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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

September 9, 2020

3:00 p.m. – 5:00 p.m.

Join ZOOM Meeting

Meeting ID: 925 4512 9617

Password: 259202

<https://zoom.us/j/95245129617?pwd=RlgxRVNqQytidnltWEFhYXlwQUYxdz09>

Join in Dial In

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- 3:00 PM** CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
- 3:05 PM** **CONSENT AGENDA**
C1 Approve minutes from June 10 meeting and June 24 emergency meeting
- 3:15 PM** **ACTION ITEMS**
A1 Approve Updated Conflict of Interest Code
A2 Approve award of Communications/PR Contract
A3 Approve revised release of Youth RFP
A4 Approve revised OJT policy
A5 Review and potentially approve new board member applications
A6 Approve Skills Upgrade/Retraining & Job Readiness Training Policy
- 3:45 PM** **DISCUSSION ITEM**
D1 Draft Budget for PY 2020-2021
- 4:45 PM** **COMMITTEE MEMBER REPORTS**
EXECUTIVE DIRECTOR'S REPORT
COMMITTEE CHAIR/MEMBER REPORTS
- 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 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 Board at 925.671.4560

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

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 2017-2020 Strategic Plan, particularly with regards to work related to systems alignment, administration, coordination, and overall accountability.
Team Membership	<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>
Timing	The work of the Executive Committee is aligned with the timeline of the WDB’s 2017-2020 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 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, June 10, 2020

The Executive Committee met on Tuesday, April 8, 2020 via AT & T Teleconference. Chair Yolanda Vega called the meeting to order at 3:04 pm. Chair Yolanda Vega reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Bhupen Amin, Michael McGill, Yolanda Vega, Jose Carrascal, Justin Steele

MEMBERS ABSENT – Ashley Georgian, Joshua Anijar

OTHERS PRESENT – Tom Hansen, Richard Johnson, Vittoria Abbate (Board Members), James Worley

WDB STAFF PRESENT – Donna Van Wert, Maureen Nelson, Patience Ofodu, Verneda Clapp, Veronica Ramos, Rochelle Soriano, and Patricia Conley

PUBLIC COMMENT

None

CONSENT ITEMS

C1 Approve April 8, 2020 Executive Committee meeting minutes.

Motion/Second Bhupen Amin/Mike McGill

Motion Approved

C2 Approve Board Resignations

Romina Gonzalez, Dolan’s Lumber Doors & Windows, Business Seat #12 -Resignation on May 21, 20 2020

John Montagh, City of Concord, Flex Additional Seat # 2 – Retirement on June 29, 2020

Motion/Second Bhupen Amin/Justin Steele

Motion Approved

ACTION ITEMS

A1 Recommended Appointments to the Workforce Development Board

- 1) Recommend the appointment of **Tom Guarino** to fill Workforce Business Seat #5
- 2) Recommend the appointment of **Carolina Herrera** to fill Workforce Business Seat #8
- 3) Recommend the appointment of **Laura Trevino** to fill Workforce Business Seat#10
- 4) Recommend the appointment of **Leslay Choy** to fill Workforce Flex Seat#1
- 5) Recommend the appointment of **Kelly Schelin** to fill Workforce Education Seat #2
- 6) Recommend the appointment of **Stephanie Rivera** to fill Workforce Business Seat #11
- 7) Recommend the appointment of **Corry Kennedy** to fill Workforce Business Seat #13

Motion/Second: Michael McGill/Jose Carrascal

Motion Approved

AYES: Bhupen Amin, Michael McGill, Jose Carrascal, Yolanda Vega, Justin Steele

NAYES: None

ABSENT: Ashley Georgian, Joshua Anijar

ABSTAIN: None

A2 Approve Release of Communications/PR RFI

Approve the release of an RFI for up to \$100,000, for a 12-month service period, to solicit a person or agency to provide communication and public relations services to the WDB.

Motion/Second Mike McGill/Bhupen Amin

Motion Approved

AYES: Bhupen Amin, Michael McGill, Jose Carrascal, Yolanda Vega, Justin Steele

NAYES: None

ABSENT: Ashley Georgian, Joshua Anijar

ABSTAIN: None

A3 Approve Release of NDWG COVID-19 RFI for Services

Approve the release of an RFI up to \$400,000, to solicit proposals to provide career and training services to COVID-19 impacted individuals.

Motion/Second Mike McGill/Bhupen Amin

Motion Approved

AYES: Bhupen Amin, Michael McGill, Jose Carrascal, Yolanda Vega, Justin Steele

NAYES: None

ABSENT: Ashley Georgian, Joshua Anijar

ABSTAIN: None

DISCUSSION ITEM:

D1 COVID-19 Impact

EXECUTIVE DIRECTOR’S REPORT

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 being waived; eligibility requirements and wet signatures for new WIOA enrollees

All **staff** are equipped to work remotely; staff are rotating in the office 1 day per week with 3 consistent staff on site: Myself, Maureen, and Patricia Conley (new temp replaced Pamela)

All **service provider** sites are closed but all providers are serving clients remotely

- Report out on data being collected from Rubicon – Monique will have already reported

Virtual conferences – 3 scheduled we will be sending out for interest. Open to all – relatively inexpensive – no travel – please participate if you can

- JFF June 8th through the 12th – going on now
- National Youth Employment Coalition June 22 – 25th
- CWA WORKCON June 24-26
- NAWB – June 29th - July 1

Call Center/hot line data

Total of 932 calls since Call Center started on Apr 23.

Started with 12 people working the phones. 3 of which were answering Hotlines and 9 were doing call backs to messages routed to VMs. Due to the decrease in number of calls, there is 1 person dedicated to answer the hotline calls and 1 person back up to VMs/ call backs.

66.5% (620) were English-speakers, 2.7% (25) were Spanish-speakers. 30.1% (287) are not specified, 1 of which was a Mandarin speaker and 1 was a Punjabi speaker and both used the Language Line.

49.2% (459) of callers were Employees while 23.4% (218) of callers were Business Owners.

54.8% (511) were from Hotline live calls and 45.2% (421) were from Voicemails.

Top 5 Cities: Concord (67), Richmond (50), Antioch (46), Martinez (39), Pittsburg (36). Two callers were from Out of State: Arizona and North Carolina.

Majority of callers preferred to be contacted via phone 22.6% (211) and others by email by 5.2% (48).

Resources given to clients were mostly for EDD/UI by 40.6% (378), General questions related to testing, re-opening guidelines by 11.9% (111). Small Business related calls were 4.7% (44).

At the start of the call center, most of the callers heard about the hotline number via the press/news, others learned about it from friends/family. We were not able to get this specific data from the recent reports.

Top 5 Ranking per City:

Concord	67	7.2%
Richmond	50	5.4%
Antioch	46	4.9%
Martinez	39	4.2%
Pittsburg	36	3.9%

Grants:

New COVID-19 Funding:

- WDB should be able to deploy the **\$108,000** in Support Services starting July 1st
- WDB has received **\$750,000** in state emergency AA DW funds.
- Paperwork has been processed to receive **\$540,000** from the federal CARES Act; developing RFIs to procure services to the community

We received a **WAF 8.0** for \$135,800 – start date of April 1st - it is on hold

Rapid Response/WARN notices:

Slowing drastically: 238 COVID-19 WARNS/Layoff notices registering over 14,000 layoffs.

COMMITTEE MEMBER REPORTS

Patience Ofodu, Business Economic & Development

- Presentation by Stephen Baiter from EastBay EDA impact of COVID-19 to the community
- Presentation of CEA Hotline
- Good attendance

Mike McGill, Youth Committee

- RFP will be out this Fall- as schedule
- A lot of engagement via Zoom meeting

CHAIR'S REPORT

Acknowledged for their time and support serving the board who will be terming out on June 30, 2020.

Bhupen Amin

Justin Steele

Ashley Georgian

THE MEETING ADJOURNED AT 4:27PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms

EMERGENCY EXECUTIVE COMMITTEE MINUTES

Tuesday, June 24, 2020

The Executive Committee met on an emergency meeting on Tuesday, June 24, 2020 via AT & T Teleconference. Chair Yolanda Vega called the meeting to order at 3:03 pm. Chair Yolanda Vega reminded everyone of potential conflict of interest.

ATTENDANCE

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

MEMBERS ABSENT – Ashley Georgian, Jose Carrascal

OTHERS PRESENT – Tom Hansen, Richard Johnson (Board Members)

WDB STAFF PRESENT – Donna Van Wert, Maureen Nelson, Patience Ofodu, Verneda Clapp, Veronica Ramos, Rochelle Soriano, and Patricia Conley

PUBLIC COMMENT

None

ACTION ITEMS

A1 Recommended Appointments to the Workforce Development Board

- 1) Recommend the re-appointment of **Jose Carrascal** to fill Workforce Business Seat #6
- 2) Recommend the appointment of **Monica Magee** to fill Workforce Business Seat #12 when this seat becomes vacant pending approval of the resignation of current board member

Motion/Second: Michael McGill/Bhupen Amin

Motion Approved

AYES: Bhupen Amin, Michael McGill, Jose Carrascal, Yolanda Vega, Justin Steele

NAYES: None

ABSENT: Ashley Georgian, Joshua Anijar

ABSTAIN: None

THE MEETING ADJOURNED AT 3:10 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

DATE: September 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **WDB Conflict of Interest Code**

This memo brings forth a proposed recommendation related to the Workforce Development Board's (WDB) conflict of interest code and the consideration of potential changes and updates to bring it into alignment with current policies within the Contra Costa County Employment & Human Services Department (EHSD) and the county as a whole.

A. BACKGROUND

Often referenced at meetings, the WDB has a conflict of interest code in order to ensure the complete and accurate disclosure of information by WDB members as it relates to the work of our board as a public body responsible for overseeing federal workforce development funds under the auspices of the Contra Costa County Board of Supervisors. The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. More specifically, each agency must submit a notice indicating whether an amendment is necessary to the Clerk of the Contra Costa County Board of Supervisors.

As stated in Contra Costa County's 2020 local agency biennial notice, "The Political Reform Act requires every local government agency to review its conflict of interest code biennially and to notify the code reviewing body if their current code is accurate, or alternatively, that their code must be amended."

B. CURRENT SITUATION

The WDB's Conflict of Interest Code (COIC) is in need of review and updating. While the WDB took action in 2016 to make minor updates to its COIC, current amendments are necessary because

- 1) there have been substantive changes to WDB organizational structure since the last code was approved
- (2) and the One Stop Administrator position has moved from Operations to the WDB
- (3) titles of existing positions have been revised

C. RECOMMENDATION

Approve the proposed revisions to WDB Conflict of Interest Code based on the 2020 Local Agency Biennial Notice provisions for amendments.

D. SCHEDULE

If approved, the 2020 Local Agency Biennial Notice will be forwarded for review to the appropriate code review body (Clerk of the Board), and then forwarded for approval to the Contra Costa Board of Supervisors.

E. ATTACHMENT

A1a 2020 Local Agency Biennial Notice

A1b Contra Costa County WIB Conflict of Interest Code

A1c Contra Costa County WDB Conflict of Interest Code – Proposed Revisions

2020 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Adopted _____
Date

CONFLICT OF INTEREST CODE
OF THE
WORKFORCE INVESTMENT BOARD
OF
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code, § 81000, et. seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (Cal. Code Regs., tit 2, § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendixes designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the Workforce Investment Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction. (Gov. Code, § 81008.)

APPENDIX "A"

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Workforce Investment Board Member	1
Executive Director	1
Planning and Policy Coordinator	1
Youth Services Coordinator	1
Business Vitality Coordinator	1
Director, Small Business Development Center	1
Labor Market Information Coordinator	2
Special Projects Coordinator	1
Workforce Systems Analyst	1
consultants*	1

* The Chair of the Workforce Investment Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus *is* not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.

APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing business within Contra Costa County, or if the business entity is doing business or planning to do business with the Workforce Investment Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce Investment Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce Investment Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce Investment Board of Contra Costa County or the County of Contra Costa.

Adopted _____
(Date)

CONFLICT OF INTEREST CODE
OF THE
WORKFORCE ~~INVESTMENT DEVELOPMENT~~ BOARD
OF
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg., § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees establishing disclosure categories, shall constitute the conflict of interest code of the Workforce ~~Investment Development~~ Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction (Gov. Code § 81008).

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Workforce Investment Development Board Member	1,2
Executive Director	1,2
One-Stop Administrator	1,2
Special Projects/ Program Planning & Policy Adult & Dislocated Worker Program Manager – Workforce Services Specialist	1,2
Youth Services Coordinator Youth Program Manager – Workforce Services Specialist	1,2
Vitality Coordinator Business Services Manager –Workforce Services Specialist	1,2
Director, Small Business Development Center	1,
Special Projects Coordinator Subsidized Employment Program Manager	1,2
Labor Market Information Coordinator/ Business Systems Analyst	1,2
Workforce Systems Analyst Contracts & Fiscal Manager- Administrative Services Assistant III	1,2
Consultants *	1,2
* The Chair of the Workforce Investment Development Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.	

APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing

business within Contra Costa County, or if the business entity is doing business or planning to do business with the Workforce ~~Investment~~ Development Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce ~~Investment~~ Development Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce ~~Investment~~ Development Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce ~~Investment~~ Development Board of Contra Costa County or the County of Contra Costa.



DATE: September 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve Award for WDB Communications and PR Contract**

This request is for the Executive Committee to approve awarding a one-year contract to Full Capacity Marketing based on the review panels recommendation of the proposals received from the RFI.

A. BACKGROUND

The WDB has struggled for some time now to have the bandwidth and resources to focus adequately on a clear and meaningful communication and public relations strategy. The last time there was a person dedicated to these tasks on behalf of the WDB was in 2015.

The urgency of the pandemic forced the WDB to prioritize this and do an emergency procurement for services to be able to respond in a timely manner to the crises at hand. We will need to follow proper channels to continue these much-needed services.

A media presence helps the WDB to communicate our vision, mission and the critical services that we provide.

B. CURRENT SITUATION

The WDB procured through the California Workforce Association's California Training Institute, a well know agency that specializes in PR and marketing for workforce boards. The WDB has been very pleased with these services, however this was short term and limited and the WDB could not continue with this emergency procurement. These services ended June 30, 2020.

An RFI for services was released on July 09, 2020; two proposals were received on July 31, 2020.

1. Full Capacity Marketing
2. The Tucker Group

While both organizations presented excellent work plans and references, Full Capacity Marketing (FCM) was the only one with extensive experience with Workforce Development Boards and the Workforce Innovation and Opportunity Act. FCM scored higher based on their experience working with workforce development boards and the review panel is recommending FCM be awarded this contract.

Evaluation Form - RFI 716 PR and Marketing	Tucker Group			Full Capacity Marketing		
	Rater #1	Rater #2	Rater #3	Rater #1	Rater #2	Rater #3
Experience (30 Possible Points)	20	23	25	30	30	30
Project Approach (40 Possible Points)	20	31	30	40	40	40
References & Potential Interview (15 Possible Points)	15	8	5	15	15	15
Schedule, Rate, and Capacity (15 Possible Points)	15	15	15	5	10	10
Subtotals	70	77	75	90	95	95
TOTALS	222 = 74 average			280 = 93 average		

C. SCHEDULE

The WDB currently does not have anyone providing these services and is experiencing a void in our social media presence. Establishing this contract quickly will allow us to maintain and grow the media presence we have worked hard to establish in the past few months. WDB staff would like to get this moving through our contracts department as quickly as possible and have a contract in place within a month or so.

D. RECOMMENDATION

Based on the review panel’s recommendation, authorize WDB staff to enter into a contract with Full Capacity Marketing for \$99,900, for a 12-month service period, to provide communication and public relations services to the WDB.

DATE: September 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve revised release of Youth RFP**

A. BACKGROUND

At the recommendation of the Youth Committee, the Workforce Development Board approved the release of an RFP for WIOA Youth Services in August of last year (2019). Because of multiple delays and the onset of the Covid-19 pandemic, the RFP was not released during PY 19-20 as planned. This prompted the Youth RFP Ad Hoc Committee to reconvene and reconsider priorities for the WIOA Youth funds.

B. CURRENT SITUATION

WIOA Youth Allocations for PY 20-21 are estimated to be \$1,359,201 a modest increase from the prior year. Because the approval to release the RFP took place last fiscal year and priorities originally established by the Ad Hoc committee have been updated to include virtual service delivery, expanded work-experience, and strategies that address the digital divide and other equity issues, staff are seeking reauthorization to the release an RFP.

C. RECOMMENDATION

Approve the revised release of the RFP for Youth services for up to \$1,200,000 based on WDB Staff and Youth Committee recommendations.

D. FISCAL IMPACT

Based on PY 19-20 and PY20-21 Planning Estimates, up to \$1,200,000 of Youth funding may be available for the provision of WIOA Youth Services.

E. SCHEDULE

Approving Staff/Youth Committee Recommendation will ensure approvals move forward in accordance with the Board of Supervisor's meeting schedule.

DATE: September 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve Revised On-the-Job (OJT) Policy and Cap**

This memo brings forth the request for approval of a revised policy related to issuance of On-the-Job training contracts to increase the reimbursement cap for businesses.

A. BACKGROUND AND DISCUSSION

On the job training (OJT) is training by an employer that is provided to a paid participant while engaged in productive work. OJT is provided under a contract with an employer in the public, non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for reimbursement ranging from 50 percent up to 75 percent of the wage rate, or such amount as allowed by current State directive, to compensate for the employer's extraordinary costs.

Positive Features/Intent of OJT are:

1. The participant starts as a permanent employee, receives training in a work setting, gaining knowledge of the job and acquiring and applying newly learned occupational skills
2. The OJT program helps employers recruit, pre-screen, hire and train new employees in the specific skills that are needed to help the business thrive and

B. CURRENT SITUATION

Given the current situation our community is experiencing and the additional funding that the WDB has, WDB staff feel it is important to enact policies that support both our businesses and individuals impacted by COVID-19. WDB staff feel the recommended changes in the OJT policy, increased dollar amount, is one way that we can support our community in a timely manner.

C. RECOMMENDATIONS

Approve the revised OJT policy as presented by WDB staff.

D. SCHEDULE

Action on this item will result in service providers being able to execute OJTs with the increased cap.

E. ATTACHMENTS

A4a WPB_01_15_OJT Policy

A4b Revised WPB#04-20 OJT Policy


WORKFORCE POLICY BULLETIN #01-15 Update of WPB #01-12

DATE:	August 10, 2015
TO:	Contracted Service Providers
FROM:	Stephen Baiter, Executive Director Workforce Development Board
SUBJECT:	INTERIM Policy Governing Issuance of On-the-Job Training Contracts (OJTs)

Purpose:

The purpose of this Workforce Policy Bulletin is to issue the revised policy related to issuance, tracking and monitoring of On-the-Job Training contracts, as stated in WPB #01-12, and to delete WPB #08-13.

Background:

On the job training (OJT) is training by an employer that is provided to a paid participant while engaged in productive work. OJT is provided under a contract with an employer in the public, non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement of up to 50 percent of the wage rate to compensate for the employer's extraordinary costs.

Policy:

- Wage for OJT participants is presently set at a minimum of \$15.00 per hour. Jobs must be permanent and full-time (at least 30 hours per week). A waiver of this wage requirement may be granted by the WDB following review by the Career Center Coordinator if the candidate has an identified barrier of either a disability or felony record.
- OJT payment amounts are presently set at \$5,000 or 333 hours, whichever occurs first.
- Reimbursement is up to 50 percent. Employers may invoice twice (midway through and at the end of the training period) or just once (at the end).
- Under special circumstances and on a case-by-case basis with proper justification, a One-Stop Career Center Site Coordinator may request a waiver (in writing) to exceed the \$5,000 limit from the One-Stop Operator Administrator.
- OJT may be combined and sequential to ITA training – but the combined maximum total may not exceed \$8,000 – without a specific waiver from the One-Stop Operator Administrator.
- Monitoring of the OJT worksite must occur at midpoint and upon completion of the actual training. The monitoring visit shall include a review of the worksite, and worksite agreement, confirmation of wage payment to the participant, as well as confirmation of job duties to the job description listed in the worksite agreement. Monitoring notes shall be maintained in the case management files.

- 75% of OJTs must be in one of the priority sectors identified by the Workforce Development Board or regional initiatives: Advanced Manufacturing, Transportation and Logistics; Health and Life Sciences; Energy; Information Communications Technology (ICT) and Digital Media; and Construction; or occupations in these clusters that span many industries, such as ICT.

The Workforce Development Board reserves the right to review the above percentages, and based on economic conditions and subsequent State directives, to adjust this policy accordingly.

OJT's apply to out-of-school youth, adults and dislocated workers unless state or federal regulations require revision to the policies or more stringent limitations.

All OJT contracts and payment services will be processed through the Fiscal unit of the Employment and Human Services Department using standard forms and procedures.

For forms and procedures, reference the S: drive.

If you have any questions regarding this Workforce Policy Bulletin, please contact Patience Ofodu at 925-602-6800.

Citations & References:

Workforce Innovation and Opportunity Act of 2014

Federal Regulation Subpart F sections 680.700 through 680.750 (Proposed)

If you have any questions regarding this Workforce Policy Bulletin, please contact Patience Ofodu at 925-602-6800.

cc: Kathy Gallagher, Director, EHSD
Michael Roetzer, Director, Administration
Donna Van Wert, Administrator, One-Stop Operations
Maureen Nelson, Assistant Administrator, One-Stop Operations
Bob Whatford, Workforce Services Specialist, One-Stop Operations
Patience Ofodu, Workforce Services Specialist, Workforce Development Board
Contracted Youth Services Providers
Gabriel Garcia, EDD WSD Regional Advisor



WORKFORCE POLICY BULLETIN #04-20 (update of WPB #01-15)

DATE: September 1, 2020

TO: Contracted Service Providers

FROM: Donna Van Wert, Executive Director
Workforce Development Board

SUBJECT: Revised Policy Governing Issuance of On-the-Job Training Contracts (OJTs)

Purpose:

The purpose of this Workforce Policy Bulletin is to issue the revised policy related to issuance, tracking and monitoring of On-the-Job Training contracts, as stated in WPB #01-12, and to delete WPB #08-13.

Background:

On the job training (OJT) is training by an employer that is provided to a paid participant while engaged in productive work. OJT is provided under a contract with an employer in the public, non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for reimbursement ranging from 50 percent up to 75 percent of the wage rate (or as allowed by current State directive) to compensate for the employer's extraordinary costs.

OJT benefits both the participant and the employer:

- The participant starts as a permanent employee, receives training in a work setting, and gains knowledge of a job that allows them to apply their newly learned occupational skills
- The employer receives assistance recruiting, screening, hiring and training new employees in the specific skills that are needed to help the business thrive

Generally speaking, OJTs are appropriate for *Semi-skilled*, *Skilled* and *Transferrable Skill* work, as defined by *Specific Vocational Preparation (SVP)* and associated training time of *over one month up to one year*.

The *SVP* component of the Dictionary of Occupational Titles (USDOL) defines these levels as:

- *Semi-skilled work*. Jobs that require alertness and close attention; inspecting or testing; tending equipment, property, materials, or persons. Coordination and dexterity are necessary.
- *Skilled work*. Jobs that require judgment to determine form, quantity, quality, and suitability; making precise measurements or computations; dealing with abstract ideas at a high level of complexity.
- *Skills that can be used in other work (transferability)*. Jobs requiring skills used in similar past work that can be used to meet current requirements.

Level (a), *Unskilled work*, is not appropriate for OJT as it can be taught in 30 days or less and does not allow the individual to gain marketable skills.

Policy:

The OJT must conform to the following points:

- The 75% of OJTs must be in one of the priority sectors identified by the Workforce Development Board: Advanced Manufacturing (and its subsector Transportation and Logistics); Health and Life Sciences; Energy; Information Communications Technology (ICT) and Digital Media; and Construction; or occupations in these clusters that span many industries, such as ICT.
- Each OJT contract must include a training plan that is based on an analysis of the skills gap to be addressed by the on-the-job training. At minimum, the analysis shall take into consideration the individual's education, prior work history, transferable skills, short-term and long-term occupational goals in relationship to the position, identified career path and the Specific Vocational Preparation (SVP) level as defined by the CFR 20 § 416.968, *Skill Requirements*.
- Wage for OJT participants is presently set at a minimum of \$15.00 per hour. Jobs must be permanent and full-time (at least 30 hours per week).
- OJT payment amounts are presently capped at \$8,000 per participant.
- Reimbursement is up to 50 percent of the wage rate. Reimbursement may increase up to 75 percent of the wage rate for priority populations as defined here, or as allowed by current State directive. Priority populations include participants with the following characteristics/barriers to employment:
 - Individuals with disabilities
 - Individuals with a felony record
 - Non-custodial parents paying child support
 - Individuals enrolled in CalFresh Education & Training
 - English Language Learners
- Employers may invoice twice, midway through and at the end of the training period, or just once at the end of the training period.
- OJT may be combined and sequential to ITA training – but the combined maximum total may not exceed \$13,000 without a specific waiver from the appropriate WDB designated staff.
- Monitoring of the OJT worksite shall occur at midpoint and upon completion of the actual training. The monitoring visit shall include a review of the worksite, and worksite agreement, confirmation of wage payment to the participant, as well as confirmation of job duties to the job description listed in the worksite agreement. Monitoring notes shall be maintained in the case management files.

In rare cases and under special circumstances a waiver of the \$15.00 wage minimum and/or the funding caps may be requested. Justification and back-up documentation shall be submitted in writing by the One-Stop Career Center Site Manager to the appropriate designated WDB staff. OJT contracts may not begin until the required authorizations are secured.

The Workforce Development Board reserves the right to review the above percentages, and based on economic conditions and subsequent State directives, to adjust this policy accordingly.

OJTs apply to Adults, Dislocated Workers and Youth unless state or federal regulations require revision to the policies or more stringent limitations.

All OJT contracts and payment services will be processed through the Fiscal unit of the Employment and Human Services Department using standard forms and procedures.

Citations & References:

- *Skill Requirements*, 20 CFR, Section 416.968
- *O*NET Specific Vocational Preparation (SVP)*, <https://www.onetonline.org/help/online/svp>
- *Use of Funds for Employment and Training Activities*, WIOA section 134(c)(3)
- *WIOA Training Services*, 20 CFR Sections 680.700 through 680.750
- *Workforce Innovation and Opportunity Act*, Section 134 (c) (3) (D) (ii)
- *Operating Guidance for WIOA*, DOL ETA TEGL 3-15

If you have any questions regarding this Workforce Policy Bulletin, please contact Maureen Nelson at mnelson@ehsd.cccounty.us or 925-671-4542, or Verneda Clapp at vclapp@ehsd.cccounty.us or 925-671-4533.

cc: Kathy Gallagher, Director, EHSD
Mike Roetzer, EHSD Director of Administration
Maureen Nelson, One-Stop Operator Consortium Administrator
Verneda Clapp, Workforce Services Specialist, Adult Programs, WDB
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Jeff Shoji, Business Systems Analyst, Workforce Development Board
Alejandra Chamberlain, Youth Development Manager, Contra Costa County Office of Education
Stephanie Roberts, Mt. Diablo Unified District
Gerald Dunbar, Future Build Administrator
Merl Craft, Future Build Program Manager
Jane Fischberg, President & CEO, Rubicon Programs
Carole Dorham-Kelly, Chief Program Officer, Rubicon Programs
Monique Brown, Director of Workforce Services, Rubicon Programs
Janyce Wong, Regional Advisor, EDD Workforce Services Division

DATE: September 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Appointment to the Workforce Development Board**

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

Michelle Hernandez to fill Workforce Flex Seat #2
DeVonn Powers to fill Workforce Flex Seat #2

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 3 workforce labor seat vacancies and 1 flex seat vacancy, the WDB board seats are almost completely filled.

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 **Michelle Hernandez** or to fill Workforce Flex Seat #2
Or
- 2) Recommend the appointment of **DeVonn Powers** to fill Workforce Flex Seat #2

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

A5a WDBCCC ByLaws

A5b **Michelle Hernandez** application form

A5c **DeVonn Powers** application form

A5d Board member roster with term end-dates as of 9.9.2020

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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 1st and terminate on June 30th four calendar years later.
- F. The WDBCCC may recommend to the Contra Costa County Board of Supervisors changes to the size and composition of its membership, provided that two-thirds of its members have voted to recommend the change. Recommended changes to size and composition of the WDBCCC membership must be approved by the Contra Costa County Board of Supervisors.
- G. The members of the WDBCCC shall not be paid for their services, but shall be reimbursed for their necessary and actual expenses incurred in the performance of their duties connected with their activities or responsibilities under the WIOA and/or other programs under the purview of the

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

ARTICLE IV: DUTIES OF MEMBERS

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

ARTICLE V - OFFICERS AND ELECTIONS

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

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

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

ARTICLE VI - VACANCIES

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

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

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

ARTICLE VIII - COMMITTEES

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

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

The responsibilities of the Executive Committee shall include:

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

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

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ARTICLE IX - STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

Members of the Workforce Development Board will:

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

ARTICLE X - TERMINATIONS

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

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

**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**

Application Form

Profile

Dr. Michelle

First Name

R.

Middle Initial

Hernandez

Last Name

[Redacted]

Home Address

[Redacted]

Suite or Apt

Concord

City

CA

State

94521

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

Which supervisorial district do you live in?

District 4

Education

Select the option that applies to your high school education *

CA High School Proficiency Certificate

College/ University A

Name of College Attended

Alliant International University

Degree Type / Course of Study / Major

PhD Clinical Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

CSU EAST BAY

Degree Type / Course of Study / Major

BS CRIMINAL JUSTICE ADMINISTRATION

Degree Awarded?

Yes No

College/ University C

Name of College Attended

UC DAVIS

Degree Type / Course of Study / Major

BA Psychology

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?

Advisory Council on Aging: Submitted
Mental Health Commission: Submitted
Workforce Development Board: Submitted
Racial Justice Oversight Body: Submitted

Seat Name

Mental Health Commission

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?

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

As a mental health professional it is essential that the services within our community be representative of our demographics, culture, and inclusiveness .

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.

IHSS Public Authority Advisory Committee

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

Dr. Michelle Hernández

[May_20_RESUME.docx](#)

Upload a Resume

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

Application Form

Profile

DeVonn

First Name

Middle Initial

Powers

Last Name

Home Address

Suite or Apt

Concord

City

CA

State

94520

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

District 2

Education

Select the option that applies to your high school education *

G.E.D. Certificate

College/ University A

Name of College Attended

DVC

Degree Type / Course of Study / Major

Psychology

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Nan McKay University

Degree Type / Course of Study / Major

HUD - Section 8, Self-Sufficiency

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

OMB Cost Principles for Non profits

Hours Completed

16

Certificate Awarded?

Yes No

Board and Interest

Which Boards would you like to apply for?

Contra Costa Council on Homelessness: Submitted
Workforce Development Board: Submitted

Seat Name

Homeless or Employment Service Provider

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.

As a Homeless and Workforce Services Provider and a Contra Costa County resident, I am passionate about being a part of team that works towards developing policies and practices that impact our community in a positive way. I believe the "real work" starts with ourselves and then extends by our openness to work alongside others in the fight against homelessness. I bring a multitude of skill-sets and experiences that would allow for a positive contribution to the committee, I am excited about the opportunity to serve, develop and explore new strategies in doing the work better as our world changes.

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.

Reentry Contra Costa County Advisory Board (CAB) - Board Member, Alameda County Workforce Service Board, Board Member, National American Association Cancer Registry - Member, Rotary Club Member (Pittsburg, CA), First Presbyterian Church of Concord, Clerk of Session and Session Member, Reentry Success Center, Steering and planning Committee.

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

Please see the attached resume for description of qualifications.

[Resume -
DeVonn Powers_2020.pdf](#)

Upload a Resume

Conflict of Interest and Certification

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

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and 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

DeVonn Powers

Concord, CA 94520

PROFESSIONAL OBJECTIVE

To be a part of a team where my years of experience will be utilized to: empower, motivate, and support an organization in creatively achieving their vision while accomplishing their mission.

EXECUTIVE LEADERSHIP

BUSINESS DEVELOPMENT & CONTRACT MANAGEMENT

6 years of experience as an Executive Director; on the Board of Directors

11 years of experience of departmental/division oversight

18 years of experience directing/managing multiple contracts and programs

17 years of experience in program design and program start-up

26 years serving diverse populations

CORE COMPETENCIES

Strategic Planning & Execution	Fiscal Accountably	Contract Negotiation
Process & System Integration	P&L Management	Grant Writing-RFP Process
Infrastructure & Program Design	Business Development	Public Relations & Marketing
Operational Oversight	Performance Benchmarks	Coalition Building
Leadership Development	Policy Improvement	Accurate Reporting

RECENT ACHIEVEMENTS

† **Established Humanity Way, Inc. non-profit organization in Contra Costa County**

† 4.5M revenue growth, 60% increase within 18 months (contract awards), 20 positions added

† Designed and implemented restructuring plan for Workforce Development Department

† 100% retention - Contract renewals for contracts, grants and gifts for exceptional performance

† Established 75+ community-based partnerships with signed Memorandums of Understanding

† Formed, participated & lead multi-agency collaborations for County, City and Federal contracts

BOARDS/COMMITTEES/AFFILIATES

Alameda Workforce Investment Board member, Community Advisory Board member, West County Reentry Success Steering Committee member, Data Evaluation Committee, Site Planning Committee, Rotary Club, Contra Costa County Employment and Human Services Department, Contra Costa County Administrators Office and Probation Department, Solano County Social Service Department, Alameda County, Contra Costa County One Network and NAACCR.

WORK EXPERIENCE

2016 – Present Founder/Chief Executive Officer (Paid Officer) – Humanity Way, Inc.

Confer with board members to discuss project issues, coordinate activities, resolved problems, collaboratively plan, ensure compliance organizational goals, objectives, mission and participate in strategic planning and execution, establish policies, procedures, operational oversight, analyze budgetary information, financial planning, revenue forecasts, P&L, pursue new funding opportunities.

2016 – 2018 Senior Manager of Registry Operations – Cancer Prevention Institute of California

Oversight of Cancer Registry federal contracts - Provide overall supervision and oversight of registry resources, ensure contract compliance, collaborate with oncology, researchers and MDs, strategic planning, operating budget of 31M, comprised of 28 employees, 21 direct reports (4 high-level).

2012 – 2016 Senior Director of Contract Services – Goodwill Industries

Oversight of Workforce Development Department - Contracts - (Alameda, Contra Costa and Solano counties) Provide overall supervision, training of management team, confer with the CEO and board members to discuss organizational issues, operating budget of 11M comprised of 52 employees, 5 direct reports.

Fiscally responsible, analyze and maintain budgetary information, financial planning, revenue forecasts P&L oversight of 32M budget, expand agency revenue; ensure maximization of funds, develop new contracts and funding opportunities, grant writing, staff supervision, contract negotiation, RFP proposal preparation and final selection process, project planning and start-up, direct and ensure compliance of contract services and guidelines, establish and maintain alliances with County, State, local government and community-based partnerships, public speaking, program development, redesign and corrective operational processes, ensured contract outcomes, performance levels and deadlines, public presentations and departmental training, leadership development and motivational speaking, develop outcome based and narrative reports, development and submission of funding reports, payment requirements, financial audit of all payroll, billing, program records and process for all cost centers within workforce development.

- *Awards: 2015 CAL PIA Community Partnership award, 2015 Community Service 3-year contract, 2014 Job Services 3-year contract, 2014 F.A.M.E. Welfare-to-Work 3-year contract, 2013 AB109 Bridges-to-Work 3-year contract, 2015 & 2012 STEP-UP 3-year contract and received the CEO award, 2013, 2014 and in 2015 agency stopped giving out this award.*

2011 – 2013 Executive Director – Second Step Sober Living, Lodi CA

Participated on the Second Step Living (Sober living home for men) committee, conferred with committee and board members to discuss project issues, coordinated activities, resolved problems, collaboratively planned, ensured compliance organizational goals, objectives, mission and strategic planning and execution, established policies, procedures and guidelines, project planning and start-up operational oversight, fiscally responsible, analyze and maintain budgetary information, financial planning, revenue forecasts P&L oversight, expand revenue collaboratively established strategies to maximize returns on investments, increase productivity and explore/pursue new funding opportunities, *letter of recommendation available.*

2010 – 2012 Intervention Services Departmental Manager – STAND, Concord, CA

Provide overall supervision, training and management of the Intervention Services Department comprised of contracts with the Richmond Police Department, Antioch Police Department, Concord Police Department, Pittsburg Health Clinic, EHSD Contra Costa County, Chevron, Junior League, Cal-Ema, (Collaborative LGBTQ Rainbow Community Center, Victims of Crime, Community Violence Solutions), and HUD, direct and oversee operations of “transitional housing”.

Fiscally responsible, analyzed and maintained budgetary information, financial planning, revenue forecasts P&L oversight, expand agency revenue; develop new contracts and funding opportunities, grant writing, contract negotiation, RFP proposal preparation and final selection process, project planning and start-up, direct and ensure compliance of contract services and guidelines, establish and maintain alliances with County, State, local government and community-based partnerships, program development, redesign and corrective operational processes, ensured contract outcomes, performance levels and deadlines, public presentations and departmental training, staff oversight, training and development, supervision and staff evaluation, leadership and career development and motivational speaking, develop outcome based and narrative reports, development and submission of funding reports, payment requirements, financial audit of all payroll. Chaired Cultural Competency Committee,

member of and presented on several partnering committees: Coalition for Human Trafficking, Home base committee, Homeless/HUD, Contra Costa Employment committee, Rainbow committee.

- *Awards: 2010 LGBTQ STAND-In-Pride 5-year contract, 2010 Domestic Violence EHSD 3-year contract, Pittsburg Health Clinic 1-year pilot project, MOVE Transitional housing*
- *Achievement/s: Designed and started a volunteer trauma-based vocational drop-in center for domestic violence survivor, this center also included on-site children's activity center*

2007 – 2010 Program Coordinator/Contract Manager – Goodwill, Antioch CA

Provided overall supervision, training and management to the Welfare-to-Work (WEX) contract, contract negotiation, RFP proposal preparation and final selection process, lead on taskforce with the Executive Team, planned, directed and ensured compliance of contract services and guidelines implemented alliances and acted as a liaison between County and community-based partnerships, ensured contract outcomes, performance levels and deadlines for multiple contracts, hired and provided training and supervision of program staff, fiscally responsible, analyzed, and maintained budgetary information, developed, revenue reports, reviewed and maintained annual financial plans, monitored, profit and loss statements, submitted purchase order requests, developed outcome based and narrative reports development and submission of funding reports, payment requirements, program site reviews, *reference letters from community partners are available.*

- *Awards: 2010 Work Experience 3-year contract, received the CEO Award in 2009 and 2010.*

2004 – 2007 G.I.F.T. Program Director, Livermore Housing Authority, Livermore CA

Provide overall supervision, training and management of three (3) contracts – G.I.F.T Program, Family Self-Sufficiency, and Section 8 Home Ownership HUD

Planned, directed and ensured compliance of contract services and guidelines, supervised staff and the maintenance crew, program design and start-up, ensured contract outcomes, performance levels and deadlines for multiple contracts, planned, coordinated and implemented activities, created alliances and acted as a liaison between County, City, State and community-based partnership, operational oversight, provided direct services to domestic violence survivors, low-income, unemployed, mental health consumers, reentry, fiscally Responsible, developed outcome based reports to HUD for all contracts, completed all property management duties, walk-thru, inspections HUD Code, rent collection and evictions, *received two (2) promotions during my employment.*

2002 – 2003 5150 Designee/Case Manager – Volunteers of America, Sacramento CA

Served, screened and treated Mental Health consumers, ensured contract outcomes, performance levels and deadlines, planned, coordinated and implemented activities for participants, crisis intervention and deflection, case planning, provided 5150 assessments under the supervision of a clinician for clients in crisis, medication management, medication administration, case management

1995 – 1998 Counselor/Case Manager I/II & Shift Leader– Turning Point, Sacramento CA

Served, screened and treated Developmentally Disabled Mental Health consumers, One-on-One counseling sessions, group therapy and ILS workshops, planned, acted as an advocate and liaison between clients and community-base organizations, crisis intervention and deflection,

EDUCATION/CERTIFICATION:

2015	OMB Supercircular Cost Principles	Solano County, CA
2014	Non-Profit – OMB 122 Cost Principles	Solano County, CA
2004	Nan McKay University – Certified Family Specialist	Las Vegas, NA
2001	Diablo Valley College – Psychology/Philosophy	Pleasant Hill, CA



BOARD MEMBERS PUBLIC ROSTER

Name	Seat #	Appointment Date	District # (Resident)	Term Start Date	Term End Date	Title	Entity	District # (Employment)	Committee
Michael McGill	1	6/23/2020	District #2	7/1/2020	6/30/2024	Chairperson/Engineer	MMS Design Associates	District #2	EXEC/YOUTH
Joshua Aldrich	2	10/9/2018	District #3	10/1/2018	6/30/2022	CEO	Del Sol NRG. Inc.	District #3	BED
Yolanda Vega	3	6/23/2020	District #2	7/1/2020	6/30/2024	Principal	Peak Performance Corporate Training	District #2	EXEC
Terry Curley	4	10/9/2018	District #2	10/1/2018	6/30/2022	Executive Vice President	United Business Bank	District #4	EXEC/BED
Tom Guarino	5	7/14/2020	District #X	7/1/2020	6/30/2024	Government Relations, East Bay Public Affairs	PG&E	District #4	BED
Jose Carrascal	6	8/11/2020	District #3	7/1/2020	6/30/2024	Director of Site Operations	Corteva Agriscience	District #5	YOUTH
Stacey Marshall	7	6/23/2020	District #1	7/1/2020	6/30/2024	Manager Human Resources	American Sugar Refining, Inc.	District #5	BED
Carolina Herrera	8	7/14/2020	District #4	7/1/2020	6/30/2024	Manager, Community & Government Relations	Kaiser Permanente	District #4	BED
Robert Muller	9	3/12/2019	District #5	3/1/2019	6/30/2023	Learning Manager	PBF Energy	District #5	YOUTH
Laura Trevino	10	7/14/2020	District #5	7/1/2020	6/30/2024	Business Profile Account Manager	Coast Personal Services	District #5	YOUTH
Stephanie Rivera	11	7/14/2020	District #4	7/1/2020	6/30/2024	Director, Community Health Improvement	John Muir Health	District #4	
Monica Magee	12	8/11/2020	District #5	7/1/2020	6/30/2024	Director of Marketing	Bishop Ranch	District #2	BED
Corry Kennedy	13	7/14/2020	District #4	7/1/2020	6/30/2024	Human Resource Manager	Chevron	District #2	

Name	Seat #	Appointment Date	District # (Resident)	Term End Date	Title	Entity	District #	Committee
Thomas Hansen	1	10/17/2017	District #X	10/1/2017	6/30/2021	Business Manager	IBEW Local 302	District #5 EXEC
Joshua Anijar	2	12/10/2019	District #X	12/1/2019	6/30/2023	Executive Director	Centra Labor Council Contra Costa County	District #5 EXEC
VACANT	3		District #X		6/30/20XX			District #X
VACANT	4		District #X		6/30/20XX			District #X
VACANT	5		District #X		6/30/20XX			District #X

Name	Seat #	Appointment Date	District # (Resident)	Term End Date	Title	Entity	District #	Committee
G. Vittoria Abbate	1	10/17/2017	District #2	10/1/2017	6/30/2021	Director, College & Career & Adult Education	Mt. Diablo Unified School District	District #4 YOUTH
Kelly Schelin	2	7/14/2020	District #5	7/1/2020	6/30/2024	Associate Vice Chancellor, Educational Services	Contra Costa College	District #1

Name	Seat #	Appointment Date	District # (Resident)	Term End Date	Title	Entity	District #	Committee
Carol Asch	1	6/23/2020	District #X	7/1/2020	6/30/2024	Rehabilitation Act of 1973/District Administrator	California Department of Rehabilitation	District #4 YOUTH
Richard Johnson	2	6/23/2020	District #4	7/1/2020	6/30/2024	Employment Service/Employment Prog.Manager II	California Employment Development Department	District #4 BED
Kwame Reed	3	6/23/2020	District #X	7/1/2020	6/30/2024	Economic Development Director	City of Antioch	District #3 EXEC/BED

Name	Seat #	Appointment Date	District # (Resident)	Term End Date	Title	Entity	District #	Committee
Leslay Choy	1	7/14/2020	District #1	7/1/2020	6/30/2024	Executive Director	San Pablo Economic Development	District #1 BED
Dr. Michelle R. Hernandez or DeVonn Powers (Pending Approval)	2		District #X		6/30/2024	Chief Executive Officer/Founder Chief Exec.Officer	DisabilityGuru.org/Humanity Way, Inc.	District #X

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

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

DATE: September 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Approve Skills Upgrading/Retraining & Job Readiness Training Policy**

The memo brings forth the request for approval of a new policy to provide direction for providing non-ITA trainings for Workforce Innovation and Opportunity Act (WIOA) Adults, Dislocated Workers and Out-of-School Youth ages 18-24.

A. BACKGROUND AND DISCUSSION

Under the WIOA, training services may be provided to Adults, Dislocated Workers, and Out-of-School Youth through activities such as:

- Occupational skills training, including training for nontraditional employment (300)
- On-the-job training (301)
- Incumbent worker training (308)
- Programs that combine workplace training with related instruction, which may include cooperative education programs (321)
- Private sector operated training programs (320)
- Skills upgrading and retraining (305)
- Entrepreneurial training (302)
- Job Readiness training (322)

Currently the process for participants to access the above examples of training is through an Individual Training Account (ITA) that covers the cost of training for a provider listed on the State Eligible Training Provider List (ETPL).

B. CURRENT SITUATION

The Workforce Development Board of Contra Costa County (WDBCCC) recognizes the need to support training activities as part of a career pathway approach that may not immediately result in participants earning an industry recognized certificate and trainings that may not be listed on the ETPL.

Non-ITA trainings may be made available to eligible and appropriate participants when it has been determined that the individual will be unlikely or unable to obtain or retain employment that leads to self-sufficiency from previous employment or through career services alone.

C. RECOMMENDATIONS

Approve the Skills Upgrading/Retraining and Job Readiness Training policy as presented by WDB staff.

D. SCHEDULE

Action on this item will result in service providers being able to support increased training opportunities for participants.

E. ATTACHMENTS

A6a Skills Upgrading/Retraining and Job Readiness Training Policy

WORKFORCE POLICY BULLETIN #03-20

DATE: September 1, 2020

TO: Contracted Service Providers

FROM: Donna Van Wert, Executive Director
Workforce Development Board

SUBJECT: Skills Upgrading/Retraining and Job Readiness Training (Non-ITA Training)

Purpose:

The purpose of this policy is to provide direction for providing non-ITA trainings for Workforce Innovation and Opportunity Act (WIOA) Adults, Dislocated Workers and Out-of-School Youth ages 18-24.

Background:

Under the Workforce Innovation and Opportunity Act (WIOA), training services may be provided to Adults, Dislocated Workers, and Out-of-School Youth through activities such as:

- Occupational skills training, including training for nontraditional employment (300)
- On-the-job training (301)
- Incumbent worker training (308)
- Programs that combine workplace training with related instruction, which may include cooperative education programs (321)
- Private sector operated training programs (320)
- Skills upgrading and retraining (305)
- Entrepreneurial training (302)
- Job Readiness training (322)

Policy:

The Workforce Development Board of Contra Costa County (WDBCCC) recognizes the need to support training activities as part of a career pathway approach that may not immediately result in participants earning an industry recognized certificate.

Non-ITA trainings may be made available to eligible and appropriate participants when it has been determined that the individual will be unlikely or unable to obtain or retain employment that leads to self-sufficiency from previous employment or through career services alone.

A. Eligibility Criteria for Training

1. The participant is unemployed or is employed in stop-gap employment or at a wage that is below the *level of self-sufficiency*

2. A comprehensive assessment has determined the participant is in need of training services to obtain or retain employment that leads to *self-sufficiency* or wages comparable to or higher than wages from previous employment.
3. The participant possesses the skills and qualifications needed to successfully complete the desired training program.
4. The participant has demonstrated the following:
 - Commitment to completing the identified training program
 - Knowledge of the targeted demand occupations in the local area or proposed area of employment
 - Knowledge of the job requirements and working conditions of the related careers
 - Knowledge of training courses available and pertinent performance and cost information
 - The ability to meet the training provider's entrance requirements
 - The training program is consistent with the participant's Individual Employment Plan (IEP) or Individual Service Strategy (ISS)
5. The participant has been unable to secure other financial assistance to cover the full or partial costs of training
6. The participant has not had a WIOA-funded ITA in the prior 24 months. This requirement may be waived on a case-by-case basis with Management approval and proper justification.
7. For job readiness training, the activity code must be applied in conjunction with one of the following codes:
 - Occupational skills training, including training for nontraditional employment (300)
 - On-the-job training (301)
 - Incumbent worker training (308)
 - Programs that combine workplace training with related instruction, which may include cooperative education programs (321)
 - Private sector operated training programs (320)
 - Skills upgrading and retraining (305)
 - Entrepreneurial training (302)

B. Selection of Training Providers

WIOA service providers will assist participants to make well-informed training decisions and provide guidance in selecting a training facility and training provider/program. The selected training provider must demonstrate measurable skills gains and successful outcomes for WIOA participants.

The WDB may prohibit the referral of participants to training vendors and/or training programs that have demonstrated poor performance.

WIOA program staff is responsible for verifying that both the training provider and selected training program meet local WDB requirements.

Training must result in measurable skills gains (defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment) and may lead to an entry-level credentials not recognized by DOL as industry recognized credentials. Documentation of measurable skills gains may include: transcripts, progress reports, test results, and other allowable documents.

C. Funding and Duration Limit

Non-ITA trainings may be used when other no-cost training is not available or there are other conditions (location, schedule, etc.) that would make attending no-cost training unfeasible. Prior to receipt of a Non-ITA training, all other training options and funding sources for training services shall be exhausted, including Pell Grants and other grant assistance (excluding loans). WIOA program staff is responsible for documenting that the training provider and training program qualify for financial assistance, if applicable.

Training funds may be used for tuition costs, required books, fees, specialized course-specific supplies or activities and may also fund pre-requisite training if required by the approved training program.

In general, training should not extend beyond twelve (12) consecutive months. In special circumstances, a waiver for an Non-ITA of extended duration may be approved by Program Management.

Under no circumstances may training begin without the proper approvals and documentation in place. Program staff shall work with participants to ensure there is adequate lead time (two-week minimum) to develop and process the non-ITA request before the training start date. Inaccurate, incomplete or late forms or missing approvals may result in a participant not being able to start training as scheduled.

D. Payment Limits

To ensure equitable access to participants of all backgrounds, need, and barriers, the total funding amount limit is the same as ITAs (see Workforce Policy Bulletin #01-17). Under special circumstances, a waiver to exceed the payment limit may be approved by Program Management. Exceptions may also occur when special grant funding allows for flexibility.

E. Cancellations & Modifications

Service Provider staff is responsible for initiating cancellations and modifications and seeking the proper approvals.

A Cancellation occurs when:

- A participant does not start training
- A participant drops out of training
- A participant is approved to attend a training with a different provider than originally planned

Modifications occur when there are changes to the training dates and/or cost.

F. CalJOBS Reporting

Service provider staff is responsible for recording participant data into CalJOBS. Program staff shall ensure that CalJOBS is kept up-to-date and contact MIS if/when an activity code needs to be voided or when other corrections to data are needed.

G. Review and Approval Procedures

Service Providers shall develop procedures that ensure all WIOA regulations and WDBCCC policies concerning training are adhered to.

H. Recovery of Unused WIOA Training Monies

To ensure prompt return of any unused training monies, WIOA program staff shall track the participant's monthly progress. Refund amounts are based on the training provider's published refund policy in effect at the time the training started. Program staff shall initiate the refund process as soon as they become aware that the participant is no longer attending.

I. Appeals Process

Participants have the right to file an appeal if they are denied training. If they believe they have been unfairly denied access to training, they may file a complaint using the published grievance or complaint procedures outlined in the Workforce Innovation and Opportunity Act Participants Rights form.

Citations & References:

- *Use of Funds for Employment and Training Activities*, WIOA section 134(c)(3)
- *WIOA Training Services for Adults and Dislocated Workers*, Title 20 CFR 680.200 to .230
- *How WIOA Training Services are Provided*, Title 20 CFR 680.300 to .350
- *Training Accounts, Consumer Choice, Eligibility*, Title 20 CFR 680.320, 680.340, and 680.530
- *Delivering Services to Adult and Dislocated Workers under WIOA Title I*, TEGL 19-16
- *CalJOBS Activity Codes*, EDD WSD 19-06
- *Workforce Innovation and Opportunity Act Participants Rights* (form)

If you have any questions regarding this Workforce Policy Bulletin, please contact Maureen Nelson at mnelson@ehsd.cccounty.us or 925-671-4542 and Jeff Shoji at jshoji@ehsd.cccounty.us.

cc: Kathy Gallagher, Director, EHSD
Mike Roetzer, EHSD Director of Administration
Maureen Nelson, One-Stop Operator Consortium Administrator
Verneda Clapp, Workforce Services Specialist, Adult Programs, WDB
Noramah Burch, Workforce Services Specialist, Youth Programs, WDB
Jeff Shoji, Business Systems Analyst, Workforce Development Board
Alejandra Chamberlain, Youth Development Manager, Contra Costa County Office of Education
Stephanie Roberts, Mt. Diablo Unified District
Gerald Dunbar, Future Build Administrator
Merl Craft, Future Build Program Manager
Jane Fischberg, President & CEO, Rubicon Programs
Carole Dorham-Kelly, Chief Program Officer, Rubicon Programs
Monique Brown, Director of Workforce Services, Rubicon Programs
Janyce Wong, Regional Advisor, EDD Workforce Services Division



DATE: September 9, 2020
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **PY 2020-21 WDB DRAFT BUDGET**

This report brings a DRAFT program/fiscal year 2020-21 budget to the WDB Executive Committee for their review and consideration.

A. BACKGROUND

The WDB Executive Committee and/or the Full Workforce Board historically approves the program/fiscal year (PY) budget at the beginning of the current PY (July) and typically adopts a revised budget at the mid-year point to better balance revenues (and specific funding sources) with expenditures, as well as account for changes in our funding sources and/or amounts.

B. CURRENT SITUATION

Unfortunately, WDB staff were not able to provide an accurate budget for the board to approve for the 2019-2020 program year. EHSD fiscal has had challenges in providing an accurate budget. Due to these challenges, the WDB has an excess carryover amount for the 2020-2021 PY. In addition to the larger than normal carry over amount the WDB has received almost 1.4 million in emergency COVID-19 related funding. All of our funding has an expiration term, most of which currently ranges from December 31, 2020 to June 30, 2021.

The WDB is in a unique situation of having a surplus of money that we must strategize have to expend in a relatively short period. WDB staff are working on developing strategies to expend these funds.

D. FISCAL IMPACT

The PY 2020-21 WDB DRAFT Budget Report document shows the WDB currently operating under a Board of Supervisor (BOS) approved budget of \$6.275 Million in revenues. The projected \$2,794,494 Million increase adjustment needs to be adopted which will bring the WDB budget to \$9,069,494 in revenues for 2020-2021. This adjustment is due to unobligated funds over the past few years.

E. SCHEDULE

The adjustments for the 2020-21 WDB budget should go before the BOS in October. Staff anticipate requesting approval for the 2020-2021 PY revised/adjusted budget at the November Full Board meeting.

F. ATTACHMENTS

D1a PY 2020-21 WDB Recommended Budget with Projected Adjustments

PY 2020-2021 WDB Recommended Budget with Projected Adjustments

		20/21 Recommended (as of 8/28/20)	20/21 Projected Adjustments	Increase/(Decrease)	%
WIOA vs NON- WIOA	WIOA REVENUE				
	Adult/DW/Youth	4,225,762	4,301,378	75,616	2%
	Adult/DW/Youth [carry-in]	760,478	1,929,857	1,169,379	154%
	RR/RPI/RTO			-	-
	RR/RPI [carry-in]	653,175	684,457	31,282	5%
	COVID/Emergency		1,533,342	1,533,342	-
	WIOA Revenue:	5,639,415	8,449,034	2,809,618	50%
	NON-WIOA REVENUE				
	EBRPU-P2E Grants (IDL/SSEL)	248,796	233,113	(15,684)	-6%
	EBRPU-P2E [roll-over]		39,807	39,807	-
	Rent	157,629	157,320	(309)	0%
	AB109	216,160	190,221	(25,939)	-12%
	CCC General Fund	13,000		(13,000)	-100%
	NON-WIOA Revenue:	635,585	620,460	(15,125)	-2%
	GRAND TOTAL (ALL Revenues):	6,275,000	9,069,494	2,794,494	45%

		20/21 Recommended (as of 8/28/20)	20/21 Projected Adjustments	Increase/(Decrease)	%
GRANTS vs OTHER	ALL GRANT REVENUES				
	WIOA: Adult/DW/Youth (new grants)	4,225,762	4,301,378	75,616	2%
	WIOA: Adult/DW/Youth/RR/RPI [carry-ins]	1,413,653	2,614,314	1,200,660	85%
	NON-WIOA: EBRPU-P2E Grants (IDL/SSEL)	248,796	233,113	(15,684)	-6%
	NON-WIOA: EBRPU-P2E [roll-over]		39,807	39,807	-
	COVID/Emergency Grants		1,533,342	1,533,342	-
	GRANTS Revenues:	5,888,211	8,721,953	2,833,742	48%
	OTHER REVENUE SOURCES				
	Rent	157,629	157,320	(309)	0%
	AB109	216,160	190,221	(25,939)	-12%
	CCC General Fund	13,000		(13,000)	-100%
	OTHER Revenues:	386,789	347,541	(39,248)	-10%
	GRAND TOTAL (ALL REVENUES):	6,275,000	9,069,494	2,794,494	45%