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Our Vision:

Contra Costa County's Workforce Development Board supports a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them.

Executive Committee Meeting

Agenda

April 10, 2019

3:00 p.m. – 5:00 p.m.

4071 Port Chicago Highway, Conference Room A, 2nd Floor

AND

1201 California Ave, Pittsburg, CA 94565

Conference Room

AND

2525 San Pablo Dam Rd. San Pablo, CA 94806

Conference Room

3:00 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT

3:10 PM **CONSENT AGENDA**
C1 Approve minutes from March 13th meeting

3:15 PM **PRESENTATION AGENDA**
P1 AJCC/Career Services Update

3:45 PM **ACTION ITEMS**
A1 Approve Resignation/Termination of Board Member
A2 Establish a Nominating Committee
A3 Approve Revised AJCC Partner MOU

4:15 PM **DISCUSSION ITEMS**
D1 Retreat Discussion

4:40 PM **COMMITTEE MEMBER REPORTS**
COMMITTEE CHAIR/MEMBER REPORTS
CHAIR'S REPORT
EXECUTIVE DIRECTOR'S REPORT

5:00 PM **ADJOURN**
Full Board meeting on May 7th; Next Executive Committee on June 12, 2019

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 300 Ellinwood Way, 3rd Floor, Pleasant Hill during normal business hours.

The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925.671.4560

**Workforce Development Board (WDB) of Contra Costa County
Executive Committee Charter**

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Executive Committee is to support system alignment, service integration, and continuous improvement, using data to support evidence-based policymaking.
Case for Action	<p>As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work:</p> <ul style="list-style-type: none"> • Good jobs in today's economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of "middle skill" jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation; • The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and • The difference between supply and demand indicates that there is a "skills gap" between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today's economy.
Requirements	<p>The WDB Executive Committee will:</p> <ul style="list-style-type: none"> • Improve and expand the Workforce Development Board's communications systems and networks • Develop and present legislative/advocacy platforms and position statements for consideration by the Contra Costa County Board of Supervisors and other local elected officials • Recruit qualified board member candidates who are able to effectively advance the board's strategic priorities and recommend membership appointments to the Board of Supervisors • Support and strengthen administrative, fiduciary, management, and oversight roles and responsibilities of the WDB, including monitoring performance of the WDB Executive Director • Help secure, leverage, and expand resources that help to support workforce and economic development in Contra Costa County and the greater region
Boundaries / Guidelines	The Executive Committee will advise and influence the direction and implementation of the WDB's strategic objectives as outlined the WDB 2017-2020 Strategic Plan, particularly with regards to work related to systems alignment, administration, coordination, and overall accountability.
Team Membership	<p>The Executive Committee is comprised of the Chair, Vice Chair(s) and Immediate Past Chair of the WDB; the Co-Chairs of each of its subcommittees, and up to three at-large members to provide appropriate representation of the overall membership. The Executive Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the Executive committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.</p>
Timing	The work of the Executive Committee is aligned with the timeline of the WDB's 2017-2020 Strategic Plan.
Resources	The WDB and the Executive Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
Review Process	<p>The Executive Committee monitors and reports its progress at regular committee meetings and full WDB member meetings as appropriate.</p> <p>Progress against the WDB 2013-2017 Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal levels.</p>

EXECUTIVE COMMITTEE MINUTES

Wednesday, March 13, 2019

The Executive Committee met on Wednesday, March 13, 2019 at 4071 Port Chicago Highway, Conference Room A, Concord, California and 1201 California Avenue, Conference Room Pittsburg, CA 94565 and 2525 San Pablo Dam Rd. Conference Room San Pablo, CA 94806. Co-Chair Yolanda Vega called the meeting to order at 3:03 pm Co-Chair Yolanda Vega reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Bhupen Amin, Jason Cox, Ashley Georgian, Jose Carrascal, Yolanda Vega, Michael McGill, and Justin Steele

MEMBERS ABSENT –Margaret Hanlon-Gradie

OTHERS PRESENT –G. Vittoria Abbate (Board Member), Monique Brown (Rubicon)

WDB STAFF PRESENT –Donna Van Wert, Patience Ofodu, Maureen Nelson, George Carter, Jeff Shoji, and Rochelle Soriano

PUBLIC COMMENT

None

CONSENT ITEM

C1 Approve January 9, 2019 Executive Committee meeting minutes.

Motion/Second Jason Cox/Mike McGill

Motion Approved Approved

PRESENTATION ITEM:

P1 Presentation on New Website Design

Pat Davis Design Group

Pat Davis Design Group was founded in 1977 in Sacramento, California as a one-woman shop providing graphic design services to a handful of clients. Over the past 40 years, the agency has strategically grown to include three offices (two in California and one in Texas), a robust team of highly qualified individuals with complementary skill sets, an expansive portfolio of client work spread all across the country, and a diverse service offering covering all aspects of marketing communications, strategic planning, and targeted outreach.

Pat Davis Design Group has more than 40 years of marketing communications experience, of which more than 20 years have been spent working with Workforce Development Boards all across the country.

The hope is staff and board members can give their top picks for the logo and one preferred concept for the website home page.

Comments/Feedback:

- New Logo (presentation of 2 new logo options)
 - It has the fresh look
 - Color Palette are pleasing to the eye
 - Will continue to do some fine tuning for final approval
- New Website (presentation of 2 website layout)
 - Layout A – looks formal and structured (3 board members voted on)

- Layout B - presents a freeform layout (2 board members voted on)
- Website looks update in design and layout
- Further refinement of the layout and concepts and new proofs for feedback

ACTION ITEMS:

A1 Approve Authorization to Work Policy

Approve the Authorization to Work Policy that provides local guidelines in collecting evidence of authorization to work as outlined in EDD Directive WSD18-03.

Motion/Second: Jason Cox/Ashley Georgian

Motion Approved Approved

AYES: Bhupen Amin, Jason Cox, Ashley Georgian, Justin Steele, Yolanda Vega, Michael McGill

NAYES: None

ABSENT: Margaret Hanlon-Gradie

ABSTAIN: Jose Carrascal

A2 WDB Local Plan Updates

This agenda item was a place holder in case there were any public comments that would have resulted in changes to the local plan as approved at the Feb 5th Full Board Meeting. There were no public comments submitted and Co-Chair Yolanda Vega removed A2 WDB Local Plan Updates from the agenda.

Motion/Second Mike McGill/Jason Cox

Motion Approved

AYES: Bhupen Amin, Jason Cox, Ashley Georgian, Justin Steele, Yolanda Vega, Michael McGill, Jose Carrascal

NAYES: None

ABSENT: Margaret Hanlon-Gradie

ABSTAIN: None

DISCUSSION ITEM:

D1 Local Area Designation

This is to inform the Board of upcoming compliance requirements regarding local area designation and local board recertification that will need to be completed by June 30, 2019. At this point the directive is in draft form and therefore the forms necessary to comply have not been released yet. Comments on the Draft Directive are due by March 8th, 2019.

To meet the established deadline, upon release of the final directive, staff will complete the necessary Application for Initial Local Area Designation Program Years 2019-21, and Initial Local Board Certification Program Year 2019-21; WDB staff will present to the Executive and Full Board for approval and signature by Board Chair and then submit these documents to the Contra Costa County Board of Supervisors for approval and signature.

For the WDB to be designated as a local area under WIOA, signed documents must be submitted to the California Workforce Investment Board and California Employment Development Department no later than June 30, 2019. It is anticipated that the Final Directive will be issued shortly after the Draft comment period end date of March 28, 2019. The completed application should be ready for Board approval at the May 7th Full Board meeting and subsequently submitted to the County Board of Supervisor for approval at the June 4th meeting in plenty of time to meet the June 30, 2019 deadline.

COMMITTEE MEMBER REPORTS

Ashley Georgian (Co-Chair BED Committee)

- Bob Redlo Presentation on the Health Sector
 - It covers what is new in the health sector industry
 - Creating new job and deleting old jobs

- Innovating the trends in the industry
- It has a very interesting trends over the years
- Hidden Workforce Forum - Feb. 19, 2019 was very successful
 - Active Business Engagement
 - It was a great turn out
 - Encouraged board members to attend events to engage with the community we serve

Mike McGill (Chair – Youth Committee)

- Youth Committee is now meeting monthly
- Attendance is good meeting quorum requirements
- Youth Provider presentation
- Transition is seamless with the new WDB Staff lead Noramah Burch
- RFP Process – presented a flowchart
- Proposed site visits – youth providers

CHAIR'S REPORT

None

EXECUTIVE DIRECTOR'S REPORT

- CWA Day at the Capital – March 6, 2019
- Largest delegation attended
- 4 meeting with staff legislators
 - Shared priorities
 - Asked for support
 - They are supportive of our work
- Proposed Interest for a Board Retreat - possibly Fall 2019
 - Intent to engage new board members
 - To have a meaningful and relevant content
 - Offsite location
- West Contra Costa Career Fair
Wednesday, March 20, 2019
10 am to 1 pm
@ the Contra Costa College
- MOU Partners Agreement Phase 1 and 2
 - Will need to re-do cost allocation
 - Working on some updates and revisions
- FHS presentation on April 22nd
 - WIOA program
- BOS presentation on July 29th
 - Youth Programs
 - Collaborative Contra Costa Youth Summer Program
- AMBayArea Career Pathway Workshop
 - April 17, 2019 from 10 am to 2 pm
 - @ the Chabot Space and Science Center
 - To register go to Eventbrite

THE MEETING ADJOURNED AT 5:07 PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms

DATE: April 10, 2019
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Recommend Termination of Board Member**

This memo brings forth the recommendation for termination of the following individual to the Workforce Development Board of Contra Costa County per Section X-B of the bylaws:

Margaret Hanlon-Gradie – Labor Seat #4

A. BACKGROUND AND DISCUSSION

The Workforce Innovation and Opportunity Act (WIOA) calls for the majority of the members of local workforce boards to come from private sector businesses.

Currently all business, education, economic development and flex seats are filled. There are two (2) labor seat vacancies and with the release of this member there will be three (3) labor seat vacancies.

ARTICLE X - TERMINATIONS

Any member may be terminated from membership on the WDBCCC by one of the following actions:

- A. Resignation. Resignation of WDBCCC members should be effected by a written letter of resignation submitted to the Chairperson of the WDBCCC and the Contra Costa County CEO.
- B. Failure to attend three consecutive regularly scheduled full WDBCCC and/or committee meetings, excessive excused absences from regularly scheduled WDBCCC and/or committee meetings, or failure to resign when he/she ceases to be a representative of the group from which he/she was selected. Said conduct shall automatically be reviewed by the WDBCCC Executive Committee, which in turn shall present a recommendation to the WDBCCC. A majority vote of the WDBCCC membership is needed to affirm the recommendation.
- C. For conduct, activities, or interest detrimental to the purpose of the WDBCCC. Said conduct is subject to review by the Executive Committee, which in turn shall present a recommendation to the WDBCCC. An affirmative vote of fifty percent (50%) rounded-up, plus one (1) of the full membership is needed to ratify the recommendation.

B. CURRENT SITUATION

Margaret has left her position with the labor council and taken a position with Senator Nancy Skinner's office as per her email of March 2019, and therefore no longer eligible to serve in a labor seat on the Workforce Board per Article X – B of the bylaws.

C. RECOMMENDATION

Recommend the termination of Margaret Hanlon-Gradie from WDB Labor Seat #4 to the Full Board and subsequently the Family & Human Services (FHS) Committee of the Contra Costa County Board of Supervisors.

D. SCHEDULE

Action on this item will result in review and request for approval at the May 7th Full Board meeting and subsequently the FHS Committee of the Board of Supervisors. Pending approval of the FHS committee, final removal will be made at the subsequent Board of Supervisors' meeting.

E. ATTACHMENTS

A1a – WDBCCC Bylaws

A1b - Email communication

A1c - Termination Letter

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

ARTICLE I – NAME AND ADHERENCE TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The name of this organization shall be the Workforce Development Board of Contra Costa County, hereinafter referred to as the WDBCCC. The WDBCCC is established as the local workforce development board pursuant to the legislative mandates outlined in the Workforce Innovation and Opportunity Act of 2014 (WIOA), 29 U.S.C. 3101 et seq., Public Law 113-128, 128 Stat.1425). In accordance with 20 Code of Federal Regulations (CFR), Parts 678, 679, 680, 681,683, and WIOA Sections 106, 107, 108, 111, 121, 122, 123, 129 and 134 for the East Bay Workforce Development Area/Region, the functions of the WDBCCC shall be performed in partnership with the County Chief Elected Official (CEO).

ARTICLE II - SCOPE AND RESPONSIBILITIES

As set forth in the Workforce Innovation and Opportunity Act of 2014 (WIOA) and as an advisory body to the Contra Costa County Board of Supervisors, the responsibilities of the WDBCCC are:

- A. Work with the Contra Costa County Board of Supervisors and Chief Elected Official (CEO) to develop a vision and strategy to coordinate a workforce development network of public, private, community-based, and other partners to enhance the competitiveness of the local workforce and support economic vitality for Contra Costa County and the broader East Bay region.
- B. Develop and submit a local workforce development plan to the Governor, in partnership with the County Board of Supervisors, for the Contra Costa County Local Workforce Development Area (LWDA), as designated by the California Workforce Development Board (CWDB) to include the entirety of Contra Costa County, exclusive of the City of Richmond.
- C. Develop and submit a regional workforce development plan to the Governor, in partnership with other local LWDAs in the East Bay Regional Planning Unit. Other East Bay LWDAs include Alameda County, the City of Oakland, and the City of Richmond.
- D. With the agreement of the Contra Costa County Board of Supervisors, designate one-stop operator(s) and terminate the eligibility of such operator(s) for cause; identify eligible provider(s) of youth activities in the Contra Costa County LWDA by awarding grants or contracts on a competitive basis, based on recommendations of the WDBCCC; identify eligible providers of training services for adults and dislocated workers; and identify eligible one-stop operators and providers of career services by awarding contracts which may be on a competitive basis..
- E. Develop a budget for purposes of carrying out the duties of the WDBCCC subject to the approval of the Contra Costa County Board of Supervisors. The WDBCCC may solicit and accept grants and donations from sources other than federal funds.
- F. In partnership with the Contra Costa County Board of Supervisors, conduct oversight with respect to local programs of youth activities and local employment and training activities for employers,

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adults, and youth at the one-stop centers in the LWDA.

- G. Negotiate and reach agreement on WIOA local performance measures with the Contra Costa County Board of Supervisors and the Governor, and certify comprehensive One Stop Center(s).
- H. Assist the Governor in the development of a statewide employment statistics system (e.g., labor market information system pursuant to the Wagner-Peyser Act).
- I. Coordinate workforce development activities carried out in the LWIA with economic development strategies and develop other employer linkages.
- J. Promote the active participation of the private sector in the local workforce investment system.

ARTICLE III - MEMBERSHIP

- A. Members of the WDBCCC shall be appointed by the Contra Costa County Board of Supervisors in accordance with federal and state law, and as further described below in Article III, Paragraphs B, and C.
- B. Membership of the WDBCCC shall be composed as follows:
 - 1. Majority business members who are individuals with optimum policymaking or hiring authority on behalf of the entity he or she represents (50% + 1) and are:
 - a. Business owners, or
 - b. Chief executives, or operating officers, or
 - c. Other business executives, or
 - d. Employers.
 - 1. These representatives shall include a representative(s) of small businesses
 - 2. Private sector representatives may be from organizations representing businesses, that provide employment opportunities in the Contra Costa County workforce area, in in-demand industry sectors or occupations or provide employment opportunities that, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area
 - 2. Workforce representatives who shall comprise at least 20% of local board members, including the following provisions:
 - a. Two (2) or more of the members must be representatives of labor.
 - b. One (1) or more of the members must be representatives of a joint labor-management, or union affiliated, registered apprenticeship program in Contra Costa County, who is a training director or a member of a labor organization.
 - c. To meet the twenty percent (20%) requirement the Board may include one or more representatives of community-based organizations (CBO) who:

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1. Have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans, or;
 2. Provide or support competitive integrated employment for individuals with disabilities; or;
 3. Represent organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
 3. Representatives of entities administering education and training activities in Contra Costa County, who shall include
 - a. A representative of eligible providers administering adult education and literacy activities under WIOA title II, and;
 - b. A representative of institutions of higher education providing workforce investment activities (including community colleges)
 1. This category of membership may include representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
 4. Representatives of governmental and economic and community development entities who shall include
 - a. A representative of economic and community development entities
 - b. A representative from the State Employment Service Office under the Wagner-Peyser Act
 - c. A representative of the programs carried out under title I of the Rehabilitation Act of 1973
 - d. This category of members may include representatives of agencies or entities administering programs in Contra Costa County relating to transportation, housing, and public assistance, or representatives of philanthropic organizations serving Contra Costa County
 5. Such other individuals or representatives of entities, as the chief elected official for Contra Costa County determines to be appropriate.
- C. To be eligible for appointment to the WDBCCC, members must be nominated as set forth below for the category to which they are appointed:
1. Nominations to the private sector seats on the WDBCCC shall:
 - a. Be made by business, professional and/or trade organizations in the Contra Costa County area. There shall be at least one nomination for each vacancy.
 - b. Be a result of recruitments from Chambers of Commerce, trade associations or other business organizations.

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- c. Be individuals with "optimum policy-making authority." These individual are expected to be able to speak affirmatively on behalf of the entity s/he represents and to commit the entity to a chosen course of action.
 - d. Include representatives from small business.
 - e. Include representatives from the industry clusters identified by Contra Costa County labor market information research.
 - f. Include representatives to provide for geographic representation from all parts of Contra Costa County.
 - g. Include representatives who have an expressed interest and expertise in the economy of the County.
- 2. Representatives of labor organizations shall be nominated by local labor federations or other representatives of employees where there are no labor federations.
- 3. Nominations to the Adult and Family Literacy seat shall be solicited from the local providers of Adult and Family Literacy in the Contra Costa County workforce development area. .
- 4. Economic development agency members shall be selected from:
 - a. An entity representing economic development in Contra Costa County
- 5. Appointment of such other representatives of organizations referred to in WIOA as flex seats shall be selected from:
 - a. An individual having "demonstrated experience and expertise" in the field of workforce development; and/or
 - b. An individual who contributes to the field of workforce development, human resources, training and development, or a core program function or;
 - c. An individual who the Local Board recognizes for valuable contributions in education or workforce development related fields.
- D. Members of the WDBCCC shall either reside in or be representatives of businesses, organizations or agencies with interests that are located within the LWDA boundaries.
- E. Seat terms shall be staggered and of four years' duration. The term of each seat will commence on July 1st and terminate on June 30th four calendar years later.
- F. The WDBCCC may recommend to the Contra Costa County Board of Supervisors changes to the size and composition of its membership, provided that two-thirds of its members have voted to recommend the change. Recommended changes to size and composition of the WDBCCC membership must be approved by the Contra Costa County Board of Supervisors.
- G. The members of the WDBCCC shall not be paid for their services, but shall be reimbursed for their necessary and actual expenses incurred in the performance of their duties connected with their activities or responsibilities under the WIOA and/or other programs under the purview of the

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WDBCCC. All requests for reimbursement must be submitted in accordance with approved travel and expense reimbursement policies and procedures of the WDBCCC's respective administrative entity.

ARTICLE IV: DUTIES OF MEMBERS

- A. Members shall attend meetings of the WDBCCC and of committees to which they are appointed. The Executive Committee shall routinely review member attendance at WDBCCC and committee meetings.
- B. Members shall notify the Executive Director and/or staff of the WDBCCC, of any expected absence for a meeting at least 48 hours before a regularly scheduled WDBCCC or Committee meeting, indicating good and sufficient reasons for the absence. Such notification may be direct or through staff of the WDBCCC.
- C. Each member of the WDBCCC should serve on at least one standing committee as necessary.

ARTICLE V - OFFICERS AND ELECTIONS

- A. At a minimum, there shall be a Chairperson and Vice-Chairperson. Additional officers (if any) shall be determined by the WDBCCC membership. Any two officer positions, except those of the Chairperson and Vice-Chairperson, may be held by the same person. Whenever possible, the outgoing Chair will continue to serve as an active board member as the Past Chair for at least one year.
- B. The Chairperson shall preside at all WDBCCC meetings, represent the WDBCCC whenever the occasion demands, appoint members to committees, and call special meetings at any time necessary.
- C. The Vice-Chairperson(s) shall assist the Chairperson and assume all the obligations and authority of the Chairperson in his/her absence, and shall chair the Executive Committee. In the event that the Vice-Chairperson(s) are not available, the Past Chair shall serve in this capacity.
- D. The Chairperson and Vice-Chairperson(s) of the WDBCCC will be selected from among business members. If there is no Vice Chairperson, the Chair shall appoint a Vice Chairperson on a quarterly rotating basis. In making such appointments, the Chair will give preference to eligible Committee Co-Chairs.
- E. A WDBCCC member may serve as Chairperson for a period of no longer than two (2) years and as a Vice-Chairperson for no longer than three (3) years.
- F. Any officer may be removed from office by the affirmative vote of fifty percent (50%) rounded-up, plus one (1) of the full membership for conduct, activities or interest detrimental to the interest of

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the WDBCCC, in accordance with Article X, Section C.

- G. A Nominating Committee shall be convened each fiscal year to designate a new slate of officers for the following fiscal year. The Nominating Committee shall be chaired by the Immediate Past Chairperson who shall appoint at least two (2) other Board members, a majority of whom shall represent the business community. In the event the position of Immediate Past Chairperson is vacant, the Chairperson shall appoint the Chair of the Nominating Committee.
- H. The period for officer nominations shall commence upon the establishment of the Nominating Committee and will close 30 days prior to the final regularly scheduled full board meeting of the fiscal year.
- I. A report from the Nominating Committee on selection of officers shall be provided to the members in advance of officer elections and made available to the public. Additional nominations from the floor will be accepted by the chair or acting chair of the WDBCCC before the vote takes place.
- J. An election of officers shall be held no later than the final regularly scheduled full WDBCCC meeting of the fiscal year, though the election date may be changed in any given year if formally determined necessary by the WDBCCC membership. Officers shall be elected by a majority vote of the members present.
- K. Officers' terms will commence on July 1 and end on June 30 of the following calendar year.

ARTICLE VI - VACANCIES

- A. The WDBCCC or its Executive Committee shall review scheduled and unscheduled membership vacancies as they occur and assess associated needs with appointing a replacement. The WDBCCC and Executive Committee shall consider applicable federal, state, and local membership guidelines in formulating a recommendation for review. A majority vote of members present at a WDBCCC or WDBCCC Executive Committee meeting is needed to affirm the recommendation.
- B. The WDBCCC Chairperson shall immediately report to the Contra Costa County Board of Supervisors any unscheduled vacancy.
- C. A vacancy in any officer position may be filled by the WDBCCC for the unexpired term of the position by a majority vote of the members attending a called meeting of the full WDBCCC membership or the WDBCCC Executive Committee.
- D. Nominations for appointment to the WDBCCC shall be made in accordance with the Workforce Innovation and Opportunity Act. Nominees will be presented by the WDBCCC to the appropriate committee of the Contra Costa County Board of Supervisors' for review and advancement to the Board of Supervisors for final appointment to the WDBCCC.

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ARTICLE VII – MEETINGS, QUORUM REQUIREMENTS, AND RULES OF PROCEDURE

- A. All WDBCCC meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq., as amended and the Contra Costa County Better Government Ordinance (BGO). Meetings held at a location within Contra Costa County, California that satisfies the access requirements of the Americans with Disabilities Act.
- B. Regular meetings of the WDBCCC shall be held at least once each calendar quarter, and shall be conducted in accordance with all applicable federal, state and local laws.
- C. Special or emergency meetings of the WDBCCC may be called at any time by the Chairperson, the Executive Committee, or upon written request of at least a majority of WDBCCC members. Notice of a special or emergency meeting will include the time, date, place, and purpose. The notice, time permitting, shall be not less than one working day before such meeting date. All meetings will be subject to applicable laws and ordinances.
- D. Alternative technological means such as telephone or video conferencing may be used at a WDBCCC standing or ad hoc meeting as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- E. Fifty percent (50%) rounded-up of the filled number of seats will constitute a quorum of the full WDBCCC or a WDBCCC committee. In the absence of 50 percent rounded-up in attendance, the meeting shall be cancelled no later than thirty (30) minutes after scheduled meeting time provided that entire WDBCCC has been given proper notice as stated in these bylaws.
- F. When issues arise that require members to recuse themselves from the voting process and there is not a quorum due to a conflict of interest, the vote shall be moved to another meeting when there are sufficient unconflicted members to vote.
- G. When a quorum is present, each regular voting member shall have one (1) vote when present. No proxies or absentee votes shall be permitted. A quorum must be maintained at all times for voting purposes. .
- H. All meetings of the WDBCCC and its committees shall be guided by the current edition of Roberts Rules of Order, Revised.
- I. The WDBCCC shall be governed in its activities by all applicable laws, regulations and instructions.

ARTICLE VIII - COMMITTEES

- A. The WDBCCC Chairperson may establish Standing Committees, Ad Hoc Committees and Task Forces as necessary and shall designate the chairpersons.

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- B. The size and purpose of each Standing or Ad Hoc Committee shall be determined by the WDBCCC Chairperson, in consultation with any designated Committee Chairperson(s). Every effort shall be made to ensure that each Standing committee is comprised of five (5) or more members of the WDBCCC.
- C. Each WDBCCC Standing Committee will have a minimum of one (1) chairperson with responsibility for conducting the regular business of that respective committee.
- D. Any WDBCCC member may serve as a Committee Chairperson or Co-Chairperson. WDBCCC members may serve as Chairs of a single WDBCCC Standing Committee for a period or no more than two (2) years.
- E. There shall be an Executive Committee composed of the WDBCCC Chairperson, the Vice-Chairperson(s), and a past WDBCCC Chairperson, one (1) to two (2) voting members-at-large, and the Chairpersons of Standing Committees. In the event a past Chairperson is not available, the Chair may appoint an additional member-at-large. At least fifty percent (50%) plus one of the Executive Committee members shall be business member representatives.
- F. The Executive Committee shall meet at a regularly scheduled time and is authorized to act on behalf of the Workforce Development Board on those matters delegated to it by the WDBCCC. For those matters not delegated to it by the WDBCCC, the Executive Committee is authorized to meet and act on behalf of the WDBCCC at such times as may be determined necessary by the Chairperson, provided that such actions taken by the Executive Committee shall be ratified by the WDBCCC at its next regularly scheduled meeting.

The responsibilities of the Executive Committee shall include:

- Approving annual budgets and forwarding to the WDBCCC for review;
- Obligating and approving awards of contracts, grants, and/or other funding related to programmatic and/or operational objectives (requires a 2/3 vote of Executive Committee members present for approval) before the recommendation to the Board of Supervisors;
- Hearing budget related matters and forwarding appropriate items to the WDBCCC
- Developing legislative/advocacy platforms and position statements
- Developing operational and policy objectives
- Appointing non-WDBCCC members to serve on WDBCCC Standing committees. These members may vote on matters put forth to the respective WDBCCC committee(s), but they are not voting members of the WDBCCC.
- Recommending membership appointments and resignations from the WDBCCC to the Board of Supervisors as necessary

At least once a year the Executive Committee will be charged with examining WDBCCC planning documents and priorities. The Executive Committee will coordinate committee activities, review committee reports and provide recommendations and advice to the WDBCCC on all matters within the jurisdiction of the bylaws.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

ARTICLE IX - STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

Members of the Workforce Development Board will:

- A. Avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain by recusing themselves from the discussion and action taken.
- B. Exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- C. Disclose potential financial conflict of interest by filing Form 700 and all other necessary and required documents
- D. Not solicit or accept money or any other consideration from any person for the performance of an act reimbursed in whole or part with Workforce Innovation and Opportunity Act funds.
- E. Not participate nor vote on contracts or grants relating to services provided by that member or the entity he or she represents, if the member or the entity financially benefits from the decision.
- F. Abide by all conflict of interest codes and attend requisite training.

ARTICLE X - TERMINATIONS

Any member may be terminated from membership on the WDBCCC by one of the following actions:

- A. Resignation. Resignation of WDBCCC members should be effected by a written letter of resignation submitted to the Chairperson of the WDBCCC and the Contra Costa County CEO.
- B. Failure to attend three consecutive regularly scheduled full WDBCCC and/or committee meetings, excessive excused absences from regularly scheduled WDBCCC and/or committee meetings, or failure to resign when he/she ceases to be a representative of the group from which he/she was selected. Said conduct shall automatically be reviewed by the WDBCCC Executive Committee, which in turn shall present a recommendation to the WDBCCC. A majority vote of the WDBCCC membership is needed to affirm the recommendation.
- C. For conduct, activities, or interest detrimental to the purpose of the WDBCCC. Said conduct is subject to review by the Executive Committee, which in turn shall present a recommendation to the WDBCCC. An affirmative vote of fifty percent (50%) rounded-up, plus one (1) of the full membership is needed to ratify the recommendation.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

ARTICLE XI - AMENDMENTS

These bylaws may be altered, amended or repealed at any regular meeting of the WDBCCC by a vote of two-thirds (2/3) of the voting members present where there is a quorum, provided notice of the proposed change shall have been disseminated to each representative no less than seven (7) days prior to such meeting.

Adopted by Workforce Development Board on **August 2, 2016**

Approved by the Contra Costa County Board of Supervisors on **July 18, 2017**

From: [Margaret Hanlon-Gradie](#)
To: [Rochelle Soriano](#)
Subject: Automatic reply: Executive Committee Meeting - March 13, 2019
Date: Tuesday, March 5, 2019 5:43:58 PM

Margaret Hanlon-Gradie has transitioned employment to Senator Nancy Skinner's office.
In the interim, please forward your Labor Council communications to Joe Summers: [REDACTED]

DRAFT- DATE

Margaret Hanlon-Gradie
District Office
1515 Clay Street, Suite 2202
Oakland, Ca 94612

Dear Margaret,

On behalf of the Workforce Development Board of Contra Costa County (WDBCCC), we would like to thank you for your service as a board member. We value and appreciate the commitment that our board members make as volunteers.

We understand that the you have transitioned to a new position with Senator Nancy Skinner's office and on behalf of the WDBCCC we offer our congratulations and best wishes on your new journey.

Your appointment on the WDBCCC was to fill a labor seat and based on your position with the Labor Council, and per our bylaws, terminates upon your transition to a position that no longer represents the organization or group from which you were selected to represent.

According to the WDB bylaws, Article X-B:

Failure to attend three consecutive regularly scheduled full WDBCCC and/or committee meetings, excessive excused absences from regularly scheduled WDBCCC and/or committee meetings, or failure to resign when he/she ceases to be a representative of the group from which he/she was selected. Said conduct shall automatically be reviewed by the WDBCCC Executive Committee, which in turn shall present a recommendation to the WDBCCC. A majority vote of the WDBCCC membership is needed to affirm the recommendation.

Again, we sincerely appreciate your service and wish you the best in your future endeavors.

Sincerely,

Donna P. Van Wert
Executive Director
Workforce Development Board of Contra Costa County
4071 Port Chicago Hwy., Suite 250
Concord, CA 94520

Bhupen Amin
Board Chair

DATE: April 10, 2019
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Establish a Nominating Committee for Board Chair & Vice Chairs**

This report to the Executive Committee is to establish a nominating committee to review and suggest candidates for a preliminary Slate of Officers for the 2019-2020 fiscal year.

A. BACKGROUND

The Ad Hoc Nominating Committee was established by a vote of the Workforce Development Board (WDB) of Contra Costa County and charged with developing a slate of officers for upcoming fiscal years.

Per the WDB bylaws:

ARTICLE V - OFFICERS AND ELECTIONS

- A. A Nominating Committee shall be convened each fiscal year to designate a new slate of officers for the following fiscal year. The Nominating Committee shall be chaired by the Immediate Past Chairperson who shall appoint at least two (2) other Board members, a majority of whom shall represent the business community. In the event the position of Immediate Past Chairperson is vacant, the Chairperson shall appoint the Chair of the Nominating Committee.
- B. The period for officer nominations shall commence upon the establishment of the Nominating Committee and will close 30 days prior to the final regularly scheduled full board meeting of the fiscal year.
- C. A report from the Nominating Committee on selection of officers shall be provided to the members in advance of officer elections and made available to the public. Additional nominations from the floor will be accepted by the chair or acting chair of the WDBCCC before the vote takes place.
- D. An election of officers shall be held no later than the final regularly scheduled full WDBCCC meeting of the fiscal year, though the election date may be changed in any given year if formally determined necessary by the WDBCCC membership. Officers shall be elected by a majority vote of the members present.
- E. Officers' terms will commence on July 1 and end on June 30 of the following calendar year.

In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Chair of the WDB must represent private business. The WDB bylaws also include other provisions related to the selection and term lengths of officers.

The committee will review eligible candidates from among presently seated business members, contact suggested candidates regarding their willingness to serve, and formalize the slate to be presented to the Full Board for approval.

B. SCHEDULE

The election of officers is currently scheduled to be conducted at the regularly scheduled full WDB meeting on May 7, 2019

C. RECOMMENDATION

Establish an Ad Hoc Nominating Committee for the purpose of selecting and presenting a slate of officers to the Full Board for approval for the 2019-2020 Fiscal Year.

D. ATTACHMENTS

WDB Bylaws (refer to attachment A1a)

DATE: April 10, 2019
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve WIOA Updated Memorandum of Understanding**

A. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires the public workforce system to align investments in workforce, education, and economic development with regional, in-demand jobs. It focuses on the importance of providing customers access to high quality AJCC to connect individuals with the full range of services available in their communities. In order to establish or enhance collaboration among community partners, WIOA requires local Workforce Development Boards (WDBs), with the agreement of chief elected officials, to develop Memorandums of Understanding (MOUs) with all AJCC required partners.

Initial negotiation process and direction from the state was the development of two distinct phases: MOU Phase I and MOU Phase II. The new directive from the state consolidates the previous directives and allows for the consolidation of MOU Phase I and MOU Phase II. All MOUs must be reviewed and updated every three years with the infrastructure costs being reviewed annually, and if there are substantial changes, updated annually.

B. CURRENT SITUATION

WDB staff have been working with our AJCC required partners to review and combine MOU Phase I and II. On March 11th, WDB staff convened MOU partners to review and discuss streamlining the two phases.

WDB Staff, along with EHSD Fiscal Staff and all WIOA mandated partners, agreed upon a cost methodology in compliance with MOU Phase II requirement in 2017; all partners are in agreement that no changes are necessary to this methodology. MOU partners are in the process of scheduling necessary signatories for the updated MOU.

The methodology is based on full-time space (square foot) allocations. Currently WDB and EDD occupy the bulk of the AJCC space. While the methodology will not change, due to the re-location of the WDB staff last year to the AJCC location, WDB staff are working with EDD and EHSD to update the infrastructure costs based on the new space allocations.

C. RECOMMENDATION

Approve the attached MOU as agreed upon by all WIOA mandated partners for final approval from our designated CLEO (chief elected official), the Contra Costa County Board of Supervisors, with the

caveat that if County Counsel makes any substantial changes to the language in the MOU it will be brought back to the Full Board in May for approval.

D. FISCAL IMPACT

The WDB, under the umbrella of EHSD, carries the lease and operational obligation of the Concord AJCC. Under the cost sharing methodology agreed upon in this MOU, co-located partners will share in these operating costs resulting in potential cost savings to the WDB/EHSD.

E. SCHEDULE

The MOU must be signed by an authorized representative of the Local Board, the Chief Elected Official, and all AJCC partners by 5:00pm on June 30, 2019. Partners are in the process of scheduling signatures now. With the approval of this board, and after approval from County Counsel, we are hopeful that we will be able to have the County Board of Supervisors approve and sign the MOU well in advance of the June 30th deadline.

F. ATTACHMENTS

A3a WDBCCC WIOA Partner Memorandum of Understanding

A3a EDD DRAFT Directive: https://www.edd.ca.gov/Jobs_and_Training/pubs/wsdd-197.pdf

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Purpose of MOU

The Workforce Innovation and Opportunity Act (WIOA) requires that a MOU be developed and executed between the Local Board and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU, is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving the policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, which includes the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate, and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCC that provides the full range of services available in the community for all customers seeking the following:

- Looking to find a job.
- Building basic educational or occupational skills.
- Earning a postsecondary certificate or degree.
- Obtaining guidance on how to make career choices.
- Seeking to identify and hire skilled workers.

Local/Regional Vision Statement, Mission Statement, and Goals

The Workforce Development Board of Contra Costa County (WDB), in partnership with the Contra Costa County Board of Supervisors, has articulated a compelling **Vision** for economic vitality in our county and region:

“Contra Costa County’s Workforce Development Board supports a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them.”

The publicly funded workforce system is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of the regional economy. It is designed to increase access to, and opportunities for, the employment, education, training and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers and provide a high-quality workforce. This is accomplished by providing all customers

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
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access to high-quality AJCC that connects them to the full range of services available in their communities.

Each AJCC partner agrees to adhere to the provisions of WIOA and to the greatest extent possible the following guiding vision and principles for California's One-Stop delivery system that services will be:

- (1) Integrated and affording universal access to the system overall (offering as many employment, training, and education services as possible for individuals seeking jobs or wishing to enhance their skills)
- (2) Comprehensive (offering a large array of useful information with wide and easy access to needed services);
- (3) Customer-focused (providing the means for customers to judge the quality of the services and make informed choices, and recognizing that customers might be job seekers, businesses or partners)
- (4) Performance-based (based on a set of shared outcomes to be achieved and methods for measurement)

Parties to the MOU

All parties to this MOU are required partners in the One-Stop Delivery System under WIOA and include local/regional representatives of the following programs:

One-Stop Required Partner	Local Partner Organizations/Programs
Title 1 Adult	Workforce Development Board of Contra Costa
Title 1 Dislocated Worker	
Title 1 Youth	
Adult Education/Literacy	Martinez Unified School District – Adult Education/Literacy Mt. Diablo Unified School District – K12 and Adult Education West Contra Costa Unified School District – Adult Education Liberty Union High School District – Liberty Adult Education Pittsburg Adult Education Center
Career/Technical Education	Contra Costa Community College District
Wagner-Peyser	Employment Development Department
Veterans	
Trade Adjustment Assistance Act	
Unemployment Insurance	
Vocational Rehabilitation	California Department of Rehabilitation Greater East Bay District

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Senior Community Service Employment Program (SCSEP)	Contra Costa County Employment and Human Services Department
Job Corps	Job Corps
Native American (Section 166)	Northern California Indian Development Council, Inc. Scotts Valley Tribal TANF
Migrant/Seasonal (Section 167)	California Human Development
YouthBuild	There are no YouthBuild programs in operation in this region.
Community Action	Employment and Human Services Department-Community Services
Housing Authority	Contra Costa County Housing
Second Chance Act	Contra Costa County Probation Department
TANF/CalWORKS	Contra Costa County Employment and Human Services Department

One-Stop System Services

Contra Costa County is a very diverse county covering 805 square miles with a population just over 1,000,000 (June 2016). The comprehensive AJCC, which incorporates programs, services and activities of all required partners, is located in Concord. Because of unique characteristics of their individual economies, the WDB has delineated the county into three sub-regions: West, Central, and East. Each sub-region has established a Workforce Integration Network (WIN). These WINs include a variety of partners (public, private, and non-profit) to support the mission, vision of the WDB. and are committed to working together to achieve the goal of moving as many individuals, families and businesses as possible toward economic self-sufficiency.

The WDB and AJCC provide WIOA basic services to all customers including: businesses, workers, under-employed individuals, and unemployed individuals. Individuals that meet WIOA eligibility requirements and priority of service will receive WIOA individualized services.

Responsibilities of AJCC Partners

AJCC partners agree to carry out the following shared responsibilities in order to strengthen the capacity and effectiveness of the Contra Costa County AJCC in achieving its service goals for job seekers, employers and employees:

- AJCC partners agree to participate in joint planning, plan development, and modification of activities to accomplish the following:
 - Continuous partnership building.
 - Continuous planning in response to state and federal requirements.
 - Responsiveness to local and economic conditions, including employer needs.
 - Adherence to common data collection and reporting needs.

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- Make services provided by partner programs available to eligible customers through the One-Stop delivery system.
- Participate in the operation of the AJCC system, consistent with the terms of this MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

Funding of Services and Operating Costs

AJCC partners who are physically co-located at the Concord AJCC more than 20 hours per week agree to share in the operating costs of the AJCC system, either in cash or through in-kind services.

AJCC partners will ensure that the shared costs are supported by accurate data, are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Infrastructure Funding Agreement that will be negotiated in good faith.

Methods for Referring Customers

AJCC partners commit to mutually implement processes for the referral of customers to services not provided on-site. All parties to this MOU agree that they will:

- Ensure that intake and referral processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding AJCC programs, services, activities and resources shall be made available to all customers as appropriate.

Information on the customer referral process and direct links for access to AJCC partner staff will be included in the attached MOU addendum.

Access for Individuals with Barriers to Employment

The WDB has established a local priority of service policy that will be implemented at the AJCC to ensure access for individuals with barriers to employment. The WDB defines “barriers to employment” is defined as characteristics (physical condition or personal situation) that may hinder an individual’s hiring, promotion or participation in the labor force.

In accordance with new WIOA guidelines and definitions, individuals (adults and youth) with barriers to employment include those who are members of one or more of the following populations:

- (A) Displaced homemakers.
- (B) Low-income individuals.
- (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
- (D) Individuals with disabilities, including youth who are individuals with disabilities.
- (E) Older individuals.
- (F) Ex-offenders.

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- (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e– 2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- (H) Youth who are in or have aged out of the foster care system.
- (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- (L) Single parents (including single pregnant women).
- (M) Long-term unemployed individuals.
- (N) Such other groups as the Governor involved determines to have barriers to employment.

Services provided for individuals with barriers to employment may include direct referral to a partner agency that has expertise working with that specific population. Professional development and training will be provided to staff to ensure not only sensitivity but cross-training competencies in this area.

Information on how each AJCC partner will provide access to individuals with barriers to employment is included in the attached MOU addendum for each local partner.

Each AJCC partner ensures that policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC Partner agrees to the following:

- Comply with the applicable provisions of WIOA, the California Welfare and Institutions Code, California Education Code, Rehabilitation Act, and other appropriate statutes or requirements.
- Adhere to principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Understand that system security provisions shall be agreed upon by all partners.

Confidentiality

Each AJCC Partner to this MOU agrees to comply with the provisions of WIOA as well as the applicable

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sections of the California Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- Compliance with the confidentiality provisions of the respective statutes to which AJCC partners must adhere, while sharing information necessary for the administration of the program as allowed under law and regulation. Each AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services or as otherwise required by law. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

The AJCC partner shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation, gender identity or expression, or marital status. Each AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Cal. Gov. Code § 12990) and related regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

Grievances and Complaints Procedure

AJCC partners agree to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. AJCC partners further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

Americans with Disabilities Act and Amendments Compliance

All AJCC partner MOU signatories agree to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the *Americans with Disabilities Act of 1990* and its amendments. Additionally, AJCC partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29

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CRF Part 37 and all other regulations implementing the aforementioned laws.

Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, with an annual review and update of the Infrastructure Funding Agreement (IFA) commencing on July 1, 2019. The MOU will be reviewed and updated, at a minimum, every three years in order to ensure it contains up-to-date information regarding funding, delivery of services, and changes in the signatory officials of the WDB, CEO, and/or AJCC partners.

Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, through the issuance of a written amendment, executed by the AJCC partners.

Additional AJCC Partner Agencies

This MOU contemplates that, from time to time, additional AJCC partners may be identified. If and when this happens, each new AJCC partner must sign an MOU with WDB on the same terms as this MOU. Approval of additional AJCC partners is at WDB's discretion. Signatures of other partner agencies will not be required on any MOU between a new AJCC partner and the WDB.

Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

Administrative and Operations Management

Supervision/Day to Day Operations

The day-to-day coordination of staff assigned to the AJCC will be the responsibility of the site supervisor(s), while the original employer of staff assigned to the AJCC will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCC will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year. Partner organizations will proactively communicate with AJCC sites regarding additional non-work days (i.e., sick days, vacation days).

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Disciplinary actions may result in removal of co-located staff from the AJCC and each party will take appropriate action.

Each AJCC partner shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally required employee benefits. In addition, each party shall be solely responsible and hold all other parties harmless from all matters relating to payment of each partner's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

AJCC partners shall continue with responsibilities under this MOU during any dispute. AJCC partners agree to attempt to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator for discussion and resolution.

Press Releases and Communications

Participation of each AJCC partner in press/media presentations will be determined by each partner's public relations policies.

AJCC partners agree to utilize the AJCC logo developed by the State of California and the WDB on facilities identified for AJCC usage, as well as partner websites.

INDEMNIFICATION

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorneys fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorneys fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

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Cost-Sharing (Infrastructure Funding Agreement)

AJCC partners participating in the MOU agreement to share infrastructure costs are physically co-located partners with dedicated space in the Concord AJCC (Comprehensive One-Stop Center):

1. Contra Costa Employment & Human Services Department
 - WIOA Title I Adult
 - WIOA Title I Dislocated Worker
 - WIOA Title I Youth
 - Older Americans Title V – Senior Community Service Employment Program
 - TANF/CalWORKS
2. Employment Development Department
 - WIOA Title III Wagner-Peyser
 - Veterans
 - Trade Adjustment Act

AJCC Partners co-located on an itinerant basis (less than 20 hours per week and without dedicated workspace) are not subject to infrastructure cost sharing until such time as their usage of space becomes allocable.

Shared AJCC infrastructure costs, estimated cost amounts, the methodology for the sharing of costs, and each AJCC Partner's proportionate share of costs are identified in the AJCC Cost Sharing Calculation Budget.

AJCC partners participating in Other Systems Costs:

WIOA Title I Adult, Dislocated Worker and Youth
WIOA Title II Adult Education and Literacy
WIOA Title III Wagner-Peyser Act
WIOA Title IV Vocational Rehabilitation
Carl Perkins Career Technical Education
Temporary Assistance for Needy Families/CalWORKS
Title V Older Americans Act
Job Corps
Native American Program
WIOA Section 167 Migrant Seasonal Farmworkers

Duration, Consensus and Review Schedule

As stated earlier, the duration of this MOU is July 1, 2019 – June 30, 2021. Consensus on methodology was reached through a series of AJCC partner meetings and individual meetings with partners. Negotiations were conducted in good faith and in accordance with guidance issued by the state. To ensure service and cost agreements in this MOU are current and that it remains consistent with agreed-upon cost-sharing methodology, all parties agree to review and update the MOU every three years and the Infrastructure Funding Agreement (IFA) annually. Parties agree to renegotiate if necessary to ensure all parties continue to contribute their fair and equitable share.

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Cost Allocation Plan for AJCC Infrastructure

Comprehensive AJCC in the WDBCCC Local Workforce Development Area:

Concord AJCC
4071 Port Chicago Highway
Concord, CA 94520

Infrastructure Cost Allocation Methodology:

The Co-located AJCC Partners agree that the cost allocation methodology to be used to determine proportionate share of infrastructure costs for each co-located partner is the proportion of a partner program's exclusive use square footage of the AJCC. Common area square footage is allocated based on each AJCC Partner's exclusive use square footage.

The cost allocation methodology was selected because it adheres to the following:

- Consistent with federal laws authorizing each partner's program
- Complies with federal cost principles contained in Uniform Guidance
- Includes only costs that are allowable, reasonable, necessary, and allocable to each partner program
- Is based on a measure that mathematically determines the proportionate use and benefit received by each colocated partner.

Reconciliation

EHSD will bill AJCC partners quarterly for the difference between their contributions and actual costs incurred. If actual costs are less than the estimated cost, then EHSD will reimburse the AJCC partners. If the actual costs are more than the estimated cost, then EHSD will invoice the AJCC partners the appropriate additional cost. EHSD will provide all parties with a year-end reconciliation of actual costs. If EHSD negotiates a new master lease, partners will be notified at least 90 days before the start of the new lease.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Concord AJCC Infrastructure Cost Sharing Budget					
January 2018	TOTAL EXPENSES			CURRENT EXPENSES BY PARTNER	
Version 2 (based on blueprint, excludes Experience Unlimited in EDD exclusive space)	TOTAL BUILDING			EHSD - Title 1 (Adult, Dislocated, Youth), SCSEP and CalWORKs	EDD
Exclusive Square Footage by Partner	6,655			3,301	3,354
Percentage of Exclusive Square Footage by Partner	100%			49.60%	50.40%
Common Area Square Footage by Partner	8,245			4,090	4,155
Total Square Footage by Partner	14,900	-		7,391	7,509
Percentage of Total Square Footage by Partner	100%			49.60%	50.40%
INFRASTRUCTURE COSTS		\$/ Sq. Ft.			
RENTAL OF FACILITIES					
RENT based on total usable square footage	\$ 25,780.00	\$ 1.73		\$ 12,786.88	\$ 12,993.12
UTILITIES AND MAINTENANCE					
ELECTRIC (included in rental lease)	\$ -	\$ -		\$ -	\$ -
GAS (included in rental lease)	\$ -	\$ -		\$ -	\$ -
WATER (included in rental lease)	\$ -	\$ -		\$ -	\$ -
SEWER CONNECTIONS (included in rental lease)	\$ -	\$ -		\$ -	\$ -
Req Maintenance 2262 (Fire permit/ special cleaning)	\$ 344.92	\$ 0.02		\$ 171.08	\$ 173.84
HIGH-SPEED INTERNET	\$ 1,024.83	\$ 0.07		\$ 508.31	\$ 516.51
DSL Line (Experience Unlimited customer use)	\$ 140.19	\$ 0.01		\$ 69.53	\$ 70.66
VOIP phone (Experience Unlimited main line, w/voicemail)	\$ 20.53	\$ 0.00		\$ 10.18	\$ 10.35
TELEPHONES (Landlines)	\$ 169.55	\$ 0.01		\$ 84.10	\$ 85.45
2 UI Phones (main lobby, includes non-publish for 1)	\$ 13.49	\$ 0.00		\$ 6.69	\$ 6.80
FACILITIES MAINTENANCE CONTRACT (included in rental lease)	\$ -	\$ -		\$ -	\$ -
EQUIPMENT					
ASSESSMENT-RELATED PRODUCTS	\$ -	\$ -		\$ -	\$ -
ASSISTIVE TECHNOLOGY	\$ -	\$ -		\$ -	\$ -
COPIER (lease)	\$ 508.77	\$ 0.03		\$ 252.35	\$ 256.42
COMPUTERS	\$ -	\$ -		\$ -	\$ -
TECHNOLOGY TO FACILITATE ACCESS					
WEBSITE		\$ -		\$ -	\$ -
TOTAL PARTNER SHARE: \$ 28,002.28 \$ 1.88 \$ 13,889.13 \$ 14,113.15					

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Shared Infrastructure Costs Detail

Rental of facilities for 4071 Port Chicago Highway, Concord

- Exclusive Use square footage: 6,655 square feet
- Common Area Square footage: 8,245 square feet
- Total square footage: 14,900 (including hallways, utility rooms, interior walls, etc.)

Rent includes

- Space occupancy, utilities (gas, electric, water, sewer, and refuse collection) and janitorial services
- And the following maintenance and repairs:
 - roof and exterior of the building, including exterior doors and fixtures, glass and glazing, and locks and key systems;
 - damage caused by failure to maintain the exterior in good repair;
 - electrical, lighting, water and plumbing systems;
 - heating, ventilating, and air-conditioning systems;
 - parking lot, landscaping, sprinkler system, and exterior lighting system;
 - fire extinguishers;
 - the correction of any code violations;
 - building directory and exterior monument signage.
- Rental costs are \$29,060 per month.

Utilities and maintenance above and beyond items included in the rental cost - may include items such as fire sprinkler permits and/or special cleaning

High-speed Internet & Wi-Fi for Common Areas

- High speed internet for common area computers that are accessible to all clients
- Open Wi-Fi network is provided to all clients visiting the building
- Partners who have their own dedicated routers and data plan with an internet provider do not have to share the cost of high speed internet for their exclusive space
- The costs were developed by using the total internet costs that are charged to EHSD, minus each partner's exclusive usable square footage.

Telephones

- Landlines – There are 13 landline telephones located in the common area
- Voicemail boxes are for two landline telephones located at the reception desk.

Equipment

- Copiers - 1 leased copier monthly lease agreement
- 2 Network printers

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Signature Page: Co-located AJCC Partners Sharing AJCC Infrastructure Costs (Concord, CA)

By signing below, all parties agree to the terms for the sharing of AJCC Infrastructure costs

Contra Costa EHSD: Workforce Development Board of Contra Costa

Printed Name & Title

Signature & Date

EHSD: CalWORKS

Printed Name & Title

Signature & Date

EHSD: Senior Community Service Employment Program

Printed Name & Title

Signature & Date

Employment Development Department: Workforce Services

Printed Name & Title

Signature & Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

By signing below, all non-co-located AJCC partners agree to the terms for the sharing of AJCC Infrastructure costs when data for determining benefit is available.

Mt. Diablo Unified School District – Adult Education

Printed Name & Title

Signature & Date

West Contra Costa Unified School District – Adult Education

Printed Name & Title

Signature & Date

Liberty Union High School District – Adult Education

Printed Name & Title

Signature & Date

Martinez Unified School District – Adult Education

Printed Name & Title

Signature & Date

Acalanes School District/Del Valle Education Center

Printed Name & Title

Signature & Date

Pittsburg Unified School District – Adult Education

Printed Name & Title

Signature & Date

California Department of Vocational Rehabilitation

Printed Name & Title

Signature & Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Jobs Corps

Printed Name & Title

Signature & Date

Contra Costa Community College District

Printed Name & Title

Signature & Date

Employment Development Department: Unemployment Insurance (UI)

Printed Name & Title

Signature & Date

California Human Development

Printed Name & Title

Signature & Date

Contra Costa EHSD Community Services

Printed Name & Title

Signature & Date

Contra Costa Housing Authority

Printed Name & Title

Signature & Date

Contra Costa Probation – Second Chance

Printed Name & Title

Signature & Date

Scotts Valley Tribal TANF Program

Printed Name & Title

Signature & Date

Contra Costa County Office of Education

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Printed Name & Title

Signature & Date

Printed Name & Title

Signature & Date

Printed Name & Title

Signature & Date

Printed Name & Title

Signature & Date

Printed Name & Title

Signature & Date

Signatures of Approval

We, the undersigned representatives of the Workforce Development Board of Contra Costa County and the Contra Costa County Board of Supervisors, do hereby agree to and approve this document.

Donna Van Wert, Executive Director
Workforce Development Board of Contra Costa County

John Gioia, Chair
Contra Costa County Board of Supervisors

Date:_____

Date:_____

Signature of Approval

I, the undersigned representative of _____, do hereby agree to and approve this document.

Name, Title of Authorized Signatory

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Signature Page:

The CLEO (Chief Local Elected Official) and the Local Workforce Development Board approve MOU Phase II.

Contra Costa County Board of Supervisors - Chair

Printed Name & Title

Signature & Date

Workforce Development Board of Contra Costa- Chair

Printed Name & Title

Signature & Date

Workforce Development Board of Contra Costa- Director

Printed Name & Title

Signature & Date

Signature of Approval

I, the undersigned representative of **Name of Organization**, do hereby agree to and approve this document.

Name, Title of Authorized Signatory

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF CONTRA COSTA COUNTY
AND ONE STOP/AJCC PARTNERS**

Signature of Approval

I, the undersigned representative of **Name of Organization**, do hereby agree to and approve this document.

Name, Title of Authorized Signatory

Date

Signature of Approval

I, the undersigned representative of **Name of Organization**, do hereby agree to and approve this document.

Name, Title of Authorized Signatory

Date

Signature of Approval

I, the undersigned representative of **Name of Organization**, do hereby agree to and approve this document.

Name, Title of Authorized Signatory

Date

DATE: April 10, 2019
TO: Executive Committee Members
FROM: Workforce Development Board Staff
RE: RETREAT DISCUSSION

This discussion is designed to begin the planning process for the Workforce Development Board's annual retreat.

A. BACKGROUND AND DISCUSSION

Historically the Workforce Development Board has held annual board retreats to engage board members in strategic planning, review/reassess work plans, challenges and accomplishments, and provide information on expectations and responsibilities of being a workforce development board member.

The last board retreat was in January of 2017, with a focus on the local and regional plans that were due to the State March 15, 2017.

B. CURRENT SITUATION

WDB Staff and Board members will discuss timing and topics of interest for a board retreat in 2019.

C. SCHEDULE

Select a date, develop an agenda, secure site, logistics and facilitator for retreat.

D. ATTACHMENTS

D1a January 2017 Retreat Agenda



www.wdbccc.com

D1a

Our Mission:
The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.

Full Board Retreat Agenda

January 13, 2017

9:00 p.m. – 4:00 p.m.

500 Ellinwood Way, 1st Floor

Pleasant Hill, CA 94523

**9:00 AM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT**

9:10 AM Welcome and introductions

GOAL: To educate and inform current Board Members about the *Workforce Innovation and Opportunity Act (WIOA)* and upcoming mandates, and provide a forum for Board members to inform the future vision, mission and work of the WDB and the AJCCs in alignment with WIOA mandates.

9:30 AM Vision and mission of the WDBCCC in alignment with WIOA

10:15 AM Role of the Board - catalyst convener, leader, mobilizer

10:45 AM Break

11:00 AM Labor Market Information: Sector Strategies/Demographics/Industry sector needs

12:00 PM LUNCH

12:45 PM Understanding the state plan requirements and vision

1:30 PM Three workgroups aligned with state plan:
 i. Fostering “demand-driven skills attainment
 ii. System Alignment, coordinating and integrating programs and services
 iii. Enabling upward mobility for all Californians, including populations with barriers to employment

2:30 PM Break

2:45 PM Continue with workgroups

3:30 PM Next steps – accountability

4:00 PM Closure

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 300 Ellinwood Way, 3rd Floor, Pleasant Hill during normal business hours.

The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Workforce Development Board at 925.602.6800.