 X 90%

0 X 85%

(4-0) X 79%

18 X 85%

100% of participants placed in OST and OJT.

80% of participants placed in OST.

90% of participants placed in OJT.

85% of participants who complete OST.

79% of participants not placed in training.

85% of carryover.

MCWDB WIOA Performance Overview
Title I - Youth N Program
PY 25-26

Reporting Period: July 1, 2025 - December 31, 2025

YOUTH N PROGRAM		Current Total	PY 25-26 Goal	% of Goal
1	New Enrollments	28	90	31%
	Mainstream	16	28	57%
	Cadre	0	38	0%
	Green Cadre	12	24	50%
2	Placed in Paid Work Experience (WEX) or On-the-Job Training (OJT)	14	65	22%
	Mainstream	1	19	5%
	Cadre	1	25	4%
	Green Cadre	12	21	57%
3	Completed WEX / OJT or Placed in Employment Prior to Completion	3	39	8%
	Mainstream	0	16	0%
	Cadre	3	23	13%
4	Completed OSHA 10, Hazwoper-Basic, and Food Handler Training (Green Cadre)	10	22	45%
5	Placed in Occupational Skills Training (OST)	0	24	0%
	Mainstream	0	3	0%
	Cadre	0	21	0%
6	Completed OST w/ MSG + Credential	0	20	0%
	Mainstream	0	2	0%
	Cadre	0	18	0%
7	Placed in Employment in Priority Industry Sector or CBO (Mainstream)	0	20	0%
	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	---	---
8	Placed in Employment in Priority Industry Sector or CBO (Cadre)	0	32	0%
	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	---	---
9	PY 24-25 Carryover Placed in Employment in Priority Industry Sector through Q1	2	17	12%
	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	---	---
10	Placed in Employment in Non-Profits and Local / State Government (Green Cadre)	0	18	0%

MCWDB WIOA Performance Overview
Title I - Youth S Program
PY 25-26

Reporting Period: July 1, 2025 - December 31, 2025

YOUTH S PROGRAM		Current Total	PY 24-25 Goal	% of Goal
1	New Enrollments	36	95	38%
	Mainstream	23	30	77%
	Cadre	0	41	0%
	Green Cadre	13	24	54%
2	Placed in Paid Work Experience (WEX) or On-the-Job Training (OJT)	17	68	25%
	Mainstream	4	20	20%
	Cadre	0	27	0%
	Green Cadre	13	21	62%
3	Completed WEX / OJT or Placed in Employment Prior to Completion	8	41	20%
	Mainstream	8	17	47%
	Cadre	0	24	0%
4	Completed OSHA 10, Hazwoper-Basic, and Food Handler Training (Green Cadre)	11	22	50%
5	Placed in Occupational Skills Training (OST)	1	26	4%
	Mainstream	1	4	25%
	Cadre	0	22	0%
6	Completed OST w/ MSG + Credential	4	22	18%
	Mainstream	4	3	133%
	Cadre	0	19	0%
7	Placed in Employment in Priority Industry Sector or CBO (Mainstream)	1	21	5%
	Agriculture	0		
	Construction	0		
	Fire (Finance, Insurance, Real Estate)	0		
	Healthcare / Social Assistance	1		
	Hospitality / Tourism	0		
	Transportation / Logistics	0		
	Non-Priority Industry Sector	3	---	---
8	Placed in Employment in Priority Industry Sector or CBO (Cadre)	0	34	0%
	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	---	---
9	PY 24-25 Carryover Placed in Employment in Priority Industry Sector through Q1	3	22	14%
	Agriculture	1		
	Construction	0		
	Fire (Finance, Insurance, Real Estate)	1		
	Healthcare / Social Assistance	1		
	Hospitality / Tourism	0		
	Transportation / Logistics	0		
	Non-Priority Industry Sector	3	---	---
10	Placed in Employment in Non-Profits and Local / State Government (Green Cadre)	0	18	0%

Updates on Executive Committee Members' Workforce and Business Activities

Committee members will provide updates on their recent workforce and business activities.