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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 Agenda

May 7, 2019

3:00 p.m. – 5:00 p.m.

4071 Port Chicago Hwy, Suite 250
Concord, CA 94520

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

PUBLIC COMMENT

3:05 PM CONSENT AGENDA

C1 Approve Minutes from February 5, 2019 meeting

3:10 PM PRESENTATION ITEM

P1 Presentation of New Website by Pat Davis Design Group

P2 Presentation on EC²: The Collaborative” (East Contra Costa: The Collaborative”)

P3 Update on AJCC/Career Services

4:10 PM ACTION ITEMS

A1 Approve Release of Board Member

A2 Approve Slate of Officers for PY 2019-2020

A3 Approve Regional Plan Modification

A4 Approve Local Board Certification and Designation

**4:45 PM CHAIR’S REPORT
OTHER WDBCCC MEMBER REPORTS
EXECUTIVE DIRECTOR REPORT**

5:00 PM ADJOURN

UPCOMING MEETINGS:

BED Committee Meeting: Wednesday, June 5, 2019

Youth Committee Meeting: Tuesday, June 11, 2019

Executive Committee Meeting: Wednesday, June 12, 2019

Next Full Board Meeting: Tuesday, August 6, 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 Workforce Development Board at 925.602.6800.

FULL BOARD MINUTES
Tuesday, February 5, 2019

The Full Board met on Tuesday, February 5, 2019 at 4071 Port Chicago Highway, Board Rooms A & B Concord, California. Chair Bhupen Amin called the meeting to order at 3:06 pm. Chair Bhupen Amin reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT -Bhupen Amin, Vittoria Abbate, Joshua Aldridge, Carol Asch, Jose Carrascal, Jason Cox, Terry Curley, Melissa Johnson, Richard Johnson, Michael McGill, John Montagh, Steve Older, Bob Rivera, Yolanda Vega

MEMBERS EXCUSED – Kristin Connelly, Ashley Georgian, Thomas Hansen, Robert William, III

WDB STAFF PRESENT –Donna Van Wert, Noramah Burch, Patience Ofodu, Maureen Nelson, George Carter, Charles Brown III, and Rochelle Soriano

OTHERS IN ATTENDANCE – Loretta Bisio (EDD), Carole Dorham Kelly & Monique Brown (Rubicon Programs)

PUBLIC COMMENT:

None

CONSENT AGENDA:

C1 Approve November 6, 2018 Full Board Meeting minutes

C2 Approve August 14, 2018 Full Board Meeting minutes

Motion\Second Richard Johnson/Yolanda Vega

Motion Approved

PRESENTATION ITEMS:

P1 Local Plan Presentation by Glen Price Group

Steve Schultz from Glen Price Group facilitated an engaging conversation to solicit input from board members around the topics of the required Local Plan Modifications: How the WDB and other workforce system partners can work together to enhance employment opportunities for: People with Developmental and Intellectual Disabilities, Child Support Clients, CalFresh and CalFresh Employment and Training participants, English Language Learners, and Re-entry populations in Contra Costa County.

Approach to Public Meetings

- Invitations have been sent to a wide array of stakeholders for each of the strategy areas
- Meetings will include an introduction to the process, with the majority of the time spent in breakout groups for each of the five target populations
 - Small Group Discussions
 - Five small groups, each corresponding to a key section of the plan modifications required by the State board.
 - Within each group, discuss the following;
 1. What is working well in providing the following workforce services to this population – what can we build upon and expand?
 - Outreach and referral to workforce services
 - Preparing individuals (and employers) for placement in employment
 - Supporting retention in employment

- Characteristics of employers that have been successful and hiring and retaining individuals in this population?
- 2. Where are the key gaps in each of these areas?
- 3. Who are the most important partners that the WDB needs to be working with to be successful in this area?
- 4. What are concrete steps that should be taken to improve employment outcomes for this group?
- Goal is to obtain input on specific actionable steps that can have the greatest possible impact in improving employment outcomes for each group.

Local Plan Modifications PY 2017-2020

Key Areas for Local Plan Modifications

- CalFresh Employment and Training Participants
- Child Support Clients
- People with Intellectual and Development Disabilities
- English Language Learners
- Prison to Employment (Regional Plan)

Highlights:

CalFresh Employment and Training Participants

Population Overview

- 24,000 recipients in the county
- Multiple employment barriers: lack of work history, lack of education, homelessness
- Need a diverse array of services due to a frequent lack of previous work experience on the part of participants

Regional Alignment, Coordination Integration

- Coordination of braided resources and services among local regional partners includes partnerships with the Contra Costa Workforce Collaborative, WINS, Rubicon and Opportunity Junction as CalFresh E&T providers,
- Expanding collaboration with CalWORKs, WIOA Title I Adult/DW programs, Pell grants, housing providers, county-based services that address issues such as transportation and childcare, and a range of CBOs across the county
- Participation by WDB Director in recent 9 month multi-partner planning process regarding the end of the ABAWD waiver, CalFresh Shared Impact Strategy workgroups
- WDB convenes business information forums that identify employer resources/hiring incentives

Child Support Clients

Need and Population Size

- 25,000 open cases of non-custodial parents in the county, 9,500 with a physical address in the county
- 89% are male, 40% have no active employment record, 20% are formerly incarcerated
- Services: Need support to obtain GED and other credentials in order to qualify for better paid employment, training in essential skills to address lack of work history, ESL instruction, legal assistance to negotiate terms of child support obligation
- Need improved tracking of Child Support Program (CSP) participants in order to set payment amounts at appropriate level

Plans for Building Successful Partnerships/Scaling up Existing Partnerships

- Establishment of an MOU with the Child Support Program (CSP) to facilitate greater communication, coordination of services, and tracking of non-custodial parents
- The WDBCCC will build upon its current partnerships with employers, educational systems, unions, and community-based organizations to continue improving the coordination and leveraging of resources to enable CSP clients to access supports needed to obtain higher wage employment

- To best evaluate the needs of this population, the Child Support Program (CSP) will identify individuals that would benefit from training and employment support and will connect those individuals with WDBCCC and other partners for assessment and delivery of needed workforce services.
- The WDB will work with the CSP to establish a communication pathway for updating CSP staff on the progress of clients in workforce training, employment, and retention.

People with Intellectual and Developmental Disabilities Partnerships and Engagement to Increase Competitive Integrated Employment (CIE)

- Current partnerships focused on increasing CIE include: Adult Education programs through West Contra Costa Unified School District and Mt. Diablo Unified School District (WCCUSD), Earn and Learn, Regional Center, Futures Explored, East Bay Innovations, the Department of Rehabilitation, Employer Advisory Council, and Bridges to Success. Potential partners include Best Buddies, Adult Living Center, Commercial Support Services, Toolworks, and Green Ridge.
- The WDB has gained knowledge about serving individuals with ID/DD through implementation of a Disability Employment Accelerator (DEA) grant with DOR and two CBO (Futures Explored, East Bay Innovations) partners—the project includes employer forums to dispel myths and identify the benefits of hiring individuals with ID/DD
- The WDB will be an active partner in the Alameda and Contra Costa Local Partnership Agreement (ACC-LPA), where a wide set of partners from both counties came together to foster preparation for and achievement of CIE in the region. The WDB and other partners will work to align with and build off the approaches identified in the LPA to establish consistency and cohesion in practices.
- WDB will work with partners to analyze the current service delivery systems to identify modifications that would make them more effective and accessible, including work with partners to improve the referral system by increasing linkages between partners to service providers, creating a partner referral mechanism for tracking referrals, and ensuring warm handoffs in both directions.

English Language Learners, Foreign Born, Refugees

Target Population

- 24.7% of the population in Contra Costa County is foreign born
- 6.7% of households are limited English speaking households
- 43% of refugees in 2013-17 were from the Middle East/Iraq, 27% from Iran, and 10% from Africa
- Key barriers to employment include: lack of documentation, limited education, limited English proficiency, cultural stigma or fear related to receiving help, particularly for undocumented
- Identifying and addressing the needs of different refugee/immigrant groups requires an understanding of the unique circumstances of each

Braiding of resources and services among local/regional partners and services among partners

- The WDB will partner with community-based, faith-based, and cultural organizations that serve specific populations and have a strong position in specific communities and/or are run by individuals from those communities, to provide outreach and service delivery
- To serve the refugee population, the WDBCCC will partner with the County Refugee Coordinator to collaborate with CBOs that have specific expertise in serving the refugee population, particularly with providers in the East Bay Refugee Forum
- The WDB will seek to strengthen the diversity of its staff and to support training to build staff and partner cultural competence
- The WDB will engage the WINs to increase collaboration among partners, and to improve the referral process for services
- The WDB will implement the following practices to most effectively serve ELLs:
- Convene an ad hoc committee to focus on immigrant and ELL workforce issues, braid resources, and increase coordination with the existing county refugee services, adult education partners, and community-based organizations

- Use trusted agents (such as public libraries and adult education providers) to recruit and serve ELL job seekers
- Work closely with adult education organizations to integrate services and supports, such as transition counseling and math and reading classes
- Build on existing local organizational structures such as adult schools, community colleges, libraries, municipal government, immigrant advocates, and other community groups.

ACTION ITEMS:

A1 Approve the Draft Local Plan Modification and Authorize the WDB Executive Committee to approve any changes to the Plan that may arise from the 30-day public comment period at the March 13th, 2019 meeting.

Motion\Second Richard Johnson/Yolanda Vega
Motion Approved

AYES: Bhupen Amin, Vittoria Abbate, Joshua Aldridge, Carol Asch, Jose Carrascal, Jason Cox, Terry Curley, Melissa Johnson, Richard Johnson, Michael McGill, John Montagh, Steve Older, Bob Rivera, Yolanda Vega

NAYES: None

ABSENT: Kristin Connelly, Ashley Georgian, Thomas Hansen, Robert William, III

ABSTAIN: None

A2 Approve the termination of Robert Williams, III from WDB Labor Seat #2 to the Full Board and subsequently the Family and Human Services (FHS) Committee of the Contra Costa County Board of Supervisors.

Motion\Second Richard Johnson/Yolanda Vega
Motion Approved

AYES: Bhupen Amin, Vittoria Abbate, Joshua Aldridge, Carol Asch, Jose Carrascal, Jason Cox, Terry Curley, Melissa Johnson, Richard Johnson, Michael McGill, John Montagh, Steve Older, Bob Rivera, Yolanda Vega

NAYES: None

ABSENT: Kristin Connelly, Ashley Georgian, Thomas Hansen, Robert William, III

ABSTAIN: None

A3 Authorize and direct staff to pursue approval from the Employment and Human Services Department, County Administrator, and Contra Costa County Board of Supervisors to form a nonprofit Public Benefit Corporation, which could include releasing a procurement for services from a legal entity to support this endeavor (not to exceed \$3,000)

Motion\Second Yolanda Vega/Vittoria Abbate
Motion Approved

AYES: Bhupen Amin, Vittoria Abbate, Joshua Aldridge, Carol Asch, Jose Carrascal, Jason Cox, Terry Curley, Melissa Johnson, Richard Johnson, Michael McGill, John Montagh, Steve Older, Bob Rivera, Yolanda Vega

NAYES: None

ABSENT: Kristin Connelly, Ashley Georgian, Thomas Hansen, Robert William, III

ABSTAIN: None

Comments/Feedbacks

- We need to make sure that the Board of Supervisors (BOS) will recognize this new entity and agree to partner with it and allow it to operate as the WIOA Board.
- The option to create or set-up 501C3
 - What is the vision?
 - What is the goal?

- What is the purpose and strategy?
- What is the timeline?
- We need to engage discussion among committee members
- Make it valuable and meaningful to the organization and to the board

DISCUSSION ITEM:

**D1 Update on new AJCC/Career Services Delivery Model
Rubicon/Collaborative New Service Delivery Model**

Rubicon Programs is a 501(c)3 nonprofit whose mission is to transform East Bay communities by equipping people to break the cycle of poverty. The organization serves the people of Contra Costa and Alameda counties, and provides services that help low-income individuals enter the workforce and develop fulfilling lives.

New Countywide Collaborative Will Expand Access and Quality of Resources for Those in Need of a Job or Career Change

The Collaborative is an innovative public-nonprofit partnership of Contra Costa County workforce development organizations that currently operate within the County and was created specifically in response to WDBCCC’s RFP#1158 for Adult and Dislocated Worker Career Services. The Collaborative consists of our Community Colleges, our Adult Education partners, Opportunity Junction, Lao Family Community Development, New Horizons, San Pablo EDC, and Rubicon as the lead. The Concord AJCC will remain the comprehensive site with Rubicon providing services on-site and partners providing access points at their existing sites throughout Contra Costa County.

The CCWC will be coordinated by Rubicon Programs, a nonprofit that works to end poverty in the East Bay, as well as the following CBOs and educational institutions:

- Mt. Diablo Adult Education (MDUSD)
- Liberty Adult Education (LUHSD)
- Martinez Adult Education (MUSD)
- Pittsburg Adult Education (PUSD)
- Contra Costa Community College District
- Lao Family Community Development

Comments/Feedbacks:

- All systems go and fully staff
- Started enrolling each access points
- Possibly have data report on enrollments thru the use of CalJobs

CHAIR’S REPORT

None

COMMITTEE REPORT

None

EXECUTIVE DIRECTOR’S REPORT

None

THE MEETING WAS ADJOURNED AT 4:43 P.M.

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

DATE: May 7, 2019
TO: Full Board/Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve Release of Board Member**

On April 10th the Executive Committee recommended the release of Board Member Margaret Hanlon-Gradie. This agenda item brings forward the recommendation to the Full Board for approval 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 release of Margaret Hanlon-Gradie from Labor Seat #4 of the Workforce Development Board and send a letter of appreciation for her service.

D. SCHEDULE

Action on this item will move this request forward for approval at the Family and Human Services Committee (FHS) of the Board of Supervisors. Pending approval from the FHS committee, final approval will be made at the subsequent Board of Supervisors' meeting.

E. ATTACHMENTS

A1a – WDBCCC Bylaws

A1b - Email communication

A1c – Thank you for your service letter

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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.

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

- 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]

May 7, 2019

Margaret Hanlon-Gradie

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: May 7, 2019
TO: Full Board/Executive Committee Members
FROM: Workforce Development Board Staff
RE: **Approve Slate of Officers for 2019-2020**

This item brings forward a slate of officers for discussion and approval by the Board for PY 2019-2020.

A. BACKGROUND

Per the WDB bylaws, election of officers for the subsequent fiscal year shall be held at the final regularly scheduled full Workforce Development Board meeting of the current fiscal year. Officers shall be elected by a majority vote of the members present. Terms of office shall begin at the beginning of each fiscal year and new officers will officially take office at the Board's first meeting during the new fiscal year.

B. CURRENT SITUATION

In accordance with the bylaws of the Workforce Development Board (WDB), an *ad hoc* nominating committee was approved to be formed in April 2019 to establish a slate of officers for Fiscal Year 2019-20.

It is recommended that the WDB continue to operate with two (2) Vice Chair positions for the 2019-2020 fiscal year in order to ensure effective succession planning. It should be noted that like the Workforce Investment Act (WIA), the Workforce Innovation & Opportunity Act (WIOA) requires the chairperson of a local workforce board to be from the private sector. Recommendations for officer appointments for the 2019-2020 year are as follows:

- **Chair** – *Bhupen B. Amin, Lotus Hotels*
- **Vice Chair** – *Yolanda Vega, Consultant*
- **Co-Vice Chair** – *Jose Carrascal, Dow/Corteva Agriscience*

C. RECOMMENDATION

Approve recommended slate of officers as presented for the positions of Chair and Vice-Chairs serving the Workforce Development Board for FY 2019-20.

D. SCHEDULE

Appointment of the slate of officers by the full board will enable the WDB's business to continue uninterrupted as the WDB continues its work to transition its governance to under WIOA. If approved, officers will assume duties as of the next scheduled WDB meeting.

E. CUSTOMER IMPACT

An optimal functioning Board will result in strong policy direction and focused use of resources on behalf of all its customers and ensure smooth transition as the WDB works to implement the Workforce Innovation & Opportunity Act (WIOA).

F. FISCAL IMPACT

None.

G. ATTACHMENTS

A2a: Ad Hoc Nominating Committee Report

Note: See attachment A1a for ByLaws

AD HOC COMMITTEE GUIDELINES NOMINATING COMMITTEE FOR BOARD CHAIR & VICE-CHAIRS

Purpose:

Committee members are charged with developing a slate of officers for the upcoming fiscal year (July 2019- June 2020).

Directive:

The committee is appointed by the Board's Immediate Past Chairperson who designates the Ad Hoc Committee's Chair and two committee members.

Two of the three members of the Ad Hoc Committee Members must represent the business community. *Article V, A. (By-laws)*

Expectations:

Committee members must meet/confer to discuss eligible candidates for the Board's positions.

The Chair, Ad Hoc Committee requests Standing Committee Chairs announce the positions at their committee meeting and encourage interested members who wish to be considered for the positions to contact the Ad Hoc Committee Chair within 3 working days.

The Ad Hoc Committee will review interested candidates in addition to other members who have demonstrated potential.

Article V, D (By-laws)

The Chair and Vice-Chairs of the WDBCCC will be selected from among members of the WDBCCC who are representative of the business sector.

If there are no candidates interested nor qualified as stated by the By-Laws, the current Board Chair, Immediate Past Board Chair and the Executive Director will review members and determine how to comply with WIOA regulations.

Non-business sector members might be assigned to Vice-Chair and co-Vice-Chair positions. However, they may not be considered for the position of Board Chair.

A signed report will be presented to the WDBCCC members with the Slate of Candidates at the full Board meeting scheduled the month prior to new officers taking their positions.

The full Board will review the Slate of Officers at its May meeting and vote.



May 7, 2019

Ad Hoc Nominating Committee Report for Board Chair and Vice Chairs

Per Article V of the Workforce Development Board bylaws, the Nominating Committee conferred on several occasions: (April 12th phone meeting; multiple email communications 4/22 through 4/26 and 4/30.), to consider all eligible candidates for the 2019/2020 of service term of office for the Workforce Development Board, Contra Costa County.

The positions are: Chair, Vice-Chair and co-Vice-Chair.

The Nominating Committee has selected the following individuals, whom we believe have the skills, dedication and integrity to provide outstanding leadership during their term of office.

Per Article V, c. "additional nominations from the floor will be accepted by the Chair or Acting Chair of the WDBCCC before the vote takes place".

Article V, e. "Officer's terms will commence on July 1 and end June 30 of the following calendar year" (July 1, 2019 - June 30, 2020).

OFFICERS:

POSITION	NAME	COMPANY
Chair	Bhupen B. Amin	Lotus Hotels
Vice - Chair	Yolanda Vega	Consultant
Co-Vice Chair	Jose Carrascal	Dow/Corteva Agriscience

Nominating Committee Signatures:

_____	_____	_____
Chair's Full Name, Chair	Full Name, Committee Member	Full Name, Committee Member

SLATE OF OFFICERS TEMPLATE

DATE: May 7, 2019
TO: Full Board/Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve WIOA WDBCCC Regional Plan Modification**

At the February Full Board meeting, the board approved the local plan modifications; the regional plan modification was not yet complete. While local approval was not necessary to submit the regional plan by the March 15th due date, it is necessary to finalize the plan and submit to our elected official (the Board of Supervisors) signatory by the August 1st deadline. This brings forward a request for the board to approve the regional plan modification.

A. BACKGROUND AND DISCUSSION

Under WIOA, a biennial update of regional and local plans is required in order to ensure plans remain current and account for “changes in labor market and economic conditions or in other factors affecting the implementation of the local plan” (29 U.S. Code § 3123). The California Workforce Development Board (State Board) has also made changes to the State Plan which require that Local Boards update their plans to keep them consistent with the policy direction of the State Plan. Pursuant to the State Plan modifications submitted to the U.S. Department of Labor in the spring of 2018 and approved on June 11, 2018, the State Board is providing guidance to Local Boards on the requirements associated with local and regional planning modifications. This Directive provides specific guidance and instructions on both required and elective modifications to local and regional plans.

This Directive includes the following:

- Conditions and processes for robust stakeholder engagement during the regional and local plan modification process.
- Deliverables for regional and local plan modifications:
 - Required and elective regional plan modifications to align, coordinate, and integrate reentry and workforce services to the formerly incarcerated and other justice-involved individuals.
 - Required and elective local plan modifications arising from regional or local partnerships with county human service CalFresh programs.
 - Required and elective local plan modifications arising from regional or local partnerships with Local Child Support Agencies (LCSAs) to provide workforce services to unemployed, underemployed, and payment-delinquent non-custodial parents.
 - Required and elective local plan modifications arising from regional or local partnerships with programs that serve individuals with disabilities, including detail on strategies to implement Competitive Integrated Employment.

- Required and elective local plan requirements pertaining to services for English Language Learners, the Foreign Born, and Refugees.
- Required regional plan content detailing compliance with State Plan guidance and state law relating to Multi-Craft Core Curriculum (MC3) pre-apprenticeship partnerships.
- Required regional self-assessment using Indicators of Regional Coordination and Alignment.
- Other changes to regional and local plans made pursuant to changes in labor market and economic conditions or in other factors affecting the implementation of local or regional plans, including modifications to negotiated performance goals
- Submission process and Scoring Rubric

B. CURRENT SITUATION

The CWIB’s Strategic Workforce Development Plan for California has a broad vision and outlines ambitious goals for how the public workforce system can work with its partners to shape and support economic prosperity across the state and its regions. Under WIOA, Regional Planning Units (RPU) have been established and are required to develop a regional strategic plan that aligns workforce development activities and resources within the context of a larger regional economy and to develop and deploy available resources to provide coordinated and efficient services to job seekers and employers. The Workforce Development Board of Contra Costa County is the fiscal lead within the designated East Bay Regional Planning Unit (RPU) which includes the four local Workforce Development Boards in the Region: Alameda County, City of Oakland, and the City of Richmond.

The Function of the Regional Plans:

Regional plans and partnerships required by WIOA function under California’s State Plan as the primary mechanism for aligning educational and training provider services with regional industry sector needs in California’s fourteen WIOA Regional Planning Units (RPUs). California state law requires coordination between the K-12, Community Colleges, and WIOA systems and requires the use of sector strategies as the operational framework for the state’s workforce system. These two state mandated requirements are met under the State Plan by making federally required WIOA regional plans and partnerships the primary mechanism for aligning educational and training programs with regional industry sector needs. As such, a focal point of regional plans is the identification, development, and utilization of “regional sector pathway” programs, aligned with regional industry sector needs.

C. RECOMMENDATIONS

1. Approve the Regional Plan Modification and authorize the WDB Executive Committee to approve any significant changes to the Plan that may arise from a State Board conditional approval.

D. SCHEDULE

- March 15—Plans submitted to State Board for review
- June 15—State Board approves/conditionally approves plans

- July 1—State Board notifies local boards/regions of any deficiencies
- August 1—Final corrected plans due with CLEO signature
- September 1—State Board provides final approval of plans

E. FISCAL IMPACT

These modifications to the East Bay Regional 2017-2021 Strategic Workforce Development Plan will help to prioritize and align investments in different programs, initiatives, and activities supporting the workforce system across the East Bay Region.

F. CUSTOMER IMPACT

Aligning our local vision, goals, objectives, and priorities with a regional perspective should help the WDB be more responsive to the needs of the local and regional economy and to customers that utilize programs and services under its purview.

F. ATTACHMENTS

A3a – Regional Plan Modifications – Narrative

A3b – EDD Directive WSD18-01 Regional and Local Plans PY 17-21 Two Year Modifications Guidance dated *July 27th, 2018*

East Bay Regional Planning Unit PY 2017-2021 Regional Plan 2-year Modifications

March 15, 2019



Alameda County Workforce Development Board
Contra Costa County Workforce Development Board
The City of Oakland Workforce Development Board
The City of Richmond Workforce Development Board





Overview

In accordance with policies and requirements established by the California Workforce Development Board (CWDB), as specified in Workforce Services Directive 18-01, this document provides two-year modifications to the East Bay Regional Planning Unit (EBRPU) 2017-2021 Regional Plan. The EBRPU consists of the Workforce Development Boards of Alameda County and the City of Oakland and Contra Costa County and the City of Richmond. These modifications build on EBRPU's initial regional plan released in 2016 and address the following required areas: (1) Corrections Workforce Partnership (California Workforce Development Board, California Department of Corrections and Rehabilitation, California Prison Industry Authority and the California Workforce Association) and the Prison to Employment Initiative (P2E); (2) compliance with state requirements regarding Multi-craft Core Curriculum pre-apprenticeship partnerships and; (3) Regional Indicators of Coordination and Alignment, self-assessment.

Stakeholder and Community Engagement

East Bay Regional Planning Unit (EBRPU) partner boards organized regionally and sub-regionally to achieve broad and robust stakeholder and community engagement and collect input to guide the development of this regional plan update. Invitations to attend numerous regional public input sessions, hosted and coordinated by each local workforce board, were distributed to thousands of stakeholders, partners and community members including local service providers and local public agencies serving justice involved individuals and other priority populations, WIOA-mandated partners, regional community colleges, regional adult education, Probation, California Department of Corrections and Rehabilitation's local Division of Adult Parole Operations (DAPO) and many East Bay employers. EBRPU partner workforce boards also leveraged Alameda and Contra Costa County Community Corrections Partnerships' stakeholder lists. Invitations were also sent to the State Board provided *Directory of Planning Partners* and the entities on the State Board's *Interactive Corrections Map*. Informational flyers, translated into multiple languages were included in all outreach and were also posted electronically on EBRPU partner workforce boards' and **EASTBAYWorks** websites and social media platforms.

Regional public input sessions were posted publicly and noticed electronically to the State Board and locally through local workforce board career services networks. In each sub-region, in collaboration with the EBRPU's Regional Organizer, partner boards coordinated, and co-hosted joint public input sessions to gather data to inform local and regional plans. Sub-regional convenings were designed to align with EBRPU's new corrections partners' geographic organization. Informational flyers, translated into



multiple languages were included in all outreach and were also posted electronically on EBRPU partner workforce boards' websites and **EASTBAYWorks** website.

Alameda County and Oakland Workforce Development Boards co-hosted public input sessions on October 26, 2018, October 29, 2018, November 1, 2018 and, November 5, 2018. An afterhours listening session was conducted February 27, 2019.

Contra Costa County and Richmond Workforce Development Boards co-hosted public input sessions November 15, 2018, November, 28, 2015, November 29, 2018 and December 4, 2018. The November 29, 2018 session was conducted afterhours.

Smaller stakeholder sessions were conducted with Community Corrections Partnerships coordinators, Probation, California Department of Corrections and Rehabilitation's Division of Adult Parole Operations and other local public entities serving justice involved individuals.

EBRPU conducted interviews with justice involved individuals and second chance (reentry-friendly) employers to gather data directly from target customers. EBRPU engaged the region's dense network of subject matter experts including advocates, legal services, housing services, behavioral health providers and others. Lastly, EBRPU generated a regional landscape inventory of publicly funded organizations providing services to justice-impacted individuals.

Corrections Workforce Partnership/ Prison to Employment Initiative

Assessment of Need and Population Size

Across the four local workforce development areas that comprise the East Bay Regional Planning Unit (EBRPU), the supervised population as of 2017 is estimated to be around 15,600 individuals, with over two-thirds (68%) residing in Alameda County and about a third (32%) residing in Contra Costa County.¹ Of the supervised population, about 85% are on adult probation through the County² and 15% are on adult parole through the California Department of Corrections and Rehabilitation (CDCR)³. Across the region, a

¹ Chief Probation Officers of California, (2017). California County Probation Data Dashboard. Retrieved January 21, 2019 from https://public.tableau.com/profile/oconnellresearch#!/vizhome/ChiefProbationOfficersofCaliforniaAnnualDataSurvey_0/CPOCProbationSurvey

² *Ibid*

³ California Department of Corrections and Rehabilitation (CDCR) Offender Information Services Branch (2017). Parolee Counts for Parolee Statuses (Parolee, PAL) by Parole Region, District, and Units. Retrieved January 21, 2019 from



disproportionate share of the justice-involved population—African Americans represent about 40% of the region’s probation population, followed by Latinos at about 23%⁴—and also experience higher rates of unemployment, poverty, and homelessness. While the total number of people in the region with justice involvement is not readily known, by some estimates that number is as high as one out of three adults.⁵

In 2017-18, EBRPU enrolled a total of 3,108 individuals into WIOA-funded staff-assisted services. Of those, approximately 250 (8%) self-reported an offender status at program enrollment.⁶ It is very likely that these numbers are not reflective of the full number current or former offenders served in the region, as individuals are not obligated to disclose offender status and may perceive disincentives to share this information when initiating workforce development services.

In general, the sense among many workforce and justice stakeholders is that current programs do not provide the level of supports and resources that the supervised population needs to encourage enrollment and completion of training and successful placement and retention in the workplace. For this population, workforce programs present a dilemma; most training and job readiness programs require an unpaid investment of time during which an individual could otherwise be earning money. At the same time, justice-involved individuals face fundamental barriers to employment that are often not addressed through workforce development programming, including lack of access to housing or transportation, difficulties in document recovery, and behavioral health needs. Within the region’s network of publicly-funded, community-based providers, there are 135 organizations serving the supervised population, 48 of which are providing some level of workforce-related services. However, only a handful provide a continuum of workforce services paired with other support services, and few provide earn and learn or on-the-job training opportunities. Addressing this gap using Prison to Employment (P2E) funds will offer justice-involved individuals greater incentives to participate in workforce programs, and a path with fewer barriers and challenges to a sustainable career.

https://www.cdcr.ca.gov/Reports_Research/Offender_Information_Services_Branch/Monthly/Parole/Paroled1703.pdf

⁴ Alameda County and Contra Costa County Probation Departments provided demographic data of the adult probation population in each respective County.

⁵ Bureau of Justice Statistics, (2014). Survey of State Criminal History Information Systems. Retrieved February 1, 2019 from <https://www.ncjrs.gov/pdffiles1/bjs/grants/244563.pdf>

⁶ Each EBRPU local workforce development board provided data reports from CalJOBS on WIOA clients with formerly incarcerated status.



Based on these data and a variety of qualitative data collection, the EBRPU has identified (1) paid training and work experience; (2) wrap-around and supportive services; and (3) increased coordination among Parole and Probation, community-based organizations (CBOs), reentry employers, and WDB partners as significant regional gaps in reentry workforce development and thus priorities for P2E investment. Each WDB will approach these priorities according to local infrastructure and needs, while also coordinating across the region to share knowledge, collect data and leverage resources

Proposed Service Strategies

The East Bay Regional Planning Unit (EBRPU) recognizes that partnership with entities who are experts in addressing the unique needs of justice-involved individuals is crucial to Prison to Employment (P2E) success, as is ongoing training, knowledge sharing, and networking. To this end, each EBRPU partner workforce board will mobilize existing service providers with said expertise and where services will be procured, conduct procurement processes that comply with local and state procurement standards for employment and training services for justice-involved individuals.

EBPRU determined that it could best optimize limited P2E resources for the region's justice-involved population by utilizing them to (1) cultivate increased coordination and collaboration amongst partners throughout the region and (2) address gaps and scale promising existing services within the region's reentry workforce development landscape, specifically by increasing the availability of wrap-around and supportive services and furnishing more opportunities for paid training and paid work experience. Data reveals low employment retention rates for justice-involved individuals due to numerous potential causes, such as lack of job readiness or poor matching, poor job quality, lack of post-placement supportive services, lack of post-placement career planning, as well as internal client factors. EBRPU workforce board partners will utilize P2E resources to support strategies noted above that offer potential remedies

Through the P2E initiative, EBRPU plans to increase local workforce board staff capacity to coordinate existing P2E partners, including with Probation and Community Correction Partnerships, launch a new regional partnership with California Department of Corrections and Rehabilitation Division of Adult Parole Operations and, cultivate more expansive reentry employer networks that are currently supported by a variety of grants and other funding from federal, state, local, and philanthropic sources. The addition of funding from P2E will help to infuse crucial and timely support that will effectively integrate these efforts into a more coordinated and seamless local and regional service-delivery system that meets the needs of justice-involved populations.



Regional Sector Partnerships and Employer Roles

Each of the East Bay Region WDBs intends to commit WDB business services staff resources to building employer partnerships and creating a strong infrastructure of support and information-sharing among those employers and other P2E partners. In addition to developing new partnerships, P2E presents an opportunity to enhance existing employer partnerships through the introduction of paid work experience, subsidized employment, and employer training on best practices for working with justice-involved individuals. While there are many opportunities for entry-level employment for this population, the EBRPU has identified a gap in transitioning justice-involved individuals from those entry-level positions to employment opportunities with family-sustaining wages and career path potential. EBRPU will work to identify within current industry partners who is best-suited to work with justice-involved individuals, particularly in providing these next-step opportunities.

The EBRPU will (1) leverage the existing reentry workforce development efforts of its regional industry sector partnerships AMBayArea (Association of Manufacturers, Bay Area – www.ambayarea.com) and the East Bay Health Workforce Partnership (www.ebhwp.org); (2) work with regional economic development partners to explore opportunities for partnership with their member businesses; and (3) leverage the local WDBs' strong networks of industry employers to support opportunities for work-based learning, training, and successful employment outcomes. Through regular information sharing, EBRPU will also look for opportunities to expand local employer partnerships across the region and prioritize reentry-friendly industries such as the construction trades, manufacturing, hospitality, and the food preparation industry for targeted cultivation.

Additional Planning Partners: Corrections Workforce Partnership

All EBRPU partner workforce development boards have existing partnerships with their respective county Community Corrections Partnerships. Partnerships have included EBRPU partner workforce development boards receiving funds directly to provide and coordinate workforce services for AB109-eligible, justice-impacted individuals; EBRPU partner workforce development board staff participation in Community Corrections Partnerships' Executive Committee and Program and Services Committee meetings; and EBRPU partner workforce development board Executive Directors co-chairing a County Re-Entry Strategic Plan with their respective Community Corrections Partnership's Reentry Coordinator.



The Prison to Employment Initiative provides additional opportunities for the EBRPU partner workforce development boards and their respective Community Corrections Partnerships' to collaborate, share information and best practices, co-design service strategies, and improve workforce outcomes for justice involved individuals.

Some EBRPU partner workforce development boards have existing partnerships with California Department of Corrections and Rehabilitation's Division of Adult Parole Operations (CDCR/DAPO). This includes regular participation in monthly Parole and Community Team (PACT) orientation meeting for individuals newly released from prison. It also includes one comprehensive AJCC hosting monthly PACT meetings. These partnerships will continue with increased staffing, warm hand-offs and referral mechanisms. A new regional partnership between EBRPU partner workforce development boards and CDCR/DAPO will facilitate greater collaboration designed to link education, job training and work experience in-prison to post-release jobs by fostering a system of coordinated service delivery to this population that faces a variety of barriers to employment.

There are no state prisons of CALPIA programs located in the EBRPU.

Data Collection

Participants served under the Prison to Employment initiative will be entered into CalJobs for data collection and tracking. Data sharing across systems was identified as a current gap in the region EBRPU partner workforce boards will seek to remedy in collaboration with partnering agencies.

Multi-Craft Core Curriculum (MC3) Pre-Apprenticeship Partnerships

The State of California provided guidance to local workforce boards governing the use of *Workforce Innovation and Opportunity Act (WIOA)* funds for pre-apprenticeship training through Workforce Services Draft Directive-178 (WSDD-178), "Quality Apprenticeship and Pre-Apprenticeship Opportunity," in March 2018. The directive requires WIOA funds awarded locally for pre-apprenticeship training in the building and construction trades implement the MultiCraft Core Curriculum (MC3).

Further, per California Unemployment Insurance Code Section 14230(e), WIOA-funded apprenticeships and pre-apprenticeship training must, "to the maximum extent feasible," align with and follow MC3, and work to increase representation of women in pre-apprenticeship training.

As required under WSDD-178, prior to expending WIOA funds on apprenticeship and pre-apprenticeship programs East Bay Regional Planning Unit Workforce Development



Boards will ensure: (a) WIOA funded programs are operated in coordination with at least one regionally-based Department of Industrial Relations-Department of Apprenticeship Standards-approved apprentice program; (b) WIOA funded pre-apprenticeship training in the building and construction trades utilizes the MC3 curriculum; and (3) Pre-apprenticeship program operators funded with WIOA have a plan detailing, in writing, how they will conduct outreach to and ensure the retention of women in the pre-apprenticeship program.

Self-Assessment: Regional Coordination and Alignment Indicators

Refer to the appendix for the East Bay Regional Planning Unit self-assessment on the California Workforce Development Board's indicators of regional coordination and alignment.

DATE: May 7, 2019
TO: Full Board/Executive Committee
FROM: WDB Staff
RE: **Approve Application for Local Area Designation and Recertification under WIOA**

WIOA requires the Governor to designate and certify local areas within the state. These designations and certifications are subject to renewal/recertification on a regular basis. This brings forward to the Board the request to approve the WDBCCC local area designation and recertification effective July 1, 2019, for a two –year period, ending June 30, 2021 per EDD Directive WSDD-196.

A. BACKGROUND AND DISCUSSION

The WIOA Sections 106 and 107 provide the criteria for the subsequent designation of Local Areas and recertification of Local Boards. Specifically, the WIOA Section 106 requires the Governor to designate Local Areas within the state, while Section 107 requires the Governor to certify one Local Board for each Local Area in the state that has received initial designation status. The California Workforce Development Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, established policies and procedures and completed the initial designation of Local Areas in June 2015, which were effective for Program Years (PY) 2016-2018 and completed Local Board recertification in June, 2016.

WIOA Section 106 required Local Areas to apply for initial designation and required the Governor to approve requests for Local Areas that were designated as a Local Area under WIA, performed successfully, and had sustained fiscal integrity. After the period for which a Local Area was initially designated, WIOA Section 106 calls for a subsequent designation process and requires the Governor to approve a request for subsequent designation from a Local Area if the area performed successfully, sustained fiscal integrity, and engaged in the regional planning process.

WIOA Section 107 provides criteria for the recertification of Local Boards. Specifically, it requires the Governor to certify one Local Board for each Local Area in the state once every two years. In order to be recertified, the Local Board must meet the WIOA membership requirements, met or exceeded performance accountability measures and achieved sustained fiscal integrity.

Subsequent Designation and Recertification of Local Workforce Development Boards will be effective July 1, 2019 for a two-year period, ending June 30, 2021.

B. CURRENT SITUATION

To meet the established deadline in WSDD-196, WDB staff completed the attached “Application for Initial Local Area Designation Program Years 2019-21 and Initial Local Board Certification Program Year 2019-21” to ensure that a document is submitted in a timely manner to the EDD.

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C. RECOMMENDATION

Authorize the WDB Chair to sign the “Application for Initial Local Area Designation Program Years 2019-21 and Initial Local Board Certification Program Year 2019-21 Local Workforce Investment Area” and submit these documents to the Contra Costa County Board of Supervisors for approval and signature.

D. SCHEDULE

Pending approval of the full WDB, this matter would then be placed on the next available agenda of the Contra Costa County Board of Supervisors in order to ensure final submittal of a signed request for local area designation and local board recertification.

E. SCHEDULE

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 May 31, 2019.

E. FISCAL & CUSTOMER IMPACT

Local Area Designation and Local Board Recertification are required for the WDB to continue to operate as a local workforce area in the State of California as of July 1, 2019. The vast majority of the WDB’s operating funds are contingent on this action. Submittal of this item will continue to ensure that the WDB can be responsive to the needs of business and job seeker customers that utilize programs and services under its purview.

G. ATTACHMENTS

A4a: Application for Existing Local Area Designation Program Years 2019-21 and Local Board Certification Program Year 2019-21 Local Workforce Investment Area

A4b: WDB member roster as of April 30, 2019

Hyperlink: EDD Directive WSDD-196 – Subsequent Designation and Local Board Recertification
https://www.edd.ca.gov/jobs_and_training/pubs/wsdd-196.pdf

Existing Local Area

Application for Subsequent Local Area Designation and Local Board Recertification Program Year 2019-21

Local Workforce Development Area

Workforce Development Board Contra Costa County

Existing Local Area Application for Subsequent Local Area Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for PY 2019-21 under the *Workforce Innovation and Opportunity Act (WIOA)*.

If the California Workforce Development Board (State Board) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Workforce Development Board Contra Costa County

Name of Local Area

4071 Port Chicago Highway, Suite 250

Mailing Address

Concord, CA 94520

City, State ZIP

Date of Submission

Donna Van Wert

Contact Person

925-671-4514

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages o, attach a roster of the current Local Board which identifies each member's respective membership category.

BUSINESS – A majority of the members **must** be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
Michael McGill	Chairperson/Engineer	MMM Design Associates	3/29/2016	6/30/2020
Joshua Aldrich	CEO	Del Sol NRG. Inc.	10/9/2018	6/30/2022
Meaghan Doran	Manager - Customer Programs	MCE	3/12/2019	6/30/2023
Terry Curley	Executive Vice President	United Business Bank	10/9/2018	6/30/2022
Bhupen A. Amin, CHAIR	Chief Operating Officer & Counsel	Lotus Hotel & Investments	3/29/2016	6/30/2020
Jose Carrascal	Director Site Operations	Dow AgroSciences	3/29/2016	6/30/2020
Jason Cox	Manager, Rolling Div. Maintenance	USS-POSCO Industries	3/29/2016	6/30/2020
Ashley Georgian	Director, Government Affairs	John Muir Health	3/29/2016	6/30/2020
Robert Muller	Learning Manager	Shell Oil Company	3/12/2019	6/30/2023
Robert Rivera	Vice President of Sales	The Staffing Solutions	3/29/2016	6/30/2020
Justin Steele	Human Resource Manager	Chevron Richmond Refinery	3/29/2016	6/30/2020
Romina Gonzalez	Public Relations	Dolan's Lumber Doors & Windows	3/12/2019	6/30/2023

Melissa Johnson-Scranton	Assistant Medical Group Administrator	Kaiser Permanente	3/13/2018	6/30/2022
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LABOR – Not less than 20 percent of the members must be representatives of workforce within the Local Area who

must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and

may include (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

Name	Title	Entity	Appointment Date	Term End Date
1. Thomas Hansen	Business Manager	IBEW Local 302	10/17/2017	6/30/2021
2. Steve Older	Registered Apprenticeship/Business Representative	Intl. Assoc. of Machinist & Aerospace Workers AFL-CIO District 190	3/29/2016	6/30/2020
3. Margaret Hanlon-Gradie	Executive Director	Contra Costa AFL-CIO Labor Council	3/29/2016	6/30/2020

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who

must include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and

may include (iii) 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 (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. G.Vittoria Abbate	Director, College & Career Adult Education	Mt. Diablo Unified School District	10/17/2017	6/30/2021
2. Fred Wood	Chancellor	Contra Costa Community College District	3/12/2019	6/30/2023

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who **must** include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and

may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the chief elected official in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Kristin Connelly	Economic & Community Dev./President & CEO	East Bay Leadership Council	3/29/2016	6/30/2020
2. Richard Johnson	Employment Service/Employment Program Manager II	California Employment Development Department	3/29/2016	6/30/2020
3. Carol Asch	Rehabilitation Act of 1973/District Administrator	California Department of Rehabilitation	3/29/2016	6/30/2020

Flex Additional Seats - from the above categories, including constituencies referenced in Attachment III of Training Employment & Guidance Letter (TEGL) 27-14.

Name	Title	Entity	Appointment Date	Term End Date
1. Yolanda Vega	Principal	Peak Performance Corporate Training	3/29/2016	6/30/2020
2. John Montagh	Economic Development & Housing Manager	City of Concord	6/6/2017	6/30/2021

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PYs 16-17 or 17-18:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIOA regulations, and state guidance.

Highlights of these responsibilities include the following:

- Timely reporting of WIOA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Engaged in Regional Planning

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways

Local Area Assurances

Through PY 19-21, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05) (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of State Assembly Bill 1149 (Chapter 324, Statutes of 2017), to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Board will select the America's Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for

Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of the WIOA Final Rules, (March 1, 2017).*

Application Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the existing Local Area and subsequent certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PYs 2016-2017 or 2017-2018, and engaged in the regional planning process as described in Section 106 (c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Bhupen A. Amin

Name

Board Chair

Title

Date

Signature

Supervisor John Gioa

Name

Board of Supervisor Chair

Title

Date



Board Member Public Roster as of April 2019

Name	Seat #	Appointment Date	District # (Resident)	Term End Date	Title	Entity	District # (Employment)
Michael McGill	1	3/29/2016	District #2	6/30/2020	Chairperson/Engineer	MMS Design Associates	District #2
Joshua Aldrich	2	10/9/2018	District #3	6/30/2022	CEO	De! Sol NRG. Inc.	District #3
Meaghan Doran	3	3/12/2019	Vacaville, CA	6/30/2023	Instrumentation & Electrical Supervisor	Shell Oil Company	District #5
Terry Curley	4	10/9/2018	District #2	6/30/2022	Executiv Vice President	United Business Bank	District #4
Bhupen B. Amin	5	3/29/2016	District #4	6/30/2020	Chief Operating Officer & Counsel	Lotus Hotels & Investments	District #4
Jose Carrascal	6	3/29/2016	District #3	6/30/2020	Production Leader	The Dow Chemical Company	District #5
Jason Cox	7	3/29/2016	District #4	6/30/2020	Manager, Rolling Div. Maintenance	USS-POSCO Industries	District #5
Ashley Georgian	8	3/29/2016	Plesanton, CA	6/30/2020	Director, Government Affairs	John Muir Health	District #4
Robert Muller	9	3/12/2019		6/30/2023		Shell Oil Company	
Robert Rivera	10	3/29/2016	District #4	6/30/2020	Vice President of Sales	The Staffing Solutions	District #5
Justin Steele	11	3/29/2016	Berkeley, CA	6/30/2020	Human Resources Manager	Chevron Richmond Refinery	District #1
Romina Gonzalez (Pending BOS Confirmation)	12	10/10/2018		6/30/2020	Public Relations Officer	Dolan Lumber	
Melissa Johnson-Scranton	13	3/13/2018	Oakland, CA	6/30/2022	Assistant Medical Group Administrator	Kaiser Permanente	District #4
Name	Seat #	Appointment Date		Term End Date	Title	Entity	
Thomas Hansen	1	10/17/2017		6/30/2021	Business Manager	IBEW Local 302	District #5
Robert III Williams (pendng release)	2	3/29/2016	District #1	6/30/2020	Labor Organization/Business Representative	IUPAT 741 (Joint Labor Management Apprenticeship)	Livermore, CA
Steve Older	3	3/29/2016	District #4	6/30/2020	Registered Apprentiship/Area Director	Intl. Assoc. of Machinist & Aerospace Workers, AFL-CIO, District 190	District #5
Margaret Hanlon-Gradie (pending release)	4	3/29/2016	District #1	6/30/2020	Executive Director	Contra-Costa AFL-CIO Labor Council	District #5
Vacant	5			6/30/2020			
Name	Seat #	Appointment Date		Term End Date	Title	Entity	
G. Vittoria Abbate	1	10/17/2017	District #2	6/30/2021	Director, College & Career & Adult Education	Mt. Diablo Unified School District	District #4
Fred Wood	2	3/12/2019		6/30/2023	Chancelor Contra Costa Community College District		
Name	Seat #	Appointment Date		Term End Date	Title	Entity	
Kristin Connelly	1	3/29/2016	District #2	6/30/2020	Economic & Community Dev./President & CEO	East Bay Leadership Council	District #4
Richard Johnson	2	3/29/2016	District #4	6/30/2020	Employment Service/Employment Prog.Manager	California Employment Development Department	District #4
Carol Asch	3	3/29/2016		6/30/2020	Rehabilitation Act of 1973/District Administrator	California Department of Rehabilitation	District #4
Name	Seat #	Appointment Date		Term End Date	Title	Entity	
Yolanda Vega	1	3/29/2016	District #2	6/30/2020	Principal	Peak Performance Corporate Training	District #2
John Montag	2	6/6/2017		6/30/2021	Economic Development & Housing Manager	City of Concord	District # 4

- BUSINESS
- WORKFORCE & LABOR
- EDUCATION AND TRAINING
- GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT
- FLEX ADDITIONAL MEMBERS
- PENDING APPROVAL/CONFIRMATION
- VACANT SEAT