



# **EXECUTIVE COMMITTEE MEETING AGENDA PACKET**

Thursday, December 16, 2021  
8:30 a.m. - 10:30 a.m.

Via Teleconference: +1 669 900 6833  
Meeting ID: 983 8157 2369  
Password: 587216

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344 Salinas Street, Suite 101  
Salinas, CA 93901

(831) 796-6434  
[www.montereycountywdb.org](http://www.montereycountywdb.org)

**WDB Members:**

*Erik Cushman,*  
WDB & Executive Chair

Paula Calvetti  
Cesar Lara  
Mary Ann Leffel

## Monterey County Workforce Development Board Executive Committee Meeting

Thursday, December 16, 2021; 8:30 a.m.

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Meeting ID: 983 8157 2369  
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### AGENDA

<b>CALL TO ORDER/ROLL CALL:</b>	Erik Cushman, <i>Chair</i>
<b>CHANGES TO AGENDA:</b>	
<b>PUBLIC COMMENT:</b> <i>(Limited to 2 minutes per person)</i>	
<b>CONSENT CALENDAR:</b>	Erik Cushman
1. <b>ACTION:</b> Consider approval of minutes from the Workforce Development Board (WDB) Executive Committee meeting of November 18, 2021.	Erik Cushman
<b>BUSINESS CALENDAR:</b>	Erik Cushman
1. <b>ACTION:</b> Consider finding, pursuant to AB 361 and in order for the Workforce Development Board (WDB) to continue meeting remotely, that the COVID-19 pandemic state of emergency declared by Governor Newsom is still in effect; the WDB has reconsidered the circumstances of the state of emergency; and the Monterey County Health Officer continues to recommend social distancing measures for meetings of the legislative bodies.	Elizabeth Kaylor
2. Discuss the Code of Conduct Policy for Workforce Development Board and forward to the full board for consideration and approval.	Erik Cushman
3. Discuss the Board Chair's priorities for the Monterey County Workforce Development Board for calendar year 2022.	Erik Cushman
4. Recap of the Monterey County Workforce Development Board, Equus Workforce Solutions and Turning Point Management Teams Strategic Planning for Program Year 2022.	Chris Donnelly
<b>ANNOUNCEMENTS:</b>	Erik Cushman
<b>ADJOURNMENT:</b>	Erik Cushman
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**UNADOPTED MINUTES**  
**Monterey County Workforce Development Board**  
**Executive Committee Meeting**  
Via Teleconference  
**Thursday, November 18, 2021**

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

**Members Absent:** Paula Calvetti

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

**Public Comment:** None

**Call to Order/Introductions:** Erik Cushman called the meeting to order at 8:39 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 September 23, 2021.

**A motion was made by Cesar Lara to approve the consent calendar item listed above, seconded by Mary Ann Leffel. ALL AYES**

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

1. Christopher Donnelly, Executive Director and Elizabeth Kaylor, Management Analyst II, updated the Committee members with the process and requirements of approval of AB 361, which allows continued hosting of meetings via Zoom.
2. WDB staff provided an update concerning the performance-based outcomes and templates used for tracking performance of subcontractors.
7. Jerry Hernandez, Management Analyst II, provided an update on Business Services activities pertaining to job fairs, recruitments and business engagements for first quarter.
3. An update was provided by WIOA funding subrecipient representatives on the WDB's Adult, Dislocated Worker, and Youth programs for PY 2021-22 with information and analysis on service provider performance.
4. A report on Labor Market Information was provided based on Employment Development Department (EDD) data from October 2021 showing an unemployment rate of 5.7% in Monterey County. Discussion was held between WDB staff and committee members on the resignation and worker shortage studies.
5. Christopher Donnelly, Executive Director, reported on the state's Employment Development Department Study on Workforce Participation/Job Gap.
6. One-Stop Operator Lucy Iracheta provided information on America's Job Center of California (AJCC) participant activities.
7. Kristen Arps, Management Analyst III, provided an update on the Workforce Development Board's Microbusiness Covid-19 Relief application.
8. Chris Donnelly, Executive Director, provided a report on the Facebook initiative being undertaken in collaboration with Equus Workforce Solutions.

**Adjournment:** Mr. Erik Cushman adjourned the meeting at 10:38 a.m.



# MEMORANDUM

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**TO:** Workforce Development Board Executive Committee

**FROM:** Christopher Donnelly

**SUBJECT:** Approval to Continue Remote Meetings

**DATE:** December 16, 2021

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**RECOMMENDATION:**

It is recommended that the Monterey County Workforce Development Board (MCWDB) Executive Committee find, pursuant to AB 361, that the COVID-19 pandemic state of emergency declared by Governor Newsom is still in effect; the MCWDB has reconsidered the circumstances of the state of emergency; and the Monterey County Health Officer continues to recommend social distancing measures for meetings of legislative bodies, including the MCWDB.

**BACKGROUND:**

On September 16, 2021, Governor Newsom signed AB 361, legislation that amends the Brown Act to allow meeting bodies subject to the Brown Act to meet via teleconference during a proclaimed state of emergency in accordance with teleconference procedures established by AB 361 rather than under the Brown Act's more narrow standard rules for participation in a meeting by teleconference. AB 361 provides that if a state or local health official recommends social distancing, the MCWDB may meet remotely after September 30, 2021, provided that within 30 days of the first meeting after September 30, and every 30 days thereafter, the MCWDB finds 1) the Governor's proclaimed state of emergency is still in effect; 2) the MCWDB has reconsidered the circumstances of the state of emergency, and 3) either the Monterey County Health Officer continues to recommend social distancing measures for meetings of legislative bodies or the state of emergency continues to directly impact the ability of the members to meet in person.

**DISCUSSION:**

The Monterey County Health Officer has recommended social distancing measures for meetings of legislative bodies, so the MCWDB was able to meet remotely the first time after September 30, 2021 when its meeting was held on October 7, 2021. In order to continue meeting remotely, the MCWDB must make the findings outlined above. If the findings are not timely made, the WDB will be required to meet in person to make findings to return to remote meetings.

Accordingly, staff recommends making the appropriate findings to allow the MCWDB to continue meeting remotely.

**NEXT STEPS:**

This action will be required every 30 days in order to keep meeting remotely; a special meeting may be necessary for that purpose.

**Monterey County Workforce Development Board  
Draft Code of Conduct Policy**

The Committee members will discuss a Draft Code of Conduct Policy that will be forwarded to the full board for consideration and approval.

**Attachment:**

Draft Code of Conduct Policy #2021-05

## CODE OF CONDUCT POLICY

### EXECUTIVE SUMMARY

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The MCWDB adopts a Code of Conduct to assure that all appointed Board Members conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the Monterey County Workforce Development Board.

### PROCEDURAL GUIDANCE

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#### 1. General Norms and Expectations.

- A. Board members will work for the common good of the Monterey County Workforce Development Board (MCWDB) and not for personal interest.
- B. Board members will serve as a model of leadership and civility to the community.
- C. Board members will assure fair and equal treatment of all persons, claims, and transactions coming before the MCWDB and its various committees.

#### 2. General Conduct.

Board Members shall:

- A. Make the public feel welcome and not be partial, prejudiced, or disrespectful toward the staff, Board members, or the public.
- B. Treat each other, staff, and members of the public with dignity, courtesy, and respect, valuing all opinions and being tolerant of new and different ideas while encouraging creativity and innovation.
- C. Agree that inappropriate behavior is derogatory and damages the perception of the Workforce Development Board (WDB).
- D. Avoid negative comments that could offend Board members, Board staff, Service Providers, or the public during public meetings, on social media, through electronic communications, in the news media, and at all other times.
- E. Follow through on commitments and be accountable to each other, including the commitment to start and end meetings on time, work from an agenda, and be present, attentive, and prepared.
- F. Keep comments clear, concise, and on-topic to maximize opportunities for all to express themselves.
- G. Continuously strive to improve how members work as a team.
- H. Place clear and realistic demands on staff resources and time when requesting action.
- I. At all times comply with all state and locally mandated ethics and reporting requirements.
- J. Project a positive image of the WDB when dealing with third parties (e.g., other public agencies, organizations, and the media).
- K. Show tolerance and respect for other parties' opinions and issues and, if necessary, agree to disagree.

- L. Provide only non-confidential, non-privileged background information to the media. Officials shall not discuss or go “off the record” to discuss confidential or privileged information pertaining to closed sessions or attorney-client privileged or attorney work product communications, including personnel, litigation, or real property negotiations.

### **3. Conduct During Meetings.**

The Chair shall:

- A. Allow an equal opportunity for all members to speak, without allowing the conversation to be dominated by one or more members.
- B. Acknowledge members who have not had an opportunity to speak on an item.
- C. Acknowledge and allow WDB staff and Service Providers the opportunity to speak if they have informed the Board Chair of their desire to speak.

Board members shall:

- A. Treat each other and everyone with courtesy and refrain from inappropriate behavior and derogatory comments.
- B. Inform the Board Chair of their desire to speak and be acknowledged by the Chair before speaking.
- C. Work together to preserve order and decorum during meetings.
- D. Attempt to build consensus on an item through an opportunity for dialogue, but when this is not possible, the majority vote shall prevail and the majority shall show respect for the opinion of the minority, and vice versa.
- E. Support the direction taken by the WDB once a vote is taken on an issue.

### **4. Workforce Development Board and Staff.**

Board members shall:

- A. Speak directly to the WDB Executive Director on issues and concerns, for the WDB Executive Director to address or delegate the matter to appropriate staff.
- B. Treat staff professionally and refrain from publicly criticizing individual employees or employee groups during public meetings, on social media, in the news media, and all other times.
- C. Avoid involvement in personnel issues, including hiring, firing, promoting, disciplining, and other personnel matters, except during Closed Sessions regarding WDB staff.
- D. Channel communications through appropriate WDB staff. Questions for staff should be directed only to the Executive Director. The Executive Director should be copied on any request to WDB staff.

### **5. WDB Compliance with General Norms and Expectations.**

- A. Enforcement. The Board Chair shall have the primary responsibility for enforcing WDB meeting decorum. Additionally, any WDB member may, at any time, call for a point of order to request the timely enforcement of the rules of decorum. A point of order is to be given precedence over any other motion or discussion.
- B. Censure. Upon a majority vote of the full WDB, any WDB member found to violate any provision of this Policy shall be subject to censure at a Public Hearing held before the WDB. Notice of that hearing shall be provided to the full WDB.
- C. WDB members who intentionally and repeatedly fail to follow proper conduct may be reprimanded or formally censured by the WDB and may lose committee assignments or other privileges (such as payment for training or attendance at conferences) afforded to WDB members. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by the WDB and the Monterey County Board of Supervisors.

## **INQUIRIES**

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If you have questions, please contact staff at (831) 796-6434.

CHRIS DONNELLY, Executive Director  
Monterey County Workforce Development Board

## **Board Chair's Priorities for the Monterey County Workforce Development Board for Calendar Year 2022**

The Board Chair will discuss expectations and priorities for the Workforce Development Board for calendar year 2022 shown below:

Priority #1 Partnerships with community colleges both at the local and regional level to respond to industry needs to have a trained and skilled workforce.

These activities will include:

1. Working with industry leaders and community colleges to identify training programs that align with industry to increase the numbers of trained individuals in Monterey County for a highly skilled and trained local workforce.
2. Working at the local and regional level with community college staff and program contractors to increase co-enrollment opportunities for WIOA clients based on alignment of their needs, desires, and capacities.
3. Developing systems and program alignment with local community college staff to work jointly to identify and recommend best practices and model partnerships that encourage alignment and coordination of enrolled participants into training programs.
4. Identifying local and regional access to training and education programs, increase the number of internships and apprenticeship programs based on industry needs, and convene partnerships in the development of these programs.
5. Categorizing available training opportunities that offer multiple entry points so that individuals can begin their career paths at the most appropriate entry level in their training with stackable credentials.

Priority #2 Business Services: Expand collaborative and coordinated efforts to reach and serve businesses in Monterey County.

These activities will include:

1. Providing ongoing outreach and support for businesses who received small business grants from the County via the Monterey County Workforce Development Board (MCWDB) by reaching out regularly and providing information and services related to their current needs, including recruitment assistance, employee training, human resources support, and financial resources.

2. Acting as a convener of workforce partners and industry representatives to develop strategies to improve and expand services to businesses in impactful, coordinated ways. The MCWDB will meet with industry representatives (e.g., employers, associations, HR managers), by industry and across industries, to hear about their workforce challenges and identify opportunities to support their recovery and growth.
3. Becoming a regional hub for workforce and industry partners by inviting them to utilize the Salinas Career Center for meetings, trainings, and events. Small businesses and especially new businesses will be encouraged to take advantage of the Business Center with office space, conference rooms with Zoom conferencing capabilities, and space for training activities at no cost to the business.
4. Further educating stakeholders about the services the MCWDB provides to assist businesses through the entire business development cycle: starting and financing a new business, managing and expanding a business, supporting business resiliency and recovery, and downsizing or closing.
5. Expanding services to serve businesses at every stage while maintaining an emphasis on employers' workforce needs.

**Monterey County Workforce Development Board  
Equus Workforce Solutions and Turning Point of Central California  
Joint Management Team Strategic Planning**

Staff will provide an update on the joint management retreat that took place on December 15, 2021, to discuss priorities for calendar year 2022. The joint management retreat focused on several items, but primarily on the Board Chair's two Board Initiatives, which involve (1) expanding the current work with the Community Colleges, both at the local and regional level, to increase the number of training programs and apprenticeships in response to industry needs, and (2) close coordination and collaboration with key stakeholders and other partners to increase services to businesses in Monterey County.

Other areas of discussion were focused around the development of *hybrid services* (both in person and virtual), expansion of current services and programs, development of new programs that are short-term and out-of-the-box, and increasing the number of individuals and businesses accessing the Salinas AJCC through rentals and partner services as well as outreach and marketing activities.