



MINUTES

Orange County Workforce Development Board

April 30, 2025
10:00 A.M.

Location:

Huntington Beach Adult School
17231 Gothard Street, Room C116
Huntington Beach, CA 92647

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, Bill Hewitt, Robert Knowles, Anna Lisa Lukes, Doug Mangione, Carlos Oregon, Tawny Washington, Randy Wetmur
ABSENT: Sherri Han-Lam, Rajesh Jha, Bea Felix-Micalizio
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. ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS AND MOU OVERVIEW
Bob Lanter, Consultant, Workforce Development

ACTION ITEM:

6. MOU BETWEEN THE OCWDB AND BOS

Recommendation: Approve the updated MOU between the OCWDB and BOS, and authorize staff to make any non-substantive changes and submit to the BOS for final approval.

Motioned by Chair Anna Lisa Lukes, Moved by Karen Caswelch, Second by Doug Mangione

Recommendation Unanimously Approved

7. ORANGE COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

Recommendation: Approve the updated OCWDB Bylaws and authorize staff to make non-substantive changes and submit to the Board of Supervisors for final approval.

Motioned by Chair Anna Lisa Lukes, Moved by Doug Mangione, Second by Robert Knowles

Recommendation Unanimously Approved

8. ONE-STOP MEMORANDUM OF UNDERSTANDING (MOU)

Recommendation: Approve the One-Stop MOU and authorize staff to make non-substantive changes and submit to the BOS for final approval.

Motioned by Chair Anna Lisa Lukes, Moved by Doug Mangione, Second by Rob Claudio

Recommendation Unanimously Approved

9. POLICY UPDATES

A. Adult and Dislocated Worker Program Eligibility Policy

B. WIOA Assessments and Individual Employment Plan (IEP) Policy

C. WIOA Youth Incentives and Stipends Policy

Recommendation: Approve OCWDB Policies A, B, and C and authorize staff to make any non-substantive changes, including any references in related policies and forms, so long as the original intent of each policy is not altered.

A. Motioned by Chair Anna Lisa Lukes, Moved by William Hewitt, Second by Randy Wetmur – Unanimously Approved

B. Motioned by Chair Anna Lisa Lukes, Moved by William Hewitt, Second by Doug Mangione – Unanimously Approved

C. Motioned by Chair Anna Lisa Lukes, Moved by Doug Mangione, Second by Rob Claudio Unanimously Approved

INFORMATIONAL ITEM(S):

10. CHAIR REPORT: Anna Lisa Lukes, Chair

A. UPCOMING EVENTS

11. DIRECTOR'S REPORT: Nancy Cook, Director

A. ADULT/ DW, YOUTH, & ONE-STOP OPERATOR CONTRACT RENEWALS

B. PROGRAM PERFORMANCE

C. PROGRAM UPDATES

BOARD COMMENTS:**12. 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**NEXT MEETINGS:**

OCWDB Full Board – August 27, 2025

Location - TBD

DISCLAIMER: No member of the Orange County Workforce Development Board (OCWDB) shall sign a letter or make a statement purported to represent the position of OCWDB as a body. Letters or verbal statements of support or opposition on any issue shall only be made or signed by the Chair of OCWDB and shall be submitted to the Advisory Board for pre-approval. The policy of the Board of Supervisors does not allow OCWDB or its Chair to sign a letter of position on any matters pertaining to legislation. OCWDB members may write personal letters or speak as individuals stating personal positions but may not do so as representing the position or opinion of OCWDB and/or the County of Orange.