



## MINUTES

### Orange County Workforce Development Board

October 30, 2024  
10:00 A.M.

#### Location:

Orange County Community Services  
OC Workforce & Economic Development Division  
1300 S. Grand Ave., Building B  
Newport Conference Room #232  
Santa Ana, CA. 92705

#### **AGENDA:**

1. CALL TO ORDER: Anna Lisa Lukes, Chair
2. PLEDGE OF ALLEGIANCE
3. BOARD MEMBER ROLL CALL: OC Community Services Representative  
*PRESENT: Gloria Alvarado, George Boutros, Kathy Boyd, Karen Caswelch, Rob Claudio, Steve Curiel, Andrew Fahmy, Sherri Han-Lam, Robert Knowles, Anna Lisa Lukes, Doug Mangione, Bea Felix-Micalizio, Carlos Oregon, Tod Sword, Randy Wetmur*  
*ABSENT: Mike Daniel, Bill Hewitt, Rajesh Jha*
4. PUBLIC COMMENT:  
At this time, members of the public may address the Board regarding any items within the subject jurisdiction, provided that no action is taken on off-agenda items unless authorized by law. *(Comments shall be limited to three (3) minutes, unless the Chair pre-identifies a different time at the start of meeting for all public speakers).*  
*No Public Comment*

#### **PRESENTATION:**

5. NORTH ORANGE COUNTY CONTINUING EDUCATION  
Valentina Purtell, President of North Orange County Continuing Education
6. CALIFORNIA MANUFACTURING TECHNOLOGY CONSULTING  
Rocio Leon, Training Manager at California Manufacturing Technology Consulting

**ACTION ITEM:**

7. POLICY UPDATES

- A. OCWDB Allowable Cost Policy
- B. OCWDB CalJOBS Document Imaging and Scanning Policy
- C. OCWDB Incident Reporting of Waste, Fraud, and Abuse Policy
- D. OCWDB Priority of Service for Veterans and Eligible Spouses Policy
- E. OCWDB WIOA Documentation Requirements Policy
- F. OCWDB WIOA Priority of Service Policy

*Recommendation: Review and support staff's recommendation to update OCWDB Policies A, B, C, D, E, and F as outlined above, including any non-substantive changes and updates, including references in related policies.*

*Motioned by Carlos Oregon, Second by Rob Claudio  
Recommendations for A through F Unanimously Approved*

8. AMERICAN JOB CENTER OF CALIFORNIA CERTIFICATION PROCESS

*Recommendation: Review and approve the American Job Center of California (AJCC) Baseline Criteria Matrices and Certification Indicator Assessments for Program Years 2024-27 and allow staff to make non-substantive changes as required.*

*Motioned by Kathy Boyd, Second Tod Sword  
Recommendation Unanimously Approved*

9. 2025 OCWDB MEETING CALENDAR

*Recommendation: Review and approve the 2025 OCWDB Meeting Calendar.*

*Motioned by Karen Caswelch, Second by Carlos Oregon  
Recommendation Unanimously Approved*

10. ELECTION OF OFFICERS – Conducted by County Staff

*Recommendation: Conduct 2025 OCWDB Election of Officers for the following positions: Chairperson, First Vice Chairperson, Second Vice Chairperson for a term of (1) year.*

*Rob Claudio nominates Anna Lisa Lukes for Chair, Second by Doug Mangione  
Unanimous Approval*

*Anna Lisa Lukes nominates Rob Claudio for first Vice Chairperson, Second by Tod Sword  
Unanimous Approval*

*Anna Lisa Lukes nominates Tod Sword for second Vice Chairperson, Second by Karen Caswelch*

*Unanimous Approval*

**INFORMATIONAL ITEM(S):**

11. CHAIR REPORT: Anna Lisa Lukes, Chair

12. DIRECTOR'S REPORT: Nancy Cook, Director

A. PROGRAM UPDATES

B. PROGRAM PERFORMANCE (Q1)

C. UPCOMING EVENTS

13. STRATEGIC PLANNING

**DISCUSSION ITEM(S):**

14. OPEN DISCUSSION

*At this time, members of Board may comment on agenda or non-agenda matters provided that NO action may be taken on off-agenda items unless authorized by law.*

**ADJOURNMENT**