



www.wdbccc.com

Full Board/Executive Agenda

February 4, 2020

3:00 p.m. – 5:00 p.m.

4071 Port Chicago Hwy, Conference Room A
Concord, CA 94520

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.

- 3:00 PM** **CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- 3:05 PM** **PRESENTATION ITEMS**
- P1** **Presentation from Policy Link on the Equity Atlas report**
- 3:45 PM** **CONSENT AGENDA**
- C1** **Approve Minutes from November 5, 2019 meeting**
C2 **Release of (3) Board Members**
- 4:15 PM** **ACTION ITEM**
- A1** **Approve Board Appointments (4)**
- 4:30 PM** **DISCUSSION ITEM**
- D1** **Board Member Re-appointments and Ad Hoc governance committee**
- 4:45 PM** **COMMITTEE REPORTS**
CHAIR'S REPORT
OTHER WDBCCC MEMBER REPORTS
EXECUTIVE DIRECTOR REPORT/UPDATES
- 5:00 PM** **ADJOURN**

UPCOMING MEETINGS:

Executive Committee Meeting: Wednesday, March 11, 2020

Next Full Board Meeting: Tuesday, May 5, 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, November 5, 2019

The Full Board met on Tuesday, November 5, 2019 at 4071 Port Chicago Highway, Conference Room A, Concord, California. Chair Bhupen Amin called the meeting to order at 3:07 pm. Chair Bhupen Amin reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT -Bhupen Amin, Jason Cox, Jose Carrascal, Terry Curley, Thomas Hansen, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Steve Older, Justin Steele, Vittoria Abbate

MEMBERS EXCUSED – Joshua Aldridge, Carol Asch, Kristin Connelly, Melissa Johnson, Bob Rivera, & Yolanda Vega

MEMBERS ABSENT – Romina Gonzalez, Fred Wood

WDB STAFF PRESENT – Patience Ofodu, Noramah Burch, Verneda Clapp, George Carter, Charles Brown and Rochelle Soriano

OTHERS IN ATTENDANCE – DCa (Rubicon), Madeline Bailey (International Rescue Committee), Maggie Montalvo (CCCOE)

PUBLIC COMMENT:

None

CONSENT AGENDA:

C1 Approve August 6, 2019 Full Board Meeting minutes

Motion\Second Michael McGill/Jason Cox

Motion Approved

PRESENTATION ITEMS:

P1 Presentation from Rubicon and the Workforce Collaborative

This report highlights key progress and accomplishments during the first year implementation of AJCC Comprehensive services and countywide WIOA access points and services.

Service Accessibility

Through consistent outreach efforts, residents and community service providers are now familiar with CCWC WIOA service locations and program offerings. WIOA services are actively being delivered at 11 countywide access points in addition the Comprehensive AJCC site. The AJCC and Access Points have seen continued increased participation in WIOA Orientations and enrollment in services.

Performance Management, Quality Assurance (QA) and Systems Improvement

Rubicon's quality assurance staff regularly support the CCWC by providing individual, group, and hands-on staff training. CCWC Coaches and Case-Managers have also launched "Lets Talk Shop", a peer support group on providing best practices and feedback related to individual cases and WIOA program flow questions. This shared systems approach to improving implemented during the 19/20 PY.

For the 2018/2019 PY, the CCWC accomplished the following WIOA services enrollment goals:

Table 1. CCWC Enrollment Progress Towards Goal

Funding Category	Goal	Jun 30, 2019
Adults	308	298 (97%)
Dislocated Workers	91	79 (87%)
Total	399	363 (91%)

Table 2. CCWC Individual Training Account (ITA) Enrollment

Program	ITA's Issued	Spent	Remaining Funds
Adults	58	\$207,725	\$129,025
Dislocated Workers	30	\$96,156	\$16,094
Total	88	\$303,881	\$145,119

Table 3. CCWC Individual Training Account (ITA) High Growth Industry Enrollment Data

Industry	# of ITA's	Percentage
Healthcare	38	43%
Transportation/Logistics	24	27%
Professional Services	19	22%
Construction	3	3%
Information Communication Technology (ICT)	4	5%

CCWC WIOA Job Placement Activities

During the 18/19 PY, 93 WIOA enrolled participants were exited from the program with employment. We expect this number to increase as participants complete training and are connected to career employment. Rubicon has also brought on-board a Senior Workforce Liaison to work directly with CCWC sites and partners to engage businesses and industry. Having a dedicated Sr. Workforce Liaison will yield increased connection to job openings, opportunities to develop On-the-Job Training (OJT) partnerships and industry informed training connections.

P2 Presentation from East Bay Economic Development Alliance**East Bay EDA – WHO WE ARE****Mission**

The East Bay Economic Development Alliance is the regional voice and networking resource for strengthening the economy, building the workforce and enhancing the quality of life in the East Bay.

- ✓ Regional Minded – Serving economic development in Alameda and Contra Costa counties to tackle issues beyond city bounds.
- ✓ Deeply Rooted – Independent nonprofit with over 29 years serving the East Bay.
- ✓ Cross-Sector – Private, public and nonprofit leadership network to build sustainable solutions.
- ✓ Business Connector - Convener of high networking events, educational panels and business

WHAT WE DO

- ✓ Network – 150+ members across Alameda & Contra Costa
- ✓ Leadership – Diverse committees of cross-sector leaders
- ✓ Advocacy – Lead the regional voice on critical polies & positions
- ✓ Data & Research – Reports & business forums on regional trends & opportunities

IMPACT AREAS

- ✓ Business Climate
- ✓ Regional Development
- ✓ Education/Workforce
- ✓ International Trade
- ✓ Legislation/Advocacy
- ✓ Regional Marketing

KEY CHALLENGES

- Growing labor shortages and workforce skills mismatch
- Difficulty of employers to retain and attract workers
- Lack of affordable housing supply for low and middle-income households
- Traffic congestion
- High business costs (i.e. construction, rents, regulatory hurdles)
- Global trade tensions create business uncertainty, hamper investment, and consumer spending

KEY PRIORITIES

- Relatively more affordable compared to San Francisco and San Jose MSA
- Commercial construction takes off in Oakland
- Goods movement infrastructure (i.e. Port of Oakland, highways, railroads.)
- Strong pipeline talent and innovative ecosystem (UC Berkeley,; 3 National research labs)
- Diverse employment in “driving industries” such as manufacturing and PSTS (professional, scientific and technical services)

2020 Activities & Priorities

- Elevate East Bay’s profile and visibility
- Expand engagement across the region
- Original research and reports
- Policy and legislative advocacy
- Strategic Planning and visioning - East Bay 2030

ACTION ITEM:

A1 Approval of 2019-2021 Triennial Sunset Review Report

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

Motion\Second Jason Cox/Robert Muller

Motion Approved

AYES: Bhupen Amin, Jason Cox, Jose Carrascal, Terry Curley, Thomas Hansen, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Steve Older, Justin Steele, Vittoria Abbate

NAYES: None

ABSENT: Joshua Aldridge, Carol Asch, Kristin Connelly, Melissa Johnson, Bob Rivera, & Yolanda Vega

ABSTAIN: None

DISCUSSION ITEM:

D1 Board Member Re-appointments

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.

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:

- Staff will actively pursue board recruitment
- Fill board vacancies under the sector industry

CHAIR'S REPORT

- Board Seat Vacancy Recruitment
- Encourage to attend Executive Committee Meeting

OTHER WDBCCC MEMBER REPORT

BED Committee

- Next BED Committee Meeting is on December 5, 2019
- Hidden Untapped Talent Forum
 - +150 Attendees & 80 employers
 - Well attended and supported by our board members

Youth Committee

- Field Trip to JobCorp (Treasure Island)
 - Residential career/technical education
 - Tour of the Facility
 - Serve youth from 16 – 24 years old
- Published date of RFP - December 2019
 - Contract Term September 2020
 - Seamless compared to previous RFP

Update:

- EC2 a May - Summit is on schedule
- Monthly meeting with 4 cities (Pittsburg, Oakley, Brentwood , & Antioch)
- 20 Brokers hosted by City of Pittsburg
- Stimulate the economy and stimulate jobs

THE MEETING ADJOURNED AT 4:53 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

C2

From: Jason Cox
Sent: Tuesday, December 31, 2019 2:37 PM
To: Donna P. Van Wert
Subject: Letter of Resignation

Donna,

After almost 29 years at USS-POSCO Industries I am finally retiring. I was fortunate enough to be able to train my successor for over a year and move into another position in the company to allow him to take on the job with me standing by in case of any questions. I think a company that is able to make that work is a company that treats its employees like they are really valued. Anyway, I've enjoyed working here. This is my last email as an employee.

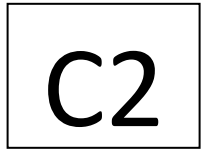
One of the aspects of work that I most enjoyed was being able to participate on the Workforce Development Board. I can't remember exactly when I joined the board, maybe 2008(?), but it has been a wonderful experience for me to work with people dedicated to helping people in our region find career opportunities that provide wages that allow them to support themselves and their families in Contra Costa County. And this has been a period where we (at work) had a hard time finding qualified employees, struggled through a big recession, and now find that skilled employees are once again hard to find. Through this time, the Workforce Development Board members and the staff have been focused on being prepared to help those needing work to find it, and to help those needing workers to find them. What a balancing act!

Anyway, my time on the board is at an end. Fortunately, I spoke with a long time friend here at work about the WDB, and he has put in his application to be considered for a position. I hope Travis Swenson will someday be able to look back on his time with you all with as much fondness as I can.

Best of luck to you all in fulfilling our WDB mission. I will miss you.

Regards,

Jason Cox
Environmental Person
USS-POSCO Industries



From: [Wood, Fred](#)
To: [Rochelle Soriano](#)
Cc: [Phillips, Melody](#); [Donna P. Van Wert](#)
Subject: Re: Executive Committee Meeting January 8, 2020
Date: Monday, January 6, 2020 11:39:20 AM

Dear Rochelle,

Please note that I have retired and will no longer be serving on the committee. Thank you.

Fred

Sent from my iPhone

C2

From: Melissa Johnson
Sent: Friday, December 27, 2019 8:48 AM
To: Rochelle Soriano ; Donna P. Van Wert
Subject: Resignation

Happy Holidays!

I am writing to let you know that I am relocating to the Sacramento area effective January; therefore, I unfortunately will need to resign from the CC Workforce Development Board.

Is there anything you need from me in order to proceed, or anything else I can do for you?

Melissa Johnson, MHA/MBA
Assistant Medical Group Administrator
Diablo Service Area



DATE: February 5, 2020
TO: Full Board/Executive Committee
FROM: Workforce Development Board Staff
RE: **Recommend Appointment to the Workforce Development Board**

This memo brings forth the recommendation for appointment to the Workforce Development Board of Contra Costa County:

Carol Asch to fill Governmental and Economic and Community Development Seat #3
Michael McGill to fill Workforce Business Seat #1
Kwame Reed to fill Government and Economic and Community Development Seat # 1
Yolanda Vega to fill Workforce Business Seat #3

A. BACKGROUND AND DISCUSSION

The Workforce Innovation and Opportunity Act (WIOA) calls for the majority of the members of local workforce boards to come from private sector businesses. With two-workforce labor seat vacancy, WDBCCC staff and board members will continue to strategically recruit key leaders to fill these positions.

B. CURRENT SITUATION

Filling all seats on our board is an important criterion in how our local area will continue to be viewed by the CWDB as part of continued board recertification and subsequent designation of our local area.

C. RECOMMENDATIONS

- 1) Recommend the appointment of **Carol Asch** to fill Governmental and Economic and Community Development Seat #3
- 2) Recommend the appointment of **Michael McGill** to fill Workforce Business Seat #1
- 3) Recommend the appointment of **Kwame Reed** to fill Government and Economic and Community Development Seat # 1
- 4) Recommend the appointment of **Yolanda Vega** to fill Workforce Business Seat #3

The WDB may choose to interview the candidate before recommending appointment.

D. SCHEDULE

Action on this item will result in applicant review by the FHS Committee of the Board of Supervisors on their next available agenda. Pending approval of the FHS committee, final appointment will then be made at the subsequent Board of Supervisors' meeting.

E. ATTACHMENTS

- A1a** **Carol Asch** application form
A1b **Michael McGill** application form
A1c **Kwame Reed** application form

A1d Yolanda Vega application form

A1e Board member roster with term end-dates (see D1a attachment)

Print Form

Contra
Costa
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Carol

Last Name

Asch

Home Address - Street

[REDACTED]

City

[REDACTED]

Zip Code

[REDACTED]

Phone (best number to reach you)

[REDACTED]

Email

[REDACTED]

Resident of Supervisorial District:

[REDACTED]

EDUCATION

Check appropriate box if you possess one of the following:



High School Diploma



CA High School Proficiency Certificate



G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

San Diego State University

Vocational Rehabilitation

Yes

No

Stanford University

Russian

Yes

No

University of California Berkeley

Slavic Languages and Literatures

Yes

No

Other Training Completed:

[REDACTED]

Board, Committee or Commission Name

Workforce Development Board

Seat Name

Department of Rehabilitation

Have you ever attended a meeting of the advisory board for which you are applying?

No

Yes

If yes, how many?

unsure - have been on the board for years

Please explain why you would like to serve on this particular board, committee, or commission.

As Regional Director for the Department of Rehabilitation, Greater East Bay District, I would be best suited to take on this seat.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have served on this board for over 7 years as the representative for Vocational Rehabilitation. Through my work with the Department of Rehabilitation, I have over 20 years experience assisting individuals with disabilities in obtaining employment.

I am including my resume with this application:

Please check one:

Yes

No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

Yes

No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

Currently on the Workforce Development Board.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

[Redacted Signature]

Date:

1/6/2020

Submit this application to:

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651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Michael **Last Name** McGill
Home Address - Street [Redacted] **City** [Redacted] **Zip Code** [Redacted]
Phone (best number to reach you) [Redacted] **Email** [Redacted]
Resident of Supervisorial District: 2

EDUCATION Check appropriate box if you possess one of the following:
 High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
University of Michigan	BS Civil Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of Michigan	MS Civil Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University of Michigan	MS Water Resource Engineering	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed: [Redacted]

Board, Committee or Commission Name Workforce Development Board of CCC **Seat Name** Business Seat 1

Have you ever attended a meeting of the advisory board for which you are applying?
 No Yes If yes, how many? 80-100

Please explain why you would like to serve on this particular board, committee, or commission.
 Continue my ongoing service to the County.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Past Chair of this Board, 4 terms.
 Past Chair of the P3 Committee.
 Current Chair of Youth Council/Committee.

I am including my resume with this application:
 Please check one: Yes No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.
 Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

30 years as JFKU Trustee/Regent, Currently Chair of the Board.
Board Member East Bay Leadership Council
Co-Founder/Current Board Member Los Medanos College Foundation
Board Member CentralSan
CC LAFCO Commissioner
Co-Founder EC2
State Board Member and Vice-Chair CALAFCO

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:



Date:

10/17/19

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

Application Form

Profile

Kwame

First Name

P

Middle Initial

Reed

Last Name

[Redacted] Home Address

Suite or Apt

[Redacted] City

[Redacted] State

[Redacted] Postal Code

Business: [Redacted] Primary Phone

[Redacted] Email Address

Which supervisorial district do you live in?

District 5

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Cal Poly San Luis Obispo

Degree Type / Course of Study / Major

BS - City and Regional Planning

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Workforce Development Board: Submitted

Seat Name

Economic Development Rep

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If you have attended, how many meetings have you attended?

1

Please explain why you would like to serve on this particular board, committee, or commission.

As the Economic Development Director for the City of Antioch, my primary role is to encourage and assist company and job growth in the city. With Antioch being the 2nd largest city in the County, the ability to work with this board on strengthening our workforce will improve the entire East Contra Costa County region. I have worked very closely with WDBCC staff over the past 4-5 years.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

Yes No

List any volunteer or community experience, including any advisory boards on which you have served.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see resume.

[Kwame Reed Resume 2020a.pdf](#)

Upload a Resume

Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree



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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

YOLANDA

Last Name

VEGA

Home Address - Street

[REDACTED]

City

[REDACTED]

Zip Code

[REDACTED]

Phone (best number to reach you)

[REDACTED]

Email

[REDACTED]

Resident of Supervisorial District:

11

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma

CA High School Proficiency Certificate

G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
CCNY (New York)	Political Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
St. Mary's College of California	Masters, Finance & Marketing	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
U.C. Berkeley	Mediation / Arbitration	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Executive Coach; Career Deverlopment Coach; Meeting Facilitator , Master Trainer

Board, Committee or Commission Name

CCC Workforce Development Board

Seat Name

[REDACTED]

Have you ever attended a meeting of the advisory board for which you are applying?

No

Yes

If yes, how many?

Regular Scheduled Meetings

Please explain why you would like to serve on this particular board, committee, or commission.

I would like to continue to serve on the board. I have extensive involvement with the Military Veteran's community - Veteran's Court (Mentor); VA Hospital (support recreational therapy group);

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

[REDACTED]

I am including my resume with this application:

Please check one:

Yes

No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

Yes

No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

City of Lafayette, Chair (former) Circulation Commission - 3 years; CCC Citizen Advisory Committee, Chair (former) - 2 years and currently serving

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

[Empty box for relationship details]

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

[Empty box for relationship details]

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my right to serve on a board, committee, or commission in Contra Costa County.

Signed:

[Redacted signature]

Date:

3 Nov 2019

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651 Pine St., Room 106
Martinez, CA 94553

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1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

DATE: February 5, 2020
TO: Full Board/Executive Committee
FROM: Workforce Development Board Staff
RE: BOARD MEMBER REAPPOINTMENT AND AD HOC GOVERNANCE COMMITTEE

This brings before the Board an update on the need to develop a plan to address the terming out of 12 board members effective June 30, 2020, and an update on the development of a slate of officers for the upcoming fiscal year 2020-2021.

A. BACKGROUND AND DISCUSSION

Board Appointments

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.

Ad Hoc Governance Committee

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. CURRENT SITUATION

Board 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 this many board member's terms expiring at the same time.

We are in the process of reaching out to these board members and assessing their intention to re-apply to serve on the WDB, and encouraging them to submit their application as soon as possible. In the event of vacant seats, the WDB is developing a recruitment strategy for new board members necessary to keep our board at full capacity and meet the certification requirement.

Ad Hoc Governance Committee

An Ad Hoc Governance committee was selected at the January 8th, 2020 Executive Committee Meeting. Members include: Michael McGill, Bhupen Amin, Ashley Gerogian

C. SCHEDULE

Board appointments

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 be asked to submit their applications through the Contra Costa County website, including a letter of recommendation, ASAP. Applications will need to come before the WDB for approval, then forward to the Family and Human Services Committee, and then to the Board of Supervisors for final approval, which can take several months.

Ad Hoc Governance Committee

The election of officers is scheduled for the full board meeting on May 5, 2020.

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	Re-Apply	Title	Entity	District # (Employment)	Committee
Michael McGill	1	3/29/2016	District #2	6/30/2020	YES	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	NO	Chief Operating Officer & Counsel	Lotus Hotels & Investments	District #4	EXEC
Jose Carrascal	6	3/29/2016	District #3	6/30/2020	Unknown	Production Leader	The Dow Chemical Company	District #5	EXEC/YOUTH
Jason Cox	7	3/29/2016	District #4	6/30/2020	Resigned	Manager, Rolling Div. Maintenance	USS-POSCO Industries	District #5	EXEC
Ashley Georgian	8	3/29/2016	Plesanton, CA	6/30/2020	NO	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	NO	Vice President of Sales	The Staffing Solutions	District #5	BED
Justin Steele	11	3/29/2016	Berkeley, CA	6/30/2020	NO	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	Resigned	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	Resigned 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	NO	Economic & Community Dev./President & CEO	East Bay Leadership Council	District #4	BED
Richard Johnson	2	3/29/2016	6/30/2020	YES	Employment Service/Employment Prog.Manager II	California Employment Development Department	District #4	BED
Carol Asch	3	3/29/2016	6/30/2020	YES	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	YES	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)
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ARTICLE I – NAME AND ADHERENCE TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

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

ARTICLE II - SCOPE AND RESPONSIBILITIES

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

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

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

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

ARTICLE III - MEMBERSHIP

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

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

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

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

ARTICLE IV: DUTIES OF MEMBERS

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

ARTICLE V - OFFICERS AND ELECTIONS

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

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

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

ARTICLE VI - VACANCIES

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

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

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

ARTICLE VIII - COMMITTEES

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

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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.

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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.

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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**