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**Our Vision:**

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

## **Executive Committee Meeting**

### **Agenda**

**January 8, 2020**

**3:00 p.m. – 5:00 p.m.**

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

**AND**

**1201 California Ave, Pittsburg, CA 94565**

**Conference Room**

**AND**

**2525 San Pablo Dam Rd. San Pablo, CA 94806**

**Conference Room**

- 3:00 PM** CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST  
PUBLIC COMMENT
- 3:05 PM** **CONSENT AGENDA**  
**C1** Approve minutes from October 15th meeting
- 3:15 PM** **ACTION ITEMS**  
**A1** Establish a nominating committee to review and suggest candidates for a preliminary slate of officers for the 2020-2021 fiscal year  
**A2** Approve Advisory Body Annual Report
- 3:45 PM** **DISCUSSION ITEMS**  
**D1** Discuss Board Member re-appointments and need to recruit new members  
**D2** Updates: 501(c)(3), staffing, grants, budget
- 4:45 PM** **COMMITTEE MEMBER REPORTS**  
EXECUTIVE DIRECTOR'S REPORT  
COMMITTEE CHAIR/MEMBER REPORTS  
CHAIR'S REPORT
- 5:00 PM** **ADJOURN**

*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, 3<sup>rd</sup> Floor, Pleasant Hill during normal business hours.*

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

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

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

**EXECUTIVE COMMITTEE MINUTES**

Tuesday, October 15, 2019

The Executive Committee met on Tuesday, October 15, 2019 at 4071 Port Chicago Highway, Conference Room A Concord, CA 94520. Chair Bhupen Amin called the meeting to order at 1:37 pm. Chair Bhupen Amin reminded everyone of potential conflict of interest.

**ATTENDANCE**

MEMBERS PRESENT: Bhupen Amin, Jason Cox, Ashley Georgiant, Jose Carrascal, Michael McGill, Justin Steele

MEMBERS ABSENT – Yolanda Vega (Ex)

OTHERS PRESENT – None

WDB STAFF PRESENT – Donna Van Wert, Maureen Nelson, Noramah Burch, Patience Ofodu, Verneda Clapp, and Rochelle Soriano

**PUBLIC COMMENT**

None

**CONSENT ITEM**

Chair Bhupen Amin called a motion to amend the Agenda due to the urgency to add Action Item A2 Approve Funds Transfer Request for FY 2018-2019 Funds.

**Motion/Second**            **Michael McGill/Justin Steele**

**Motion Approved**        **Approved**

**C1**        **Approve July 10, 2019 Executive Committee meeting minutes.**

**Motion/Second**            **Michael McGill/Justin Steele**

**Motion Approved**        **Approved**

**ACTION ITEMS:**

**A1**        **Approve New Board Member for Labor Seat**

Approve the recommend the appointment of Joshua Anijar to WDB Workforce and Labor seat #2 to the Family & Human services (FHS) Committee of the Contra Costa County Board of Supervisors.

**Motion/Second:**            **Ashely Georgiant/Jason Cox**

**Motion Approved**        **Approved**

**AYES:** Bhupen Amin, Jason Cox, Ashley Georgiant, Justin Steele, Jose Carrascal, Michael McGill

**NAYES:** None

**ABSENT:** Yolanda Vega

**ABSTAIN:** None

**A2**        **Approve Funds Transfer Request for FY 2018-2019 Funds**

Due to the urgency we request to amend the approve the WDB to initiate a funds transfer request to EDD to move \$900,000 out of the WIOA Dislocated Worker program into the WIOA Adult program to balance each of these funding streams in accordance with customer demand, priority of service provisions, and changes in the local labor market.

## **FISCAL IMPACT**

The \$900,000 transfer of funds from Dislocated Worker to Adult will help balance the revenues and expenditures in each of these respective funding streams and has a net zero effect on the overall budget.

**Motion/Second**            **Michael McGill/Jason Cox**  
**Motion Approved**        **Approved**

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

**NAYES:** None

**ABSENT:** Yolanda Vega

**ABSTAIN:** None

## **DISCUSSION ITEMS:**

### **D1      Discuss Board Member re-appointments**

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.

Comments/Feedback:

- Notify/reach-out to potential board members
- Deadline for board re-application by November 30, 2019

### **D2      Discuss coverage and meetings in Executive Directors absence**

With the Executive Director, going out on leave the Executive Committee should be aware of and review upcoming meetings and critical action items that will need to be addressed during this timeframe.

### **WDB Coverage:**

- Maureen Nelson – Administration
- Patience Ofodu – Board/Business Economic Development
- Noramah Burch – Youth/Adult

### **Suggested Agenda Items for the Full Board Meeting on November 5, 2019**

- **Action Item**
  - **Approval of Triennial Sunset Review due to the Clerk of the Board by December 2, 2019**

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).
- **Discussion Item**
  - **Board Renewals/Re-appointments**
- **Presentation Item**
  - **Rubicon Report Update**

#### **EXECUTIVE DIRECTOR'S REPORT**

- Update on the 501c3 pushed back from County Council
- Kathy Gallagher to represent on our behalf WDB for 501c3
- Chair Bhupen Amin and Past Chairs Michael McGill and Jason Cox is in full support to push for 501c3

#### **COMMITTEE MEMBER REPORTS**

Patience Ofodu, Business Economic & Development

- **Hidden Untapped Talent Right Talent Right Now @ the Antioch Community Center On November 9, 2019**
  - Well Attended and there is an active engagement among employers
  - Amazing presentation from Berkeley Labs by Lady Idos, Chief Diversity, Equity & Inclusion
  - Awareness to utilize talents/veterans

Noramah Burch, Youth Committee

- Youth Committee meeting for October cancelled.
- The next Youth Committee meeting will be at the JobCorps visits.
- RFP Release "potential" by November 21, 2019
  - Target Contract Term Date October 2020

#### **CHAIR'S REPORT**

None

#### **THE MEETING ADJOURNED AT 2:40 PM**

Respectfully Submitted,  
Rochelle Martin-Soriano, Board Secretary

/rms



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**DATE:** January 08, 2020  
**TO:** Executive Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Establish a Nominating Committee for Board Chair & Vice Chairs**

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This report to the Executive Committee is to establish a nominating committee to review and suggest candidates for a preliminary Slate of Officers for the 2020-2021 fiscal year.

**A. BACKGROUND**

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

Per the WDB bylaws:

ARTICLE V - OFFICERS AND ELECTIONS

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

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

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

**B. SCHEDULE**

The election of officers is currently scheduled to be conducted at the regularly scheduled full WDB meeting on May 5, 2020.

**C. RECOMMENDATION**

Establish an Ad Hoc Nominating Committee for the purpose of selecting and presenting a slate of officers to the Full Board for approval for the 2020-2021 Fiscal Year.

**D. ATTACHMENTS**

**A1a:** WDB Bylaws

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

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

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

**ARTICLE II - SCOPE AND RESPONSIBILITIES**

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

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



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

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

**ARTICLE III - MEMBERSHIP**

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

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

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

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

**ARTICLE IV: DUTIES OF MEMBERS**

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

**ARTICLE V - OFFICERS AND ELECTIONS**

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

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

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

**ARTICLE VI - VACANCIES**

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

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

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

**ARTICLE VIII - COMMITTEES**

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

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

The responsibilities of the Executive Committee shall include:

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

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

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

**ARTICLE IX - STANDARDS OF CONDUCT AND CONFLICT OF INTEREST**

Members of the Workforce Development Board will:

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

**ARTICLE X - TERMINATIONS**

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

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



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

**ARTICLE XI - AMENDMENTS**

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

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

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

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**DATE:** January 8, 2020  
**TO:** Executive Committee Members  
**FROM:** Workforce Development Board Staff  
**RE:** **Approve Advisory Body Annual Report**

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This brings forward the 2019-2020 Advisory Body Annual Report for approval by the WDB. This report is due to the Clerk of the Board by February 2019.

**A. BACKGROUND**

The purpose of the Advisory Body Annual Report is to provide the Board of Supervisors with a report on the activities and accomplishment of all advisory bodies for the past program year and proposed work plan for the upcoming year.

The report includes:

- A list of activities for the past year including areas of study, work, special events and collaborations
- A list of accomplishments for the past year, particularly in reference to work plans and objectives
- Level of membership in terms of vacancies, diversity, level of participation and frequency of achieving a quorum at meetings
- Trainings and/or certifications received by members
- Proposed work plan/objectives for the next year

**B. CURRENT SITUATION**

This is the first time the WDB has been required to submit this Advisory Body Annual Report; the report is due to the Clerk of the Board by February 2020.

**C. RECOMMENDATION**

Approve the WDB Advisory Body Annual Report for submission to the Clerk of the Board for subsequent approval by the County Board of Supervisors.

**D. ATTACHMENTS**

A2a 2019-2020 Advisory Body Annual Report for Appointed Boards, Committees & Commissions



## ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Workforce Development Board Contra Costa County  
 Advisory Body Meeting Time/Location: 3:00 PM / 4071 Port Chicago Highway, Concord CA 94520  
 Chair (during the reporting period): Bhupen Amin, WDB Board Chair  
 Staff Person (during the reporting period): Donna Van Wert, Executive Director  
 Reporting Period: Program Year 2018 -2019

### I. Activities

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

The WDB co-hosted a career fair with Contra Costa College in San Pablo, on March 20<sup>th</sup>, 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 Seeker.

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.

#### **BUSINESS FORUM, EXPOS AND CAREER FAIRS:**

- Hidden Untapped Talent Forum, NOV 2018 (150+ attendees that include 80+ employers) in Nov 2018 at Concord, *next* event will be held at East County in Oct 2019.
- Disability Employment Forum (80+ attendees including businesses, CBO's and Partners) Bio-Rad reached out for further info post-event.

#### **CONFERENCE PARTICIPATION and COLLABORATION:**

- Co-sponsor and on planning committee for State of the Tri-Valley
- Co-sponsor and on planning committee for Northern Waterfront Forum at Antioch on May 2019.
- Facilitated workshops and on planning committee for State Labor Building Workforce Partnership Conf.
- Ambassador to California Association for Local Economic Development for CALED 2019 Conference at Anaheim
- Judge and co-sponsor Eastbay EDA Innovation Award for over 5 years.

### II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

The WDBCCC developed 3 main goals for our 2017-2020 work plan:

- 1.) **Increase employer engagement; 2) utilize priority industries and pathways to inform strategies and coordination with business, education and other stakeholders; and 3) improve services, outcomes and tracking of priority population placements.**

Under the federally funded Workforce Innovation and Opportunity Act, the Workforce Development Board of Contra Costa County provided services to over 11,000 residents across Contra Costa County; 304 adults and dislocated workers and 240 youth between the ages of 14 and 24, received individualized career services; 88 of which received classroom training; 163 received Metrix learning (online self-paces curricula in business, technology and medical fields).

The WDB business services staff outreached to over 2,000 employers; serviced over 1800 job openings; and hosted over 53 on-site recruiting events serving over 500 job seekers and resulting in over 159 job placements.

The WDB has increased our capacity to serve and track priority populations through the successful awards of both a regional 1) Disability Employment Accelerator Grant and 2) Prison 2 Employment grant. These funding sources have afforded the WDB the opportunity to engage on a much deeper level with organizations serving these populations, and increased our ability to serve, track and provide job placement through increased employer engagement forums focusing on these populations.

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

**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, the Workforce Innovation and Opportunity Act of 2014 (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.

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.

Category	Required Percentage	Minimum	Maximum
Representatives of Business	>50%	10	13
Representatives of workforce	20%	4	5
Representatives of Education & Training	N/A (5 seats total)	5	5
Additional Seats from WIOA constituencies	N/A	0	2
<b>TOTAL</b>	<b>100%</b>	<b>19</b>	<b>25</b>

Seat terms shall be staggered and of four years' duration. The term of each seat will commence on July 1<sup>st</sup> and terminate on June 30<sup>th</sup> for calendar years later.

The Standing Committee (Executive, Youth and Business Economic & Development, Full Board), works to shape and strengthen local and regional workforce development efforts and provides information and assistance to the Board in carrying out the activities related to each committee's specified area.

(estimated response length: 1/4 page)

IV. Training/Certification

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any Training certifications to the Clerk of the Board.*

Upon appointment , all advisory body appointees and staff must view and certify that they have viewed both training programs.

- **Brown Act and Better Governance Ordinance**
- **AB 1234 Ethics Orientation**

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*

The WDB will continue to focus on our priority goals developed in 2017 with continued focus on increasing our employer engagement, utilizing our priority industries to inform training strategies and pathway development, and serving and tracking our work with priority populations.

As laid out in our 2019 strategic plan update and modification, in the next year we will be prioritizing the following:

- ✓ Through a state funded SB1 regional proposal we will be supporting MC3 certified pre-apprenticeship training programs with a focus on recruiting women into the trades
- ✓ Through our state funded regional Prison to Employment grant we will be working closely with our local probation departments and the California Department of Corrections and Rehabilitation to support employment and training strategies for individuals on parole and probation
- ✓ Building relationships with CalFRESH and Child Support Services to support employment and training strategies for individuals receiving CalFRESH and non-custodial parents
- ✓ We will continue our work serving individuals with disabilities focusing on intellectual and developmental disabilities
- ✓ We will be prioritizing serving English language learners.

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**DATE:** January 8, 2020  
**TO:** Executive Committee Members  
**FROM:** Workforce Development Board Staff  
**RE:** BOARD MEMBER REAPPOINTMENT TIMELINE AND PROCESS

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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 30<sup>th</sup>, 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**

On October 16<sup>th</sup> the ED sent an email to the 12 board members with terms ending June 30, 2020, asking if they are considering re-applying. A 2<sup>nd</sup> email was sent out the week of December 16<sup>th</sup>. We hope to receive applications in time for approval at the February 2020 Full Board meeting; this will allow adequate time for Board of Supervisor's approval, which can take several months. At this point, it does appear we will need to do some recruiting to fill several seats.

**D. ATTACHMENTS**

**D1a** Board member roster with term end-dates and notes (see bylaws in attachment A1a)



## 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
Vacant	3			6/30/20XX				
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 Georgian	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
Joshua Anijar	2	12/10/2019	6/30/2023	Executive Director	Centra Labor Council Contra Costa County	District #5	EXEC
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	
	EXECUTIVE COMMITTEE
	BUSINESS ECONOMIC & DEV.
	YOUTH COMMITTEE
	NOT ASSIGNED