



www.wdbccc.com

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/Executive Agenda

November 5, 2019

3:00 p.m. – 5:00 p.m.

4071 Port Chicago Hwy, Conference Room A
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 August 6, 2019 meeting

3:10 PM PRESENTATION ITEMS

P1 Presentation from Rubicon and the Workforce Collaborative

P2 Presentation from East Bay Economic Development Alliance

4:15 PM ACTION ITEM

A1 Approval of 2019-2021 Triennial Sunset Review Report

4:30 PM DISCUSSION ITEM

D1 Board Member Re-appointments

4:45 PM COMMITTEE REPORTS

CHAIR'S REPORT

OTHER WDBCCC MEMBER REPORTS

EXECUTIVE DIRECTOR REPORT

5:00 PM ADJOURN

UPCOMING MEETINGS:

Youth Committee Meeting: Tuesday, November 12, 2019

BED Committee Meeting: Wednesday, December 4, 2019

Executive Committee Meeting: Wednesday, December 11, 2019

Next Full Board Meeting: Tuesday, February 4, 2020

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, August 6, 2019

The Full Board met on Tuesday, August 6, 2019 at 4071 Port Chicago Highway, Conference Room A, Concord, California. Chair Bhupen Amin called the meeting to order at 3:36 pm. Chair Bhupen Amin reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT -Bhupen Amin, Jason Cox, Terry Curley, Romina Gonzalez, Thomas Hansen, Melissa Johnson, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Bob Rivera, Justin Steele, Yolanda Vega, Vittoria Abbate, Fred Wood

MEMBERS EXCUSED – Carol Asch, Jose Carrascal, Kristin Connelly, Ashley Georgian, Melissa Johnson, John Montagh, Steve Older

MEMBERS ABSENT – Joshua Aldridge

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

OTHERS IN ATTENDANCE – Will Nelson (CCC Dept. of Conservation & Development), Merl Craft & John McLean (Future Build)

PUBLIC COMMENT:

None

CONSENT AGENDA:

C1 Approve May 7, 2019 Full Board Meeting minutes

Motion\Second Michael McGill/Bob Rivera

Motion Approved

C2 Approve the release of Board Member Meaghan Dora, Business Seat #3 due to resignation

Motion\Second Yolanda Vega/Jason Cox

Motion Approved

PRESENTATION ITEMS:

P1 Presentation from Future Build Pre-Apprenticeship Training Program

Future Build is a partnership of the Pittsburg Power Company Contra Costa Workforce Development Board, Pittsburg Adult Education Center, Contra Costa Building and Construction Trades Council, Northern California Laborers Training, and Open Opportunities Inc. a 501c3 Non-Profit to provide at least 40 East County young adults, annually with 16+ weeks of pre-apprenticeship training in the building trades, solar theory and installation, construction, and hazardous waste.

Prior to Future Build

- 98% of enrollees qualify under WIOA income guidelines.
- 95% of enrollees are minorities
- 98% of enrollees are unemployed or underemployed
- 55% of enrollees have had some brush with the justice system

- Less than 20% have secondary education past high school

The Project

- There is an undeniable need to provide vocational training, guidance and community building to a population that needs to work and is not currently prepared.
- Future Build began as a pilot program “Pittsburg Green Works” under the Environmental Protection Agency in 2011 to provide environmental workforce training for youth ages 16-24.
- In 2012, Pittsburg Green Works evolved into Future Build in partnership with Contra Costa County Workforce Development Board and Pittsburg Power Company.
- Future Build can provide this opportunity for at least 40 East County low-income adults annually

Multi Craft Core Curriculum (MC3) Pre Apprenticeship Training

- Is a comprehensive pre apprenticeship-training curriculum. It was developed and approved by the Building Trades National Apprenticeship and Training Committee
- Training includes basic mathematics for construction, blueprint reading, plus CPR/First Aid, Hazmat, and OSHA 10 training, guest speakers and field trips to union training facilities.

CURRICULUM

HOME BUILDER’S INSTITUTE (Construction Technology Certificate)

16 Weeks of Intensive Training

- 25/75 Learning style.
- 25% of the curriculum is lecture, group discussion on workbook and exams
- 75% is hands on learning in carpentry, plumbing, electrical, cement, drywall and other areas of general construction

NorCal Laborers Certificates

- All Terrain Forklift
- Aerial Platform Work
- Photovoltaics
- Confined Spaces
- Refinery Safety Orientation
- Scaffolding
- Emergency Response

POST GRADUATION

- Future Build has an 85% placement rate
- Future Build has served over 417 East County residents
- Average salary \$17.50
- Successful graduates are in:
 - Unions: Plumbers, Carpenters, Laborers, Iron Workers, Cement Masons, Roofers & Heavy Equipment
 - Public Municipalities: Cities, EBMUD, CalTrans, Port of Oakland, San Francisco & Oakland Airports
 - Solar Industry: SunPowerSolar, Solar City, Aerotec
 - Manufacturing: Tesla, Precision Cabinets,
 - Mt Diablo Recycling Center, PetroChem
 - Refineries and other industries
 - Surveyors, Quality Engineers, Housing Inspectors

Ways Our Generous Supporters Enhance Future Build

- **Workforce Development Board** –Salaries, training/training materials and curriculum, safety equipment & tools, and direct client services
- **EPA**–Environmental training & Employment Coach
- **Y & H Soda Foundation** –Instructor’s salaries
- **CDBG Funds** –Additional trainings & staff salaries

- **Pittsburg Power Company** –Program Management, facility, utilities, vehicles, food for participants, and supplement salaries for Future Build employees.
- **Pittsburg Adult Education** –Academic Oversight
- **The San Francisco Foundation** –Direct client services over and above WIOA. Emergency housing, OJT opportunities, union fees, restoration of license, SR22 filings, emergency food vouchers, incentives, and “milestones” recognitions and rewards, childcare, transportation, tools and equipment needed for employment.
- **CCC Supervisor Federal D. Glover** –Direct client services
- **Open Opportunities.** –Furniture, computers/I.T and direct client services

P2 Envision Contra Costa 2040

Envision Contra Costa 2040 is a comprehensive review and update of the County's General Plan to address land use, transportation, housing, climate change, environmental justice, and other important issues over the next 20 years. The process began in late-2018 and the final document will be adopted in 2020. The project “Envision Contra Costa 2040” sets a path to discuss future development and conservation in the unincorporated areas of the county. A series of meetings will be hosted to hear your ideas for the future and issues that need focus.

What is the General Plan?

“Constitution” for development and conservation

- Establishes countywide vision and supporting goals, policies, and implementation measures
- Provides consistent direction for future development
- Balances growth, conservation, and quality of life
- Documents baseline environmental conditions

Components of the General Plan

Required Topics

- Land Use
- Transportation
- Safety
- Noise
- Open Space
- Conservation
- Environmental Justice
- Housing (*adopted 2015*)

Optional Elements in Current General Plan

- Growth Management
- Public Facilities/Services

Four Themes throughout the Plan

- Economic development
- Sustainability
- Community health
- Environmental justice

How Does the General Plan Affect Economic Development?

- How roadways and are designed and improved to facilitate commutes and goods movement
- Number and quality of parks available as amenities for employees and businesses
- Risk to businesses and property from hazards
- How cultural and natural resources are conserved

Existing Conditions: Top 5 Business Sectors in the Unincorporated County

- Construction
- Manufacturing
- Health Care and Social Assistance
- Government
- Transportation, warehousing, and utilities

*Employment in the unincorporated areas represents about ten percent of countywide employment
Unincorporated area jobs tend to be somewhat lower wage and lower skill*

Next Steps

Additional economic development focused meetings:

- Countywide Real Estate Development Issues
- East County Economic Development Issues
- Additional meetings T.B.D. based on outcomes of initial meetings.
- Monitor website for meeting dates and updates:

<https://envisioncontracosta2040.org/>

ACTION ITEMS:

A1 Approval for Release of Youth RFP for WIOA Youth Services

Exact funds available in this RFP will not be known until the State of California releases program year 2020-2021 allocations. Based on PY 19-20 Youth allocation amounts minus WDB staff and operations costs, an estimated \$1,100,000 may be available for the provision of WIOA Youth Services.

Motion\Second Michael McGill/Richard Johnson
Motion Approved

AYES: -Bhupen Amin, Jason Cox, Terry Curley, Romina Gonzalez, Thomas Hansen, Melissa Johnson, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Bob Rivera, Justin Steele, Yolanda Vega, Vittoria Abbate, Fred Wood

NAYES: None

ABSENT: Joshua Aldridge, Carol Asch, Jose Carrascal, Kristin Connelly, Ashley Georgian, Melissa Johnson, John Montagh, Steve Older

ABSTAIN: None

A2 Approve Articles of Incorporation to move forward for review and approval from the Employment and Human Services Department, County Administrator, and Contra Costa County Board of Supervisors, in order to form a nonprofit Public Benefit Corporation.

Motion\Second Terry Curley/Richard Johnson
Motion Approved

AYES: -Bhupen Amin, Jason Cox, Terry Curley, Romina Gonzalez, Thomas Hansen, Melissa Johnson, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Bob Rivera, Justin Steele, Yolanda Vega, Vittoria Abbate, Fred Wood

NAYES: None

ABSENT: Joshua Aldridge, Carol Asch, Jose Carrascal, Kristin Connelly, Ashley Georgian, Melissa Johnson, John Montagh, Steve Older

ABSTAIN: None

A3 Approve Revised Chief Elected Official Agreement with amendments to move forward for review and approval from the Employment and Human Services Department, County Administrator, and Contra Costa County Board of Supervisors.

Motion\Second Vittoria Abbate/Bob Rivera
Motion Approved

AYES: -Bhupen Amin, Jason Cox, Terry Curley, Romina Gonzalez, Thomas Hansen, Melissa Johnson, Richard Johnson, Michael McGill, John Montag, Robert Muller, Bob Rivera, Justin Steele, Yolanda Vega, Vittoria Abbate, Fred Wood

NAYES: None

ABSENT: Joshua Aldridge, Carol Asch, Jose Carrascal, Kristin Connelly, Ashley Georgian, Melissa Johnson, John Montag, Steve Older

ABSTAIN: None

CHAIR’S REPORT

None

OTHER WDBCCC MEMBER REPORT

BED Committee

- The next meeting is scheduled on October 2, 2019
- On the agenda a presentation Items as follows:
 - US Bureau of Labor of Statistics
 - WDBCCC Business Services and SBDC Fiscal Year 2018-2019
- Hidden Untapped Talent Event on Wednesday, October 9, 2019 @ Antioch Community Center

Youth Committee

- RFP discussion list of priorities (Ad-Hoc Committee)
- “Field Trip” to be reschedule at JobCorp (Treasure Island)
- Next meeting is schedule on August 13, 2019

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

DATE: November 5, 2019
TO: Full Board/Executive Committee Members
FROM: Workforce Development Board Staff
RE: **Approve Triennial Sunset Review**

This brings forward the 2019-2021 Triennial Sunset Review for approval by the WDB. This report is due to the Clerk of the Board by December 2, 2019.

A. BACKGROUND

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the ongoing purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the Advisory Body Handbook. (The Handbook is available on the 'Board of Supervisors' page on the County website).

The review includes:

- An evaluation of the body's level of involvement in County programs relative to the duties and responsibilities defined in the establishing authority
- Action accomplished or complete on issues assigned to the body by the Board of Supervisors
- The justification for continuance
- Citation of the appropriate government codes mandating the body and its activities
- A recommendation from the staff of the body regarding revisions and statement of body's effectiveness
- A recommendation from the Department Head regarding continuance or deletion of body

B. CURRENT SITUATION

It is time again to submit an updated Triennial Sunset Review to the Clerk of the Board by December 2, 2019.

C. RECOMMENDATION

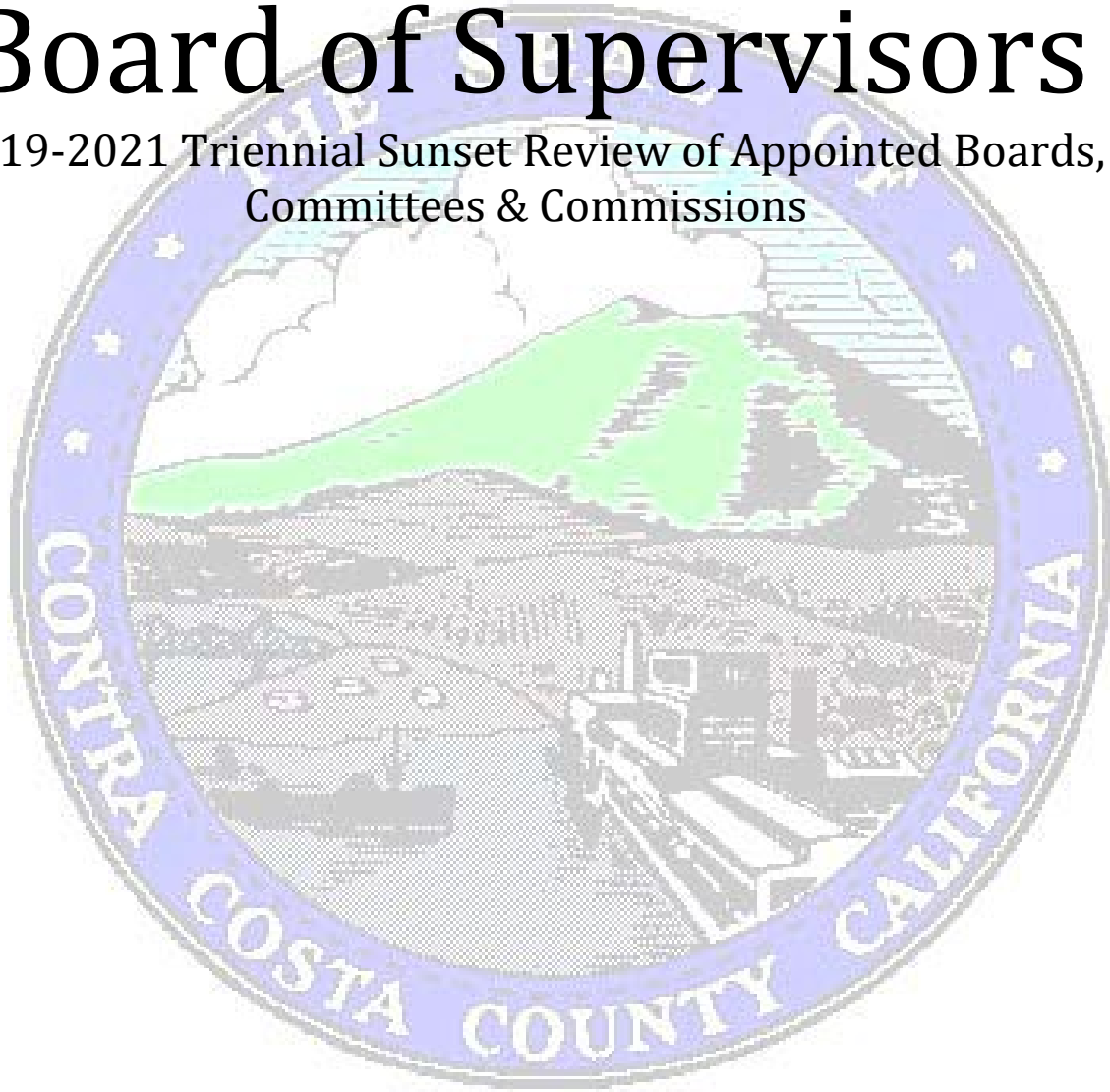
Approve the WDB Triennial Sunset Review report for submission to the Clerk of the Board for subsequent approval by the County Board of Supervisors.

D. ATTACHMENTS

A1a 2019-2021 Triennial Sunset Review Report of Appointed Boards, Committees & Commissions

Contra Costa County Board of Supervisors

2019-2021 Triennial Sunset Review of Appointed Boards,
Committees & Commissions



INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our County. The work of the Board of Supervisors is augmented by various boards, committees, or commissions, comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues, such as service delivery problems or community needs. County committees are created as a result of State and Federal legislation, contractual agreements with other public agencies, or in response to specific community needs. These bodies serve as direct links between the Board of Supervisors and our community, expand communication between the public and County government, and enhance the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a "triennial sunset review process" for most County boards, committees and commissions whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board will schedule one-third of these committees for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance and effectiveness of the boards, committees, and commissions. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the [Advisory Body Handbook](#).

SUBMISSION INSTRUCTIONS

Completed surveys are due to the Clerk of the Board by Monday, December 2, 2019. You can submit your completed questionnaire by *either* email or hardcopy mail.

➤ **Email** Emlyn.Struthers@cob.cccounty.us

➤ **Mail**
Clerk of the Board of Supervisors
Attn: Emlyn Struthers
651 Pine Street, Rm. 106
Martinez, CA 94553

**Contra Costa County Board of Supervisors
Independent and Advisory Bodies
Triennial Review**

Contact Information

Name of Advisory or Independent Body (i.e. Committee, Commission, Council, or Board)

Workforce Development Board of Contra Costa County, 4071 Port Chicago Hwy, #250, Concord, CA 94595.
Note physical address has changed.

Name of Person Completing the Triennial Review Survey

Donna Van Wert, Executive Director

Chairperson Name

Bhupen Amin, WDB Board Chair

Staff Person Name

Rochelle Soriano, WDB Staff

Staff Agency/Department

Employment Human Services Department Workforce Development Board of Contra Costa County

Staff Telephone Number

925-671-4514

Staff Email

dvanwert@ehsd.cccounty.us

Website Address (write “n/a” if the body does not have a website)

www.wdbccc.com

Membership

How many authorized, voting seats are on the body?

25 Authorized Voting Seats

How many authorized, voting seats are currently filled?

21 Authorized Voting Seats currently filled.

Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?

The WDBCCC has always met the board composition membership requirements and continues to have active participation with minimal turnover.

If “Yes”, please describe the membership challenges experienced.

Click or tap here to enter text.

Are there special qualifications, requirements or prerequisites for members to serve on the body?

Yes. For business members, they must be individuals with optimal policymaking or hiring authority on behalf of the entity he or she represents. They may be executives or employers that provide job opportunities in in-demand industry sectors or that provide job opportunities that include high-quality, work-relevant training in such sectors in our area. See bylaws, pp. 3-4, for detail on seat categories. Flex seats must be filled by individuals having demonstrated experience or expertise in the field of workforce development, human resources, or training and development – or an individual whom the Local Board recognizes as having made valuable contributions in these areas. Members must either live or work in Contra Costa County.

If “Yes”, explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

WDB board membership composition and requirements are guided by WIOA Section 207 and 20 CFR Section.320.679. They are both important and necessary to ensure membership is relevant and the board is empowered to positively impact local workforce and economy. These requirements have not limited recruitment.

Does the body have a sufficient number of members to achieve its mission?

Yes.

If “No”, Do you recommend an adjustment to the number of body seats (an increase, decrease, or other restructuring)?

Click or tap here to enter text.

If “Yes”, please indicate which seats you would modify, and why.

We have no recommendations at this time.

Meetings

How many meetings were scheduled during the last 36 months?

PROGRAM YEAR 2019-2020

- 4 – Full Board
- 7- Executive Committee
- 7 – Business Economic & Development Committee
- 12 – Youth Committee

PROGRAM YEAR 2018-2019

- 4 – Full Board
- 8 – Executive Committee
- 7 – Business Economic & Development Committee
- 8 – Youth Committee

PROGRAM YEAR 2017-2018

- 4 – Full Board
- 7 – Executive Committee
- 6 – Business Economic & Development Committee
- 6 – Youth Committee

During the last 36 months, how many meetings were held?

PROGRAM YEAR 2019-2020

- 2 – Full Board
- 2 – Executive Committee

1 - Business Economic & Development Committee

1 – Youth Committee

2 – Ad-Hoc Youth RFP

PROGRAM YEAR 2018-2019

4 – Full Board

8 – Executive Committee

7 – Business Economic & Development Committee

8 – Youth Committee

1 – Ad-Hoc Youth RFP

PROGRAM YEAR 2017-2018

4 – Full Board

7 – Executive Committee

1 – Executive Committee Special Meeting

1 – Executive Committee Emergency Meeting

3 – Business Economic & Development Committee

6 – Youth Committee

How many meetings were cancelled during the last 36 months?

PROGRAM YEAR 2019-2020

1 – Executive Committee

3 – Youth Committee

PROGRAM YEAR 2017-2018

3 – Business Economic & Development Committee

How many meetings were cancelled during the last 36 months *specifically due to lack of quorum?*

PROGRAM YEAR 2019-2020

1 - Executive Committee

PROGRAM YEAR 2017 – 2018

3 - Business Economic & Development Committee

Community Information, Outreach, and Meeting Notices

How does the body engage stakeholders and the general public on issues and programs within the body’s area of responsibility?

Workforce Development Board Members serve as ambassadors, engaging businesses and members of the community; Staff to the Board are involved in a myriad of outreach efforts; examples are Workforce Integration Networks, Chamber of Commerce events, focus groups related to strategic planning, grant-driven employer engagement forums planned and hosted by ad hoc coalitions Board staff, education partners and community-based organizations. A period for public comment is included on the agenda of every public meeting; such comments are welcomed and encouraged.

How are stakeholder and public input incorporated into the body’s mission and objectives?

The WDB solicits advice and input through such mechanisms as a transparent strategic planning process that incorporates stakeholder and public opinion as well as results of studied, environmental scans, and asset mapping projects that garner input from communities who are impacted by the work. Open Community forums with a 30-day public comment period are part of the Regional and Local Planning process. The Local Board has designated Standing Committees (Executive Committee, Youth Committee, and Business

Economic Development Committee) which provide information and assistance to the Board in carrying out the activities related to each committee's specified area. To ensure committees do not become too insular and to have the broadest and most relevant representation possible, WIOA requires that non-board members with experience and expertise in the subject be appointed to Standing Committee. At the program operations level, comment cards are available at each of the AJCCs. Surveys of job-seekers and businesses inform service delivery.

What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?

Emails (to individuals and distribution lists), postings on local and regional websites, postings at physical location of meetings ahead of time and word of mouth (via staff, Board members and partners), articles in newspapers and newsletters and so on have been very successful in raising visibility of our work and of our meetings and events. We are always very pleased with the turnout of our meetings, job fairs, employer forums, strategic planning public input sessions, County service fairs, community resource fairs and special topic focus groups. We have a strong network and use it to get the news out and engage the public.

How far in advance of the meeting date does the body post its meeting notice?

An all year-round meeting calendar is distributed to the board and is posted to the Workforce Development Board website.

Where are meeting notices posted (please note all locations, both physical and electronic)?

Directly outside the office of the Workforce Development Board, 4071 Port Chicago Highway, Suite 250, Concord, CA, as well as being posted on the WDBCCC website. Postings are made at least 96 hours before the meetings.

What information is regularly presented to the body members to keep them informed of the body’s performance?

The WDB Budget is regularly reviewed and revisions are put forth as changes in revenue, expenditures, new contracts, etc. precipitate the need for modifications. Performance Measures and Outcomes (inclusive of contract performance) are presented quarterly at Full Board meetings and as various decision-points arise. Core Indicators for the Adult, Dislocated Worker and Youth programs include the percentage of participants in unsubsidized employment after program completion, median earnings, credential or diploma attainment, measureable skills gains and will include an indicator of effectiveness in serving employers. Director’s Reports routinely contain federal, state and local legislative updates, regional and local workforce system priorities, trends, and accomplishments.

Mission and Purpose

What is the original purpose and responsibility of the body, as prescribed in its establishing documents?

Under WIOA (Workforce Innovation and Opportunity Act) Sec. 107, the chief elected official is authorized to appoint members of the local board based on specific membership criteria outlined in the legislation and the regulations. Prior workforce legislation, WIA (Workforce Investment Act), established the One-Stop delivery system as the access point for employment-related and training services; and authorized local workforce boards, in partnership with local elected officials to be responsible for planning and overseeing the local workforce system, developing local plans, designating “One-Stop” operators, identifying providers of training services, monitoring system performance against established performance measures, negotiating local performance measures with the State Board and Governor, and helping to develop the labor market information system. The Workforce Development Board of Contra Costa County (WDB), in partnership with the Contra Costa Board of Supervisors, has articulated a compelling vision for economic vitality in our county and region: Contra Costa’s Workforce Development Board supports a network that creates and promotes dynamic education systems, high performing businesses, and a prosperous local economy with an abundance of high quality jobs and skilled workers to fill them.

Have there been major changes to the body’s responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?

Local workforce development board structure and size: In order for boards to be more strategic and to benefit the overall operation of the workforce system, WIOA substantially changed Local Board composition. WIOA reduced the number of required board members while maintaining a business and industry majority with a business chairperson and increasing representation from labor and employment and training organizations. Also, there has been an expansion in the role of the Board. (See next section.)

If “Yes”, please describe these changes.

To meet the categorical membership percentages, and ensure multiple stakeholder representation, the

WDB recommended a board of no less than nineteen (19) and no more than twenty-five (25) members. The bottom range of this option represents the minimum required local board size under WIOA, while the upper range adds up to six (6) additional representatives in the following enumerated categories: 1) business; 2) workforce; 3) education and training.

CATEGORY – REPRESENTATIVES OF BUSINESS (WIOA Section 107(b)(2)(A))

- Up to thirteen (13) representatives (required level – greater than 50%)

CATEGORY – REPRESENTATIVES OF WORKFORCE (WIOA Section 107(b)(2)(A))

- Up to five (5) representatives (required level – 20%)

CATEGORY – REPRESENTATIVES OF EDUCATION AND TRAINING (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA Title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner Peysner Representative
- One (1) Vocational Rehabilitation Representative

Two (2) additional seats from the above categories, including constituencies referenced in Attachment III of Department of Labor Employment and Training Administration Training Employment & Guidance Letter (TEGL) 27-14

EXPANSION OF THE ROLE OF THE LOCAL BOARDS

In addition to the responsibilities outlined in the prior legislation, WIOA expanded the role of the local Workforce Development Boards by requiring the following:

- Conduct analysis of regional workforce and labor market conditions
- Lead efforts to engage employers
- Support efforts to develop and implement career pathways
- Identify and promote proven and promising practices
- Establish standing committees that more effectively accomplish the work of the local boards
- Better utilize technology to facilitate connections among intake and case management information systems of the One-Stop partners; to access services provided through the One-Stop system to meet the needs of individuals with barriers to employment and to leverage resources and capacity
- Promote consumer choice of participants among providers
- Enhance coordination with education and training providers
- Assess the physical and programmatic accessibility of One-Stop centers in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act (ADA).

Local plans are required that describe approaches and strategies for the delivery of workforce and highlight how local boards, program leaders, and elected officials share a common vision and work together to create unified regional and local strategies integrating education, training, and support services, across core programs; align workforce policies and services with regional economies; and support sector strategies tailored to meet the needs of their areas .

A new component of WIOA is the development of regional plans concurrent with local plans. The California Workforce Development Board has designated Contra Costa WDB as part of the East Bay Regional Planning Unit (RPU) along with three (3) other workforce boards: Alameda County, City of Oakland, and the City of Richmond.

Each designated Regional Planning Unit is responsible for:

- a. Development of a regional plan
- b. Establishment of regional service strategies
- c. Alignment of sector-based initiatives
- d. Collection and analysis of regional labor market data
- e. Establishment of administrative cost arrangements
- f. Coordination of support services

- g. Coordination with regional economic development; and
- h. Regional performance measures

What target population or priority communities are served by the body?

At our America's Job Center of California (AJCC) sites (formerly know as One-Stops), job seekers have access to Basic Career Services, Individualized Career Services, including Training Services county-wide. For Individualized Services, priority is given to populations who are the most in need or have the greatest barriers to employment: low-income individuals, formerly incarcerated, current and former foster youth, individuals with disabilities, English language learners and low basic skills among others. A full suite of business services is available to support business and industry with emphasis on priority industry sectors: Advanced Manufacturing, Health and Life Sciences, Energy, Information and Communication Technology, and Construction, and Transportation & Logistics within the greater East Bay region.

List activities, services, programs, and/or special projects the body delivers to achieve its current mission.

AMERICA'S JOB CENTER OF CALIFORNIA (AJCC). WIOA requires that job seekers be provided with access to employment services through the America's Job Center system. The WDB contracts with Rubicon Programs to operate one Comprehensive One-Stop Career Center in Concord. Rubicon Programs, in turn, contracts with eight sub-recipients throughout the county to offer additional "access points." Together with Rubicon's Antioch site, this provides 10 locations where job seekers can learn about and apply to the WIOA program: Concord Comprehensive, Martinez Adult Center, Mt. Diablo Adult Center, Lao Family Community Development, San Pablo Economic Development Corp., New Horizons, Opportunity Junction, Rubicon Antioch, Liberty Adult Center and Pittsburg Adult Center. These sub recipients comprise the Contra Costa Workforce Collaboration ("CCWC" or "the Collaborative"). See map of CCWC sites in documents provided to see distribution of sites across the county. This model has been very successful in its first full program year and expectations are that it continue.

WIOA YOUTH PROGRAM: Through contracted service providers, at risk youth and young adults ages 16-24 are provided with work-based learning opportunities, occupational skills training, remedial education, among the 14 required program elements. The program focuses resources on out-of-school youth with specific barriers to employment, the provision of work-based learning, and the development of career pathways.

ASSESSMENT CENTER activities: include services to administer, proctor, interpret, and report results of the Jackson Vocational Interest Survey (JVIS), typing tests and other assessments within the One Stop Career Centers. Additionally, basic computer skills training is offered in alignment with statutorily prescribed training expenditure requirements under Senate Bill 734 (SB 734).

BUSINESS SERVICES offers a suite of services for employers such as customized recruitments, job referrals, incumbent worker and on-the-job training programs. Employer Engagement also happens in conjunction with the other local boards in the East Bay Regional Planning Unit (Alameda County, City of Oakland, and City of Richmond). Contra Costa WDB provides assistance with business engagement and sector partnerships in support for all five (5) of the East Bay Slingshot industry sector partnerships.

TRAINING COHORTS IN PRIORITY INDUSTRY SECTORS: These industry specific trainings are most notably because of the career pathway potential they offer to middle-skill and high-skill jobs that pay sustainable wages in the region

PRE-APPRENTICESHIP CONSTRUCTION TRAINING is provided in East Contra Costa County to WIOA-enrolled participants. The project includes services to increase basic skills proficiencies, GED preparation, exploration of pathways leading to postsecondary education, basic construction, and hands-on training provided through partnerships with affordable housing developers and building contractors.

JEWISH VOCATIONAL SERVICES (JVS) HEALTHCARE TRAINING COHORTS: Brings together a unique blend of

partners and funding predicated on targeted training based on hiring needs of local health care systems. JVS has been working in this sector for over five years and has established an employer driven, sector strategy training composed of classroom training and internships. In the past, industry partner John Muir Health has assisted to train and employ dozens of Medical/Medical Office Assistants. In 2019, JVS was contracted using Regional funds to provide Dental Assistant training; partners are San Francisco State University (classroom) and La Clinica (internship). Typically 20 students graduate per cohort. Planning is underway for a second dental cohort that will train new students and also assist current Dental Assistants to become Registered Dental Assistants.

CCWORKS PROGRAM assists local businesses with their hiring needs while promoting jobs and job retention for the under or unemployed. Designed to help offset the cost of hiring a training a new employee, CCWORKs provides substantial wage reimbursement to employers who hire eligible job seeker for full or part-time positions.

AB109 - The WDB works in collaboration with business, economic development, education, community based organizations, and other CCP agencies to help ensure that returning citizens under the provisions of AB109 are able to access services and leverage resources through the four (4) EastBay Works AJCCs. The WDBCCC's role is to provide capacity building and technical assistance to both public and non-profit partners rather than direct services. In this vein, we leverage our WIOA funds and other resources (federal, state, and local funding allocations and grant dollars) to provide direct services to AB 109 participants as described both above and in other sections of this report. Additionally, our business services team works to help connect public and non-profit organizations with businesses for job fairs and other activities that benefit AB 109 participants/returning citizens. To date, the WDBCCC has identified more than 170 businesses that have expressed a willingness to consider individuals who have been involved with the justice system as viable candidates for employment.

SMALL BUSINESS DEVELOPMENT CENTER (SBDC) is hosted by the WDB and provides assistance to small businesses and aspiring entrepreneurs. SBDC advisors provide a variety of free business consulting services including business plan development, cost controls and pricing strategies, small business lending and access to capital, sales and marketing, and information on permits and licensing, hiring, and retaining employees.

PRISON TO EMPLOYMENT (P2E) is a \$2.3 million two-year regional grant awarded to the East Bay Regional Planning unit (Alameda County is lead agency) to assist justice-involved individuals attain job skills and work experience to become competitive in the labor force. Emphasis is on greater integration of workforce and reentry services. California Dept. of Corrections and Rehabilitation (CDCR) is a key partner. Contra Costa will receive approximately \$466,000 for direct and supportive services to serve 43 participants. Industries/occupational clusters targeted are construction, transportation and logistics, manufacturing and office support. These selections were driven by economy (strategic sectors with career paths) and consumer demand (strong interest in office, construction and T&L).

DISABILITY EMPLOYMENT ACCELERATOR (DEA) GRANT is a two-year regional grant from the Governor's 15% discretionary fund. Contra Costa received \$210,000 to assist people with all types of disabilities obtain work experience to help them get jobs. The grant pays for wages for subsidized work experience and supportive services. We have contracted with two entities to deliver services: Futures Explored in Contra Costa County and East Bay Innovations in Alameda County. The grant ends 12/31/2019 and we are performing at or above our goals. Over 30 participants have achieved unsubsidized employment.

EARN AND LEARN EAST BAY implements a regional work-based learning system among twenty-five partners representing eight workforce and economic development initiatives, ten school districts, four community colleges, and a university. Earn and Learn focuses on employer engagement and the development of work based learning experiences (classroom guest speakers, job shadow, workplace tours, internships and on-the-job training experiences) for young people.

**Are the body bylaws reflective of the body’s current mission, purpose, and focus?
(Alternatively, use this space to indicate if the body does not have bylaws.)**

Yes, WDB Bylaws revised to align with changes in federal legislation and approved by the Board of Supervisors on July 18, 2017.

If “No”, please describe how the body’s current mission, purpose, or focus differ from the existing bylaws.

[Click or tap here to enter text.](#)

Do you recommend changes to the body’s mission, purpose, or focus?

The WDB has no recommendation to make at this time.

If “Yes”, explain the changes you would suggest.

[Click or tap here to enter text.](#)

Budget (if applicable)

Does the body have an annual operating budget?

Workforce Development Board members serve on a voluntary basis and have no direct source of revenue per se. The Employment Human Services Department Workforce Development Board provides staff support for Local Workforce Development activities. Funding stems mainly from WIOA with additional funds from Special Grants; a current operating budget is attached. See “A1a – Attachment 1 – WDB Draft Budget PY2019-20.”

Does the body collaborate with any private organization (*not* the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?

No.

Challenges

Are there any additional challenges or problems that the body wishes to bring to the attention of CAO and/or the Board of Supervisors, or that the body has been unable to resolve?

The transition to WIOA is going smoothly and there are no concerns or issues at this time.

Provide a description of the challenge or concern.

[Click or tap here to enter text.](#)

Who is affected by this challenge or problem?

[Click or tap here to enter text.](#)

What changes or other recommendations has the committee considered in response?

[Click or tap here to enter text.](#)

Accomplishments and Impact

Describe the specific impact the work of the body has made in achieving its mission.

Contra Costa County’s Workforce Development Board supports a network that creates and promotes dynamic education systems, high performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them. Using concrete strategies that focus on both the demand and supply side of the economic equation, the WDBCCC continues to implement the goals of the 2017-2020 Strategic Plan while embarking on a new Strategic planning process.

BUSINESS STRATEGIES GOAL: Enhance the competitiveness of local businesses with an emphasis on meeting the workforce needs entrepreneurs and employers in high-demand sectors in the local and regional economy by identifying designing, and implementing training and educational opportunities targeted to those with barriers to traditional employment to close skill gaps and enhance economic competitiveness.

ADULT STRATEGIES GOAL: Increase the number of Contra Costa County residents who obtain marketable and industry-recognized credentials or degrees, with a special emphasis on those who are unemployed, low-skilled, low-income, veterans, individuals with disabilities, returning citizens, and other in-need

populations.

YOUTH STRATEGIES GOAL: Increase the number of youth and young adults, 16-24, who are well prepared for postsecondary vocational training, further education, and/or a career, with an emphasis on serving the most vulnerable and underserved populations and those from low-income communities.

ADMINISTRATION GOAL: Support system alignment, service integration, and continuous improvement, using data to advance evidence-based policymaking.

The WDBCCC exceeded both service level and performance targets for services to job seekers and businesses, continuing to be a “High Performing Board” certified by the California Workforce Development Board (CWDB). Additionally, the WDBCCC has been at the forefront of regional work to strengthen economic prosperity and improve income mobility by creating stronger relationships between employers and community partners in the region’s key industries. As part of the Slingshot Initiative, the WDBCCC is aligning efforts of all its community partners across sectors, ensuring that local firms have the resources they need to provide good jobs for the region’s residents, resulting in increased regional prosperity shared by all. WDBCCC members serves as ambassadors particularly to the business community to address the most salient issues concerning economic vitality in the region.

Describe any effects the has had on the target population or community.

[Was “advisory body” left out of question above?] In the last three program years (PY16, 17, and 18), 38,335 job seekers have received Department of Labor-funded career/employment services through the AJCCs. And 2,059 job seekers received individualized career services and/or training services to secure employment. Building on the intent of the new legislation to focus services on low-income job seekers and those with barriers to employment, the WDBCC’s Priority of Service policy requires a minimum of 51% of participants receiving individualized Career Services and/or training services be in one or more of the Priority Target populations:

1. Veterans & eligible spouses who are ALSO low-income OR basic skills deficient
2. Public Assistance recipients OR other low-income OR basic skills deficient
3. Veterans and eligible spouses who are not included in WIOA’s priority groups
4. Locally defined target populations
 - a) Individuals with Disabilities and/or
 - b) Returning Citizens (Re-entry)

Additional comments on the accomplishments and impact of the body (optional)

You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements.

See Attachment 2, “WDBCCC Final WIOA Performance PY2018-19.” &

Materials (Attach or Provide Links)

- Agendas from the last 12 meetings (*please check one*)
 - Attached; *or*
 - Link to Agendas from last 12 meetings: [WDB Full Board Agendas PY 2018-2019.pdf](#)

- Minutes (or records of action) from the last 12 meetings (*please check one*)
 - Attached; *or*
 - Link to Minutes from last 12 meetings: [WDB Meeting Minutes PY 2018-2019](#)

- Bylaws currently in effect (*please check one*)
 - This body does not have bylaws; *or*
 - Attached; *or*
 - Link to current bylaws: [WDB ByLaws](#)

- Annual Reports (for years 2015, 2016, 2017, and 2018, if available, as submitted to the Board of Supervisors; *please check one*)
 - There are no annual reports for the years 2015-2018; *or*
 - Attached; *or*
 - Link to most recent Annual Report: Click or tap here to enter text.

Signatures and Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the 2019 Triennial Review survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: Bhupen Amin

Signature of Chairperson: _____

Date: November 5, 2019

Name of Body's Staff Person: Donna Van Wert, Executive Director

Signature of Staff Person: _____

Date: November 5, 2019

Please direct completed forms and any questions to:

Emlyn Struthers
Management Analyst for the Clerk of the Board
Emlyn.Struthers@cob.cccounty.us
Phone: (925) 335-1919

Thank you for your cooperation!

PY 2019-20 WDB Draft Budget

#	GRANT / FUNDING SOURCE	AVAILABLE REVENUE		
		Recommended Budget PY 2019-20	Adjusted Budget PY 2018-19	Variance (Recommended - Adjusted)
	<i>WIOA Formula Funds</i>			
1	WIOA Adult Program	\$ 1,666,063	\$ 1,710,586	\$ (44,523)
2	WIOA Dislocated Worker Program	\$ 1,511,501	\$ 1,724,723	\$ (213,222)
3	WIOA Youth Program	\$ 1,665,915	\$ 1,647,928	\$ 17,987
4	WIOA Rapid Response & Layoff Aversion	\$ 236,500	\$ 267,883	\$ (31,383)
5	TOTAL WIOA FORMULA ALLOCATIONS	\$ 5,079,979	\$ 5,351,120	\$ (271,141)
	<i>Discretionary Funds</i>			
6	WIOA Slingshot	\$ -	\$ 12,109	\$ (12,109)
7	WIOA Regional Training & Implementation	\$ 463,800	\$ 775,000	\$ (311,200)
8	AB-109 Second Chance	\$ 208,000	\$ 216,320	\$ (8,320)
9	Career Pathways Trust I (WBL)	\$ -	\$ 90,000	\$ (90,000)
10	Career Pathways Trust II (ACOE)	\$ -	\$ 19,871	\$ (19,871)
11	Disability Employment Accelerator (DEA)	\$ 60,000	\$ 250,000	\$ (190,000)
12	SBDC	\$ 458,543	\$ 410,000	\$ 48,543
13	WDB Admin EDD Rent	\$ 157,320	\$ 157,320	\$ -
14	TOTAL DISCRETIONARY FUNDING	\$ 1,347,663	\$ 1,930,620	\$ (582,957)
15	TOTAL FUNDING for PROGRAM YEAR	\$ 6,427,642	\$ 7,281,740	\$ (854,098)

PY 2019-20 WDB Projected Expenditures

<i>Expenditures Categories</i>	<i>WIOA Formula Funds</i>	<i>Discretionary Funds</i>	<i>Recommended PY 2019-20</i>	<i>%</i>
WDB Staff Salaries & Benefits	\$ 1,252,224	\$ 443,532	\$ 1,695,756	26.88%
Admin (10%)	\$ 125,222	\$ 44,353	\$ 169,576	10.00%
Program (90%) ^(A)	\$ 1,127,002	\$ 399,179	\$ 1,526,180	90.00%
WDB Operating Expenses ^(B)	\$ 622,550	\$ 157,534	\$ 780,084	12.37%
WDB Contracted Obligations ^(C)	\$ 3,127,981	\$ 704,100	\$ 3,832,081	60.75%
TOTAL PROJECTED EXPENDITURES	\$ 5,002,755	\$ 1,305,166	\$ 6,307,921	100.00%

TOTAL FUNDING for PROGRAM YEAR	\$ 5,079,979	\$ 1,347,663	\$ 6,427,642
TOTAL PROJECTED EXPENDITURES	\$ 5,002,755	\$ 1,305,166	\$ 6,307,921
TOTAL PROJECTED SURPLUS / (DEFICIT)	\$ 77,224	\$ 42,497	\$ 119,721

Footnotes:

A Program functions include: Adult, Dislocated Worker & Youth Services, Business Services, Programmatic Technical Assistance, etc.

B Operating expenses include costs such as office expenses, facility costs, utilities, maintenance, technology costs, etc.

C WDB Contracted Obligations include: Contracts and Individual Training Accounts (ITA)

PY 2019-20 WDB Projected Contract Listing

#	Contractor Name	Service Description	WIOA Formula Funds	Discretionary Funds
1	Contra Costa County Office of Education	Youth Service Provider	\$ 750,000	
2	RFI #681	Strategic Planning/Grant Writing	\$ 36,000	
3	Mount Diablo Unified School District	Youth Service Provider	\$ 375,000	
4	NY Wired	Metrics Online Learning Licenses	\$ 4,200	
5	Oakland Private Industry Council	Regional Planning Unit	\$ 16,239	\$ 126,300
6	Pittsburg Power Company	Pre-Apprenticeship Construction Training	\$ 205,000	
7	Rubicon	Comprehensive AJCC & Adult/DW Career Services Provider	\$ 1,150,000	
8	East Bay Institute	Disability Employment Accelerator Service		\$ 30,000
9	Futures Explored	Disability Employment Accelerator Service		\$ 30,000
10	Small Business Development Center (SBDC) Providers	Small Business Development Services		\$ 280,000
11	Pat Davis Design Group	Website Development & Hosting		\$ 17,800
12	Various Training Providers	Individual Training Accounts	\$ 591,542	
13	Advanced Manufacturing Bay Area	Advanced Manufacturing Sector Consultant		\$ 65,000
14	Redlo Health Solutions, Inc.	Healthcare Sector Consultant		\$ 55,000
15	Contra Costa Economic Partnership	Earn and Learn Consultant		\$ 100,000
		TOTAL CONTRACT OBLIGATIONS	\$ 3,127,981	\$ 704,100

WDBCCC Final WIOA Performance PY 18-19

	WIOA Program	Goal	Actual	Performance Rate
Placed in Employment Q2	Adult	66.0%	76.9%	116.5%
	Dislocated Worker	72.0%	74.5%	103.5%
	Youth	66.0%	78.7%	119.2%
Placed in Employment Q4	Adult	69.0%	67.5%	97.8%
	Dislocated Worker	71.0%	72.7%	102.4%
	Youth	63.0%	69.3%	110%
Median Earnings	Adult	\$6,100	\$7,548	123.7%
	Dislocated Worker	\$8,200	\$10,389	126.7%
	Youth	(baseline)*	\$5,011	N/A
Credential Rate	Adult	55.4%	52.2%	94.2%
	Dislocated Worker	69.0%	64.4%	93.3%
	Youth	55.6%	61.1%	109.9%
Measurable Skills Gain	Adult	(baseline)*	54.6%	N/A
	Dislocated Worker	(baseline)*	34.7%	N/A
	Youth	(baseline)*	85.9%	N/A

SECTION IV: DEPARTMENT CHALLENGES

A. WORKFORCE DEVELOPMENT BOARD

PERFORMANCE REVIEW

The Workforce Development Board of Contra Costa exceeded both service-level and performance targets for services to job seekers and businesses, continuing to be a “High Performing Board” certified by the California Workforce Development Board (CWDB).

INCREASED BUSINESS ENGAGEMENT

The WDB business services continues to provide oversight to the following programs that involve increased business engagement: Youth, Adult and Dislocated Worker formula funded programs, the Small Business Development Center (SBDC), CCWORKS Program, Earn and Learn, Disability Employment Accelerator Grant, and AB 109 Reentry Employer Engagement.

SBDC: The Contra Costa Small Business Development Center (SBDC), provided advising to 663 individuals and 367 business owners, 109 workshops/trainings to 512 participants, helped start 30 new businesses, increase annual sales by \$4,729,503, secure \$4,644,583 in debt/equity investments, and create 75 full-time and 57 part-time jobs.

CCWORKS: Under the direction of the WDB the CCWORKS program placed 28 CalWORKS participants in subsidized employment: 21 former CCWORKS participants secured unsubsidized employment as a direct result of their participation in CCWORKS.

The program has recently developed a pilot partnership with Contra Costa Health Services Dept. to create career pathway opportunities for participants and are preparing to place 2 CCWORKS participant into this pilot program.

EVENTS

The WDB co-hosted a career fair with Contra Costa College in San Pablo, on March 20th, providing businesses the opportunity to connect with 218 qualified and diverse job seekers including students and AB109 individuals, to potentially meet their hiring needs.

The WDB, in partnership with EDD, hosted 53 On-Site-Recruitments (OSR’s) at our comprehensive Concord AJCC site, connecting employers to over 500 Job Seekers.

The WDB co-hosted 2 reentry career fairs at the West County Detention Facility and the Marsh Creek Detention Facility in Contra Costa County with the Contra Costa County Office of Education, and Contra Costa County Sheriff’s Office; 93+ inmates attended.

YOUTH SERVICES

In PY 18-19, WDB investments in Youth Programs totaled \$1,054,925 for the provision of direct services to disconnected youth via two service providers (Contra Costa County Office of Education and Mt. Diablo Unified School District).

In PY 18-19, 240 youth were served through the WIOA program and demographic data indicates that the WDB has been successful in reaching the most in need. 33% of the youth served were homeless at program entry, 23% have a documented disability, 26% are or have been justice involved. Currently, 18% of participants are current or former foster youth. 70 young people

SECTION IV: DEPARTMENT CHALLENGES

enrolled into WIOA were also placed in paid-work experiences that matched their career interest.

Plans for PY 19-20 include the release of an RFP for Youth services. The current procurement cycle requires that services go out for bid every three years. To ensure that the RFP adequately addresses the needs of the local community, The WDB Youth Committee has formed an AdHoc Committee to make recommendations on RFP priorities. As part of this effort, the Youth Committee is recommending that new contracts begin in October 2020 vs the usual July. This new proposed contract cycle will promote more effective summer programming and align better with the WIOA Title Youth funding cycle. Plans for the expansion of Earn and Learn to WIOA Out-of-School youth are also underway. The Youth Committee and WDB continue to focus on the expansion of internships to ensure all young people have access to the many career opportunities represented by our local labor market that provide family sustaining wages.

WORKFORCE BOARD LEADERSHIP

The WDB continues to be a high-performing board and has a very engaged Board. With 25 seats, the board is almost fully seated with 1 open business and 2 open labor seats.

The WDB is the lead Workforce Board in the East Bay Regional Planning Unit (EBRPU) and continues to receive regional funding on behalf of the regional initiative to support regional organizing and training work that has been outlined in the State WDB plan under WIOA. Through these regional funds the EBRPU continues to support East Bay “Slingshot” initiative, which brings together stakeholders from economic development, education, and workforce development to support industry sector partnerships that are driving the growth and prosperity of the regional economy. Targeted industry sectors include advanced manufacturing, biomedical, healthcare, information communication technology (ICT), and transportation / logistics. The EBRPU is currently funding AMBayArea, East Bay Health Workforce Partnership, and Earn and Learn work-based learning initiative with the regional funding. The work focuses on developing sustainable models for these partnerships to continue.

In addition, the WDB applied for, and awarded, a \$250,000 Disability Employment Accelerator grant on behalf of the EBRPU, which supported paid work experience opportunities for individuals with disabilities in Contra Costa and Alameda Counties.

The WDB continues to work in partnership with Contra Costa County probation and the AB109/reentry network to work toward providing pathways to meaningful employment to the reentry population in Contra Costa County and will be receiving \$467,000 from the Governor’s Prison to Employment initiative over the next few years to support system change in this space.

EARN AND LEARN EAST BAY

The Earn & Learn initiative partners with schools, employers and the community to effectively scale work-based learning experiences for all learners.

The WDB continues to be the lead in organizing this initiative regionally and has developed a regional steering committee to build capacity and sustain this initiative, which is garnering both state and national recognition as an emerging best practice. The EBRPU has committed regional funds to

SECTION IV: DEPARTMENT CHALLENGES

support the hiring of a full-time director to support the growth of Earn and Learn and the development of a sustainability plan for this initiative.

A. WORKFORCE DEVELOPMENT BOARD

FUNDING

Decreases in funding – volume and sources – continue and remain to be a significant challenge for the WDBCCC. Over the past five years, WIOA formula allocations (allocation in which a recurring in nature) have decreased by approximately 21.9%, and due to COLA's and other factors, expenditures continue to rise. In FY 2018-19, overall WIOA formula allocations decreased by \$365,791. FY 2018-19 was the first transition year after the WDBCCC went to a fully procured service delivery model, procuring out Adult & Dislocated Worker Career Services, along with the comprehensive America Job Center of California (AJCC) for the first time. This alone was costing the WDBCCC over \$3 Million dollars per year and with the decreases in funding, it could no longer be supported. The WDBCCC has moved it's physical location and has gone through a comprehensive restructuring in order to maintain a budget surplus and ensure cost savings in the future, based on funding projections.

ADDITIONAL FEDERAL AND STATE REQUIREMENTS

With the reauthorization of the WIA in July of 2014, to WIOA, a myriad of new requirements were instituted with no additional funding to support the onerous administrative burden associated with these. While the WDB is in compliance with all of these new requirements: procuring out a One-Stop Operator, establishing MOU's with mandated partners including a cost-sharing methodology for the AJCC, convening mandated partners on a regular basis, certify all comprehensive and affiliate AJCCs, and managing the CWDB designated East Bay Regional Planning Unit, the additional administrative burden continues to be a heavy lift. One example: as a result of the RPU designation **local and regional plans** are now required essentially doubling the administrative burden in this area alone. All of the above require updating every three years. The local and regional plan modifications were due March 15, 2019, and the updated MOU and cost allocation June 30, 2019.

CONTRACTS

With the new changes in WIOA and holding the RPU lead designation, the volume and obligated amounts related to procurement has increased dramatically for the WDBCCC. As the regional lead the WDBCCC is responsible for initiating, managing and monitoring regional contracts as well as anticipated local contracts.

Local WDB's in the state of California are being asked to be flexible and agile in the mist of constant changes in both federal and state requirements. Working under the administrative structure of Contra Costa County is not conducive to a "flexible and agile" atmosphere.

The WDBCCC is constantly up against short deadlines imposed by the CWDB in a County administration that is not equipped to help the WDBCCC meet these deadlines. WDBCCC staff are spending an exorbitant amount of time trying to navigate county processes in an effort to meet required deadlines for expenditures and reporting.

SECTION V: PERFORMANCE INDICATORS

B. WORKFORCE DEVELOPMENT BOARD

The 25-member, business-led board of the WDBCCC works to shape and strengthen local and regional workforce development efforts. The WDBCCC promotes a workforce development system that supports a strong economy in Contra Costa County. The WDBCCC tracks the activities of adults, dislocated workers, and youth (14-24).

Approximately 12,450 people were assisted through Eastbay Works AJCCs in Contra Costa County. The following are indicators for people who received intensive services through the WDBCCC:

NEW WIOA ENROLLMENTS

During FY 2018-19, 452 adults, 111 dislocated workers, and 214 youth were enrolled.

TRAINING

During FY 2018-19, 101 adults, 28 dislocated workers, and 9 youth received classroom training;

AVERAGE EARNINGS FOR SIX MONTHS

During FY 2018-19, the median 2nd quarter earnings for adults participating in WDB programs were \$8,320 compared to the negotiated performance level of \$6,100. The median 2nd quarter earnings for Dislocated Workers were \$9,685 compared to the negotiated performance rate of \$8,200.

NOTE: It is worth noting that we negotiated lower earnings goals for PY18 than the year before (at States' suggestion). Moreover, placement earnings were unusually high. So, that is a success worth noting. Technically, these earnings are still a projection, however it is more likely they will be higher (than lower) when validated Federal reports are issued next year.

DATE: November 5, 2019
TO: Full Board/Executive Committee
FROM: Workforce Development Board Staff
RE: BOARD MEMBER REAPPOINTMENT TIMELINE AND PROCESS

This brings before the Executive Committee the need to develop a plan to address the terming out of 12 board members effective June 30, 2020.

A. BACKGROUND AND DISCUSSION

With the authorization of WIOA in July of 2014, workforce board membership changed and workforce boards basically had to dissolve their current boards and revise/realign them under WIOA. Contra Costa went from having a 41 member board to a 25 member board.

As required by WIOA Section 107(c)(2), one of the criteria for recertification of a local board is:

- The Local Board Met the Membership Provisions in WIOA Section 107(b)

As of June 30th, 2019, when our recertification was due, the WDBCCC met this criteria.

B. CURRENT SITUATION

Due to the reorganization under WIOA, we have 12 board members with terms expiring June 30, 2020 (4 years after the reorganization). This is unusual and has the potential to create a challenge with so many board member's terms expiring at the same time.

It is imperative that we message board members with terms expiring June 30, 2020, assess their intention to re-apply to serve on the WDB, and encourage them to submit a new application as soon as possible. In the event of vacant seats, the WDB will need to develop a recruitment plan for new board members necessary to keep our board at full capacity and meet the certification requirement.

C. SCHEDULE

ED has sent an email to the 12 board members with terms ending June 30, 2019, asking if they are considering re-applying. If yes, they will need to submit their applications through the Contra Costa County website, including a letter of recommendation, ASAP. All Applications should be received in time for approval at the February 2020 Full Board meeting to allow enough time for Board of Supervisor's approval, which can take several months.

D. ATTACHMENTS

D1a Board member roster with term end-dates

D1b WDB ByLaws



BOARD MEMBERS PUBLIC ROSTER

Name	Seat #	Appointment Date	District # (Resident)	Term End Date	Title	Entity	District # (Employment)	Committee
Michael McGill	1	3/29/2016	District #2	6/30/2020	Chairperson/Engineer	MMS Design Associates	District #2	EXEC/YOUTH
Joshua Aldrich	2	10/9/2018	District #3	6/30/2022	CEO	Del Sol NRG. Inc.	District #3	BED
Meaghan Doran (Resigned 05.2019)	3	3/12/2019	San Rafael, CA	6/30/2023	Manager , Customer Programs	MCE	District #4	N/A
Terry Curley	4	10/9/2018	District #2	6/30/2022	Executiv Vice President	United Business Bank	District #4	BED
Bhupen B. Amin	5	3/29/2016	District #4	6/30/2020	Chief Operating Officer & Counsel	Lotus Hotels & Investments	District #4	EXEC
Jose Carrascal	6	3/29/2016	District #3	6/30/2020	Production Leader	The Dow Chemical Company	District #5	EXEC/YOUTH
Jason Cox	7	3/29/2016	District #4	6/30/2020	Manager, Rolling Div. Maintenance	USS-POSCO Industries	District #5	EXEC
Ashley Georgjian	8	3/29/2016	Plesanton, CA	6/30/2020	Director, Government Affairs	John Muir Health	District #4	EXEC/BED
Robert Muller	9	3/12/2019	District #5	6/30/2023	Learning Manager	Shell Oil Company	District #5	YOUTH
Robert Rivera	10	3/29/2016	District #4	6/30/2020	Vice President of Sales	The Staffing Solutions	District #5	BED
Justin Steele	11	3/29/2016	Berkeley, CA	6/30/2020	Human Resources Manager	Chevron Richmond Refinery	District #1	EXEC/BED
Romina Gonzalez	12	3/12/2019	District#4	6/30/2023	Public Relations	Dolan's Lumber Doors & Windows	District #4	N/A
Melissa Johnson-Scranton	13	3/13/2018	Oakland, CA	6/30/2022	Assistant Medical Group Administrator	Kaiser Permanente	District #4	BED

Name	Seat #	Appointment Date	Term End Date	Title	Entity	District #	Committee
Thomas Hansen	1	10/17/2017	6/30/2021	Business Manager	IBEW Local 302	District #5	N/A
Vacant	2		6/30/20XX				
Steve Older	3	3/29/2016	6/30/2020	Registered Apprentiship/Area Director	Intl. Assoc. of Machinist & Aerospace Workers, AFL-CIO, District 190	District #5	BED
Vacant	4		6/30/20XX				
Vacant	5		6/30/20XX				

Name	Seat #	Appointment Date	Term End Date	Title	Entity	District #	Committee
G. Vittoria Abbate	1	10/17/2017	6/30/2021	Director, College & Career & Adult Education	Mt. Diablo Unified School District	District #4	YOUTH
Fred Wood	2	3/12/2019	6/30/2023	Chancellor	Contra Costa Community College District	District #1	N/A

Name	Seat #	Appointment Date	Term End Date	Title	Entity	District #	Committee
Kristin Connelly	1	3/29/2016	6/30/2020	Economic & Community Dev./President & CEO	East Bay Leadership Council	District #4	BED
Richard Johnson	2	3/29/2016	6/30/2020	Employment Service/Employment Prog.Manager II	California Employment Development Department	District #4	BED
Carol Asch	3	3/29/2016	6/30/2020	Rehabilitation Act of 1973/District Administrator	California Department of Rehabilitation	District #4	YOUTH

Name	Seat #	Appointment Date	Term End Date	Title	Entity	District #	Committee
Yolanda Vega	1	3/29/2016	6/30/2020	Principal	Peak Performance Corporate Training	District #2	BED
John Montag	2	6/6/2017	6/30/2021	Economic Development & Housing Manager	City of Concord	District # 4	BED

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

COMMITTEE	
	Exec EXECUTIVE COMMITTEE
	BED BUSINESS ECONOMIC & DEV.
	Youth YOUTH COMMITTEE
	N/A NOT ASSIGNED

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

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

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

ARTICLE II - SCOPE AND RESPONSIBILITIES

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

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

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

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:

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

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.

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

- 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

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

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

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

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.

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

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**