



**Workforce**  
Development Board  
**Contra Costa County**

[www.wdbccc.com](http://www.wdbccc.com)

Our Mission:

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

## **Business & Economic Development Committee Meeting**

### **Agenda**

**December 2, 2020**

**3:00 p.m. – 4:30 p.m.**

**Join ZOOM Meeting**

<https://zoom.us/j/92645417538?pwd=Ynk4bXRua09Tenliczd2T25nVS9lZz09>

**Meeting: 926 4541 7538**

**Password: 282645**

- 3:00 PM** CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST  
PUBLIC COMMENT
- 3:05 PM** **CONSENT AGENDA & INTRODUCTION OF COMMITTEE MEMBERS**  
C1 Approve Minutes from 10.7.2020 meeting
- 3:15 PM** **ACTION ITEM**  
A1 Appointment of BED Committee Member
- 3:25 PM** **PRESENTATION ITEM**  
P1 **Marathon Petroleum**
- 3:45 PM** **DISCUSSION ITEMS**  
D1 Review and Discussion of BED Charter Agreement
- 4:25 PM** **CO-CHAIR'S REPORTS**  
WDBCCC MEMBER REPORT  
Future Committee Agenda
- 4:30 PM** **ADJOURN**

**Next BED Meeting: Wednesday, Feb 10, 2021 from 3:00 p.m. to 4:30 p.m.**

*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, 2<sup>nd</sup> Floor, 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*

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

Charter Element	Charter Agreement Information
<b>Business Objective</b>	The primary objective of the Business & Economic Development (BED) Committee is to meet the workforce needs of high-demand sectors of the local and regional economies.
<b>Case for Action</b>	<p>As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work:</p> <ul style="list-style-type: none"> <li>• Good jobs in today’s economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them;</li> <li>• The employment gap is widening between those with higher levels of education and credentials and those who lack them;</li> <li>• Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of “middle skill” jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation;</li> <li>• The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and</li> <li>• The difference between supply and demand indicates that there is a “skills gap” between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today’s economy.</li> </ul>
<b>Requirements</b>	<p>The BED Committee will:</p> <ul style="list-style-type: none"> <li>• Analyze and understand trends in order to respond to business needs</li> <li>• Bring industry and education together to address workforce needs in priority sectors</li> <li>• Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors</li> <li>• Work with WDB partners to develop an array of innovative workforce services supports</li> <li>• Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities</li> </ul>
<b>Boundaries / Guidelines</b>	The BED Committee advises and influences the direction and implementation of business services strategies as outlined the WDB 2017-2020 Strategic Plan, including playing an advisory role to the Contra Costa Small Business Development Center (SBDC).
<b>Team Membership</b>	<p>The BED Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The BED Committee co-chairs are members of the WDB Executive Committee and all members of the BED Committee hold a seat on the Workforce Development Board. The BED Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the BED committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.</p>
<b>Timing</b>	The work of the BED Committee is aligned with the timeline of the WDB’s 2017-2020 Strategic Plan.
<b>Resources</b>	The WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
<b>Review Process</b>	The WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.

**BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE MINUTES**

Wednesday, October 7, 2020

The Business & Economic Committee met on Wednesday, October 7, 2020, via a Zoom meeting. Co-Chair Kwame Reed called the meeting to order at 3:37 pm. Kwame Reed reminded everyone of potential conflicts of interest.

**ATTENDANCE**

**MEMBERS PRESENT:** Kwame Reed, Stephanie Rivera, Yolanda Vega, Terry Curley, Stacey Marshall, Carolina Herrera, Monica Magee, Tom Guarino, Kelly Schelin, Corry Kennedy

**MEMBERS ABSENT –** Joshua Aldridge, Richard Johnson, Leslay Choy (Ex)

**OTHERS PRESENT –**Vittoria Abbate (Board Member), Stephen Baiter, Kristin Connelly, Anita Kassem, Kevin Cabral, Matthew Insko, Collette Hanna, Gloribel Pastrana, Marie Suvansin

**WDB STAFF PRESENT –** Donna Van Wert, Patience Ofodu, Noramah Burch, Verneda Clapp, Jennifer Joel, Rochelle Soriano, George Carter, Charles Brown, Amrita Kaur, and Patricia Conley

**PUBLIC COMMENT**

None

**CONSENT ITEMS**

**C1 Approve October 19, 2019, Business & Economic Development Committee meeting minutes.**

**Motion/Second Stephanie Rivera/Yolanda Vega**

**Motion Approved**

**AYES:** Kwame Reed, Stephanie Rivera, Yolanda Vega, Terry Curley, Stacey Marshall, Carolina Herrera, Monica Magee, Tom Guarino, Kelly Schelin, Corry Kennedy

**NAYES:** None

**ABSENT:** Joshua Aldridge, Richard Johnson, Leslay Choy

**ABSTAIN:** None

**PRESENTATION ITEMS**

**P1 Equitable Economy Recovery Task Force by Kristin Connelly, CEO of Contra Costa Economic Partnership**

**Highlights of Report:**

**About the Task Force:**

- 40 Participants
- 20 private sectors
- 20 community-based organizations
- Sectors include real estate, healthcare, energy, manufacturing, banking, retail, and hospitality

**Task Force Goals:**

- Align existing efforts
- Track and guide actions to support job creation
- Identify and promote policies to attract and retain employers
- Identify and promote policies that increase access to employment
- Expand connections to training and employment for those disproportionately impacted by the COVID-19 pandemic

**Equity guides this work**

The Equitable Economic Recovery Task Force is using Policy Link’s definition to guide our work:

Equity is a just and fair inclusion into a society in which all can participate, prosper, and reach their full potential.

## Guiding Principles

- This work will be guided by data.
- This Task Force will elevate the voices of those most impacted by the COVID-19, including low-income communities of color.
- We will operate with transparency, and this work is structured to encourage ongoing action by individuals, organizations, and policymakers.

## About the work

Meetings are twice/monthly through the end of 2020 and then will move to once/month through June 2021. The Task Force meetings are open to the public and recorded via Zoom. PPT presentations and recordings of meetings are available at <https://www.ccpartnership.org/taskforce>

## Where we started

### What We Know – California

Current Unemployment Statistics

14.9% CA Unemployment Rate in June 2020

1.52M Claims Processed in May 2020

\$5.3B Benefits Paid in May 2020

Nearly 7 million first-time jobless claims have been filed in CA during the roughly four months since state and local government agencies began to impose wide-ranging business shutdowns. – East Bay Times, July 23, 2020

### What We Know – Contra Costa County

- Renters who've lost their jobs and have not replacement income are especially vulnerable. With little to no savings, they face the risk of homelessness.
- Household food insecurity is prevalent throughout Contra Costa County.
- EHSD saw a substantial increase in CalFresh applications. In some weeks, applications increased by nearly **1000 per week**.
- Child Care Center Closures (64% Child Care Centers & 24% Family Child Care Providers)
- Inadequate child care in the county

## Where We're Going 3-part roadmap

Looking to what works

The Metropolitan Policy Program at the Brookings Institution has great models to guide equitable economic development.

To rebuild better, we, as local and regional leaders, must adopt a shared definition of a higher-quality, more equitable economy – embedded in quantifiable goals and metrics that will inform our recovery strategies.

Organizing with a 3-part framework:

- 1) Retaining and growing jobs
- 2) source and develop diverse talent
- 3) support connected, vibrant and inclusive communities.

Potential for Growth

CA's higher education institutions are not producing enough graduates to fully meet occupational demand.

After accounting for degrees conferred by the CSU and other CA institutions, a recent report identifies large statewide gaps in supplying graduates in these fields.

- Finance, accounting, human resources, and operations managers
- Computer science and math workers
- Pre K-12 school teachers
- Health care workers

## Thinking About the "How"?

- There are investments being made throughout Contra Costa County in our future workforce.
- Aligned efforts among community colleges, workforce boards etc.

## **Economic Overview**

- The latest available public data points to strong housing and even moderate manufacturing growth in the last month.
- However, consumption gains look to be losing momentum.
- The retail sales report for August showed that some segments, like building and garden supply, are at record highs and growing. But others, like apparel, remain weak.

## **Contra Costa Unemployment Rate 9.8%**

### **Small Groups**

1. Funding priorities to support Contra Costa's economic recovery
2. Improving broadband access
3. Hiring displaced workers through wage subsidies
4. Growing and supporting Contra Costa's industrial base
5. Growing the local healthcare workforce

## **P2 US Bureau of Labor Statistics Highlights Changing Economic Conditions during COVID-19 by Matthew Insko, Economist**

### **About the Bureau of Labor Statistics (BLS)**

- Produces gold-standard data
- Data affect lives
- Supplies info for employers and job seekers
- Data helps in making informed decisions

The story behind the numbers

### **661,000 Jobs added last month (Sept. 2020)**

Employment changes vary by state (Change in nonfarm employment by state, August 2019 to August 2020, seasonally adjusted).

### **7.9% Unemployment Rate (Sept. 2020)**

Unemployment varies by state (seasonally adjusted)

August 2020 Unemployment Rates

California 11.4%

Contra Costa County 9.8%

City of Antioch 13.4% (High)

City of Clayton 4.6% (Low)

3.7% Projected Job Growth (Where are the jobs currently? Where will they be in the future?)

### **Final Facts**

- Nearly all of our surveys are voluntary
- Confidentiality is as important to the Bureau as it is to respondents
- We do our best to reduce respondent burden
- Without the cooperation of the people who participate in its surveys, BLS could not provide high quality information about the economy to you

## **DISCUSSION ITEM:**

### **D1 Review and Discussion of BED Charter Agreement**

Co-Chair Kwame Reed defer **D1 Review and Discussion of BED Charter Agreement** for further discussion on the next meeting.

## **CO-CHAIR'S REPORT**

None

## **Future Committee Agenda**

- Update the closure of Marathon
  - Impact to the Contra Costa County

- Trends to replace jobs
- Industry demands are down
- Talented, skilled workers re-integrate versus re-locate
- Rapid Response meeting
- Email Patience for any suggestion for future meeting agenda.

**THE MEETING ADJOURNED AT 4:30 PM**

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms

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**DATE:** December 2, 2020  
**TO:** Business & Economic Development Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Recommend Appointment to the BED Committee**

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This memo brings forth the recommendation for appointment of the following individual to the Workforce Development Board of Contra Costa County's BED Committee:

**Terrence Cole – BED Committee Member (Exclusively)**

**A. BACKGROUND**

**DEFINITION OF A COMMITTEE MEMBER**

Board members have the ability to appoint committee members. Being a member on a committee consists of being on an advisory body to the full board of the Workforce Development Board that makes recommendations on local and regional presented agenda items.

A member of a committee does not have the same rights as a board member. While members of committee may be entitled to vote on decisions within the committee, a committee does not have legal authority to govern the organization, and, like other committees, any tasks or powers of the committee are delegated by the board and ultimately subject to the direction and control of the board.

**B. RECOMMENDATION**

Recommend the appointment of **Terrence Cole** as a member of the BED Committee exclusively. Action on this item will result in an appointment to the BED Committee.

**C. ATTACHMENT**

**A1a – Terrence Cole Application**

### Application Form

#### Profile

Terrence

First Name

M

Middle Initial

Cole

Last Name

[Redacted]

Home Address

[Redacted]

Suite or Apt

Walnut Creek

City

CA

State

94596

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

#### Which supervisorial district do you live in?

District 4

#### Education

##### Select the option that applies to your high school education \*

High School Diploma

#### College/ University A

##### Name of College Attended

Walden University

##### Degree Type / Course of Study / Major

PhD/Public Policy & Public Administration

##### Degree Awarded?

Yes  No

#### College/ University B

##### Name of College Attended

University of Memphis



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

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MS/Education Administration Leadership

**Degree Awarded?**

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Yes  No

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**College/ University C**

**Name of College Attended**

---

University of Tennessee

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

---

BS/Criminal Justice & Psychology

**Degree Awarded?**

---

Yes  No

---

**Other schools / training completed:**

**Course Studied**

---

Negotiation & Mediation

**Hours Completed**

---

24

**Certificate Awarded?**

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Yes  No

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**Board and Interest**

**Which Boards would you like to apply for?**

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Economic Opportunity Council: Submitted  
Mental Health Commission: Submitted  
Workforce Development Board: Submitted  
Racial Justice Oversight Body: Submitted

**Seat Name**

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ROJB

**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?**

0

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

I have advocated in these particular fields and area for reform. I have gain work experience in the field of 20 plus years and principle & foundation through my education. I have build and served in leadership roles in every field selected. I would like to serve on board, commission and/or commission.

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### **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.**

Education, Mental Health, Criminal Justice (Adults & Juveniles), Economic Development, Workforce development, etc.

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

MANAGERIAL/SUPERVISORY/DIRECTOR SKILLS • Background in managing, direct oversight for creating, planning, programing, workforce and economic development • Able to anticipate and project organizational change • Highly skilled in leading, developing and executing complex and multi-disciplinary projects at all organizational levels • Proven leader, administrator, supervisor and manager of local programs, resources, conflict resolution and staff LEADERSHIP/TRAINING/STAFF DEVELOPMENT SKILLS Honest and collaborative leader with high integrity, with a focus on effective customer service, community, and smart growth who can naturally create positive working relationships with community leaders and business partners, City employees, and City Council. Demonstrates strong technical and business acumen; understanding the need to provide efficient public service by being a role model, while developing a supportive and responsive City staff, and embracing the opportunities and challenges of diverse and involved community. A track record leading and successfully managing non-profit and private service initiatives in areas of urban planning, financial and fiscal management, community development, agency administration, and staff development. Administrative: Recruiting and staffing, benefits, compensation, employee relations, HR compliance, organizational design, training and development, human resource information systems (H.R.I.S.) and payroll. Requests for leaves and sabbaticals, family accommodations, conflict of commitment preapprovals, salary, employee and school reimbursements, multilocation agreements and exceptions to policy. Facilitated and lead the development and preparation

of grant proposals, personnel policy and procedure creation and development. Implements and advises the CFO concerning collective bargaining agreements covering employees, vendors and professional experts. Coalition building, bringing in new, diverse partnerships, and voices, as well as your experience coordinating/facilitating diverse groups. Administers online and other electronic resources and data management systems related to personnel in addition to serving as the office of employee personnel files. IT applications and documents; review, edit and revise grant narratives for all divisions; prepare and process related paperwork such as forms, agenda items, memoranda, resolutions and supporting documentation; prepare grant applications and documents for distribution and submission. and the mailing of confidential reports, meeting strict deadlines, and avoiding cost increase. Problem Solving: Created an outpatient wellness center program involving providing programmatic supervision within an intensively structured creative wellness center for adults diagnosed with cooccurring severe and persistent psychiatric and substance use disorders. Handling conflict in diverse partnerships, facilitating diverse groups or coalition building, especially in a public setting. The majority of our clients have diagnoses of schizophrenic and bipolar disorders along with long histories of substance use, multiple hospitalizations, trauma, and homelessness. A budget of 1.5 Million in the City of Oakland and County of Alameda. Management: Oversaw operations of an expanding training, compliance & regulations, policy development, RFP & RFQ submitter, budget oversight, research lab, providing expertise, quantitative and qualitative data developer, commitment, implement strategic planning, development and cost-effective deployment of systems, quality & assurance control during a time of significant transition. Active Leadership, judgment, decision making skills, relationship building and effective communication skills, evaluating economic development programs, principles and practices of forecasting, public driven projects and programs of economic development including affordable housing. Directly consults with business leaders in guiding their organizations through the change and adoption from working in traditional offices, plants and labs to new work environments. Accountable for supporting the evolution of the overall social and adoption strategy and that is leveraged at the project level. Consulting arm for the socio-technological practices to accelerate organizational as well as manager and employee readiness and adoption for these new environments and ensure these groups can work more flexibly, collaboratively and with a stronger sense of community in their new environments. Serve as the socio-entrepreneur/tech lead from Pre-initiation through Sustaining with a focus on building engagement, readiness, and adoption. Customize the Readiness and Adoption Strategy to fit the leadership style, culture and communications/work practices of the Business Sponsor and Client Leaders. Structure the internal teams and core teams to ensure effective stakeholder engagement and an efficient and effective process from pre-initiation through sustaining. Partner with Program Managers and Core Team members to ensure organizational readiness and adoption of socio-entrepreneur/technology and new ways of working is weaved effectively through an array of projects Design and facilitate with the business sponsors, client leaders and key activities such as the organization readiness discussions, key work practice workshops, tech assessments, stakeholder readiness assessments, and manager readiness sessions to ensure organizational alignment and surface potential challenges in adopting new ways of working. Identify work practices that require a focus on adopting new collaborative meeting tools and applications to enable teams to work better together and individuals to work more productively

[Resume\\_2023\\_II.pdf](#)

Upload a Resume

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## 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:**

NA

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

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Yes  No

**If Yes, please identify the nature of the relationship:**

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NA

**Please Agree with the Following Statement**

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**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.**

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I Agree

# Terrence M. Cole

████████████████████ Walnut Creek CA 94596  
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## PROFILE

- Highly skilled in leading and executing complex and multi-disciplinary projects at all organizational levels
- Proven leader, administrator, supervisor and manager of local programs, resources, and staff
- Driven for equity and social justice
- Over 15 years' experience as an Education, Criminal Justice and Organization Administration

## EDUCATION

*PhD* in Public Policy and Public Administration, Walden University (Fall, 2020)  
*Certificate of Completion Mediation*, Hasting College of Law, UC, San Francisco, CA  
*Master of Science* in Educational Administration Leadership, University of Memphis, Memphis, TN  
*Bachelor of Science* in Criminal Justice, University of Tennessee, Martin, TN  
*Associate of Applied Science*, Police Science, Shelby State College, Memphis, TN

## EXPERIENCE

### Re-Entry Program Creator

March 2020 - Present

Cañada College  
4200 Farm Hill Blvd.  
Redwood City CA

Reentry initiative designed to reduce recidivism among inmates who are at moderate to high risk of re-offending. Inmates who participate in the program receive a broad range of jail-and community-based services, including employment assistance, housing, family support, and substance use treatment. Responsibilities include, but are not limited to:

- Collaborating with contracted providers and serving as a liaison between providers and DOC staff
- Escalate any provider and/or DOC operation/issues as they arise
- Contribute to the development of innovative strategies to maximize program participation and performance.
- Evaluating program performance against targets.
- Tracking program participation and preparing reports to document activities.
- Coordinating program activities, including scheduling of on-going activities, planning special events, and assembling workshops. □ Carrying out special projects to advance the goals of the Reentry Services unit
- Using motivational interviewing and other techniques to engage inmates in reentry services and assess their needs, including employment, housing, and substance use.
- Refer inmates to partner organizations for services.

# *Terrence M. Cole*

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- Documenting inmate assessments utilizing appropriate reporting mechanisms, including web-based data collection systems.
- Monitoring program participation and retention.
- Following up with program participants to obtain feedback on services and to ensure that their program-related needs are being met.
- Developing partnerships and collaborative relationships with service providers to ensure smooth service delivery.
- Assisting in the development of short- and long-term plans for reentry programming.
- Researching best practices to inform program improvement.
- Carrying out special projects to support reentry services.
- Preparing presentation materials, reviewing reports and documents, prioritizing, and managing multiple projects simultaneously, and performing other duties as assigned.

## **Program Director**

Bonita House Inc./Casa Ubuntu  
6333 Telegraph Ave. Oakland Ca. 94609

June 2016 – February 2020

### Key Responsibilities

Co-founder and Program Director providing programmatic supervision within an intensively structured creative wellness center for adults diagnosed with co-occurring severe and persistent psychiatric and substance use disorders. The majority of our clients have diagnoses of schizophrenic and bipolar disorders along with long histories of substance use, multiple hospitalizations, trauma, and homelessness.

The Program Director oversees day to day operations, maintaining fidelity to Integrated Dual Diagnosis Treatment and other evidence-based practices utilized. Must understand and adhere to the principles of recovery, culturally responsive strength-based practices, client empowerment, and ensure that all services provided are trauma informed. Develops systems that track performance measures and client outcomes.

Plans, supervises and facilitates with staff a wide range of individual group and family treatments; maintains the program according to licensing standards, provides training and supervision to a multidisciplinary team of professional and paraprofessional staff, maintains occupancy standards and compliance with various contracts, manages the program's budget, oversees the maintenance of the site, and participates as a member of the agency's Management Team.

# *Terrence M. Cole*

████████████████████ Walnut Creek CA 94596  
cterrence2@gmail.com 415-368-7278 (h)

**Instructor/Counselor (Workforce and Economic Development Education)  
San Francisco Sheriff Department 5 Keys Charter School  
70 Oak Grove St., San Francisco CA.**

**May 2013 – June 2016**

## Key Responsibilities

Provides educational counseling, and educational instructions to Interrupt, Predict, and Organize (IPO) for a Safer San Francisco is a violence prevention and intervention initiative by Mayor Lee's Office. The objective is to implement a coordinated service strategy for high at-risk and in-risk individuals in gangs in San Francisco's high crime neighborhoods. This strategy is designed to address early intervention, education, workforce and behavioral health needs.

## *Achievements:*

- High School Diploma and GED Instructor for 5 Keys Charter School prepare materials and classroom for class activities
- Maintain accurate and complete student records as required by law, district policy, and administrative regulations,
- Establish clear objectives for all lessons, units, and projects
- Communicate those objectives to students
- Instruct students in the knowledge and skills required in a specific occupation or occupational field
- Use a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop and field studies

## **Over- Night Residential Counselor (Part-Time) (Workforce and Economic Development Education)**

**Larkin Street Youth Services  
869 Ellis Street  
San Francisco CA.**

**June 2013-Present**

As a Residential Counselor it is integral to create a home-like environment.

## *Achievements:*

- Committed to creating long-term relationships with the residents in the program

# *Terrence M. Cole*

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- As a team, we embrace the Harm Reduction philosophy and approach to the work that we do by meeting the clients where they are, consistent with the agency's standards
- Set firm limits and intervene when challenging behaviors arise
- Able and willing to provide bedside care for residents with minor temporary illnesses as well as long-term conditions
- Such care includes, but is not limited to, bathing and feeding clients, assisting them with medications and assisting with general housekeeping needs such as laundry, sweeping/mopping floors, etc. particularly for those who may not be able to do so themselves
- Teaching basic life skills as well as meeting the residents' daily living needs are core components of the program
- Ability to model these skills consistently; specifically, meal preparation, cleaning, and household maintenance. The position requires the ability to learn and implement complex internal systems and have exceptional attention to detail
- Knowledge and understanding of working with diverse populations is a must, including working with people with mental health issues, active substance use/abuse issues, people who are heavily street-engaged

**Educational Administrator (Workforce and Economic Development Education)**  
**Spectrum Center Schools and Programs** February 2008 – May 2013  
**6325 Camden Street, Oakland CA, 94605**

## Key Responsibilities

Direct oversight of four major programs and Supervise 15 employees providing Administration for the agency. Directly coordinate with Regional and Program Directors. Synchronize all efforts to achieve the agency requirement to enable California Department of Education standards for Academic achievement for Elementary, Middle, Secondary School age students including a Vocational program for youth ages 16-22 from a securely managed network with reduced cost of ownership.

## *Achievements:*

- Created risk management components of the school program; provide behavior assessments, behavior management program development, and clinical problem solving;



# *Terrence M. Cole*

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and provide guidance in empirical classroom management systems, data-guided teaching and curriculum developer

- Developed innovative staff development practices and training programs. These policies are now being incorporated by agencies; emergency management developing and delivering presentations and training
- Integrated best educational practices from continuing education programs and created an efficient program that work best with student needs and goals
- Met weekly with Senior Leaders in achieving the necessary change supervision in their organizational processes. Encouraged discussion of differences to generate the best options for implementation.

**Paralegal Specialist**  
**Department of Housing and Urban Development**  
**600 Harrison St, San Francisco, CA.**

**GS-07 October 2005 – February 2008**  
**Temporary Part-time**

Assist with Contracts, Declarations of Trust, Reconveyances, Investigations, Closings, Applications, Dept Collections Reports and Support. Knowledge of basic concepts and principles of contract and real estate law sufficient to perform assigned under the general supervision of an attorney or the Chief Counsel. Reviewed an array of laws and regulations applicable to HUD programs, and of the procedures and activities. Thus, knowledge of the techniques of contract preparation peculiar to Federal assistance contracts and of specific authorizations required for such contract execution on behalf of the government.

***Achievements:***

- Gathered, arrange, analyze, evaluate, and control information and references needed for case file processing and for contract preparation.
- Successful accomplishment of the work facilitates the work of the Chief Counsel and attorneys in providing legal services in program areas and administrative law matters, and in executing contracts on the behalf of the Government.
- The accuracy of each incumbent activity greatly contributes to the successful completion of assigned workload in the Legal Division.

# *Terrence M. Cole*

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**Supervisor/Counselor, Youth Habilitation Center  
(Workforce and Economic Development Education)  
(Juvenile Detention Center) 24-hour lockdown  
789 Washington St. Memphis, TN 38105**

**August 1995-September 2005  
Minimum and Maximum Facility**

## Key Responsibilities

Responsible for Counseling and Supervising Juvenile Delinquents, to develop an array of programs for progressive note taking on Juveniles.

## *Achievements:*

- Implemented metrics for defining efficiency, effectiveness and overall success of the business unit
- Supervised 20 to 25 employees per weekend. Also maintained knowledge of general safety and health principles and practices pertaining to community correction; emergency management developing and delivering presentations and training
- Worked closely with program director to receive feedback and determine needs assessments.
- Consulted with clients to define nature and the extent of the project. Collection and review of data
- Analyzed statistics and other data, interview employees and observe the operations on a day to day basis
- Encouraged workforce diversity to create atmosphere conducive to high quality service

**Educational Consultant, Co-Founder  
(Workforce and Economic Development Education)  
Memphis Academy of Health Sciences  
Memphis TN**

**June 2002 – January 2005**

## Key Responsibilities

- Responsible for developing the first Charter School for the State of Tennessee in the City of Memphis, TN

## *Achievements:*

- Orchestrated management activities for a large charter school population in the State of

# *Terrence M. Cole*

████████████████████ Walnut Creek CA 94596  
████████████████████

Tennessee with annual revenues approaching \$4.5 M and a staff of 20 managers and 1,800 employees

- Supervises and evaluates the performance of assigned personnel; works with Human Resources department to interview and select employees and recommends transfers, reassignments, terminations and disciplinary actions; emergency management developing and delivering presentations and training
- Develops and prepares annual budget for the assigned area; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines
- Directed all financial, budgeting, operating, compliance, purchasing, and domestic marketing, human resource, public relations, and administrative functions. Ensured timely execution of financial reporting, operating forecasts, cash flow planning, new project evaluation, banking, taxation, legal, regulatory, equipment maintenance, advertising, cost/pricing and related activities
- Monitored and controlled credit facilities, approved expenditures, and liaised with bankers, government officials, vendors and other agencies. Evaluated local suppliers for school and sports materials, and replacement parts and equipment
- Surveyed target markets and executed related strategic plans, promotions, advertising, sales incentive programs, publicity, financial forecasts, pricing, product mix, new product rollouts, and reporting



**DATE:** December 2, 2020  
**TO:** Business & Economic Development Committee  
**FROM:** Workforce Development Board Board Staff  
**RE:** Marathon Petroleum Refinery Closure and Support

**A. BACKGROUND**

Marathon Petroleum, which bought the Martinez refinery in 2018, announced at the end of July that it will indefinitely idle the facility and begin laying off its 740 employees in October, canceling contracts that provide temporary employment to between 250 and 2,500 people at any given time. Over 175 of the laid-off workers reside in Contra Costa County according to the data below.

Antioch	94509-0000	15
Antioch	94531-0000	12
Brentwood	94513-6300	21
Clayton	94517-0000	9
Concord	94518-0000	6
Concord	94520-0000	3
Concord	94521-0000	12
Concord	94519-0000	4
Danville	94526-0000	2
Hercules	94547-0000	2
Martinez	94553-0000	16
Oakley	94561-3080	30
Pinole	94564-0000	2
Pittsburg	94565-0000	14
Pleasant Hill	94523-0000	11
Richmond	94804-0000	2
Richmond	94806-0000	2
San Ramon	94582-0000	4
Walnut Creek	94596-0000	2
Walnut Creek	94598-0000	6

**175**

10/9/20	10/30/20	11/13/20	Future Layoffs/Exits
➤ 105 Salaried Employee Exits	➤ 268 Hourly Represented Employee Exits ➤ 34 Salaried Employee Exits	➤ 21 Hourly Represented Employee Exits	➤ 28 Hourly Represented Employees between 12/5 - 1/31/2021 ➤ 25 Salaried Employees between 11/20 - 3/26/2021

## **B. CURRENT SITUATION**

Amber Larsen (Environmental, Safety and Security Manager, Martinez Refinery) and David Schollars (Human Resources Manager, Martinez Refinery) will present an overview of the potential conversion of the Marathon Petroleum Corporation (MPC) Martinez Refinery (formerly operated by Andeavor/Tesoro) from a fossil fuel to a renewable fuels facility. They will provide a brief overview of Marathon Petroleum Corporation, discuss the nature of the project and the environmental benefits, cover the workforce considerations (retained workers with conversion to renewable facility and impacts to displaced workers) and long-term opportunities for sustained Contra Costa County jobs.

The WDB Rapid Response Team in collaboration with Employment Development Department and Partners have been holding special Laid-Off Worker Webinars for the workers.

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**DATE:** December 2, 2020  
**TO:** Business & Economic Development Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Review and Discussion of BED Charter Agreement**

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This memo offers the Committee an opportunity to review the current committee charter. The WDB is working on new 2021-2024 Strategic Plan and the committee will have an opportunity to revisit the charter after the new strategic plan is adopted.

#### **A. BACKGROUND**

The Workforce Development Board first organized its work using a charter format in 2008, following the adoption of a uniform structure in February of that year. The enhancement and refocusing of WDB committee charters help to increase the alignment of the work of the committees with the WDB's 2013-2017 Strategic Plan, thereby enabling the WDB to be more responsive to the needs and experiences of its business and job seeker customers.

#### **B. CURRENT SITUATION**

The current Charter was briefly introduced during the last BED meeting in October and moved to a full discussion for this Dec meeting. It was last reviewed in November 2016, but only the Strategic Plan year was updated to reflect 2017-2020.

Each of the committees presently has a charter which is reviewed periodically at the committee level. With the adoption of the 2013-2017 Strategic Plan, the BED charter was evaluated on February 5, 2014, to ensure that the Charter was current and relevant. The Board's work is conducted primarily through the diligent efforts of its committees. Periodic review and updates of the charters ensure outcomes that are timely and meet or exceed the expectations of the WDB membership.

Due to the reorganization under WIOA, most of our Board members termed out on July 31, 2020, creating the opportunity to recruit new members that makeup over 70 % of the BED committee. The new Co-Chairs of the BED Committee, **Kwame Reed**, and **Stephanie Rivera**, will review the existing Charter with the newly appointed Committee. The objective of the Committee is to meet the workforce need of high-demand sectors of the local and regional economies.

The BED Committee members should be aware that we are going into a new strategic planning phase starting this fall. Our strategic plan for 2021-2024 will be due March of 2021 with a start date of July 1, 2021. This may influence the timing of the Charter review to align with the upcoming strategic planning conversations.

#### **C. ATTACHMENT**

**D1a** – Business & Economic Development Committee Charter

Workforce Development Board (WDB) of Contra Costa County  
 BUSINESS & ECONOMIC DEVELOPMENT (BED) COMMITTEE CHARTER

D1a

Charter Element	Charter Agreement Information
<b>Business Objective</b>	The primary objective of the Business & Economic Development (BED) Committee is to meet the workforce needs of high-demand sectors of the local and regional economies.
<b>Case for Action</b>	<p>As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work:</p> <ul style="list-style-type: none"> <li>• Good jobs in today’s economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them;</li> <li>• The employment gap is widening between those with higher levels of education and credentials and those who lack them;</li> <li>• Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of “middle skill” jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation;</li> <li>• The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and</li> <li>• The difference between supply and demand indicates that there is a “skills gap” between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today’s economy.</li> </ul>
<b>Requirements</b>	<p>The BED Committee will:</p> <ul style="list-style-type: none"> <li>• Analyze and understand trends in order to respond to business needs</li> <li>• Bring industry and education together to address workforce needs in priority sectors</li> <li>• Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors</li> <li>• Work with WDB partners to develop an array of innovative workforce services supports</li> <li>• Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities</li> </ul>
<b>Boundaries / Guidelines</b>	The BED Committee advises and influences the direction and implementation of business services strategies as outlined the WDB 2017-2020 Strategic Plan, including playing an advisory role to the Contra Costa Small Business Development Center (SBDC).
<b>Team Membership</b>	<p>The BED Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The BED Committee co-chairs are members of the WDB Executive Committee and all members of the BED Committee hold a seat on the Workforce Development Board. The BED Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the BED committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.</p>
<b>Timing</b>	The work of the BED Committee is aligned with the timeline of the WDB’s 2017-2020 Strategic Plan.
<b>Resources</b>	The WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
<b>Review Process</b>	The WDB and the BED Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.



# BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE MEMBERS ROSTER

## **KWAME REED (CO-CHAIR)**

City of Antioch  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **STEPHANIE RIVERA (CO-CHAIR)**

John Muir Health  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **YOLANDA VEGA**

Peak Performance  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **TERRY CURLEY**

United Business Bank  
Term Start Date: 10/1/2018  
Term End Date: 6/30/2022

## **JOSHUA ALDRIDGE**

Del Sol NRG., Inc.  
Term Start Date: 10/1/2018  
Term End Date: 6/30/2022

## **STACEY MARSHALL**

American Sugar Refining, Inc.  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **CAROLINA HERRERA**

Kaiser Permanente  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **MONICA MAGEE**

BISHOP RANCH  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **RICHARD JOHNSON**

EDD  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **LESLAY CHOY**

San Pablo Economic Development  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **TOM GUARINO**

PG&E  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **KELLY SCHELIN**

Contra Costa College  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **CORRY KENNEDY**

Chevron  
Term Start Date: 7/1/2020  
Term End Date: 6/30/2024

## **PENDING APPROVAL**

### **TERRENCE COLE\* (BED Exclusive Member)**

Canada College  
Term Start Date: X/X/2020  
Term End Date:



## BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE ATTENDANCE RECORD

BOARD MEMBERS NAME	APPOINTMENT DATE	TERM END DATE	CALENDAR MONTH												Aug-21	
			Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21		Jul-21
Kwame Reed (Co-Chair)	7/1/2020	6/30/2024				P										
Stephanie Rivera (Co-Chair)	7/1/2020	6/30/2024				P										
Yolanda Vega	7/1/2020	6/30/2024				P										
Terry Curley	10/1/2018	6/30/2022				P										
Joshua Aldridge	10/1/2018	6/30/2022				A										
Stacey Marshall	7/1/2020	6/30/2024				P										
Carolina Herrea	7/1/2020	6/30/2024				P										
Monica McGee	7/1/2020	6/30/2024				P										
Richard Johnson	7/1/2020	6/30/2024				A										
Leslay Choy	7/1/2020	6/30/2024				EX										
Tom Guarino	7/1/2020	6/30/2024				P										
Kelly Schelin	7/1/2020	6/30/2024				P										
Corry Kennedy	7/1/2020	6/30/2024				P										
<b>BED COMMITTEE MEMBERS (Excl)</b>																
<b>PENDING APPROVAL</b>																
Terrence Cole																
		6/30/20XX														
		6/30/20XX														
		6/30/20XX														
		6/30/20XX														
<b>PENDING APPLICATION</b>																
Terrence Cole																
		6/30/20XX														
		6/30/20XX														

### LEGENDS

- P = PRESENT
- A = ABSENT
- EX = EXCUSED ABSENCE
- C= CANCELLED MEETING
- NO QUORUM
- RESIGNED