



www.wdbccc.com

Our Mission:
The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.

Full Board Agenda

August 4, 2020

3:00 p.m. – 5:00 p.m.

Join to ZOOM Meeting

<https://zoom.us/j/6894495579>

Meeting ID: 689 449 5579

Password: 854480

Join by Dial In

+1 669 990 9128 US

+1 689 449 5579 US

- 3:00 PM** **WELCOME AND CALL TO ORDER**
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
- 3:10 PM** **CONSENT AGENDA**
C1 **Approve Minutes from May 5, 2020 meeting**
- 3:15 PM** **PRESENTATION ITEMS**
P1 **Labor Market Presentation from Craft Consulting**
P2 **New Board Member Orientation**
- 4:15 PM** **DISCUSSION ITEM**
D1 **Executive Director's Report and Updates: 2019-2020 Year End Review**
- 4:45 PM** **COMMITTEE REPORTS**
CHAIR'S REPORT
OTHER WDBCCC MEMBER REPORTS
- 5:00 PM** **ADJOURN**

UPCOMING MEETINGS:

Executive Committee Meeting: Wednesday, September 9, 2020

Next Full Board Meeting: Tuesday, November 3, 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 4071 Port Chicago Highway, Suite 250 Concord, CA 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 925.671.4560

FULL BOARD MINUTES

Tuesday, May 5, 2020

The Full Board met on Tuesday, May 5, 2020 via ZOOM meeting. Chair Bhupen Amin called the meeting to order at 3:09 pm. Chair Bhupen Amin reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT – Bhupen Amin, Vittoria Abbate, Joshua Aldridge, Joshua Anijar, Carol Asch, Jose Carrascal, Kristin Connelly, Ashley Georgian, Romina Gonzalez, Thomas Hansen, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Bob Rivera, Justin Steele, Yolanda Vega

MEMBERS EXCUSED – None

MEMBERS ABSENT – Terry Curley, Steve Older

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

OTHERS IN ATTENDANCE – Celina Shands & Teresa Saunders(Full Capacity Marketing), Kwame Reed & Kevin Cabral (City of Antioch), Emily Plummer & Madeline Bailey(International Rescue Committee Oakland), Dennis Constanza (Lennar Builders), Monique Brown & DC Durnham (Rubicon), Jane Louie (EAC), Juliette Moeur (EDD), Bob Huffman

PUBLIC COMMENT:

None

PRESENTATION ITEMS:

P1 Presentation from Full Capacity Marketing - WDB COVID-19 Response

Presented by Celina Shands, CEO and Founder

Full Capacity Marketing empowers your team with the knowledge to implement simple, yet highly effective marketing and communications strategies that improve brand awareness and public opinion. We deliver high quality training so that staff can work cohesively and deliver on marketing and communications promises.

Full Capacity Marketing helped the Workforce Development Board of Contra Costa County create a designated COVID-19 section on its website in April, when it launched [BounceBackContraCosta.org](https://www.bouncebackcontracosta.org). This approach helped WDBCCC move important on-site workshops – workshops that are required for the organization to qualify for federal Workforce Innovation & Opportunity Act funding – online when in-person workshops were no longer possible because of social distancing. The [WIOA training video](#) is now easily accessible online and soon will be joined by other instructional videos, including one on resume writing and another related the state's job board. As part of your dedicated campaign, include information about how the organization is utilizing any COVID-19 specific funding to rebuild the lives of those most affected. Translate outcomes of the funding into a simple scorecard to place on your microsite. The scorecard could include highlighting the number of people served, types of services provided and results of the services.

Proactively push legislators and funders to the scorecard through social media e-newsletters; they need to see the results of the funding and the positive impacts occurring within the community. This will feature the people and companies your organizations serves on your campaign microsite, showcasing how your organization helped them recover from the financial impacts of COVID-19. This model can be replicated on your campaign microsite to highlight your customer successes. Let them tell their stories in writing or via video, which is preferred. Use

Skype or Zoom to record them sharing their story. This format allows you to capture the emotion associated with overcoming COVID-19 obstacles thanks to the services your organization was able to provide as a result of new funding. Share them on your social channels and be sure to tag the funder whose funding helped the customer.

**P2 Presentation from Rubicon Programs and the Contra Costa Workforce Collaborative
Rubicon Warm Line for Service Updates and Support with Service Access**

Under the Current Shelter in Place order, Rubicon Programs sites are closed. Limited services delivered remotely during this time. Rubicon Programs has implemented two warm lines to provide ongoing service updates and facilitate access to services. WIOA Orientation/WIOA Workshops, Case-Management and Job Placement Services offered 1: 1 by phone and email appointments and case-by-case. Staff has made contact with 100% of students enrolled and able to start new students remotely. CANVAS platform for engagement in studies and courses.

For service updates or to access support for Concord AJCC, CCWC WIOA Access Points, Eden AJCC, or Career Employment Centers (CECs), please call 510-323-1104.

For service updates or to access support for All Community-Based Programs (Broadway, Reentry Success Center, Concord, Antioch, Rubicon Education Partnership, OMHT), please call 510-323-1103.

These numbers staffed Monday through Friday, 8:30 am – 5:00 pm.

CONSENT AGENDA:

C1 Approve February 4, 2020 Full Board Meeting minutes with corrections

Motion\Second Michael McGill\Justin Steele
Motion Approved with correction

ACTION ITEMS:

A1 Approve Board Appointments

Recommend the appointment of Richard Johnson to fill Governmental and Economic and Community Development Seat #2 and Stacey Marshall to fill Workforce Business Seat #7

Motion\Second Vittoria Abbate\Yolanda Vega
Motion Approved

PUBLIC COMMENT:

None

AYES: Bhupen Amin, Vittoria Abbate, Joshua Aldridge, Joshua Anijar, Carol Asch, Kristin Connelly, Ashley Georgian, Romina Gonzalez, Thomas Hansen, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Bob Rivera, Justin Steele, Yolanda Vega

NAYES: None

ABSENT: Terry Curley, Steve Older, Jose Carrascal

ABSTAIN: None

A2 Approve 2020-2021 Slate of Officers

Approve recommend slate of officers as presented for the positions of Chair and Co-Vice Chairs serving the Workforce Development Board for FY 2020-2021.

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

Motion\Second Mike McGill\Vittoria Abbate
Motion Approved

PUBLIC COMMENT:

None

AYES: Bhupen Amin, Vittoria Abbate, Joshua Aldridge, Joshua Anijar, Carol Asch, Kristin Connelly, Ashley Georgian, Romina Gonzalez, Thomas Hansen, Richard Johnson, Michael McGill, John Montagh, Robert Muller, Bob Rivera, Justin Steele, Yolanda Vega

NAYES: None

ABSENT: Terry Curley, Steve Older, Jose Carrascal

ABSTAIN: None

DISCUSSION ITEMS:**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. 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 four of the 12 board members with expiring terms that will not be re-applying. In addition, three 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

Comments/Feedback:

- WDB Staff will continue to do until it is determined who will/will not be seeking re-appointment.
- WDB Staff continue to reach out to the community to recruit new board members.
- Pending applications for potential board applications

D2 Updates**EXECUTIVE DIRECTOR REPORT (COVID-19 IMPACT)**

All Non-COVID- business is on hold - our revised CLEO agreement and our 501c3

Receiving some guidance from the state in terms of waivers: spending thresholds, meeting performance measures waived; eligibility requirements and wet signatures for new WIOA enrollees.

Virtual Conferences – Three scheduled we will be singing out for interest. Open to all – relatively inexpensive no travel please participate if you can

California Employer Association (CEA) Hot Line 1-888-599-7645: As part of our Bounce Back Contra Costa campaign we have contracted with CEA to provide a Contra Costa hotline to provide HR specific support and resources for our local businesses.

Call Center/hot line data

Soft launch Thursday, April 23, 2020 modest 21 calls first day.

Full launch was Friday April 24, 2020. Answered 113 live calls and had 370 voice mails; 130 call backs on Friday; balanced returned by Tuesday April

Average daily calls now around 35 with a handful of call backs handles the same day

Grants:

We have received \$108,000 WIOA DW funds (state funds) for underserved COVID -19 impacted individuals - support services only – \$400 or \$ 800 based on loss of income (less than or greater than 50%) Working with Rubicon to enroll and distribute funds; approximately 135 individuals at \$800

We have received \$750,000 in a state WIOA DW Additional Assistance grant to serve 150 COVID-19 impacted individuals

Will receive some funding from the **CARES Act – state asked for 24 million – got 12 million will distribute something to** all local boards.

Website and Marketing Update: The WDB has launched a Bounce Back Contra Costa campaign to support our community during these difficult times and to help prepare our community for recover. You will start seeing our website branded with this campaign as well as our twitter and Facebook: #bouncebackcontracosta. We are developing our distribution lists and anticipate e-blasts will start going out next week.

Metrix: As part of our Bounce Back Contra Costa campaign, we have launched our Skill Up Contra Costa Free E-Learning Platform. This will provide Contra Costa County residents access to FREE online career training via Metrix E-Learning. Metrix E-Learning has a catalog of more than 5,500 courses that individuals can access around the clock, work at their own pace, and can complete as many courses as they like within a six-month period.

Business/Employer Call Center: As part of our Bounce Back Contra Costa campaign, the WDB will offer information and resources to help businesses and impacted workers navigate the current economic climate. The COVID-19 Call Center went live Thursday, April 23, 2020 at 8:30 am and will operate M-F, 8:30 to 5:00 pm. Call 1-833-320-1919 or email: bouncebackcoco@ehsd.cccounty.us

CHAIR'S REPORT

None

THE MEETING ADJOURNED AT 5:00 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

DATE: August 4, 2020
TO: Workforce Development Board
FROM: Workforce Development Board Staff
RE: **Workforce Development Board Overview**

The Workforce Development Board of Contra Costa County (WDBCCC) promotes a workforce development system that meets the needs of businesses, job seekers, and workers, to support a strong and vibrant economy in Contra Costa County.

The WDBCCC is a 25-member board, appointed by the Contra Costa County Board of Supervisors, comprised of leaders from business, economic development, education, labor, community-based organizations, and public agencies charged with aligning a variety of resources, organizations, and networks to enhance the competitiveness of the local workforce system and support economic vitality in our region. The programs and services under the purview of the WDBCCC are designed to support workers, job seekers, employers, small businesses, and youth.

What does all of the above mean to those of you who just committed to becoming members of the WDB? Today's presentation from WDB staff members will begin to provide an overview of the role of board members in helping to unpack some of the above elements and help better understand its strategic role in helping to shape and inform policy and strategy that supports the economic vitality and well-being of our communities and region.

A. ATTACHMENT

- P2a** Training Requirements & Opportunities
- P2b** WDB WIOA Bylaws
- P2c** WDB Committee Charters (Executive, Business Economic & Development & Youth)
- P2d** WDB Committee Calendar Year 2020 – DRAFT
- P2e** WDB Board Member Public Roster 07.2020



Training Requirements & Opportunities

Within 3 months of appointment, all advisory body appointees and staff must view and certify that they have viewed both training programs.

1. **Brown Act and Better Governance Ordinance**
2. **Ethics Orientation**

These programs are available for viewing on the County's website: www.co.contra-costa.ca.us under the Board of Supervisors' page.

The programs may also be viewed on the local community access TV station CCTV.

Broadcast Schedule

The **Brown Act** program is shown twice a week on CCTV every first and third Saturday at 3:00 pm and every first and third Monday at 6:00 pm.

*See attached document regarding **Brown Act & Better Governance Ordinance** and a sample "Training Certification"

The **Ethics Orientation** program is shown on CCTV every second and fourth Saturday at 3:00 pm and every second and fourth Monday at 6:00 pm

Finding CCTV

- If **Xfinity** is your cable provider CCTV is broadcast on Channel 27
- If **Astound** is your cable provider CCTV is on Channel 32
- If **AT & T U-Verse** is your cable provider CCTV is on Channel 99

AB 1234 Ethics Training

Assembly Bill (AB) 1234 requires that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles every two years.

The requirement applies to the governing body, as well as commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory.

AB 1234 Ethics Training Courses

On-line ethics course available at Fair Political Practices Commission (FPPC): <http://localethics.fppc.ca.gov/ab1234>

Similar resources are available at the Institute for Local Government

Advisory Body Handbook is now available at www.co.contra-costa.ca.us (under the Board of Supervisors' page)



Conflict-of-Interest Code

The Political Reform Act requires public agencies (i.e. bodies, boards, and commissions) to adopt a conflict-of interest code to disclose any investments, interests in real property, sources of income and business positions that **designated positions** may affect in the decision making.

Components of the Code - The code must have three (3) components:

Component 1: Terms of the Code

- The terms of the code is the main body of the code which describes how to report financial interest and disqualification procedures
- FPPC Regulations 18730 identifies the type of information required in the main body of the code

Component 2: Designated Positions

- The code must specify and list all positions within the advisory body that either make or participate in making decisions and **designated positions**.
- People who hold designated positions are considered code filters and are required to complete Form 700

Component 3: Disclosure Categories - The disclosure category identifies types:

- Investments
- Interest in real property
- Source of income and
- Business positions which may affect decisions-making

Code Approval

- An agency's code becomes effective upon the approval of the agency's code reviewing body
- The **Contra Costa County Board of Supervisors** is the code reviewing body for agencies which are wholly within the county
- Agencies, which are wholly within the County, must submit their code of the Board of Supervisors for approval **before** it becomes effective.

Recusal to Avoid a Conflict of Interest

- **Recuse** (v.) to disqualify or remove (oneself) from participation to avoid a conflict of interest

Public Identification of a Conflict-of-Interest: Procedure to Recuse Oneself

- **Publicly (orally) Identify** the financial interest that gives rise to the conflict of interest, or potential conflict-of-interest, in detail sufficient to be understood by the public. This public identification must be part of the official public record (i.e. the meeting minutes).
- **State each type of economic interest held** (i.e. investments, business positions interest in real property, personal financial effect or the receipt or promise of income or gifts) which involved in the decision and gives rise to the conflict of interest.
- **Recuse yourself** from discussing and voting on the matter after public identification of the conflict-of-interest provided. You shall not be counted toward achieving a quorum while the item is discussed

Leave the room before the discussion of the item until after the discussion, vote, and any other disposition of the matter is concluded unless the matter had been placed on the portion of the agenda reserved for uncontested matters (i.e. it is not necessary to leave the room in the conflict-of-interest item is listed in the Consent calendar).

What Does the Conflict-of-Interest code mean to me?

- I should know if my agency (board commission or committee) has a conflict-of-interest code
- I should know if my position is included in the code's list of designated positions
- If my position is included in the code as a designated position, I am required to file Form 700.



FORM 700: STATEMENT OF ECONOMIC INTERESTS

What is Form 700?

- It is a public statement of economic interests (a public disclosure of personal assets and income).
- The information requested in Form 700 and the requirements to file mandated by state law.
- Form 700 reflects information about sources of income, investments, business positions, real property holdings and gifts.
- Its purpose is to help gauge real or potential conflicts of interest situations that may exist in performing the responsibilities of the public official.

Why Should I Understand the Form 700?

- You should read and understand your agency's specific conflict-of-interest code, since not all positions have the same reporting requirements
- The public position or positions to which you are appointed might require that you file Form 700
- If you are serving in such a public position or positions, the state law mandates that you file a Form 700 for each position.

When Should I File Form 700?

- Within 30 calendar days of the date, I am **newly appointed** to a position or employed in a job covered by a conflict-of-interest code.
- Each year by April 1st that I serve on such a public or remain in such a job.
- Within 30 calendar days of the date when I **leave the job(s) or appointed public body/bodies** and am no longer required to file Form 700.

To File a Form 700

- Each year you will be sent a new Form 700 by your agency filling official.
- You should complete all sections of the form sign it and return the original signed form to your agency filling official.
- The form must be postmarked by April 1st to be filed on time; however, it may be amended at any time during the year if your economic situation changes. If you need to file a new Form 700 an amended Form 700 or if you have questions as you are filling out the form contact the Commission for Assistance through the FPPC website <http://www.fppc.ca.gov/index.pdp?id=500> or call 1-866-ASK-FPPC.

The Form 700 Cover is a Five-Part Document

- Part 1 Office, Agency or Court
- Part 2 Jurisdiction of Office
- Part 3 Type of Statement
- Part 4 Schedule Summary
- Part 5 Verification

Verifying Your information

- Each time you fill out or amend Form 700 you will need to sign the form before you file it.
- Your signature means that you attest to the truth of the information you report on Form 700
- You may contact the Fair Political Practices Commission (FPPC) for specific and personal guidance with your questions.

Failure to File/Late Filings

- Any person who files a Statement of Economic Interest (Form 700) after the deadline imposed by the Political Reform Act is liable for a late fine pursuant to Government Code Section 91013 Fines issued pursuant to this section shall not exceed \$10 per day to a maximum of \$100.

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

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

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

ARTICLE II - SCOPE AND RESPONSIBILITIES

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

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

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

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

ARTICLE III - MEMBERSHIP

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

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

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Organization Bylaws

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

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Organization Bylaws

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

ARTICLE IV: DUTIES OF MEMBERS

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

ARTICLE V - OFFICERS AND ELECTIONS

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

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

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

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

ARTICLE VI - VACANCIES

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

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

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

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

ARTICLE VIII - COMMITTEES

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

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

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

The responsibilities of the Executive Committee shall include:

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

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

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

ARTICLE IX - STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

Members of the Workforce Development Board will:

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

ARTICLE X - TERMINATIONS

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

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

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

ARTICLE XI - AMENDMENTS

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

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

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

Charter Element	Charter Agreement Information
Business Objective	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.
Case for Action	<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"> • 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; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • 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; • 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 • 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.
Requirements	<p>The WDB Executive Committee will:</p> <ul style="list-style-type: none"> • Improve and expand the Workforce Development Board's communications systems and networks • Develop and present legislative/advocacy platforms and position statements for consideration by the Contra Costa County Board of Supervisors and other local elected officials • 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 • Support and strengthen administrative, fiduciary, management, and oversight roles and responsibilities of the WDB, including monitoring performance of the WDB Executive Director • Help secure, leverage, and expand resources that help to support workforce and economic development in Contra Costa County and the greater region
Boundaries / Guidelines	The Executive Committee will advise and influence the direction and implementation of the WDB's strategic objectives as outlined the WDB 2017-2021 Strategic Plan, particularly with regards to work related to systems alignment, administration, coordination, and overall accountability.
Team Membership	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. 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.
Timing	The work of the Executive Committee is aligned with the timeline of the WDB's 2017-2021 Strategic Plan.
Resources	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.
Review Process	<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 2017-2021 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>

WORKFORCE DEVELOPMENT BOARD (WDB) OF CONTRA COSTA COUNTY
BUSINESS & ECONOMIC DEVELOPMENT (BED) COMMITTEE CHARTER

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the Business & Economic Development (BED) Committee is to meet the workforce needs of high-demand sectors of the local and regional economies.
Case for Action	<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"> • 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; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • 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; • 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 • 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.
Requirements	<p>The BED Committee will:</p> <ul style="list-style-type: none"> • Analyze and understand trends in order to respond to business needs • Bring industry and education together to address workforce needs in priority sectors • Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors • Work with WDB partners to develop an array of innovative workforce services supports • Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities
Boundaries / Guidelines	The BED Committee advises and influences the direction and implementation of business services strategies as outlined the WDB 2017-2020 Strategic Plan, including playing an advisory role to the Contra Costa Small Business Development Center (SBDC).
Team Membership	<p>The BED Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The BED Committee co-chairs are members of the WDB Executive Committee and all members of the BED Committee hold a seat on the Workforce Development Board. The BED 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 BED 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>
Timing	The work of the BED Committee is aligned with the timeline of the WDB's 2017-2020 Strategic Plan.
Resources	The WDB and the BED 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.
Review Process	The WDB and the BED 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.

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

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Youth Committee is to Increase the number of youth and young adults, 16-24, who are well prepared for postsecondary vocational training, further education, and/or a career, with an emphasis on serving the most vulnerable and underserved populations and those from low-income communities.
Case for Action	<p>It is the vision of the WDBCCC to support 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. Our mission is to promote a workforce development system that meets the needs of businesses, job seekers, and workers, to support a strong and vibrant economy in Contra Costa County. As we advance our work toward realizing our vision a number of key factors drive our work:</p> <ul style="list-style-type: none"> • 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; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • 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; • The emerging 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 • The difference between supply and demand indicates that there is a "skills gap" between what most emerging 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.
Requirements	<p>The WDB Youth Committee will:</p> <ul style="list-style-type: none"> • Work with partners to develop systems that effectively engage employers in career development and work-based learning opportunities for youth and young adults to learn about, explore, and prepare for careers; • Strengthen collaborations between the local workforce system and other programs and systems that seek to help youth with significant barriers to employment; • Develop and implement strategies to direct Workforce Innovation and Opportunity Act (WIOA) and other resources to serve youth and young adults most in need and support their success; • Collaborate with and support career-focused strategies at high schools and community colleges, particularly those aligned with WDB priority industry sectors; • Work with partners to increase opportunities for high school graduates, dropouts and disconnected youth to transition into postsecondary education, training and careers; and • Work with Community Colleges, Apprenticeship Programs, Trade Schools and others to offer more opportunities for disconnected youth to achieve success.
Boundaries / Guidelines	The Youth Committee advises and influences the direction and implementation of youth services strategies as outlined the WDB 2013-2017 Strategic Plan.
Team Membership	The Youth Committee brings together leaders from business, economic development, education, labor, community-based organizations, youth/young adults and the public sector. The Youth Committee chair(s) is a member of the WDB Executive Committee and some members of the Youth Committee hold a seat on the Workforce Development Board. Other Youth Committee members are recruited and engaged to represent a particular perspective or constituency. The Youth Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County. The WDB and the Youth Committee also 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 conduct specific activities.
Timing	The work of the Youth Committee is aligned with the timeline for the WDB's Strategic Plan.
Resources	The WDB and the Youth 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.
Review Process	<p>The Youth Committee monitors and reports its progress at regular committee meetings, the WDB Executive Committee and full WDB member meetings as appropriate.</p> <p>Progress against the WDB 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 level</p>

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Workforce Development Board of Contra Costa County
Board Committee Meeting Calendar Year 2020

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Legend:**Full Board****Executive****BED Committee****Youth Committee****Holidays**

(1st Tuesday in Feb, May, Aug & Nov. from 3:00 pm to 5:00 pm)

(2nd Wednesday of alternate month of Full Board from 3:00 pm to 5:00 pm)

(1st Wednesday of the month from 3:00 pm to 5:00 pm)

(2nd Tuesday of the month from 11:30 am to 1:30 pm)

(Legal holidays)

BOARD MEMBERS Public Roster

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Donna Van Wert
Executive Director

BUSINESS SEATS

MICHAEL MCGILL	JOSHUA ALDRIDGE	YOLANDA VEGA (CHAIR)
MMS Design Associates, Inc. President/Principal Engineer Committee: Executive & Youth	Del Sol NRG, Inc. CEO Committee: Business & Economic Development	Peak Performance Corporate Training Principal Committee: Executive & Business & Economic Committee
Business Seat #1 Appointment Date: 6/23/2020 Term End Date: 6/30/2024	Business Seat #2 Appointment Date: 10/9/2018 Term End Date: 6/30/2022	Business Seat #3 Appointment Date: 6/23/2020 Term End Date: 6/30/2024
TERRY CURLEY (CO-CHAIR)	TOM GUARINO	JOSE CARRASCAL
Executive Vice President United Business Bank Committee: Executive & Business & Economic Development	PG&E Governmental Relations, East Bay Public Affairs Committee:	Corteva Agriscience Director of Site Operations Committee: Executive and Youth
Business Seat #4 Appointment Date: 10/9/2018 Expiration Date: 6/30/2022	Business Seat #5 Appointment Date: 7/14/2020 Expiration Date: 06/30/2024	Business Seat #6 Appointment Date: PENDING - BOS Expiration Date: 6/30/2024
STACEY MARSHALL	CAROLINA HERRERA	ROBERT MULLER
American Sugar Refining, Inc. Manager, Human Resources Committee:	Kaiser Permanente Manager, Community & Government Relations Committee:	Martinez Refining Company Learning Manager Committee: Business & Economic Development
Business Seat #7 Appointment Date: 6/23/2020 Term End Date: 06/30/2024	Business Seat #8 Appointment Date: 7/14/2020 Term End Date: 6/30/2024	Business Seat #9 Appointment Date: 7/11/2017 Term End Date: 6/30/2023
LAURA TREVINO	STEPHANIE RIVERA	MONICA MAGEE
Coast Personal Services Vice President of Sales Committee:	John Muir Health Director, Community Health Improvement Committee:	Bishop Ranch Director of Marketing Committee:
Business Seat # 10 Appointment Date: 7/14/2020 Term End Date: 06/30/2024	Business Seat # 11 Appointment Date: 7/14/2020 Term End Date: 06/30/2024	Business Seat #12 Appointment Date: PENDING - BOS Term End Date: 06/30/2024
CORRY KENNEDY		
Chevron Human Resource Manager Committee:		
Business Seat # 13 Appointment Date: 7/14/2020 Term End Date: 06/30/2024		

BOARD MEMBERS Public Roster

Donna Van Wert
Executive Director

WORKFORCE AND LABOR SEATS

THOMAS HANSEN (CO-CHAIR)	JOSHUA ANIJAR	VACANT
IBEW Local 302 Business Manager Committee: TBD	Central Labor Council Contra Costa County Executive Director Committee: Executive	Committee:
Workforce & Labor Seat #1 Appointment Date: Pending 10/17/2017 Term End Date: 6/30/2021	Workforce and Labor Seat # 2 Appointment Date: 12/10/2019 Term End Date: 6/30/2023	Workforce and Labor Seat #3 Appointment Date: Term End Date: 6/30/20XX
VACANT	VACANT	
Committee:	Committee:	
Workforce and Labor Seat #4 Appointment Date: Term End Date: 6/30/20XX	Workforce and Labor Seat #5 Appointment Date: Term End Date: 6/30/20XX	

EDUCATION AND TRAINING SEATS

G.VITTORIA ABBATE	KELLY SCHELIN	
Mt. Diablo Unified School District Director, College & Career & Adult Educ. Committee: Youth	Contra Costa College Associate Vice Chancellor, Educational Services Committee:	
Education & Training Seat #1 Appointment Date: 10/17/2017 Term End Date: 06/30/2021	Seat No: Business #2 Appointment Date: 7/14/2020 Term End Date: 6/30/2024	

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT SEATS

CAROL ASCH	RICHARD JOHNSON	KWAME REED
Department of Rehabilitation District Administrator Committee: Youth	California Employment Development Department Employment Service/Program Manager II Committee: Youth	City of Antioch Economic & Community Development Committee:
Governmental & Eco. & Community Dev. Seat #1 Appointment Date: 6/23/2020 Term End Date: 6/30/2024	Governmental & Eco. & Community Dev. Seat #2 Appointment Date: 6/23/2020 Term End Date: 6/30/2024	Governmental & Eco. & Community Dev. Seat #3 Appointment Date: 6/23/2020 Term End Date: 6/30/2024

BOARD MEMBERS Public Roster

Donna Van Wert
Executive Director

FLEX SEATS

LESLAY CHOY	VACANT	
San Pablo Economic Development Executive Director Committee: Business & Economic Dev.	City of Concord Economic Development & Housing Manager Committee: Business & Economic Development	
Flex Seat #1 Appointment Date: 7/14/2020 Term End Date: 6/30/2024	Flex Seat #2 Appointment Date: Term End Date: 6/30/2024	