

**UNADOPTED MINUTES**

**Monterey County Workforce Development Board  
Executive Committee Meeting**

Via Teleconference

**Thursday, March 18, 2021**

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

**Staff Present:** Kristen Arps, Chris Donnelly, Flor Galvan, Jerry Hernandez, Elizabeth Kaylor, Vanessa Kor and Javier Vanga

**Public Comment:** None

**Call to Order/Introductions:** Erik Cushman called the meeting to order at 8:37 a.m. and asked for introductions. A quorum was established.

**Changes to Agenda:** None

**Consent Calendar:**

1. **ACTION:** Consider approval of minutes from the Workforce Development Board 's Executive Committee meeting of January 21, 2021.  
**A motion was made by Mary Ann Leffel to approve the consent calendar item listed above, seconded by Paula Calvetti. ALL AYES.**

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

1. **ACTION:** Consider and approve amendments to the Monterey County Workforce Development Board Bylaws.  
**A motion was made by Mary Ann Leffel to approve amendments to the Workforce Development Board Bylaws, seconded by Paula Calvetti. The amendments to the Bylaws were approved 3-0-1; Abstention: Cesar Lara.**
2. **ACTION:** Consider and approve the Local Area Designation & Board Recertification.  
**A motion was made by Mary Ann Leffel to approve the Local Area Designation and Board Recertification, seconded by Paul Calvetti. ALL AYES.**
3. Josh Williams of BW Research Partnership provided a report on the Community Stakeholder Listening Session for the 2021-24 WIOA Local and Regional plans wherein he received input from key community and regional partnerships that will be used for the development of both plans. The plans will be released for 30-day public comment on March 26, 2021 and will be sent to the State by April 30, 2021.
4. The Board Chair provided a report on the North Central Coast Regional Planning Unit (RPU) Board Chairs/Directors meeting on March 10, 2021 at which updates on SB 1, Slingshot 4.0 grants, Regional and Local plans, AJCC Reopening plans and regional measurable goals with timelines were discussed.
5. The Executive Director provided a report on a potential joint venture with Monterey Peninsula and Hartnell College to provide greater opportunities for WIOA clients to enroll in training programs through the community colleges and the ability to co-locate staff at Monterey Peninsula College's Marina Campus. Clint Cowden (Hartnell College) reported that both colleges are currently working on a Memorandum of Understanding between the WDB and both community colleges to hire an individual to improve communication between participants and WIOA participants and also remove any duplication of processes for participants to enroll in training programs.
6. A report on the Small Business Relief Grants was provided. The Small Business Relief grant program received over 129 applications in Round 1 conducted in November 2020, with the majority receiving the maximum award amount of \$10,000. Round 2 is currently underway with \$825,000 available to award to a minimum of 83 small businesses. The application period closed March 8, 2021.
7. A report on the America's Job Center of California (AJCC) was provided by the One-Stop Operator. The AJCC was re-opened on April 5, 2021. Prior to the reopening, Equus staff completed extensive outreach by

contacting over 150 community-based organizations with flyers. The AJCC is currently open Monday, Wednesday, and Friday by appointment only, from 10:00 a.m. to 3:00 p.m. Calls and visitors are increasing daily.

8. The Executive Director provided an update on the Eligible Training Provider List (ETPL) and Program Year 2020-21 ETPL monitoring. The monitoring of the eight Eligible Training Providers with programs was completed and no findings were found. A training program was added to the list, with no changes to the existing programs.
9. An update was provided by WDB staff and WIOA program providers on the WDB's Adult, Dislocated Worker, Youth, and Prison to Employment (P2E) programs with information and analysis on service provider performance during the period from July 1, 2020 through February 28, 2021.
10. Updates were provided by WDB members on their workforce and business activities.

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