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

Full Board Agenda

November 3, 2020

3:00 p.m. – 4:30 p.m.

Join to ZOOM Meeting

<https://zoom.us/j/98390522987?pwd=NUxUTWVzbmJNNXBTRk1MaHlRQmdKUT09>

Meeting ID: 983 9052 2987

Password: 074494

Join by Dial In

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- 3:00 PM** **WELCOME AND CALL TO ORDER**
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
- 3:05 PM** **CONSENT AGENDA**
C1 **Approve Minutes from August 4, 2020 meeting**
- 3:10 PM** **ACTION ITEMS**
A1 **Approval of WDB PY 2020-2021 Budget**
A2 **WDB Board Appointment**
- 3:40 PM** **PRESENTATION ITEM**
P1 **Local and Regional Planning Presentation**
- 4:15 PM** **COMMITTEE REPORTS**
2021 COMMITTEE MEETING CALENDAR - DRAFT
CHAIR'S REPORT
OTHER WDBCCC MEMBER REPORTS
- 4:30 PM** **ADJOURN**

UPCOMING MEETINGS:

Executive Committee Meeting: Wednesday, December 9, 2020

Next Full Board Meeting: Tuesday, February 2, 2021

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 4071 Port Chicago Highway, Suite 250 Concord, CA during normal business hours.

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

FULL BOARD MINUTES

Tuesday, August 4, 2020

The Full Board met on Tuesday, August 4, 2020 met via ZOOM meeting. Chair Yolanda Vega called the meeting to order at 3:06 pm. Chair Yolanda Vega reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT – Joshua Aldridge, Carol Asch, Terry Curley, Carolina Herrera, Richard Johnson, Corry Kennedy, Stacey Marshall, Michael McGill, Robert Muller, Kwame Reed, Stephanie Rivera, Kelly Schelin, Laura Trevino, Yolanda Vega

MEMBERS EXCUSED – Vittoria Abbate, Joshua Anijar, Leslay Choy, Tom Guarino, Tom Hansen

MEMBERS ABSENT – None

WDB STAFF PRESENT – Donna Van Wert, Patience Ofodu, Noramah Burch, Verneda Clapp, Maureen Nelson, George Carter, Charles Brown, Rochelle Soriano, Jennifer Joel, Patricia Conley, and Michelle Graham

OTHERS IN ATTENDANCE – Gary Craft (Craft Consulting), Kevin Cabral (City of Antioch), Juliette Moeur (EDD) Mitchell Margolis (International Rescue Committee Oakland), Melissa Rea, Kate White

PUBLIC COMMENT:

None

CONSENT AGENDA:

C1 Approve May 5, 2020 Full Board Meeting minutes

Motion\Second Michael McGill\Terry Curley

Motion Approved

AYES: Joshua Aldridge, Carol Asch, Terry Curley, Carolina Herrera, Richard Johnson, Corry Kennedy, Stacey Marshall, Michael McGill, Robert Muller, Kwame Reed, Stephanie Rivera, Kelly Schelin, Laura Trevino, Yolanda Vega

NAYES: None

ABSENT: Vittoria Abbate, Joshua Anijar, Leslay Choy, Tom Guarino, Tom Hansen

ABSTAIN: None

PRESENTATION ITEMS:

P1 Labor Market Presentation from Craft Consulting

Presented by Gary Craft from Craft Consulting

Aligning Contra Costa's Workforce with the Regional Economy

Labor Market Analysis to Guide Local Workforce Strategies

Contra Costa Labor Market Outlook 2020-2030

Key Findings

- Short and long term impacts of COVID-19 will depend on federal stimulus programs, changes in consumer behavior, and availability of a vaccine
- Future workforce will be multi-generational, younger, and more diverse
- Silver Tsunami will be moderated by Gen X workforce
- Labor force participation likely to remain near historical level once the economy returns to normalcy following the Covid-19 pandemic
- Labor supply growing faster than local job growth; 45% of workforce works outside regional labor market
- Technology, automation, and artificial intelligence will transform the workplace requiring new skills
- Jobs requiring physical and manual skills will continue to play an important role in the local economy

Early Economic Outlook of COVID-19 Impact on Economy & Employment

Situation is fluid and and changes regularly with new information.

The Fed's economic forecasts are all over the map, a sign of how uncertain these times are.

From Expansion to Contraction & Back Again

- Local economy was expanding until outbreak of COVID-19
- Short-Term increase in unemployment and plunge in retail sales as COVID-19 spread
- Impact varies by industry
- Long-term outlook positive
- Consumer spending is expected to return to normal once health risks have been addressed (especially restaurant visits, sporting events, movie ticket sales, and travel)

Jobs vulnerable to layoff during the COVID-19 pandemic in the US by industry

- Food and beverage services
- Clothing and retail
- Support and accommodation services
- Automobile services
- Education
- Travel and attractions

Leading Sectors Account for the Vast Majority of New Job Growth

(Top 5 Sectors Generate 92.3% of Net New Job Growth)

- Healthcare
- Retail
- Hospitality
- Construction
- PSTS (Professional Services)

Regional Clusters Important Local Economy

Industry clusters enhance productivity, expand employment opportunities, and foster innovation and entrepreneurial activity, and influence regional economic performance by providing an efficient means for sourcing common inputs, collaboration, and talent recruitment.

- Biomedical
- Advanced Transportation Technologies
- Advanced Materials

Labor Market Conditions Trending in Positive Direction - Source: CA EDD, EMSI

Prior to COVID-19 Pandemic

Labor market conditions have improved in post-recession period, but labor supply continues to outpace local job growth. Labor Demand has increased with 5.9% job growth while unemployment has declined since 2010.

Demographic Profile of Contra Costa's Workforce

- Contra Costa's Population is expected to grow faster than the Statewide average
 - Population is expected to grow by 8% over the next ten years
- Challenges due to multiple generations in the Workforce
 - Millennials will be the fastest growing segment of the Working Age Population: 2020-2030
 - Millennials will dominate Workforce as Baby Boomers retire. By 2030 all Baby Boomers will be age 65 or older. During the coming decade, nearly 40,000 workers will move into retirement age, and more than 67,500 will reach retirement age.

Impact of COVID-19

East Bay Industries Hit Hardest by Shut Down of Economy (Feb.-June 2020) Source: CA EDD

The hospitality and personal/repair services sectors saw the largest decline in employment between February and June 2020. Other sectors hit hard include leisure, healthcare, educational services, and business support. The public sector experienced the largest decline.

Post-COVID Economy

- Important to differentiate between the short-term and long-term impacts
- Vaccine widely available by Q1 2021

- Public needs to feel safe
- Pent-up Demand
- Hardest hit industries will take longer to recover
- New normal for the short-term
 - States lift restrictions, not all industries will be fully operational
 - Social distancing continues
 - Recovery varies greatly by industry and region

Actionable Recommendations

Short-Term Actions to Address Impacts . . .

- Develop strategies to address short-term impacts of COVID-19, such as skills training and job search/placement
- Deploy multi-disciplinary Rapid Response Teams to quickly respond to worker layoffs and business closings
- Work with County Public Health Dept. to identify healthcare workforce training needs

The Long-Term Still Matters . . .

- COVID-19 will not fundamentally change the long-term outlook. Workforce development programs should be aligned with long-term projections for the economy.
- Develop long-term strategy to focus on in-demand occupations in major employment sectors and industry clusters
- Work with industry partners to develop sector strategies that support local economic growth and job creation

P2 New Board Member Orientation

Presentation from WDB staff members will begin to provide an overview of the role of board members in helping to unpack some of the above elements and help better understand its strategic role in helping to shape and inform policy and strategy that supports the economic vitality and well-being of our communities and region.

Organizational Overview

Mission: Contra Costa County's Workforce Development Board (WDBCCC) supports a robust 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.

Role of Elected Officials

Local Board Structure

- Business-led at the State and Local levels
- Legal structure possibilities:
 - Attached to local government
 - Regional entity
 - Separate non-profit
- Staff
 - Government employed staff
 - employed
 - Other entity staffing

Board Membership Requirements

Public Meeting laws

- Brown Act
- Better Government Ordinance

Conflict of Interest Code

Form 700 – Public Disclosure Requirements

Workforce Innovation and Opportunity Act

The purpose of the Workforce Innovation and Opportunity Act (WIOA) is to better align the workforce system with education and economic development in an effort to create a collective response to economic and labor market challenges on the national, state, and local levels.

Principles of WIOA

- Accountability and alignment of training programs to support development of in-demand skills
- Encouraging regional partnerships among industry, educators, worker representatives, nonprofits, and the workforce system.
- Career pathways
- Priority Interventions: focus on long-term unemployed, veterans, apprenticeship, on-the-job training (OJT)
- Innovation & Pilot Programs

Main Roles of Workforce Boards

- Stewardship of Public Dollars
 - Oversight of funding and policy development to meet the needs of businesses, workers, and job seekers
 - Ensuring accountability and transparency
- Alignment of Resources
 - Cross-agency collaborations
 - Building relationships & leveraging existing programs
- Community Leadership
 - Community Voice
 - Convener
 - Workforce Intelligence

Work in the Community

- Labor market intelligence
- Understanding of key regional industries
- Funding to training providers, colleges and community-based organizations
- Strategic thinking about worker supply and demand
- Connections to other workforce development efforts and investments

WDBCCC Local Board Committees

- Executive – Comprised of Board Officers & Committee Chairs Meets 2nd Wednesday of every month except months Full Board meetings are scheduled
- Business & Economic Development – Board members and non-board member community leaders with an interest in business engagement & economic development. Meets by-monthly on the 1st Wednesday of the month.
- Youth Committee – Board members and non-board member community leaders with an interest in furthering employment opportunities for youth/young adults. Meets monthly on the 2nd Tuesday.

2017-2021 Local Plan Modifications

LOCAL PLAN Updates

- CalFresh Employment & Training
- CA Department of Child Support Services
- English Language Learners, Foreign Born and Refugees
- DOR – Dept. of Development Services: Competitive Integrated Employment
- Multi-Craft Core Curriculum, pre-apprenticeship partnerships

REGIONALLY

- Community Corrections Partnerships – Partnerships with Probation
- Pre-cursor to Prison to Employment Funding

WDBCCC Identified Sectors

- Advanced Manufacturing
- Health & Life Science
- Energy
- Construction
- Information Communication Technology

WDBCCC Strategic Plan Organization

Business Services & Strategies

WDB Direct Services

- Rapid Response & Lay Off Aversion
- Business resources & incentives
- Support Economic Development
- Labor Market Analysis/Profiles
- Business Forums and Events

Employer Services

- CCWORKS Subsidized Employment
- American Job Center of CA (AJCC)
- Customized Recruitment

Adult Strategies & Services

Strategic Priorities

- Career pathway development in priority industry sectors
- Enhanced linkages with K-12 and postsecondary education
- Expand scope of training & enhance apprenticeship linkages

Through the AJCC Career Centers

- Job search skills
- Counseling and coaching
- Assessments and labor market advice
- Occupational skills training
- Basic skills training
- Internships and work experience

YOUTH STRATEGIES & SERVICES

Strategic Priorities

- Improving employment and educational outcomes for disconnected youth/youth adults ages 16-24
- Work-based Learning
- Enhance partnerships with education & community-based organizations
- Work-readiness skills, leadership development, supportive services, goal development

DISCUSSION ITEM:

D1 Executive Director's Report and Updates: 2019-2020 Year End Review

Since the Shelter-In-Place order in March 2020, all providers have pivoted to provide remote services to new and current customers.

Adult and Dislocated Worker Service Providers

Rubicon Programs: Contracted provider and operator of comprehensive American Job Center of California (AJCC Concord) and leads Contra Costa Workforce Collaborative:

- Liberty, Martinez, Pittsburg and Mt Diablo Adult Education
- Contra Costa Community College District
- Lao Family Community Development
- San Pablo Economic Development Corporation
- New Horizons
- Opportunity Junction

Youth Program Service Providers

- Mt Diablo Unified School District
- Contra Costa County Office of Education
- Call Center - Opens April 23, 2020 for Small Business Owners and Workers Affected by COVID-19
A partnership between Contra Costa County Economic Development, Department of Conservation and Development and Employment and Human Services Department
- Laid Off/ Furloughed Employee Resource Webinar every Thursday at 2 pm

- Free Online Career Training – Virtual courses now available in response to the Coronavirus outbreak. Free access to online career training via Metrix E-Learning System through “Skill Up Contra Costa.” Hundreds of courses available.
 - 269 licenses issued
 - 934 new registrations
 - 1,213 completions
 - 1,919 raining hours

Received three emergency grants to support individuals impacted by COVID-19

- **\$108,000** from EDD for direct support services
- **\$750,000** from State Additional Assistance fund
- **\$540,000** from the CARES Act (Federal)

CHAIR’S REPORT

None

THE MEETING ADJOURNED AT 5:09 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms



DATE: November 3, 2020
TO: Full Board/Executive Committee
FROM: Workforce Development Board Staff
RE: **PY 2020-21 WDB BUDGET**

This report brings forward a presentation from the Employment and Human Services Department (EHSD) on the WDB program/fiscal year 2020-21 budget for review and consideration by the Board.

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 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

As the fiscal agent for the WDB EHSD is tasked with the responsibility of supporting the development and oversight of the WDB budget process and execution. EHSD fiscal staff will be presenting the 2020-2021 WDB budget for the boards review and approval.

The WDB has an excess carryover amount from the previous program year in addition to almost 1.4 million in emergency COVID-19 related funding. All WDB funding streams have expiration terms, a significant amount of which will expire June 30, 2021. WDB staff are developing plans to provide much needed services to our community and expend these funds within their designated term.

C. RECOMMENDATION

Approve the PY 2020-21 WDB Budget as presented.

D. FISCAL IMPACT

A fiscally sound budget is imperative to the operation and integrity of local boards to ensure compliance and continued funding under the Workforce Innovation and Opportunity Act.

E. SCHEDULE

Staff continue to work to with fiscal to balance and monitor the budget.

F. ATTACHMENTS

A1a: Exhibit 1 - PY 2020-21 WDB Budget

A1b: Exhibit 2 – FY 20-21 Quarter Financial Statements

	B	D	E	F	G	H	I	J	K	L	M	N	O
1	4												
2	APPROVED BUDGET					REBALANCED/ADJUSTED BUDGET			VARIANCES (rebal-vs-approved)				
3	ORG	WIOA: Adult/Dislocated Worker/Youth Revenues	FY 20/21 Budgeted Revenue	Prior Year Carry-in	TOTALS	WIOA Formula Planning Allocations (WSIN 19-45)	Prior Year Carry-in	TOTALS	WIOA Formula	Carry-in	TOTALS		
4	5608	WIOA Adult Carry-In Revenue From PY		\$ 223,881	\$ 223,881		\$ 233,743	\$ 233,743	\$ -	\$ 9,862	\$ 9,862		
5	5608	WIOA Adult Allocation-new AA-Admin -5607	\$ 24,573		\$ 24,573			\$ -					
6	5608	WIOA Adult Allocation-new AA	\$ 1,220,090		\$ 1,220,090	\$ 1,321,752		\$ 1,321,752	\$ 77,089		\$ 77,089		
7	5608	WIOA Adult Transferred fr DW	\$ 900,756		\$ 900,756	\$ 900,756		\$ 900,756	\$ -		\$ -		
8	5608	SUB-Total: WIOA Adult Allocation	\$ 2,145,419	\$ 223,881	\$ 2,369,300	\$ 2,222,508	\$ 233,743	\$ 2,456,251	\$ 77,089	\$ 9,862	\$ 86,951		
9	5656	WIOA D/W Carry-In Revenue from PY		\$ 308,506	\$ 308,506		\$ 1,117,570	\$ 1,117,570	\$ -	\$ 809,064	\$ 809,064		
10	5656	WIOA Dislocated Worker Admin-5655	\$ 20,562		\$ 20,562			\$ -					
11	5656	WIOA Dislocated Worker Allocation-new SubGrant	\$ 1,693,361		\$ 1,693,361	\$ 1,620,425		\$ 1,620,425	\$ (93,498)		\$ (93,498)		
12	5656	WIOA DW Transferred To Adult	\$ (900,756)		\$ (900,756)	\$ (900,756)		\$ (900,756)	\$ -		\$ -		
13	5656	SUB-Total: WIOA Dislocated Worker Allocation	\$ 813,167	\$ 308,506	\$ 1,121,673	\$ 719,669	\$ 1,117,570	\$ 1,837,239	\$ (93,498)	\$ 809,064	\$ 715,566		
14	5688	WIOA Youth Carry-In Revenue from Prior Year-K9		\$ 228,092	\$ 228,092		\$ 578,543	\$ 578,543	\$ -	\$ 350,452	\$ 350,452		
15	5688	WIOA Youth Admin-5687	\$ 42,878		\$ 42,878			\$ -					
16	5688	WIOA Youth Allocation-new AA	\$ 1,224,298		\$ 1,224,298	\$ 1,359,201		\$ 1,359,201	\$ 92,025		\$ 92,025		
17	5688	SUB-Total: WIOA Youth Allocation	\$ 1,267,176	\$ 228,092	\$ 1,495,268	\$ 1,359,201	\$ 578,543	\$ 1,937,744	\$ 92,025	\$ 350,452	\$ 442,477		
18		TOTAL: WIOA - ADULT/DW/YOUTH	\$ 4,225,762	\$ 760,479	\$ 4,986,241	\$ 4,301,378	\$ 1,929,857	\$ 6,231,235	\$ 75,616	\$ 1,169,378	\$ 1,244,994		
19	RECOMMENDED BUDGET					REBALANCED/ADJUSTED BUDGET			VARIANCES (rebal-vs-recomm)				
20	ORG	WIOA: Rapid Response/Regional Plan Implementation/COVID Revenues	FY 20/21 Budgeted Revenue	Prior Year Carry-in	TOTALS	WIOA Other Allocations (RR WSIN 20-04)	Prior Year Carry-in	TOTALS	WIOA Formula	Carry-in	TOTALS		
21	5602	WIOA Rapid Response Layoff Aversion	\$ 39,350		\$ 39,350	\$ 27,731		\$ 27,731	\$ (11,619)	\$ -	\$ (11,619)		
22	5602	WIOA Rapid Response	\$ 155,859		\$ 155,859	\$ 116,826		\$ 116,826	\$ (39,033)		\$ (39,033)		
23	5602	Budget Balance Adjustment	\$ (388)		\$ (388)	\$ (388)		\$ (388)	\$ -	\$ -	\$ -		
24	5602	SUB-Total: WIOA Rapid Response	\$ 194,821	\$ -	\$ 194,821	\$ 144,169	\$ -	\$ 144,169	\$ (50,652)	\$ -	\$ (50,652)		
25	5666	Regional Plan Implementation from AA \$399,300	\$ 360,650		\$ 360,650	\$ 396,997		\$ 396,997	\$ 36,347		\$ 36,347		
26	5666	SUB-Total: WIOA Regional Plan Implementation	\$ 360,650	\$ -	\$ 360,650	\$ 396,997	\$ -	\$ 396,997	\$ 36,347	\$ -	\$ 36,347		
27	5667	Regional Training Coordinators		\$ 97,703	\$ 97,703		\$ 92,639	\$ 92,639	\$ -	\$ (5,064)	\$ (5,064)		
28	5667	SUB-Total: WIOA Regional Training Coordinators	\$ -	\$ 97,703	\$ 97,703	\$ -	\$ 92,639	\$ 92,639	\$ -	\$ (5,064)	\$ (5,064)		
29	5669	Workforce Accelerator Fund (WAF) 8.0 - PY 19/20 [15% Gov Discretionary Fund]	\$ -			\$ 135,342		\$ 135,342	\$ 135,342		\$ 135,342		
30	5669	SUB-Total: WIOA Workforce Accelerator Fund	\$ -	\$ -	\$ -	\$ 135,342	\$ -	\$ 135,342	\$ 135,342	\$ -	\$ 135,342		
31	5656c	Underserved COVID-19 Emergency Additional Assistance (1187)	\$ -			\$ 105,731		\$ 105,731	\$ 105,731		\$ 105,731		
32	5656b	COVID-19 Employment Recovery NDWG (1194)	\$ -			\$ 290,000		\$ 290,000	\$ 290,000		\$ 290,000		
33	5656a	Contra Costa County COVID-19 Emergency AA (1197)	\$ -			\$ 750,000		\$ 750,000	\$ 750,000		\$ 750,000		
34	5656	SUB-Total: WIOA COVID Gov Allocation	\$ -	\$ -	\$ -	\$ 1,145,731	\$ -	\$ 1,145,731	\$ 1,145,731	\$ -	\$ 1,145,731		
35		TOTAL: WIOA - RR/RPI/COVID	\$ 555,471	\$ 97,703	\$ 653,174	\$ 1,822,239	\$ 92,639	\$ 1,914,877	\$ 1,266,768	\$ (5,064)	\$ 1,261,703		
36													
37	WIOA	GRAND TOTAL: ALL WIOA ALLOCATIONS	\$ 4,781,233	\$ 858,182	\$ 5,639,415	\$ 6,123,617	\$ 2,022,496	\$ 8,146,113	\$ 1,342,384	\$ 1,164,314	\$ 2,506,697		
38	RECOMMENDED BUDGET					REBALANCED/ADJUSTED BUDGET			VARIANCES (rebal-vs-recomm)				
39	ORG	NON-WIOA: RENT/AB109/EBRPU Revenues	FY 20/21 Budgeted Revenue	Prior Year Carry-in	TOTALS	Other Revenue Source	Prior Year Carry-in	TOTALS	NON-WIOA	Carry-in	TOTALS		
40	5601	4071 Port Chicago Rev Rent from EDD	\$ 157,629		\$ 157,629	\$ 157,320		\$ 157,320	\$ (309)		\$ (309)		
41	5601	SUB-Total: RENT (Port Chicago-EDD)	\$ 157,629	\$ -	\$ 157,629	\$ 157,320	\$ -	\$ 157,320	\$ (309)	\$ -	\$ (309)		
42	5620	AB109 Allocation	\$ 216,160		\$ 216,160	\$ 188,047		\$ 188,047	\$ (28,113)		\$ (28,113)		
43	5620	SUB-Total: AB109 Allocation	\$ 216,160	\$ -	\$ 216,160	\$ 188,047	\$ -	\$ 188,047	\$ (28,113)	\$ -	\$ (28,113)		
44	5674	EBRPU-P2E (IDS)	\$ 248,796		\$ 248,796	\$ 104,327	\$ 9,489	\$ 113,816	\$ (144,469)	\$ 9,489	\$ (134,980)		
45	5674	EBRPU-P2E (SSEL)			\$ -	\$ 152,782	30,318	\$ 183,100	\$ 152,782	30,318	\$ 183,100		
46	5674	SUB-Total: EBRPU-P2E	\$ 248,796	\$ -	\$ 248,796	\$ 257,109	\$ 39,807	\$ 296,916	\$ 8,313	\$ 39,807	\$ 48,120		
47	5601	Contra Costa General Fund (NCC)	\$ 13,000		\$ 13,000	\$ 13,000		\$ 13,000	\$ -		\$ -		
48	5601	SUB-Total: CCC General Fund	\$ 13,000	\$ -	\$ 13,000	\$ 13,000	\$ -	\$ 13,000	\$ -	\$ -	\$ -		
49	NON-WIO	TOTAL: NON-WIOA - RENT/AB109/EBRPU	\$ 635,585	\$ -	\$ 635,585	\$ 615,476	\$ 39,807	\$ 655,283	\$ (20,109)	\$ 39,807	\$ 19,698		
50													
51	RECOMMENDED BUDGET					REBALANCED/ADJUSTED BUDGET			VARIANCES (rebal-vs-recomm)				
52	ALL	GRAND TOTAL: ALL REVENUE SOURCES	\$ 5,416,818	\$ 858,182	\$ 6,275,000	\$ 6,739,092	\$ 2,062,303	\$ 8,801,395	\$ 1,322,274	\$ 1,204,121	\$ 2,526,395		

Workforce Development Board
FY 20-21 Quarter 1 Financial Statements

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB			
1																															
2			WDB Financial Statements																												
3			Quarter 1, FY 20-21 Financial Report	201	5607/5608					501	5655/5656					301	5687/5688					540	5602					Subtotal WIOA FORMULA GRANTS			
4			FY 20-21 Approved Budget	202	Adult Funds (201/202)					502	Dislocated Worker Funds (501/502)					302	Youth Funds (301/302)					541	Rapid Response by Formula (540/541)								
5	1		Grant Fund Revenues:		Budget	Actuals	Variance	% of Budget		Budget	Actuals	Variance	% of Budget		Budget	Actuals	Variance	% of Budget		Budget	Actuals	Variance	% of Budget		Budget	Actuals WIOA Formula	Variance	% of Budget			
6	2	9555	Carry-In from FY 19-20		223,881		(223,881)	0%		308,506	18,799	(289,708)	6%		228,092		(228,092)	0%			-	-			760,479	18,799	(741,681)	2%			
7	3		Pending Invoices from PY 19-20		-		-					-					-				-	-			-	-	-				
8	4	9555	Round 1 and Round 2 Program Year 2020-2021		1,220,090	-	(1,220,090)	0%		1,693,361	-	(1,693,361)	0%		1,224,298	-	(1,224,298)	0%		194,821	10,502	(184,319)	5%		4,332,570	10,502	(4,322,068)	0%			
9	5	9555	Admin		24,573	-	(24,573)	0%		20,562	-	(20,562)	0%		42,878	-	(42,878)	0%			-	-			88,013	-	(88,013)	0%			
10	6		De-Obligate		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
11	7	9555	Transfer between Adult and Dislocated Worker		900,756	-	(900,756)	0%		(900,756)	-	900,756	0%		-	-	-			-	-	-			-	-	-				
12	8	9555	Carry forward for FY 2021-2022		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
13	9		Subtotal Grant Funding		2,369,300	-	(2,369,300)	0%		1,121,673	18,799	(1,102,875)	2%		1,495,268	-	(1,495,268)	0%		194,821	10,502	(184,319)	5%		5,181,062	29,301	(5,151,761)	1%			
14	10																														
15	11		Other Revenues:																												
16	12		Contra Costa General Fund																							-	-				
17	13	9194	Rent of Office Space		-																					-	-				
18	14	9951	Reimbursements-Gov/Gov (AB109)																							-	-				
19	15	9966	Misc Grants & Donations (EBRPU)																							-	-				
20	16		Subtotal Other Revenues		-	-	-	0%		-	-	-	0%		-	-	-			-	-	-			-	-	-	-			
21	17																														
22	18		Total Revenues		2,369,300	-	(2,369,300)	0%	#	1,121,673	18,799	(1,102,875)	2%	#	1,495,268	-	(1,495,268)	0%		194,821	10,502	(184,319)	5%		5,181,062	29,301	(5,151,761)	1%			
23	19																														
24	20		Expenditures:																												
25	21	3316	30% ITA/OJT Requirement		506,250	21,944	(484,306)	4%		118,750	24,030	(94,720)	20%		-	-	-			-	-	-			625,000	45,974	(579,026)	7%			
26	22		Additional ITA/OJT Requirement		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
27	23		Additional ITA/OJT Training PY		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
28	24		20% Paid Work Experience Requirement		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
29	25	2310	Contracts		1,138,379	(5,798)	(1,144,177)	-1%		464,353	5,798	(458,555)	1%		1,047,426	872	(1,046,554)	0%		-	-	-			2,650,158	872	(2,649,286)	0%			
30	26		Subtotal Contracts, ITA,/OJT, Work Experience		1,644,629	16,146	(1,628,483)	1%		583,103	29,828	(553,275)	5%		1,047,426	872	(1,046,554)	0%		-	-	-			3,275,158	46,846	(3,228,312)	1%			
31	27																														
32	28	1081	Staff Salaries		533,977	91,467	(442,510)	17%		396,847	158,367	(238,480)	40%		329,994	94,071	(235,923)	29%		143,194	465	(142,729)	0%		1,404,012	344,370	(1,059,642)	25%			
33	29		Subtotal Staff Salaries		533,977	91,467	(442,510)	17%		396,847	158,367	(238,480)	40%		329,994	94,071	(235,923)	29%		143,194	465	(142,729)	0%		1,404,012	344,370	(1,059,642)	25%			
34	30																														
35	31		Operating Costs:																												
36	32		*Indirect cost		-	2	2			-	-	-			-	-	-			-	-	-			-	2	2				
37	33		Commitment for Future Contracts		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
38	34		Program Monitoring		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
39	35		Training/Conferences		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
40	36	2200	Membership/Events		-	-	-			-	-	-			-	-	-			-	10,270	10,270			-	10,270	10,270				
41	37	2103	Travel, Mileage and PerDiem		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
42	38	2262	Building Costs		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
43	39	3515	Interest on Oth Long Term Debt																							-	-				
44	40	5022	Allocated Operating Cost	EHS	190,694	30,551	(160,143)	16%		141,723	52,260	(89,463)	37%		117,847	31,111	(86,736)	26%		51,627	76	(51,551)	0%		501,891	113,998	(387,893)	23%			
45	41		Subtotal Operating Costs		190,694	30,552	(160,142)	16%		141,723	52,260	(89,463)	37%		117,847	31,111	(86,736)	26%		51,627	10,346	(41,281)	20%		501,891	124,270	(377,621)	25%			
46	42																														
47	43		Total Expenditures		2,369,300	138,165	(2,231,135)	6%		1,121,673	240,455	(881,218)	21%		1,495,267	126,054	(1,369,213)	8%		194,821	10,811	(184,010)	6%		5,181,061	515,485	(4,665,576)	10%			
48	44																														
49	45		Accruals and Obligations:																												
50	46		Accruals FY 19-20		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
51	47		Contract Obligations		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
52	48		Commitment for Salaries & Rent		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
53	49		Additional Contracts		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
54	50		Subtotal Accruals and Obligations		-	-	-			-	-	-			-	-	-			-	-	-			-	-	-				
55	51																														
56	52		Total Expenditures and Obligations		2,369,300	138,165	(2,231,135)	6%		1,121,673	240,455	(881,218)	21%		1,495,267	126,054	(1,369,213)	8%		194,821	10,811	(184,010)	6%		5,181,061	515,485	(4,665,576)	10%			
57	53																														
58	54		Funding over/(under) Expenditures & Obligations		0	(138,165)	(138,165)			0	(221,657)	(221,657)			1	(126,054)	(126,055)			-	(309)	(309)			1	(486,184)	(486,185)				
59																															
60					Note: postage cost \$1.50 recorded as indirect cost.						Note: Contracted svc (Apple1 acct 2314) recorded to acct 2310.																				

Workforce Development Board
FY 20-21 Quarter 1 Financial Statements

	C	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF
1																															
2	WDB Financial Statements																														
3	Quarter 1, FY 20-21 Financial Report	292	*5602				5666				5667				5669				Subtotal Other WIOA Grants				GRAND TOTAL ALL WIOA Grants								
4	FY 20-21 Approved Budget	293	Rapid Response Layoff Aversion (292/293)				Regional Plan Implementation (1169)				Regional Training Coordinators (1144)				Workforce Accelerator Fund (1173 & 1174)																
5	Grant Fund Revenues:		Budget	Actuals	Variance	% of Budget	Budget	Actuals	Variance	% of Budget	Budget	Actuals	Variance	% of Budget	Budget	Actuals	Variance	% of Budget	Budget	Actuals WIOA Other	Variance	% of Budget	Budget	Actuals ALL WIOA	Variance	% of Budget					
6	Carry-In from FY 19-20				-		-		-		97,703	-	(97,703)	0%			-	-		97,703	-	(97,703)	0%	858,182	18,799	(839,384)	2%				
7	Pending Invoices from PY 19-20				-		-		-				-				-	-		-		-		-							
8	Round 1 and Round 2 Program Year 2020-2021		-	-	-		360,650	3,648	(357,002)	1%		-	-			-	-		360,650	3,648	(357,002)	1%	4,693,220	14,151	(4,679,069)	0%					
9	Admin			-	-			-	-			-	-			-	-			-	-			88,013	-	(88,013)	0%				
10	De-Obligate			-	-			-	-			-	-			-	-			-	-			-	-						
11	Transfer between Adult and Dislocated Worker			-	-			-	-			-	-			-	-			-	-			-	-						
12	Carry forward for FY 2021-2022			-	-			-	-			-	-			-	-			-	-			-	-						
13	Subtotal Grant Funding		-	-	-		360,650	3,648	(357,002)	1%	97,703	-	(97,703)	0%	-	-	-			458,353	3,648	(454,705)	1%	5,639,415	32,949	(5,606,466)	1%				
14																															
15	Other Revenues:																														
16	Contra Costa General Fund																														
17	Rent of Office Space		-																	-	-			-	-						
18	Reimbursements-Gov/Gov (AB109)						-		-											-	-			-	-						
19	Misc Grants & Donations (EBRPU)						-		-											-	-			-	-						
20	Subtotal Other Revenues		-	-			-	-	-		-	-	-		-	-	-			-	-	-		-	-						
21																															
22	Total Revenues		-	-			360,650	3,648	(357,002)	1%	97,703	-	(97,703)	0%	-	-	-			458,353	3,648	(454,705)	0	5,639,415	32,949	(5,606,466)	1%				
23																															
24	Expenditures:																														
25	30% ITA/OJT Requirement							-	-				-				-			-	-	-		625,000	45,974	(579,026)	7%				
26	Additional ITA/OJT Requirement		-					-	-				-				-			-	-	-		-	-						
27	Additional ITA/OJT Training PY							-	-				-				-			-	-	-		-	-						
28	20% Paid Work Experience Requirement		-					-	-				-				-			-	-	-		-	-						
29	Contracts						275,144	-	(275,144)	0%	97,703	-	(97,703)			-	-			372,847	-	(372,847)	0%	3,023,005	872	(3,022,133)	0%				
30	Subtotal Contracts, ITA,/OJT, Work Experience		-	-			275,144	-	(275,144)	0%	97,703	-	(97,703)	0%	-	-	-			372,847	-	(372,847)	0%	3,648,005	46,846	(3,601,159)	1%				
31																															
32	Staff Salaries		-				63,006	3,579	(59,427)				-				14,382	14,382		63,006	17,961	(45,045)	29%	1,467,018	362,330	(1,104,688)	25%				
33	Subtotal Staff Salaries		-				63,006	3,579	(59,427)	6%	-	-	-		-	14,382	14,382			63,006	17,961	(45,045)	29%	1,467,018	362,330	(1,104,688)	25%				
34																															
35	Operating Costs:																														
36	*Indirect cost								-				-				-			-	-	-		-	2		2				
37	Commitment for Future Contracts		-					-	-				-	-			-	-		-	-	-		-	-						
38	Program Monitoring							-	-				-	-			-	-		-	-	-		-	-						
39	Training/Conferences							-	-				-	-			-	-		-	-	-		-	-						
40	Membership/Events							-	-				-	-			-	-		-	-	-		-	-		10,270		10,270		
41	Travel, Mileage and PerDiem							-	-				-	-			-	-		-	-	-		-	-						
42	Building Costs								-				-				-			-	-	-		-	-						
43	Interest on Oth Long Term Debt																			-	-			-	-						
44	Allocated Operating Cost						22,501	1,271	(21,230)	6%			-				5,151	5,151		22,501	6,421	(16,080)	29%	524,392	120,420	(403,972)	23%				
45	Subtotal Operating Costs		-	-			22,501	1,271	(21,230)	6%	-	-	-		-	5,151	5,151			22,501	6,421	(16,080)	29%	524,392	130,691	(393,701)	25%				
46																															
47	Total Expenditures		-				360,651	4,850	(355,801)	1%	97,703	-	(97,703)	0%	-	19,532	19,532			458,354	24,382	(433,972)	5%	5,639,415	539,867	(5,099,548)	10%				
48																															
49	Accruals and Obligations:																														
50	Accruals FY 19-20		-				-		-				-				-			-	-	-		-	-						
51	Contract Obligations							-					-				-			-	-	-		-	-						
52	Commitment for Salaries & Rent							-					-				-			-	-	-		-	-						
53	Additional Contracts							-					-				-			-	-	-		-	-						
54	Subtotal Accruals and Obligations		-	-			-	-	-		-	-	-		-	-	-			-	-	-		-	-						
55																															
56	Total Expenditures and Obligations		-	-			360,651	4,850	(355,801)	1%	97,703	-	(97,703)	0%	-	19,532	19,532			458,354	24,382	(433,972)	5%	5,639,415	539,867	(5,099,548)	10%				
57																															
58	Funding over/(under) Expenditures & Obligations		-	-			(1)	(1,201)	(1,200)		-	-	-		-	(19,532)	(19,532)			(1)	(20,733)	(20,732)		0	(506,918)	(506,918)					
59																															
60		Note: * Budget included in Rapid Response by Formula																													

	C	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	
1																														
2	WDB Financial Statements																													
3	Quarter 1, FY 20-21 Financial Report		5674				5601				5620				Subtotal				NON-				5619		GRAND TOTAL				ALL WDB	
4	FY 20-21 Approved Budget		EBRPU-P2E (IDL & SSEL)				Port Chicago Rent from EDD				AB109				WIOA Revenues				Allocated Costs		REVENUES									
5	Grant Fund Revenues:		Budget	Actuals	Variance	% of Budget	Budget	Actuals	Variance	% of Budget	Budget	Actuals	Variance	% of Budget	Budget	Actuals NON-WIOA	Variance	% of Budget	Budget	Budget	Actuals ALL REVENUES	Variance	% of Budget							
6	Carry-In from FY 19-20		-		-		-		-		-		-		-	-	-		-	858,182	18,799	(839,384)	2%							
7	Pending Invoices from PY 19-20				-				-				-		-	-	-		-	-	-									
8	Round 1 and Round 2 Program Year 2020-2021		-		-		-		-		-		-		-	-	-		-	4,693,220	14,151	(4,679,069)	0%							
9	Admin		-		-		-		-		-		-		-	-	-		-	88,013	-	(88,013)	0%							
10	De-Obligate		-		-		-		-		-		-		-	-	-		-	-	-									
11	Transfer between Adult and Dislocated Worker		-		-		-		-		-		-		-	-	-		-	-	-									
12	Carry forward for FY 2021-2022		-		-		-		-		-		-		-	-	-		-	-	-									
13	Subtotal Grant Funding		-	-	-		-	-	-		-	-	-		-	-	-		-	5,639,415	32,949	(5,606,466)	1%							
14																														
15	Other Revenues:																													
16	Contra Costa General Fund						13,000		(13,000)	0%						13,000	-	(13,000)	0%		13,000	-	(13,000)	0%						
17	Rent of Office Space				-		157,629	39,330	(118,299)	25%				-		157,629	39,330	(118,299)	25%		157,629	39,330	(118,299)	25%						
18	Reimbursements-Gov/Gov (AB109)								-							216,160		(216,160)	0%		216,160		(216,160)	0%						
19	Misc Grants & Donations (EBRPU)		248,796	(17,796)	(266,592)	-7%			-						248,796	(17,796)	(266,592)	-7%		248,796	(17,796)	(266,592)	-7%							
20	Subtotal Other Revenues		248,796	(17,796)	(266,592)	-7%	170,629	39,330	(131,299)	23%	216,160	-	(216,160)		635,585	21,534	(614,051)	3%	-	635,585	21,534	(614,051)	3%							
21																														
22	Total Revenues		248,796	(17,796)	(266,592)	-7%	170,629	39,330	(131,299)	23%	216,160	-	(216,160)		635,585	21,534	(614,051)	3%	-	6,275,000	54,483	(6,220,517)	1%							
23																														
24	Expenditures:																													
25	30% ITA/OJT Requirement				-		-		-		-		-		-	-	-		-	625,000	45,974	(579,026)	7%							
26	Additional ITA/OJT Requirement				-				-				-		-	-	-		-	-	-									

DATE: November 3, 2020

TO: Workforce Development Board/Executive Committee

FROM: Workforce Development Board Staff

RE: **Appointment to the Workforce Development Board**

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

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.

The WDB recently received 4 applications for the one remaining Flex seat. These applications were presented at the September and October Executive Committee meetings. Based on the recommendation of the Executive Committee, the Board Chair and a WDB Staff reached out to the candidates to assess best fit for the board seat. Four of the three candidates were contacted, one was not available.

Based on these conversations the Board Chair and WDB Staff are recommending DeVonn Powers to fill Workforce Flex Seat #2.

C. RECOMMENDATIONS

- 1) Recommend the appointment of **DeVonn Powers** to fill Workforce Flex Seat #2

D. SCHEDULE

Action on this item will result in DeVonn Powers application being send forward approval and final appointment will be then be made at the Board of Supervisors' meeting.

E. ATTACHMENTS

A2a WDBCCC ByLaws

A2b **DeVonn Powers** application form

A2c Board member roster with term end-dates as of 10.29.2020

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

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

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

ARTICLE II - SCOPE AND RESPONSIBILITIES

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

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

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

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:

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

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.

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

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

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

ARTICLE IV: DUTIES OF MEMBERS

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

ARTICLE V - OFFICERS AND ELECTIONS

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

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

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

ARTICLE VI - VACANCIES

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

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

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

ARTICLE VIII - COMMITTEES

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

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

The responsibilities of the Executive Committee shall include:

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

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

Workforce Development Board Of Contra Costa County (WDBCCC)
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ARTICLE IX - STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

Members of the Workforce Development Board will:

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

ARTICLE X - TERMINATIONS

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

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

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ARTICLE XI - AMENDMENTS

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

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

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

Application Form

Profile

DeVonn

First Name

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
2014 Non-Profit – OMB 122 Cost Principles
2004 Nan McKay University – Certified Family Specialist
2001 Diablo Valley College – Psychology/Philosophy

Solano County, CA
Solano County, CA
Las Vegas, NA
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	Disttict #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	BED
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		
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		
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	BED
Name	Seat #	Appointment Date	District # (Resident)		Term End Date	Title	Entity		
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		
Leslay Choy	1	7/14/2020	District #1	7/1/2020	6/30/2024	Executive Director	San Pablo Economic Development	District #1	BED
DeVonn Powers (Pending Approval)	2		District #X		6/30/2024	Founder Chief Exec.Officer	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: November 3, 2020
TO: Workforce Development Board/Executive Committee
FROM: Workforce Development Board Staff
RE: **Regional and Local Strategic Planning 2021-24**

This item is a presentation from Steve Schultz, with Glen Price Group (GPG), on our plan for meeting EDD DRAFT Directive WSDD-216 guidance on the upcoming Regional and Local Planning process for PY 2021-2024. Glen Price Group will be writing and providing support with both our Local Plan and Regional Plan.

A. BACKGROUND

Local Boards are required to update their plans every 4 years with modifications every 2 years in an effort to ensure that plans are current and relevant to changing labor market conditions. Our current planning period ends June 30, 2021. Starting with WIOA in 2016, and in alignment with the State's designation of 14 Regional Planning Units (RPU) in California, all RPUs are required to submit regional plans.

B. CURRENT SITUATION

The California Unified Strategic Workforce Development Plan (State Plan) is an overarching state policy document that provides a conceptual outline for Local Boards and their partners as they jointly develop Regional and Local Plans. The State Plan policy objectives, developed in collaboration with WIOA partners and Local Boards, drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

As outlined under WIOA Section 106, **Regional Plans** provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment.

As outlined in WIOA Section 108, **Local Plans** provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals' access services through the America's Job Centers of California's (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a person-centered service-delivery.

In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. For the purpose of developing cohesive narratives for Regional and Local Plans, this guidance weaves together both federal and state requirements. The intent is to assist in the development of a seamless blueprint for the operationalization and implementation of all required plan content.

D. FISCAL IMPACT

Regional and Local Plans are required under WIOA and local areas are responsible for carrying the cost of this planning. The WDB has a contract with Glen Price Group (GPG) and will be utilizing this contract to support writing and community engagement for both the Regional and Local planning process.

Estimate for the Local plan: \$31,770.

Estimate for Regional Plan: \$36,760. We have regional funds to cover a portion of this and then the 4 boards in the region will each be responsible for any remaining balance.

Funding is not an issue for the WDB. The WDB has the funds to support this without any undue hardship.

E. SCHEDULE

Both the Regional and Local Plans are due to the California Workforce Board by April 30, 2022. There is a lot of work that needs to happen in order to meet this deadline so even though this is a DRAFT directive we need to start moving on this process with GPG ASAP.

F. ATTACHMENTS

P2a WSD Draft Directive WSDD-216 Regional & Local Planning Guidance

REGIONAL AND LOCAL PLANNING GUIDANCE PY 21-24

GENERAL INSTRUCTIONS

The attached Directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email or mail no later than **October 16, 2020**.

All comments received within the comment period will be considered before issuing the final Directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final Directive.

Comments received after the specified due date will not be considered.

Email WIOAStatePlan@cwdb.ca.gov
Include "Draft Directive Comments" in the email subject line.

Mail California Workforce Development Board
CWDB Policy Unit
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

If you have any questions, contact CWDB Policy Unit at WIOAStatePlan@cwdb.ca.gov.

REGIONAL AND LOCAL PLANNING GUIDANCE FOR PY 21-24

EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the preparation of Regional and Local Plans as required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Local Workforce Development Boards (Local Board), and is effective on the date of issuance.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This policy supersedes Workforce Services Directive, *Regional and Local Planning Guidance for PY 2017-2020 (WSD16-07)*, dated September 16, 2016. Retain this Directive until further notice.

REFERENCES

- [Workforce Innovation and Opportunity Act \(PDF\)](#) (WIOA) (Public Law 113-128) Sections 106 – 108 and 121
- [Title 20 Code of Federal Regulations \(CFR\): WIOA; Notice of Proposed Rulemaking Final Rule](#) Section 679.200 through 679.580
- Training and Employment Notice (TEN) [21-16 \(PDF\)](#), *WIOA Regional and Local Planning and Local Board Responsibilities Questions and Answers* (December 5, 2016)
- [California Unemployment Insurance Code](#) (CUIC) Sections 14000 through 18012
- [California's Workforce Development Strategic Plan PY 2020-2023](#)
- Workforce Services Directive [WSD19-09 \(PDF\)](#), *Strategic Co-Enrollment – Unified Plan Partners* (February 12, 2020)
- [WSD19-13 \(PDF\)](#), *Selection of AJCC Operators and Career Services Providers* (June 8, 2020)
- [WSD18-12 \(PDF\)](#), *WIOA Memorandums of Understanding* (April 30, 2019)
- [WSD18-01 \(PDF\)](#), *Regional and Local Plans PY 17-21 Two Year Modifications* (July 27, 2018)
- [WSD17-07 \(PDF\)](#), *WIOA Youth Program Requirements* (January 16, 2018)

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- [WSD17-01 \(PDF\)](#), *Nondiscrimination and Equal Opportunity Procedures* (August 1, 2017)
- [WSD16-04 \(PDF\)](#), *Rapid Response and Layoff Aversion Activities* (July 22, 2016)
- [WSD15-14 \(PDF\)](#), *WIOA Adult Program Priority of Service* (January 22, 2016)
- Workforce Services Information Notice [WSIN19-26 \(PDF\)](#), *Local Board Review of the WIOA Title II AEFLA Applications* (April 20, 2020)

BACKGROUND

Overview of State Plan, Regional Plans, and Local Plans

The California Unified Strategic Workforce Development Plan (State Plan) is an overarching state policy document that provides a conceptual outline for Local Boards and their partners as they jointly develop Regional and Local Plans. The State Plan policy objectives, developed in collaboration with WIOA partners and Local Boards, drive towards the shared vision of creating a comprehensive system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery.

As outlined under WIOA Section 106, Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment.

As outlined in WIOA Section 108, Local Plans provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals' access services through the America's Job Centers of CaliforniaSM (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a person-centered service-delivery.

In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. For the purpose of developing cohesive narratives for Regional and Local Plans, this guidance weaves together both federal and state requirements. The intent is to assist in the development of a seamless blueprint for the operationalization and implementation of all required plan content.

Changing Economic Landscape

The onset of the COVID-19 pandemic in early 2020 changed the economic landscape globally for millions of workers and employers. The California unemployment rate soared past 16 percent as shelter-in-place orders shuttered large and small businesses throughout the state. Employers that were deemed essential adjusted their business operations to respond to changes in consumer demand and to adhere to updated health protocols to protect staff and the public from further spread of the virus.

The effects of the public health crisis, the ensuing economic uncertainty, and continuing challenge of reopening businesses and industries impacted by the upheaval will likely take years to fully comprehend. The California Workforce Development Board (CWDB) recognizes that Regional and Local plans will be developed during a changing and unprecedented economic and workforce climate and encourage Local Boards to supplement data sources with local experiences, where appropriate.

POLICY AND PROCEDURES

Regional Plans

According to WIOA, the establishment of regions is intended to align workforce development activities and resources with larger regional economic development areas and available resources. While the vision and policy objectives laid out in the State Plan were used to guide the development of the criteria below, RPUs have significant discretion to determine how these approaches will be best actualized within their regions.

Analytical Overview of the Region

This section of the Regional Plan should provide a detailed analysis of the economic conditions and trends in the region as well as an analysis of the current workforce. The analysis may be completed using data compiled from a variety of resources, including: local partners providing measures of self-sufficiency; WIOA core, required, and state partners; Labor Market Information (LMI); Bureau of Labor Statistics; CAAL-Skills reports; employer engagement; and other relevant sources. For reference, California LMI data is available on the [Regional Planning Unit Labor Market Data webpage](#).

Workforce and Economic Analysis

The Regional Plan represents the big picture of a region's economy and workforce environment with a focus on collaborative strategies to be implemented across multiple Local Workforce Development Areas (Local Area) to attain regional goals and objectives. This should start with a meaningful and rich analysis that provides insight in to the current and future needs of employers and job seekers in the region. The data in this analysis should then be used as a foundation for informing the rest of the plan.

The Regional Plan should do the following:

- Provide an analysis of the industries and occupations for which there is existing demand.
- Provide an analysis of the industries and occupations for which demand is emerging.
- Provide an assessment of the employment needs of employers, including a description of the knowledge, skills, and abilities required, including credentials and licenses.
- Provide an analysis of current employment and unemployment data, including labor force participation rates, and trends in the region.

- Provide an analysis of key labor market trends, including across existing industries and occupations.
- Provide an analysis of the educational and skill levels of the workforce.

Using Key Indicators to Measure Progress

A key objective of Regional Planning efforts is to connect AJCC services to a regional skills infrastructure that aligns with regional labor market needs. To that end, previous Regional Planning cycles utilized ten Regional Indicators to assess coordination and measure progress within the RPUs. The indicators provided a useful measure of processes and activities utilized by RPU partners to establish a foundation for driving a regional approach and aligning the needs of regional industry sectors and employers.

In an effort to further refine how progress is evaluated, the number of indicators has been narrowed to focus on four specific elements. As a part of their Regional Plans, RPUs will be asked to set numerical goals related to the four key indicators and include an explanation of how the RPUs arrived at each goal. The explanation should include a numerical benchmark of where the RPU is currently in relation to the goal as well as how the analysis and information outlined in the Regional Plans was used to determine the goal.

This reformatted approach will assist the CWDB and RPUs to work collaboratively during the four year Regional Plan timeframe to: refine determinants for concrete measurable outcomes, define a uniform methodology that factors the unique needs and composition of each RPU, and plan for continuing technical assistance to achieve success.

RPUs will not be penalized for not meeting the goals set in the 2021-2024 Regional Plans. Furthermore, RPUs are encouraged to use the public comment process to provide feedback and input on the proposed outcome measures identified below.

Fostering Demand-Driven Skills Attainment

This section of the Regional Plan aligns with the key indicator of the region's process for communicating industry workforce needs to supply-side partners. This means that workforce and education programs should receive timely and accurate information and use that information to align program content with the state's industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.

Regional Sector Pathways

Regional sector pathway programs are career pathway programs that result in the attainment of industry-valued and recognized postsecondary credentials. Credentials are both portable and aligned with regional workforce needs. Regional Plans should be used to cultivate partnerships to promote the expansion of employer engagement and recruitment as well as coordination between the education and workforce development systems.

The Regional Plan should do the following:

- Describe how the RPU and regional partners will expand or develop and implement sector initiatives for in-demand industry sectors or occupations for the region.
- ***Describe how the RPU and regional partners will increase participant access to training and education programs that align with regional labor market dynamics.***
- ***Describe how the RPU and regional partners will ensure the training and education programs identified above lead to post-secondary credentials that are industry-recognized certificate or certification, portable, and stackable.***
- ***Describe how the RPU will work with the Department of Industrial Relations Division of Apprenticeship Standards to improve program alignment and expand pre-apprenticeship and apprenticeship opportunities in the region.***

Outcome Measure A

Using the workforce and economic analysis, including the sectors and occupations emphasized, estimate a goal for advancing workforce system participant employment growth and job placement. Provide a specific numeric value or percentage increase (not a range) and describe how the analysis was used to determine the goal. The numeric goal can include individuals served within the region by any federal, state, or local funding source.

Working with Regional and Local Plan partners, over the four-year period of PY 21-24:

- ***How many individuals will be placed in jobs that align with the sectors and occupations emphasized in the Regional Plan?***

Enabling Upward Mobility for All Californians

This section of the Regional Plan aligns with the key indicator of the region's policies for supporting equity and strives to improve job quality as well as shared target populations of emphasis. This means that workforce and education programs should be accessible for all Californians, especially populations who experience barriers to employment, making sure that everyone has access to a marketable set of skills, and is able to access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security.

High Road Workforce System

California's vision for the future of workforce development is centered on the establishment and growth of a High Road workforce system that is focused on meaningful industry engagement and placement of Californians in quality jobs that provide economic security. Regional Plans should serve as a blueprint for regional efforts to advance work with employers who offer jobs with good wages and benefits, support ongoing skills training and employee development, good working conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave), and adequate hours with predictable schedules that enable employees to meet their family caregiving commitments.

The Regional Plan should address the following:

- ***Describe how the RPU will prioritize working with employers who provide quality jobs that provide economic security through family sustaining wages and comprehensive benefits.***
- ***Describe how the RPU will implement incumbent worker training strategies to ensure progression along career pathways.***

Outcome Measure B

Using the workforce and economic analysis, including the sectors and occupations emphasized, estimate goals for reskilling, upskilling, and educational attainment. Provide a specific numeric value or percentage increase (not a range) and describe how the analysis was used to determine the goal. The numeric goal can include individuals served within the region by any federal, state, or local funding source.

Working with Regional and Local Plan partners, over the four-year period of PY 21-24:

- ***How many individuals will complete training aligned with the sectors and occupations emphasized in the Regional Plan?***
- ***How many individuals will attain industry recognized credentials aligned with the sectors and occupations emphasized in the Regional Plan?***

Equity and Economic Justice

California believes that diversity is a strength, and advancing equity is an economic and moral imperative. To that end, the workforce system should ensure the provision of workforce and education services that recognize historically unserved or underserved communities, including: BIPOC (Black, Indigenous, persons of color), Latinx, immigrants, refugees, people with disabilities, LGBTQ (lesbian, gay, bisexual, transgender, and queer), and others who experience systemic barriers in the labor force. Advancing equity within the workforce and education system and ensuring greater opportunity for upward mobility for all Californians is vital to repairing and sustaining a healthy economy.

The CWDB recognizes that many individuals may need multiple interventions and access to a variety of services provided over an extended period of time in order to find and enter a quality job. Therefore, CWDB wants to support and encourage RPUs and Local Boards to invest in longer-term approaches when serving individuals who experience barriers to employment.

While the majority of services are delivered at the local level, the establishment of career pipelines at the regional level allows RPUs to work directly with regional employers and partners in order to remove barriers and address structural issues that can prevent historically unserved and underserved communities from accessing those opportunities.

The Regional Plan should address the following:

- ***Describe how the RPU and regional partners will work with employers and training providers to ensure that historically unserved and underserved communities have equal access to the regional sector pathways, earn and learn opportunities, and other longer term approaches identified by the RPU.***
- ***Describe how the RPU and regional partners will work with employers and training providers to ensure that historically unserved and underserved communities are able to access all appropriate interventions, including a range of supportive services, to ensure successful completion of the regional sector pathways, earn and learn opportunities, and other longer term approaches identified by the RPU.***

Outcome Measure C

Using the workforce and economic analysis, including the sectors and occupations emphasized, estimate anticipated progress toward upward mobility, economic security, job quality, and economic self-sufficiency for broader workforce system participants. Provide a proposed method of measurement, a numeric value or percentage, and describe how the analysis was used to determine the goal. The numeric goal can include individuals served within the region by any federal, state, or local funding source.

Working with Regional and Local Plan partners, over the four-year period of PY 21-24:

- ***How does the RPU propose to measure efforts to get workforce program participants on a path to the middle class?***
- ***Using the above measurement, how many individuals will be placed on a path to the middle class?***

Regions may wish to consider the following approaches:

- Measuring wage gain in real and/or percentage terms for workforce system participants.
- Measuring attainment of regional living wages by program participants who were not economically secure or self-sufficient prior to program participation.
- Policies supporting career planning and use of work supports/benefits to assure wage progression.
- Job quality policies and education for business.
- Measuring movement up and across income quintiles for workforce program participants.

Aligning, Coordinating, and Integrating Programs and Services

This section of the Regional Plan aligns with the key indicator of the region's deployment of shared resources to provide services, training, and education to meet population needs. This means that workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients, based on each client's particular and potentially unique needs, including any needs for skills development.

System Alignment

Successful system alignment often begins with identifying a shared mission and objectives. This provides the foundation for developing strategies with a system viewpoint rather than thinking about programs as separate and in siloes. By identifying ways to align program design, reduce duplication of efforts, and leverage critical resources, RPU's can increase the impact of their shared mission.

The Regional Plan should address the following:

- Describe administrative cost arrangements, including the pooling of funds for administrative costs, as appropriate, for the region.
- Describe regional service strategies, including use of cooperative service delivery agreements or Memorandums of Understanding.
- Describe the coordination of services with regional economic development services and providers.
- Describe the coordination of supportive services such as transportation, child care, housing, etc.
- Describe how the planning region will collectively negotiate and reach agreement with on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c).

Local Plans

The Local Plan demonstrates operational alignment with the strategic objectives of the respective Regional Plans, drives coordination with local partners, and highlights key service-delivery strategies. In this regard, it is typically at the local level where service delivery will be integrated, resources will be braided, and supports will be provided to participants through workforce system partners.

Recognizing the need for flexibility to determine the nature, scope, and depth of partnerships based on local and regional needs and priorities, Local Boards should use the planning process as a tool for building upon and furthering existing partnerships that were established under the previous Local and Regional planning and modification processes. This includes partnerships with the WIOA core and required program partners identified under WIOA Section 121. This also includes the Cal Fresh Employment & Training (E&T), Child Support Services, Competitive Integrated Employment, and English Language Learners, the Foreign Born and Refugees partnerships established in *Regional and Local Plans PY 17-21 – Two Year Modifications* ([WSD18-01](#)) ([PDF](#)).

Local Overview

This section of the Local Plan should provide an overview and analysis of the workforce development and education programs and services that are available within the Local Area through the Local Board and its partners. Using the needs of the local community as a basis, Local Boards should provide an analysis of areas where the local workforce system is strong in

meeting the needs of job seekers, especially those with barriers to employment, and employers. Local Boards should also identify opportunities for the local workforce system to improve its ability to meet the workforce and education needs of their community.

The Local Plan should address the following:

- The workforce development activities, including education and training, in the Local Area. This should include the strengths and weaknesses of workforce development activities and capacity to provide the workforce development activities to address the education and skill needs of the workforce, including individuals with barriers to employment, and the employment needs of employers.

Strategic Vision

This section of the Local Plan should outline the Local Board's strategic vision for the local workforce system over the next four years. As was outlined in the Regional Plan guidance, advancing equity within the workforce and education systems and ensuring greater opportunity and upward mobility for all Californians, are vital to repairing and sustaining a healthy economy.

The Local Plan should address the following:

- The Local Board's strategic vision to support economic growth and economic self-sufficiency over the next four years. This should include the Local Board's service-delivery strategies for ensuring equitable access to the regional sector pathways and industry recognized post-secondary credentials identified in your respective Regional Plan.

Core Program Partner Coordination

This section of the Local Plan should address local coordination with the WIOA core program partners over the next four years. Under WIOA, the ultimate vision is for the core programs to partner and operate as a unified system, assessing strategic needs and aligning them with service strategies to meet needs of workers and employers.

The Local Plan should address the following:

- How the Local Board will coordinate with adult education and literacy activities established under WIOA Title II. This should include how the Local Board will participate in the review of local applications for adult education providers as outlined in *Local Board Review of the WIOA Title II AEFLA Applications* ([WSIN19-34](#)) (PDF)
- How the Local Board will coordinate with employment services established under WIOA Title III. This should include how the Local Board will maximize coordination and avoid duplication of Wagner-Peyser Act services.
- ***How the Local Board will coordinate with vocational rehabilitation programs established under WIOA Title IV. This should include coordinating case management and aligning service delivery.***

This section of the Local Plan should address how AJCC partners will work together to define roles, facilitate access to services and resources, and establish agreement for ongoing coordination and collaboration over the next four years. Recognizing that the workforce system is broader than just the core programs established under WIOA, AJCCs provide an opportunity to connect customers with the full range of services available in their communities. This includes education and training services as well as other wrap-around, supportive and supplementary services that are critical to ensuring the successful placement and retention of quality jobs.

The Local Plan should address the following:

- The roles and resource contributions of Local Boards and AJCC partners identified in the Memorandums of Understanding, as outlined in *WIOA Memorandums of Understanding (WSD18-12) (PDF)*.
- How the Local Board and AJCC partners will ensure the continuous improvement of eligible providers through the system and that such providers will meet the employment needs of local employers, workers, and job seekers.
- How the Local Board and AJCC partners will strengthen linkages between the one-stop delivery system and unemployment insurance programs.
- How the Local Board and AJCC partners will coordinate relevant secondary and postsecondary education programs and activities, including programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006, to coordinate strategies, enhance services, and avoid duplication of services.
- How the Local Board and AJCC partners will coordinate workforce development programs and economic development activities as well as promote entrepreneurial skills training and microenterprise services.
- How the Local Board and AJCC partners will implement and transition to an integrated, technology-enabled intake and case management information system for programs carried out under this act and programs carried out by one-stop partners. This should include efforts related to co-enrollment as outlined in *Strategic Co-Enrollment – Unified Plan Partners (WSD19-09) (PDF)*.
- How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.
- How the Local Board and AJCC partners will comply with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities. This includes providing staff training and support for addressing the needs of individuals with disabilities as outlined in *Nondiscrimination and Equal Opportunity Procedures (WSD17-01) (PDF)*.
- ***How the Local Board will work with WIOA Section 166 grantees to provide Indian and Native Americans equal access to AJCC services.***

- ***How the Local Board will work with WIOA Section 167 grantees to provide eligible Migrant and Seasonal Farmworkers equal access to AJCC services.***

State Strategic Partner Coordination

This section of the Local Plan should address how Local Boards will continue to grow the strategic partnerships established under the previous Local Plan modification guidance. When Local Boards conducted their two-year modification of the PY 2015-2020 Local Plans, they were asked to establish new partnerships with strategic partners included in the State Plan. Local Boards should explain the progress made in those partnerships since the modifications were complete as well as their plan to continue the partnerships over the next four years.

The Local Plan should address the following:

- ***How the Local Board will coordinate with County Health and Human Services Agencies and other local CalFresh E&T partners such as community based organizations (CBO) and community colleges to serve their local CalFresh populations.***
- ***How the Local Board will coordinate with Local Child Support Agencies and partner CBOs to serve their local non-custodial parent population.***
- ***How the Local Board will coordinate with Local Partnership Agreement partners established in alignment with the Competitive Integrated Employment Blueprint to improve services for jobseekers with Intellectual Disabilities and Developmental Disabilities.***
- ***How the Local Board will coordinate with local partners, including CBOs, to improve service delivery to individuals who are English language learners, foreign born and/or refugees.***

Title I Services

This section of the Local Plan should address the services and activities established for Local Boards under WIOA Title I, including the provision of adult, dislocated workers, and youth services.

The Local Plan should address the following:

- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area.
- How the Local Board will coordinate workforce investment activities carried out in the Local Area with statewide rapid response activities as outlined in *Rapid Response and Layoff Aversion Activities* ([WSD16-04](#)) ([PDF](#)).
- A description and assessment of the type and availability of youth workforce investment activities in the Local Area as outlined in *WIOA Youth Program Requirements* ([WSD17-07](#)) ([PDF](#)). This should include activities for youth with disabilities. This should also include strategies that have been implemented or are planned to be implemented to increase the digital literacy and fluency of youth participants.

- How training services outlined in WIOA Section 134 will be provided through the use of individual training accounts. This should include if contracts for training services will be used, and if so, how the use of such contracts will be coordinated with the use of individual training accounts. This should also include how the Local Board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.
- How the Local Board will ensure priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient as outlined in *WIOA Adult Program Priority of Service (WSD15-14) (PDF)*.
- How the Local Board will coordinate workforce and education activities with the provision of appropriate supportive services.

Title I Administration

This section of the Local Plan should address the various administrative requirements established for Local Boards under WIOA Title I.

The Local Plan should address the following:

- The entity responsible for the disbursement of grant funds as determined by the chief elected official or the Governor.
- The competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.
- ***Indicate whether the Local Board internally fulfills or contracts out the duties of the AJCC Operator and/or the Career Services Provider as outlined in Selection of AJCC Operators and Career Services Providers (WSD19-13) (PDF). This should include the name(s) and role(s) of any entities that the Local Board contracts with.***
- Copies of executed cooperative agreements which define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local one-stop delivery system. This includes cooperative agreements between the Local Board and the local office of a designated State agency or designated State unit administering programs carried out under Title I of the Rehabilitation Act of 1973 with respect to efforts that will enhance the provision of services to individuals with disabilities.

Staff Training and Capacity Building

This section of the Local Plan should describe strategies for staff preparation, training, and ongoing professional development to effectively respond to multifaceted participant needs. Local Boards are encouraged to work with WIOA core, required, and strategic partners to identify available training, participate in joint-trainings, and share resources and best practices, when appropriate.

The Local Plan should address the following:

- ***Describe training and/or professional development that will be provided for frontline staff for targeted sectors and promoting job quality.***
- ***Describe training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of multi-faceted experiences of trauma-exposed populations.***
- ***Describe training and/or professional development that will be provided to frontline staff to gain and expand proficiency in digital fluency and distance learning.***
- ***Describe training that will be provided to frontline staff on common case management or co-enrollment strategies. This should include if partners were involved in the delivery of training.***

Stakeholder and Community Engagement

Development of comprehensive plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. This includes engaging with employers, labor organizations, and community based organizations as well as WIOA core, required, and strategic program partners. This will ensure the inclusion of person-centered approaches to addressing multifaceted barriers to employment by utilizing input from the communities themselves.

Stakeholders participating in the planning processes should include, but are not limited to, employers, labor organizations, education partners, human services and housing partners as well as community based organizations that provide services to target populations such as: justice-involved, English language learners, refugees, immigrants, youth, older adults, veterans, people with disabilities, and any other entities supporting historically unserved or underserved communities.

Using the Stakeholder and Community Engagement Summary Template (Attachment 2), RPUs and Local Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement was achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans.

A list of potential Regional and Local Planning Partners (Attachment 3) was included as a tool to assist with identifying stakeholders for the planning process. If RPUs or Local Boards are unable to identify a regional or local contact, additional technical assistance is available by emailing: WIOAStatePlan@cwdb.ca.gov.

Public Meetings and Public Comment

Local Boards are subject to the open meeting requirements of the Ralph M. Brown Act. The intent of the law is to ensure that meetings are properly noticed, agendas are made available and that the public has an opportunity to provide comment on local policy and operations.

Shelter-in-place requirements or other restrictions related to in-person public meetings may affect how Local Areas conduct community engagement. Local Boards should comply with all applicable state and local requirements and should describe all alternate methods that were utilized to meet open meeting requirements.

Local Boards must provide a 30-day opportunity for public comment prior to submission of the Regional and Local Plans. Any comments that express disagreement with the Regional or Local Plans must be included in the final submission.

Accessibility and Inclusivity

In accordance with WIOA Section 188, public meetings and publicly disbursed information pertaining to Regional and Local Plan content must be made fully accessible to individuals with disabilities as well as to individuals who require additional language options. The following guide can assist in preparing accessible documents: [Seven Steps to Creating an Accessible Microsoft Word document \(PDF\)](#). Reasonable accommodations and alternate formats or languages must be provided upon request to ensure an opportunity for full and equal participation in the planning process.

Regional and Local Plan Format

RPUs and Local Boards should arrange their completed Regional and Local Plans in the following order:

Regional Plan

1. Cover Page
 - a. Name of RPU
 - b. Name of each Local Board in RPU
2. Regional Plan Content
 - a. Analytical Overview of the Region
 - b. Fostering Demand-Driven Skills Attainment
 - Outcome Measure A: Workforce system participant employment growth and job placement goals
 - c. Enabling Upward Mobility for All Californians
 - Outcome Measure B: Reskilling, upskilling, and educational attainment goals
 - Outcome Measure C: Upward mobility, economic security, job quality, and economic self-sufficiency goals
 - d. Aligning, Coordinating, and Integrating Programs and Services
3. Appendix:
 - a. Stakeholder and Community Engagement Summary
 - b. Public comments received that disagree with the Regional Plan
 - c. Signature Page

Local Plan

1. Cover page
 - a. Name of Local Board
 - b. Contact name, phone number, and email address
2. Local Plan Content
 - a. Local Overview
 - b. Strategic Vision
 - c. Core Program Partner Coordination
 - d. AJCC System Partner Coordination
 - e. State Strategic Partner Coordination
 - f. Title I Services
 - g. Title I Administration
 - h. Staff Training and Capacity Building
3. Appendix:
 - a. Stakeholder and Community Engagement Summary
 - b. Public comments received that disagree Local Plan
 - c. Executed cooperative agreements (if applicable)
 - d. Signature Page

Submission Criteria

Each RPU must submit one package that includes the following documents in separate accessible PDF files copied to a USB flash drive:

- One electronic copy of the Regional Plan with the electronic signatures of the Local Board Chair(s) within the RPU
- One electronic copy of each Local Plan within the RPU with the electronic signatures of the Local Board Chair and Chief Elected Official (CEO) or their designated alternate

If an electronic signature of the CEO or their alternative cannot be achieved by the submission deadline, the Local Board must submit a blank signature page and include a detailed explanation for the signature absence(s) and the date by which the signed copy will be provided.

Printed copies are not required for PY 21-24 Regional and Local Plans. Regional and Local Plans must be submitted by USB flash drive to the CWDB no later than April 30, 2021 through one of the following methods:

Mail	California Workforce Development Board CWDB Policy Unit PO Box 826880 Sacramento, CA 94280-0001
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Overnight Mail
Hand Delivery

California Workforce Development Board
CWDB Policy Unit
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

ACTION

Please bring this Directive to the attention of the Local Board and other relevant parties.

INQUIRIES

If you have any questions, contact the CWDB Policy Unit at WIOAStatePlan@cwdb.ca.gov.

/s/ JAIME L. GUTIERREZ, Chief
Central Office Workforce Services Division

Attachments are available on the internet:

1. [WIOA Regional Planning Units \(DOCX\)](#)
2. [Stakeholder and Community Engagement Summary \(DOCX\)](#)
3. [Regional and Local Planning Partners \(DOCX\)](#)

DRAFT

Workforce Development Board of Contra Costa County
Board Committee Meeting Calendar Year 2021

REVISED

JANUARY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	15	16	16
19	20	21	22	23
26	27	28	29	30

MAY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

JULY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUGUST				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

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

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

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

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

(2nd Tuesday of the month from 12:00 pm to 1:30 pm)

(Legal holidays)