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**Our Vision:**

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

## **Executive Committee Meeting**

### **Agenda**

**April 8, 2020**

**3:00 p.m. – 5:00 p.m.**

**CALL-IN ONLY: 712-775-7039 Code: 602841#**

- 3:00 PM** CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST  
PUBLIC COMMENT
- 3:05 PM** **CONSENT AGENDA**  
**C1** Approve minutes from January 8<sup>th</sup> meeting
- 3:15 PM** **ACTION ITEMS**  
**A1** Approve Board Applications  
**A2** Approve Ad Hoc Committee recommendation to Full Board for 2020-2021 Slate of Officers
- 3:45 PM** **DISCUSSION ITEMS**  
**D1** Discuss Board Member re-appointments new member recruitment  
**D2** COVID-19 Impact
- 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, January 8, 2020

The Executive Committee met on Tuesday, January 8, 2020 at 4071 Port Chicago Highway, Conference Room A Concord, CA 94520 and at 1201 California Avenue Pittsburg, CA 94565 Conference Room and 2525 San Pablo Dam Rd. San Pablo CA 94806 Conference Room. Co-Chair Yolanda Vega called the meeting to order at 3:06 pm. Co-Chair Yolanda Vega reminded everyone of potential conflict of interest.

**ATTENDANCE**

MEMBERS PRESENT: Bhupen Amin, Ashley Georgian, Michael McGill, Justin Steele, Yolanda Vega, Joshua Anijar

MEMBERS ABSENT – Jason Cox (Ex), Jose Carrascal

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

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

**PUBLIC COMMENT**

None

**CONSENT ITEM**

**C1 Approve October 15, 2019 Executive Committee meeting minutes.**

**Motion/Second Michael McGill/Bhupen Amin**

**Motion Approved Approved with correction**

**ACTION ITEMS**

**A1 Establish a Nominating Committee for Board Chair & Vice Chairs**

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.

**Motion/Second: Mike McGill/Justin Steele**

**Motion Approved Approved**

**Volunteers:**

- Mike McGill – Chair
- Bhupen Amin
- Ashley Georgian
- Justin Steele

**AYES:** Bhupen Amin, Ashley Georgian, Justin Steele, Michael McGill, Justin Steele, Yolanda Vega, Joshua Anijar

**NAYES:** None

**ABSENT:** Jason Cox, Jose Carrascal

**ABSTAIN:** None

**A2 Approve Advisory Body Annual Report**

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

**Motion/Second**                      **Bhupen Amin/Justin Steele**  
**Motion Approved**                      **Approved with additional information of the collaborative partnership**

**AYES:** Bhupen Amin, Ashley Georgian, Justin Steele, Michael McGill, Justin Steele, Yolanda Vega, Joshua Anijar

**NAYES:** None

**ABSENT:** Jason Cox, Jose Carrascal

**ABSTAIN:** None

**DISCUSSION ITEMS:**

**D1      Discuss Board Member re-appointments and need to recruit new members**

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.

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.

**Comments/Feedback:**

- Balance board membership composition
- Approach or reach out to our target industries
- WDB Staff reach out to candidates and business
  - Kwame Reed, City of Antioch
  - Philipps 66
  - CN&H Sugar
  - MCE
  - PG&E
  - Bishop Ranch
  - Construction Industry
- Board Members will recommend possible candidate
  - Justin Steele, Chevron
  - Jason Cox, Dow Chemical
  - Joshua Anijar, Labor Seats

**D2      Updates: 501(c)(3), staffing, grants, budget**

**501(c)(3)**

- Schedule to meet with County Counsel regarding 501 (c)(3) with the support of Kathy Gallagher
- Consultants did a good job in curving out our 501 (c)(3)
- Opportunity to raise money (funding)

**Staffing**

- Verneda Clapp, Workforce Services Specialist as of October 15<sup>th</sup> 2019
- Jennifer Joel, Lead Clerk MIS
- Vacancies trying to see an alternatives of filling in positions

**Grants**

- DEA Grant has ended
- Funding for Integrated Services Homeless

**Budget**

- Complex and complicated



- Actual's Expense is not on "real time" there is a lag in reporting
- Continuous struggle working with EHSD Fiscal Unit
- WDB staff is hopeful for a possible report on budget and expenditures in the next meeting

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

- Oscar Dominguez is no longer the SBDC Director and SBDC is no longer under WDB
  - SBDC is now with SBA
  - WDB will not pursue to host SBDC
- Presentation on Equity Atlas Report (Regional Coalition) at the next Full Board Meeting Feb. 4, 2020
- Website Update – is not Live
  - Feedback/ Comments

#### **COMMITTEE MEMBER REPORTS**

Patience Ofodu, Business Economic & Development

- Cancel last meeting , December 4, 2019
- Possible an off-site future meetings

Mike McGill, Youth Committee

- A lot of enthusiastic members
- Last Youth Committee was help at the JobCorps visit.
  - It was very engaging and refreshing
  - A lot of good feedback
- Work on the RFP Draft Schedule
  - Rating of RFP by April 2020
  - A lot of good Youth Service Providers are interested
  - The next Youth Committee meeting will be at the JobCorps visits.

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

None

#### **THE MEETING ADJOURNED AT 4:48 PM**

Respectfully Submitted,  
Rochelle Martin-Soriano, Board Secretary

/rms

**DATE:** April 8, 2020  
**TO:** Executive Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Recommend Appointment to the Workforce Development Board**

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This memo brings forth the following applications for review and potential recommendation for appointment to the Workforce Development Board of Contra Costa County:

**Richard Johnson** to fill Governmental, Economic, and Community Development Seat #2  
**Stacey Marshall** to fill Workforce Business Seat #7  
**Philip Halley** to fill Undetermined Workforce Seat

#### **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 2 workforce labor seat vacancies, 1 education and training seat vacancy, and 5 potential business seat vacancies, WDBCCCC staff and board members will continue to strategically recruit key leaders to fill these positions.

Per WDBCCC ByLaws Section B, business seat appointments should reflect the following:

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

Refer to WDBCCC ByLaws (**Attachment A1a**) for definition of all board seat designations.

#### **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 **Richard Johnson** to fill Governmental and Economic and Community Development Seat #2
- 2) Recommend the appointment of **Stacey Marshall** to fill Workforce Business Seat #7
- 3) Defer or recommend the appointment of **Philip Halley** to fill a Workforce Board Seat

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

**D. SCHEDULE**

Action on this item will result in applicant's approval and final appointment will be then be made at the Board of Supervisors' meeting.

**E. ATTACHMENTS**

- A1a** WDBCCC ByLaws
- A1b** **Richard Johnson** application form
- A1c** **Stacey Marshall** application form
- A1d** **Philip Halley** application form
- A1e** Board member roster with term end-dates as of 4.2.2020

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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 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**



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**

<b>First Name</b> Richard	<b>Last Name</b> Johnson	
<b>Home Address - Street</b> [REDACTED]	<b>City</b> [REDACTED]	<b>Zip Code</b> [REDACTED]
<b>Phone (best number to reach you)</b> [REDACTED]	<b>Email</b> [REDACTED]	
<b>Resident of Supervisorial District:</b> [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	
Trinity School of the Bible	Ministerial Arts	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
American River College	General Education	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Sierra College	Total Quality Management	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Other Training Completed:

**Board, Committee or Commission Name**

**Seat Name**

Workforce Development Board

Wagner-Peyser Representative

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

☐ No

☒ Yes

If yes, how many?

10

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

Title III Employment Development Department (EDD) Workforce Services Branch (WSB) Wagner-Peyser Grant Representative - Required Board Member. Continue to provide support to the Contra Costa Workforce Development Board in the oversight of the programs and services provided to the community to promote economic development through the support of our agencies and partners various programs.

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

EDD WSB Cluster Manager for the Concord EDD office at 4071 Port Chicago Hwy, Ste 250, Concord, CA 94520, the Comprehensive America's Job Center of California (AJCC) One-Stop. Responsible for EDD service delivery for services to Job Seekers, Business and coordination of services to partners throughout Contra Costa County. Currently an active member of the Contra Costa Workforce Development Board.

**I am including my resume with this application:**

Please check one:

☐ Yes

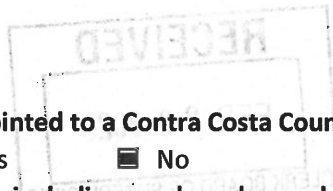
☒ No

**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.

Current Title III EDD Wagner-Peyser Grant Representative. Member of Workforce Development Board of Contra Costa County and City of Richmond

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:

Feb 20, 2020

Submit this application to:

Clerk of the Board of Supervisors  
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](mailto:ClerkofTheBoard@cob.cccounty.us)

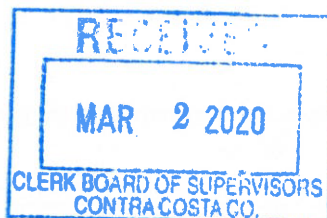
#### Important Information

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.





Contra  
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## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Stacey

Last Name

Marshall

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

### 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	
Syracuse University	M.A. Political Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Spelman College	B.A. Political Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Senior Professional in Human Resources - Certification

Board, Committee or Commission Name

Workforce Development Board

Seat Name

Board Member

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

☐ No

☒ Yes

If yes, how many?

One

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

It would be an honor to serve on the Workforce Development Board of Contra Costa County. I've long since known the value of giving and it would be a joy to lend my experience and talents to an organization that couples two of my passions. I've had some very instrumental influences along my journey and welcome the opportunity to pay it forward in my local community. In addition to collaborating with their business services team through employer forums and corporate outreach, I know firsthand the impact we can make together supporting our local economy. C&H Sugar remains committed to partnering with WDB. My predecessor, Jill Nohl, has spoken highly of her experiences and it would be a pleasure to be back.

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

With over 15 years of post-secondary and industry experience in Human Resources and Management, I'm uniquely suited for this opportunity. My breadth of career expertise along with my Graduate research in Public Policy has helped to develop an array of professional competencies and proficiency in Workforce Planning and Development. My fervent drive to create career paths while encouraging those along the way, is what I look to bring to Contra Costa County at large. My scope of experiences and proven record of work performance and leadership demonstrates my commitment to this vital endeavor.

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.

Groundwork Hudson Valley (Board Member), Society for Human Resource Management, INROADS, Target School Library Makeover Volunteer, Spelman College Alumnae Treasurer, Dress for Success Hartford.

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:

3/2/2020

Submit this application to:

Clerk of the Board of Supervisors  
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](mailto:ClerkofTheBoard@cob.cccounty.us)

#### Important Information

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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.

## Contact

[www.linkedin.com/in/stacey-marshall-sphr-shrm-scp-91a1a17](http://www.linkedin.com/in/stacey-marshall-sphr-shrm-scp-91a1a17)  
(LinkedIn)

## Top Skills

Workforce Planning  
Talent Management  
Career Development Coaching

## Certifications

Senior Certified Professional  
Senior Professional in Human Resources (SPHR)

# Stacey M. Marshall, SPHR, SHRM-SCP

Senior Human Resources Leader - C&H Sugar Company, Inc.  
San Francisco Bay Area

## Summary

I am an SPHR & SHRM-SCP Certified professional with over 15 years of post-secondary and industry experience in Human Resources and Management. My breadth of career expertise along with my Graduate research in Public Policy, has helped to develop an array of professional competencies and proficiency in Labor Relations, Workforce Planning, Compensation & Benefits, Contract Negotiation, Collective Bargaining, Talent Management, Recruiting, Training & Development, HRIS, Change Management, Employee Engagement, Immigration and International Work Visa Authorizations.

My scope of experiences and proven record of work performance and leadership in Human Resources and Management, demonstrates growth and an ability to learn and execute in cross-functional groups.

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## Experience

### ASR Group

Senior Human Resources Leader - C&H Sugar Company, Inc.  
December 2015 - Present (4 years 3 months)  
Greater New York City & San Francisco Bay Area

American Sugar Refining: Domino Sugar, Tate & Lyle Sugar, Red Path Sugar, Sidul Azúcar

### Danaher Corporation - Jacobs Vehicle Systems

Labor Relations Manager  
April 2014 - November 2015 (1 year 8 months)  
Hartford, Connecticut Area

- Successfully developed and executed contract negotiation strategy for new collective bargaining agreement to improve cost reduction potential and labor flexibility.

- Utilized strategic deep dives to enhance industrial relations service level, by engaging key stakeholders to develop and implement standard work regarding high risk attrition of aging workforce and skilled trade employees.
- Reduced grievance and arbitration cases, in addition to Connecticut Commission on Human Rights and Opportunities compliance investigations, through conflict resolution training to promote plant-wide culture of collaboration.
- Established visual factory strategy to communicate key HR performance indicators and metrics to senior leadership and operations teams.
- Assessed workforce skills matrix and developed internal apprenticeship program to close skill gaps and effectively react to market fluctuations and labor demands.

### Infosys Limited

Human Resources Business Partner

March 2013 - April 2014 (1 year 2 months)

Hartford, Connecticut Area

- Managed full cycle employment portfolio for over 1000 international business consultants, developing strategies for increasing competency & proficiency levels, performance management, and sourcing to ensure effectiveness in delivering to global business model.
- Managed employee relations activities including immigration & international work visa authorization, counseling & coaching of client group and business partners on policy, conducting internal investigations, developing corrective action plans, and implementing global change management strategies.
- Tracked and analyzed staffing and key business trends using feedback from exit interviews to identify challenges and opportunities inherent to the emerging business, providing recommendations to senior leadership in developing actionable talent pipeline strategies.

### UTC Power, United Technologies Corporation

Senior Analyst, Human Resources

December 2011 - March 2013 (1 year 4 months)

Hartford, Connecticut Area

- Managed HRIS to analyze and track metrics, perform Compensation Analysis Review, develop Affirmative Action Plans, Immigration Sponsorship, and Benefits Administration.
- Member of Industrial Labor Relations team including, Union Contract Negotiations: Collective Bargaining Agreement Grievance Management, and Strike Contingency Planning.



- Led company-wide Employee Engagement and Retention initiatives, serving as liaison to Workforce Diversity Groups, establishing Survey Steering Committees, and coordinating Wellness Initiatives.
- Lead Coordinator for External Vendor Relations; Audit and Approve work statements for Outsourced & Contract Labor and continued evaluation of Shared Business Suppliers.
- Led Recruiting efforts, developing Strategic Sourcing plans to manage manufacturing talent pipeline, including onboarding, ergonomic assessment, and analysis of exit interview data.

### Target Corporation

Executive Team Leader, Human Resources

October 2007 - December 2011 (4 years 3 months)

Greater Atlanta Area & Hartford, Connecticut Area

- Conducted new hire candidate final interviews and facilitated onboarding process, reviewing employment verification, coordinating drug screenings and background checks, setting compensation levels, and leading orientations to familiarize candidates with company policies and procedures.
- Instructed training courses for executive teams on Coaching Corrective Action, Talent Management & Development, Legal Compliance, American Disabilities Act (ADA), Union Labor Relations, and Family Medical Leave Act (FMLA).
- Improved storewide metrics by assessing individual groups' capabilities weighed against projected business needs, assigning learning plans, and auditing to ensure completion.
- Coordinated action plans with corporate legal compliance team, serving as court liaison for employee relations hearings (i.e. terminations, benefits, wage disputes).
- Initiated realignment of staffing with corporate culture by implementing level setting metrics for leadership team of executives, in recruiting and screening new employees for hiring.
- Opened largest volume Target retail store in Georgia- coordinating staffing, instituting policy to establish culture, and leading store to uphold legal standards in the area of compliance (i.e. compensation, labor policy for minors, corporate brand standards).
- Managed daily operations of store, including planning and executing storewide budget decisions, ensuring productivity, and supply chain efficiency.
- Assembled and maintained staffing of knowledgeable and accountable direct reports through recruitment, training, development, and retention strategies.

### **Anheuser-Busch**

#### **Marketing Representative**

**May 2007 - August 2007 (4 months)**

**Syracuse, New York Area**

- Conducted market research for T.J. Sheehan Distributing & compiled consumer feedback database via on-site surveys.
- Researched consumer trends to develop and implement marketing strategies for targeted demographics.
- Coordinated & executed marketing plan for large-scale promotional events (100+ guests).

### **Kaiser Permanente**

#### **Communications and External Affairs Intern**

**June 2003 - December 2004 (1 year 7 months)**

**Portland, Oregon Area**

- Coordinated volunteer participation in local community events
- Researched and wrote articles for internal employee communications forum
- Wrote media releases for internal and external distribution and circulation
- Educated the Greater Portland Area about public health and safety concerns through outreach efforts
- Established member and service-volunteer data bases
- Corresponded with internal and external service vendors

### **Enterprise Rent-A-Car**

#### **Branch Office Intern**

**May 2002 - August 2002 (4 months)**

**Milwaukie, Oregon**

- Marketed to local business partners (sales calls, promotional events)
- Monitored/evaluated performance company reports (daily, weekly and yearly)
- Performed daily branch operational tasks (fleet management, etc).
- Developed and maintained high customer service levels

### **May Merchandising Company**

#### **Meier & Frank Intern**

**June 2001 - January 2002 (8 months)**

**Portland, Oregon Area**

- Tracked weekly sales and handled inventory accounting/reporting
- Processed employment applications and performed human resources benefits analysis
- Participated in divisional merchandising meetings

---

## Education

Syracuse University - Maxwell School

MA, Political Science · (2005 - 2007)

Spelman College

BA, Political Science

Stanford University

Political Science and Government

**Application Form**

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**Profile**

Phillip

First Name

Halley

Middle Initial

Last Name

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Email Address

**Which supervisorial district do you live in?**☒ District 3

---

**Education****Select the option that applies to your high school education \***☒ High School Diploma**College/ University A****Name of College Attended**

San Francisco State University

**Degree Type / Course of Study / Major**

Bachelors - Business Administration

**Degree Awarded?**☒ Yes ☐ No**College/ University B****Name of College Attended**

San Jose State University

**Degree Type / Course of Study / Major**

Masters - Transportation Management

**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?**

Tri-Delta Transit Authority Board of Directors (BoS Appointees Only): Submitted  
Workforce Development Board: Submitted

**Seat Name**

**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?**

5



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

I moved to Contra Costa County in 2016 and have watch with amazement how fast the region is growing. However, with that growth comes some significant challenges, if not addressed timely and properly. Two such challenges are transportation needs of the region (specifically, transit); as well as jobs and workforce education and development. These are also the two areas that I have considerable work experience, and hope that I can lend my knowledge to addressing any County concerns.

---

## **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)**

1) Tri-Delta Transit Authority Board of Directors (BoS Appointees Only) - I have more than 10 years experience working in transportation for public agencies. I worked for a large city in the Transportation Department, and gained valuable experience working side by side the engineers, planners, and financial staff charged with maintaining, improving, and funding the transportation and transit infrastructure. Currently, I work for the Alameda-Contra Costa Transit District (AC Transit) as the Contracts Compliance Administrator. The position affords me the opportunity to work closely with senior management and executive staff and gain a well rounded understanding of implementing transit service for the 3rd largest provider in California. 2) Workforce Development Board - In my role at AC Transit, a component of my responsibility includes working with internal and external partners on best practices and tools to improve small business participation on agency contracts. This includes DBE, SBE, and local firms. In addition, I work closely with our local apprentice training partners to attract local and female workers onto agency contracts. This is accomplished through existing and future Project Labor Agreements, as well as partnering with other local agencies to review and understand the impacts of regional PLAs and establish best practices.

[Resume\\_PHalley\\_current.doc](#)

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:**

---

As the Contracts Compliance Administrator with AC Transit, I have access to, and sign off on, any and all contracts. This may include contracts that in partnership with or funded by Contra Costa County.

**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 undersand 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

# Phillip J. L. Halley



## **Professional Summary**

10+ years of experience in the transportation sector working with private, public, and government organizations. Specializing in budget development and analysis, program management, and providing program operational support.

## **Employment History/Experience**

### **Alameda-Contra Costa Transit District (AC Transit), Oakland, CA**

**September 2018 to present: Contracts Compliance Administrator** – Review and oversee contracts compliance department activities and processes for the District. Administer and review the District's contract compliance programs, policies, procedures, and systems. Develop strategies, techniques, and criteria for contract compliance, and establish new methodologies to monitor and achieve contract administration goals and objectives within a contract compliance perspective. Develop and monitor programs to provide equal opportunities for Disadvantaged Business Enterprises (DBE) and Small Local Business Enterprises (SLBE) participation in District's contracts; and facilitates DBE participation through outreach, communication, training, and business development. Advise the District in regard to DBE and SLBE program validity and effectiveness. Recommend changes to District policies and practices to improve conformance.

Review contract specifications; IFBs, RFQs, RFPs, RFIs, purchase orders and all contract amendments for the District to ensure that all legal and Federal Transit Administration (FTA) requirements and District interests are upheld. Evaluates procurement processes, methodology, and solicitation documents. Ensure that all documentation conforms to the policies, practices, goals, and objectives of the DBE program. Monitor third party contracts for adherence to federal and state prevailing wage requirements (Davis Bacon Act) on construction (non-professional services) contracting activities. Oversee and/or conduct on-site inspections and compliance reviews of contractor projects to ensure compliance with contract requirements and specifications. Act as the District liaison with federal, state, and local government agencies regarding the District's short and long-term contract compliance interests. Present District's DBE activities to the Board of Directors.

### **Alameda-Contra Costa Transit District (AC Transit), Oakland, CA**

**December 2017 to September 2018: Senior Capital Planning Specialist** – Maintain and coordinate capital planning programs including grants administration and conduct studies and analysis of grant funding and expenditures. Perform complex capital planning and grants administration studies in support of the long-term capital development process. Review and analyze federal, state, and regional laws, regulations, and processes and identify potential impacts on District finances and operations. Coordinate and maintain the capital planning process, including the oversight and preparation of capital planning documentation for specific funding programs, the District's federal funding program, and the preparation of assigned financial elements of the short- and long-range capital plans.

Prepare capital and operational funding applications, amendments and revisions; research new sources of funding; and prepare reports and correspondence to internal and external partners. Represent the Capital Planning and Grants department on project development and

implementation teams. Act as a District liaison and representative on outside funding task forces and committees.

Collaborate and maintains ongoing working relationships with external funding and transit associations, including county, regional, and federal funding agencies. Compile and disseminate information about state and federal legislation and provide financial and/or policy analysis on federal and state regulatory language and mandates, and other issues that affect the District or public transit. Prepare database submittals in on-line financial, project management, and project tracking software.

**Alameda-Contra Costa Transit District (AC Transit), Oakland, CA**

***January 2016 to December 2017: Associate Management Analyst*** - Researched and analyzed State and Federal requirement regarding Public Works Contracts. Work with the Contracts Compliance Administrator to provide consultation to staff, contractors, and the general public on laws regarding prevailing wage determinations, California DIR Certified Payroll, Federal Buy America requirements, Disadvantage and Small Business Enterprise Goals, and EEO Labor Compliance requirements for public works projects. Research and validate DBE and Small Business certifications, as well as contractor registration with the California DIR. Perform quantitative analysis for Contracts Compliance data sets, verify accuracy of data, generate detailed reports, and formulate corresponding recommendations to assist the Department in meeting contracting goals. Present data findings and recommendations to the Contracts Compliance Administrator, and other stakeholders as necessary. Assist the Contracts Compliance Administrator in preparing correspondence to contractors regarding non-compliance issues including prompt payment, DBE or SBE utilization, and overall contract requirements. Draft, prepare, and deliver reports to the General Manager and AC Transit Board of Directors on the status and effectiveness of the various disadvantaged and small business programs. Participate, or lead project updated calls, as assigned. Work closely with contractors on submitting and reviewing electronic certified payrolls (CPRs) and ensuring compliance with State and Federal (Davis Bacon) prevailing wage requirements, and EEO workforce utilization reporting, including local hire, apprenticeship, minority, and female worker utilization requirements. Assist the Contracts Compliance Administrator in reviewing and editing solicitation language establishing general contract language or assigning business goals to a particular contracting opportunity. Assist with or perform the District's contractor outreach efforts to DBEs and small business to participate in the District's contracting opportunities. Engage in required contractor monitoring, and regulatory jobsite visits or interviews. Draft Contracts Compliance Department policies and systems procedures for approval by the Contracts Compliance Administrator.

**City of Sunnyvale, Information Technology Department, Sunnyvale, CA**

***July 2014 to January 2016: Administrative Analyst II*** - Work as an Administrative Analyst assisting the Administrative Services Manager with monthly budget and expenditure tracking and analysis, reviewing and reconciling procurement card expenditures, and processing weekly payroll documents. In addition, function as the department's asset management specialist through inventory and reconciliation of IT related assets. Also, I work closely with the IT technical staff as project management analyst and provide administrative and analytical support on contract negotiations, reviewing contract requirements, tracking contract renewals, and completing the procurement process.

**City of San Jose, Department of Transportation, San Jose, CA**

***June 2011 to June 2014: Analyst II*** - Work as a Grant/Budget Analyst assisting project engineering staff with development, submissions, and management of federal, state, and locally funded grant projects. Apply and maintain grant applications and funding by acquiring necessary documents

and information from the funding agency's internet site, reviewing and analyzing applications to determine application requirements, assist with preparation of required documentation for senior management approval, and coordinating grant initiation efforts and work with funding agencies to determine reprogramming activities or options, if necessary. Worked with Risk Management Department on reporting to City, Caltrans, and FHWA regarding grant and project DBE/UDBE utilization, as well as auditing prevailing wage, and required work site postings. Educated and encouraged project managers on the process of including SBE, DBE, or UDBE utilization goals in the contracts, as well as verification of business status. Assisted in drafting policy for conducting project site visits and performing DBE or UDBE verifications. Establish project tracking and review systems for assigned projects, and update staff and management on project progress, from award to closeout. Coordinate project management activities with other departments, funding agencies, and project staff, as necessary. Prepare and maintain project funding data for budgets, planning, and forecasting by preparing and processing budget schedules for various phases of the project, finance letters, billing invoices, and ensuring project expenditures are correct and warranted. Conduct financial and statistical analysis for reporting purposes by extracting, compiling, analyzing, and formatting data obtained from various database sources.

**City of San Jose, Department of Transportation, San Jose, CA**

**July 2007 to June 2014: Front Office and Permit Program Manager** – Work as the Program Manager for the Department's Front Office Operations and Permit Center. Manage and supervise administrative staff who are responsible for providing front desk reception and customer service for the Director's Office, and staffing the Permit Center that issues varying type of permits to customers including residential parking permits (RPP), No-Parking or Tow –Away permits, Meter Hood permits, and Clean Air/Hybrid Vehicle permits. Worked with staff to streamline and improve the permit databases from printed paper, to Excel, and then to an Oracle Database System. Established performance measures and conducted a needs assessment evaluation which were successful in identifying areas for improvement, and implemented improvements including an online fill-in forms, elimination of a redundant program, and the beginnings of an online RPP program. Completed an internal audit of the Commuter Check program which result in “no findings”.

**City of San Jose, Department of Transportation, San Jose, CA**

**July 2007 to June 2011: Sr. Analyst** – Worked as a Sr. Budget Analyst providing expenditure and revenue forecasts as a whole for the Transportation Operations Division, and the Department of Transportation. Worked on revenue and expense forecasts for other divisions, as needed. Performed on-going and ad hoc analyses, determining sources of funding and revenue, and retrieving and assessing expenditure data from various financial management systems and databases. Assisted in the management of the \$3.5 million General Fund operating budget, and the \$50 million Capital Improvement Project budget for the Operations Division. Recommended adjustments and prepared the mid-year, annual, and base budget reports. Work closely with budget office to support the annual budget and accounting processes. Other duties included working as the Front Desk Program Manager.

**Network General, Engineering and Operations, San Jose, CA**

**December 2004 to July 2007: Executive Administrative Analyst** - Worked with executive staff to development and review department budgets, expenditures, and contract agreements. Developed and maintained spreadsheets for tracking supplier performance, databases for contract management, and MS Project profiles for tracking product release timelines. Provided additional support for calendar management, updating contact databases, answering phones inquiries, scheduling meetings, sorting mail, updating to-do and call lists, and re-organizing and maintaining the program filing system. Assisted the engineering and operations teams with

technical writing for administrative policies and procedures, and product manuals. Acted as the engineering and operations liaison between internal management, staff/administrative offices, and external business partners.

**NCIRE, San Francisco, California**

**November 2001 to September 2003: Administrative Analyst III** - Provided daily operational and grant budget support for two research investigators. Assisted in the preparation of grant proposals, budgets, and submissions. Worked directly with federal and state agencies to manage the awarded grant including working with NCIRE staff to ensure the researchers maintained compliance with the granting agency policies, submitted quarterly reports, and properly closed out the grant when the research was completed. In addition, I created, edited, and managed MS Access database for each principal researcher. I had the responsibility for processing fiscal services (timesheets, purchase orders, reimbursements, invoice payments), and coordinated efforts between UCSF, NCIRE and the VA Hospital as pertained to the research group.

**Gap Inc., Product Research and Analysis, San Francisco, California**

**June 2000 to September 2001: Product Research Analyst** - Coordinated research project activities with business partners nationally and internationally. Researched and collected primary and secondary data on the targeted products. Submitted qualitative and quantitative data to testing laboratory for further testing. Analyzed lab data in relationship to where the product manager was comfortable being placed. Developed spreadsheets and slide presentations for analysis and delivery of findings. Assisted in production of published manuals of research and findings

**Education:**

Masters of Transportation Management (2021); B.S. Business Administration, San Francisco State University (2007)

**Memberships/Affiliations:**

American Association for Budget and Program Analysis (AABPA)

**Software Proficiency:**

Expert – Excel, Access, PowerPoint, Word, FileMaker

Knowledgeable – PeopleSoft, Salesforce, Oracle Database, Quick Books, SPSS, PageMaker



BOARD MEMBERS  
PUBLIC ROSTER

Name	Seat #	Appointment Date	District # (Resident)	Term End Date	Re-Apply	Title	Entity	District # (Employment)	Committee
Michael McGill (Pending F&HS Committee Approval)	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
Yolanda Vega (Pending F&HS Committee Approval)	3		District #2	6/30/20XX	YES	Principal	Peak Performance Corporate Training	District #2	BED
Terry Curley	4	10/9/2018	District #2	6/30/2022		Executive 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
Stacy Marshall (Pending Executive Committee Approval)	7			6/30/20XX					
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	PBF Energy	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
Vacant	13			6/30/2022					
Name	Seat #	Appointment Date		Term End Date	Re-Apply	Title	Entity		
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	District #4	6/30/2020	Unknown	Registered Apprentishp/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	Re-Apply	Title	Entity		
G. Vittoria Abbate	1	10/17/2017	District #2	6/30/2021		Director, College & Career & Adult Education	Mt. Diablo Unified School District	District #4	YOUTH
Vacant	2			6/30/2023					
Name	Seat #	Appointment Date		Term End Date	Re-Apply	Title	Entity		
Kristin Connelly (Kwame Reed - Pending F&HS Approval)	1	3/29/2016	District #2	6/30/2020	NO	Economic & Community Dev./President & CEO	East Bay Leadership Council	District #4	BED
Richard Johnson (Pending Executive Committee Approval)	2	3/29/2016	District #4	6/30/2020	YES	Employment Service/Employment Prog.Manager II	California Employment Development Department	District #4	BED
Carol Asch (Pending F&HS Committee Approval)	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	Re-Apply	Title	Entity		
Vacant (by July 1, 2020)	1			6/30/2020					
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 DEVELOPMENT COMMITTEE

Youth

YOUTH COMMITTEE

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

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**DATE:** April 8, 2020  
**TO:** Executive Committee Members  
**FROM:** Workforce Development Board Staff  
**RE:** **Approve Slate of Officers for 2020-2021**

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This item brings forward a slate of officers for discussion and approval by the Board for PY 2020-2021.

**A. BACKGROUND**

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

**B. CURRENT SITUATION**

In accordance with the bylaws of the Workforce Development Board (WDB), an *ad hoc* nominating committee was approved to be formed in April 2019 to establish a slate of officers for Fiscal Year 2020-21.

It is recommended that the WDB continue to operate with two (2) Vice Chair positions for the 2019-2020 fiscal year in order to ensure effective succession planning. It should be noted that like the Workforce Investment Act (WIA), the Workforce Innovation & Opportunity Act (WIOA) requires the chairperson of a local workforce board to be from the private sector. Recommendations for officer appointments for the 2020-2021 year are as follows:

- **Chair** – *Yolanda Vega, Business Owner-Peak Performance Corporate Training*
- **Vice Chair** – *Terry Curley, United Business Bank*
- **Co-Vice Chair** – *Thomas Hansen, IBEW Local 302*

**C. RECOMMENDATION**

Approve recommended slate of officers as presented for the positions of Chair and Vice-Chairs serving the Workforce Development Board for FY 2020-21.

**D. SCHEDULE**

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



#### **E. CUSTOMER IMPACT**

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

#### **F. FISCAL IMPACT**

None.

#### **G. ATTACHMENTS**

**A2a:** Ad Hoc Nominating Committee Report

Note: See attachment **A1a** for WDBCCC ByLaws

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

Purpose:

Committee members are charged with developing a slate of officers for the upcoming fiscal year (July 2020–June 2021).

Directive:

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

Two of the three members of the Ad Hoc Committee Members must represent the business community.

*Article V, A. (By-laws)*

Expectations:

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

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

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

*Article V, D (By-laws)*

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

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

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

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

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

## Ad Hoc Nominating Committee Report for Board Chair and Vice Chairs

Per Article V of the Workforce Development Board bylaws, the Nominating Committee was established at the January 8<sup>th</sup> Executive Committee. Committee members include: Michael McGill, Chair, Bhupen Amin, committee member, Ashley Georgian, committee member, Justin Steele, committee member. Members conferred on several occasions, January 12<sup>th</sup> through February 26<sup>th</sup>, via email and phone conversations, to consider all eligible candidates for the 2020/2021 term of office for the Workforce Development Board, Contra Costa County.

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

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

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

Article V, e. “Officer’s terms will commence on July 1 and end June 30 of the following calendar year” (July 1, 2020 – June 30, 2021).

### OFFICERS:

POSITION	NAME	COMPANY
Chair	Yolanda Vega <a href="mailto:nyprym@gmail.com">nyprym@gmail.com</a> 925-283-5967	Business Owner-Peak Performance
Vice - Chair	Terri Curley	United Business Bank
Co-Vice Chair	Tom Hansen	IBEW Local 302

### Nominating Committee Signatures:

_____ Michael McGill Chair	_____ Bhupen Amin Committee Member	_____ Ashley Georgian Committee Member
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_____ Justin Steele Committee Member
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SLATE OF OFFICERS TEMPLATE

**DATE:** April 8, 2020  
**TO:** Executive Committee Members  
**FROM:** Workforce Development Board Staff  
**RE:** BOARD MEMBER APPOINTMENT 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.

To date we have 4 of the 12 board members with expiring terms that will not be re-applying. In addition, 3 additional board members have resigned due to retirement.

**The following board members have submitted their applications for re-appointment:**

- Michael McGill – Approved by Exec on 1/8/2020, going directly to BOS
- Carol Asch - Approved by Exec on 1/8/2020, going directly to BOS
- Yolanda Vega - Approved by Exec on 1/8/2020, going directly to BOS
- Richard Johnson – On the Exec 4/8/2020 agenda for approval – then to BOS

**New applications received:**

Kwame Reed – Approved by Exec on 1/8/2020, going directly to BOS

Stacey Marshal – On the Exec 4/8/2020 agenda for review and potential approval

Philip Halley - On the Exec 4/8/2020 agenda for review and potential approval

**C. SCHEDULE**

The ED has reached out to board members with terms ending June 30, 2020, and will continue to do so, until it is determined who will/will not be seeking re-appointment. In the meantime, WDB staff continue to reach out to the community to recruit new board members.

**D. ATTACHMENTS**

**Note:** See Attachment **A1e** Board member roster with term end-dates and notes (see WDBCCC Bylaws in Attachment **A1a**)