



www.wdbccc.com

Our Vision:

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

Executive Committee Meeting

Agenda

June 8, 2022

3:00 p.m. – 4:30 p.m.

ZOOM Meeting

Meeting ID: 816 8406 3744

Passcode: 969675

<https://us06web.zoom.us/j/81684063744?pwd=VDRWaWRHbUNLT1hpdHU1dGx0VlBBQT09>

Join in Dial-In

+1 669 900 9128 US

+1 253 215 8782 US

- 3:00 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT**
- 3:05 PM DIRECTORS REPORT
CHAIR REPORT
COMMITTEE CHAIR REPORTS**
- 3:25 PM CONSENT AGENDA
C1 Approve minutes from April 13, 2022 Meeting**
- 3:30 PM ACTION ITEMS
A1 Approve Slate of Officers for 2022-2023
A2 Approval of Board Applications
A3 Approval of Proposed WDB Budget PY 2022-2023**
- 4:00 PM INFORMATIONAL ITEMS
I1 Workforce Development Board DRAFT Action Plan 2022
I2 Health Careers Pathways
I3 Close Out Report for Innovating with Human Centered Design and Workforce Redesign
I4 Youth Programs in Practice PY 2022/2023**
- 4:30 PM ADJOURN**

Upcoming Committee Meetings:

YOUTH Committee Meeting is on Tuesday, July 12, 2022

EXECUTIVE Committee Meeting is on Wednesday, July 13, 2022

FULL BOARD Meeting is on Tuesday, August 2, 2022

BED Committee is on Wednesday, August 3, 2022

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

The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925.671.45

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

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Executive Committee is to support system alignment, service integration, and continuous improvement, using data to support evidence-based policymaking.
Case for Action`	<p>As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work:</p> <ul style="list-style-type: none"> • Good jobs in today’s economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of “middle skill” jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation; • The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and • The difference between supply and demand indicates that there is a “skills gap” between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today’s economy.
Requirements	<p>The WDB Executive Committee will:</p> <ul style="list-style-type: none"> • Improve and expand the Workforce Development Board's communications systems and networks • Develop and present legislative/advocacy platforms and position statements for consideration by the Contra Costa County Board of Supervisors and other local elected officials • Recruit qualified board member candidates who are able to effectively advance the board’s strategic priorities and recommend membership appointments to the Board of Supervisors • Support and strengthen administrative, fiduciary, management, and oversight roles and responsibilities of the WDB, including monitoring performance of the WDB Executive Director • Help secure, leverage, and expand resources that help to support workforce and economic development in Contra Costa County and the greater region
Boundaries / Guidelines	The Executive Committee will advise and influence the direction and implementation of the WDB’s strategic objectives as outlined the WDB 2021-2024 Strategic Plan, particularly with regards to work related to systems alignment, administration, coordination, and overall accountability.
Team Membership	The Executive Committee is comprised of the Chair, Vice Chair(s) and Immediate Past Chair of the WDB; the Co-Chairs of each of its subcommittees, and up to three at-large members to provide appropriate representation of the overall membership. The Executive Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County. The WDB and the Executive committee often draw upon the knowledge and expertise of other individuals and organizations that are not members of the WDB and occasionally form <i>Ad Hoc</i> committees to do work.
Timing	The work of the Executive Committee is aligned with the timeline of the WDB’s 2021-2024 Strategic Plan.
Resources	The WDB and the Executive Committee provide and/or support convening and networking functions that draw together a wide spectrum of stakeholders that contribute to the health of the local economy and prepare residents for effective participation in the workforce. These include local and regional businesses, economic development experts and organizations, public agencies, education, labor, and community-based organizations.
Review Process	The Executive Committee monitors and reports its progress at regular committee meetings and full WDB member meetings as appropriate. Progress against the WDB 2021-2024 Strategic Plan is reviewed at regular intervals as determined by the WDB and any of its relevant governing authorities at the local, state, and/or federal levels.

EXECUTIVE COMMITTEE MINUTES

Wednesday, April 13, 2022

The Executive Committee met on Wednesday, April 13, 2022 via a ZOOM meeting. Vice-Chair Tom Hansen called the meeting to order at 3:04 pm. Vice-Chair Tom Hansen reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Yolanda Vega, Michael McGill, Stephanie Rivera, Thomas Hansen, Joshua Anijar

MEMBERS ABSENT – Terry Curley (Ex), Kwame Reed (Ex)

OTHERS PRESENT – Harumi Murata (City of Oakley), Esperanza Ellis

WDB STAFF PRESENT – Patience Ofodu, Maureen Nelson, Noramah Burch, Verneda Clapp, Rochelle Soriano, Donn Matsuzaki, Jed Silver

PUBLIC COMMENT

None

STAFF UPDATE

Tamia is attending the NAWB Forum 2022 at Washington, DC.

EHSD STAFFING

The Contra Costa County Board of Supervisors has appointed Marla Stuart as EHSD Director. Marla will fill the position Kathy Gallagher left vacant with her recent retirement. She officially started on Monday, April 11, 2022. Marla most recently served as Deputy Director at Solano County Health & Social Services Department.

CHAIR'S REPORT

Yolanda Vega, Chair

- Will present a report with her attendance of the NAWB Forum 2022 at Washington, DC.
- Patricia Conley, Business Representative reached out to the small business and gave resources according to their business need.

COMMITTEE MEMBER REPORTS

Youth Committee (YC) (Michael McGill)

- YC Meeting is on March 8, 2022
- The meeting has a discussion on WIOA Programs in Practice -Youth Discussion Panel (Moderator Verneda Clapp)
 - Youth participant gave their insights and experience from their programs
 - Youth participant was engaging
 - Youth Panel is the highlight
- Youth Committee is discussed proposed agenda for the Full Board Retreat

Business & Economic Development Committee (BED) (Stephanie Rivera)

Agenda includes: Presentations Items

- California Employers Association by Kim Gusman, President & CEO
- Achieving Shared Prosperity in Contra Costa County by Lindy Johnson, CCEP Director of Research & Projects

Discussion of 2022 BED Committee Goals and Strategic Planning for Full Board Retreat

CONSENT ITEM

C1 Approve March 9, 2022 Executive Committee Meeting Minutes
Motion/Second Micheal McGill/Yolanda Vega
Motion Approved

AYES: Yolanda Vega, Michael McGill, Stephanie Rivera, Thomas Hansen
NAYES: None
ABSENT: Terry Curley, Kwame Reed
ABSTAIN:

ACTION ITEMS

A1 Approval of Board Applications

That the Executive Committee recommend for appointment to the Workforce Development Board of Contra Costa County:

1. **Sarah A. Chodakewitz** fill Business Seat #6
1. **Motion/Second Stephanie Rivera/Yolanda Vega**
Motion Approved

2. **Nichol Carranza** to fill Business Seat #7
2. **Motion/Second Yolanda Vega/ Stephanie Rivera**
Motion Approved

AYES: Yolanda Vega, Michael McGill, Joshua Anijar, Stephanie Rivera, Thomas Hansen
NAYES: None
ABSENT: Terry Curley, Kwame Reed
ABSTAIN: None

A2 Approval of Amended Supportive Services Policy

That the Executive Committee Approve:

1. Amendment to the Supportive Services Policy adding a maximum allowable cap per participant of \$3000.00 for supportive services assistance.
2. Some components of this policy may be subject to waiver under special grants.

Motion/Second Stephanie Rivera/ Joshua Anijar
Motion Approved

AYES: Yolanda Vega, Terry Curley, Michael McGill, Stephanie Rivera, Thomas Hansen
NAYES: None
ABSENT: Terry Curley, Kwame Reed
ABSTAIN: None

THE MEETING ADJOURNED AT 3:34 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

DATE: June 8, 2022
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approval of Slate of Officers for 2022-2023**

EXECUTIVE COMMITTEE RECOMMENDATIONS

1. That the Executive Committee approve nominations for Chair and Vice-Chair.
2. Allow Chair **Yolanda Vega, Principal, Peak Performance Corporate Training** to continue for one (1) additional fiscal year 2022-2023 to serve the board.

Nominations for the Vice-Chairs:

- **Vice-Chairs**
 1. *Stephanie Rivera, CEO, Lazarex Cancer Foundation*
 2. *Terry Curley, Executive Vice President, United Business Bank*

A. BACKGROUND AND CURRENT SITUATION

An Ad-hoc Nominating Committee was approved and established at the January 12th Executive Committee to establish the preliminary Slate of Officers for Fiscal Year 2022-2023. The Ad-Hoc Nominating Committee met on February 15, 2022 and on February 28, 2022.

The Executive Committee reviewed eligible candidates from among presently seated business members, contact suggested candidates regarding their willingness to serve, and formalize the slate to be presented.

Officers shall be elected by a majority vote of the members present. Terms of office shall begin at the beginning of each fiscal year and new officers will officially take office at the Board's first meeting during the new fiscal year.

ARTICLE V- OFFICERS AND ELECTIONS

H. The period for officer nominations shall commence upon the establishment of the Nominating Committee and will close 30 prior to the final regularly scheduled full board meeting of the fiscal year.

B. ATTACHMENT

A1a [WDB Public Roster 2022](#)

Committee Discussion:

Approved recommendations by the Executive Committee on March 9, 2022. In addition, the committee recommends two (2) Action items for consideration.

1. That the WDB to operate with two (2) Vice Chair positions for the 2022-2023 fiscal year in order to ensure effective succession planning.
2. Allow Education & Training and Workforce Labor Seats to serve as a Board Chair or Vice-Chair

For any questions, please contact Tamia Brown, Executive Director at 925-671-4514 or email at tbrown1@ehsd.cccounty.us

DATE: June 8, 2022
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Recommend Appointment to the Workforce Development Board**

RECOMMENDATION

That the Executive Committee recommend for appointment and re-appointment to the Workforce Development Board of Contra Costa County:

Jerry L. Aranas to fill Business Seat #2 when this seat becomes vacant pending current board member terming out on 6/30/2022

Terry Curley re-appointment fill Business Seat #4

A. BACKGROUND AND DISCUSSION

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 A2a**) for definition of all board seat designations.

B. CURRENT SITUATION

With, one Education and Training seat and one Government and Economic and Community Development seat vacancy, the Workforce Development Board Contra Costa County staff and board members will continue to strategically recruit key leaders to fill the position.

C. SCHEDULE

Action on this item will result in applicant's approval and final appointment by the Board of Supervisors'.

D. ATTACHMENTS

A2a [WDBCCC BYLAWS](#)

- A2b** Jerry L. Aranas application form
- A2c** Terry Curley application form
- A2d** [WDBCCC Board Members Roster 05.2022.pdf](#)

For any questions, please contact Tamia Brown, Executive Director at 925-671-4514 or email at tbrown1@ehsd.cccounty.us

Application Form

Profile

Jerry _____ L _____ Aranas _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Bay Point _____ CA _____ 94565 _____
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

Lam Research _____ Business Manager _____
 Employer Job Title

Length of Employment

1yr

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

Federal D. Glover

How long have you lived or worked in Contra Costa County?

7yrs

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Workforce Development Board: Submitted

Seat Name

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

UOP

Degree Type / Course of Study / Major

BS/Information Systems

Degree Awarded?

Yes No

College/ University B

Name of College Attended

UOP

Degree Type / Course of Study / Major

Masters/ Business (MBA)

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I have over 30-years of Leadership experience in the both the US military and Corporate environments. As a business professional, I have managed Annual budgets in excess of \$500M, as well as managed commercial construction projects as a Project Manager. My goal is to improve the quality of life for my community through my contributions as a member of a board/advisor/committee.

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

Jerry Aranas Bay Point, CA 94565 jerrylynnjr@gmail.com +1 925 597 2899 Jerry is an Experienced Sourcing Professional with expertise in leading all contract negotiations and sourced functions for construction and remodeling for stores, development centers, gasoline stations, data centers, and IT initiatives and roll outs. He is well versed working with supporting internal stakeholders in new product development, directing to customer business, e-Commerce and fulfillment, project-management, digital marketing and P & L experience. He is proficient in implementing strategic sourcing and supply chain management and lead the acquisition and purchasing of approximately \$550M annual spend. Developed SOX SOP for internal controls, governance, and separation of duties. Work Experience Business Manager Lam Research - remote Bay Point, CA July 2021 to Present Develops contract agreements, SLA's, SOW's, RFP's and SOP for SOX Manages procurement processes Supports Corp Real Estate and Manufacture Construction Negotiates contract agreements, Master Service Agreements, SLA's, KPI's Oversee requisition of all procurement and supply chain functions Vendor negotiations Supply chain long lead time strategies and contingencies Director Treasury Wine Estates (TWE) October 2018 to July 2021 Procurement Partner for the America/ Global Team Directed and managed Direct and Indirect spend. Developed cost-savings strategies for N.America business Units. Conducted spend analysis and negotiates contract agreements and supplier SLA's. Supported internal stakeholders in New Product Development, Direct to Customer business, e-Commerce and fulfillment, project-management, digital marketing, and spend analysis. Negotiated IT digital content and SaaS contract agreements with SOW, T&C's, Risk Mitigation and Project deliverables. Project & Purchasing Manager Safeway Corp July 2008 to October 2018 Retail sales and Project Manager responsible for store builds, remodels, and Tennant Improvements. Lead all contract negotiations and sourced functions for construction and remodeling for stores, development centers, gasoline stations, data centers, and IT initiatives and roll outs. Managed \$500M+ Annual spend. Developed SLA's for vendors for performance evaluations. PM for Electric Vehicle Charging Stations (ChargePoint) for all Divisions. Managed Retail teams. Managed store remodels and Tennant Improvement projects. Managed project schedules and budgets to include COR's. Developed cost reduction strategies. Ensured all purchasing documents and processes were SOX compliant. Developed businesses best practices and SOP's. Lead all RFP's, RFQ's, and RFI initiatives. Worked closely with other departments to mitigate risks associated with sourcing and procurement. Strategic Sourcing Manager Chevron Research and Development September 1995 to July 2008 Supported the R&D lab through the sourcing of equipment materials, chemicals, and support services. Developed and implemented an ERP program from ground up. Implemented strategic sourcing and supply chain management and lead the acquisition and purchasing of approximately \$250M annual spend. Created new processes for reductions in lead time and capital spend for inventory. Implemented new ERP system. Worked with counterparts in the Netherlands and Japan Senior Logistics NCO US Army & California Army NTL Guard, 1983-2003 Member of Commanding General Staff responsible for deployment and deployment of personnel and equipment to CONUS and Europe operations. Supervised 100+ NCO's, technicians, and personnel in all aspects of operations. Performed internal audits. Safety officer. Managed multiple projects successfully. Education BS in Information Systems University of Phoenix- Sacramento, CA 2004 MBA in Business University of Phoenix - Sacramento, CA 2006 BS in Information Technology University of Phoenix - Cordelia, CA 2004 Skills Do you have any of these top skills employers are looking for? SOX ERP Systems SaaS Sourcing Product Development Profit & Loss Research & Development Internal Audits Dismiss Supply Chain management Contract negotiations Cost reductions Vendor selections Analysis Project Management RFQ's RFP's RFI's SOW's KPI's, Certifications / Licenses Add your certifications Additional Information Add Sections Languages Links Military Service Awards Groups Patents Publications

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Jerry L Aranas

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Coach and mentoring kids ages K-12th grade. Club One Sport and One on One Sport.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Terry _____ Curley _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Danville _____ CA _____ 94506
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

United Business Bank _____ Executive Vice President _____
 Employer Job Title

Length of Employment

26 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

4

How long have you lived or worked in Contra Costa County?

5 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Workforce Development Board: Submitted

Seat Name

Business

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

Yes No

If Yes, how many meetings have you attended?

3 years of meetings

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Laney College

Degree Type / Course of Study / Major

Marketing

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Mills College

Degree Type / Course of Study / Major

Economics

Degree Awarded?

Yes No

College/ University C

Name of College Attended

University of WA

Degree Type / Course of Study / Major

Banking/Finance

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Credit Training

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

Live and work in Contra Costa County. Throughout my banking career I have worked with organized labor clients and have been committed to improving the lives of working families for the las 25 years. I feel strongly about the work of the WFD in assisting people in becoming gainfully employed with jobs/careers that provide a living wage.

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

Years of service in working with organized labor as well as finance and education.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

WFD

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Serve as Board and finance committee member for St. Mary's Center in West Oakland. Center provides transitional and permanent housing for low income seniors.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

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

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

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

I Agree

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 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



DATE: June 8, 2022
TO: Workforce Development Board
FROM: Donn Matsuzaki, Administrative Services Assistant III
RE: **PY 2022-23 WDB PROPOSED BUDGET**

RECOMMENDATION

That the Executive Committee to approve the PY 2022-23 Proposed Budget.

A. BACKGROUND

The WDBCCC annually approves the Fiscal Year (FY) budget for the activities and services implemented in the Local Workforce Development Area (Local Area). The budget includes the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Rapid Response, and Youth funding allocated to the Local Area. The budget also includes discretionary revenues. Staff will bring back a mid-year budget to balance revenues (and specific funding sources) with expenditures, as well as account for changes in our funding sources and/or amounts.

B. CURRENT SITUATION

Currently, WDBCCC has seven discretionary grants for FY 2022-23 totaling approximately \$2.6 million dollars. The grants that we have received or expect to receive are WAF 10, California for All, Employment Training Panel, Department of Apprenticeship Standards, NDWG, STEPS and RERP.

C. FISCAL IMPACT

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

D. SCHEDULE

Staff continue to work with EHSD Fiscal to balance and monitor expenditures for the budget.

E. ATTACHMENTS

- A3a** Fiscal Year 2022-2023 Funding Sources
- A3b** Fiscal Year 2021-2022 Funding Sources
- A3c** Fiscal Year 2022-2023 Budget

For any questions, please contact Donn Matsuzaki, Administrative Services Assistant III at 925-671-4545 or email at dmatsuzaki@ehsd.cccounty.us

A3a

Workforce Development Board

Prior Year 2021-2022 Final Budget

Funding Sources by Program

A	B	C	D E F PROPOSED BUDGET		
ORG	Sub-object	WIOA: Adult/Dislocated Worker/Youth Revenues "CORE" Grants (aka Formula Funds)	FY 21/22 Budgeted Revenue (WSIN 19-45)	Prior Year Carry-in (plan/est 20%)	TOTALS
5608	9555	WIOA Adult Carry-In Revenue From FY20/21 (AA-11)		\$ 285,498	\$ 285,498
5608	9555	WIOA Adult New Allocation FY21/22 (AA-21)	\$ 1,427,492		\$ 1,427,492
5608	9555	WIOA Adult Transferred from DW			\$ -
5608	9555	SUB-Total: WIOA Adult Allocation 201/202	\$ 1,427,492	\$ 285,498	\$ 1,712,990
5656	9555	WIOA Dislocated Worker Carry-In Revenue from FY20/21 (AA-11)		\$ 350,012	\$ 350,012
5656	9555	WIOA Dislocated Worker New Allocation FY 21/22 (AA-21)	\$ 1,750,059		\$ 1,750,059
5656	9555	WIOA DW Transferred To Adult			\$ -
5656	9555	SUB-Total: WIOA Dislocated Worker Allocation 501/502	\$ 1,750,059	\$ 350,012	\$ 2,100,071
5688	9555	WIOA Youth Carry-In Revenue from FY 20/21 (AA-11)		\$ 293,587	\$ 293,587
5688	9555	WIOA Youth New Allocation FY21/22 (AA-21)	\$ 1,467,937		\$ 1,467,937
5688	9555	SUB-Total: WIOA Youth Allocation 301/302	\$ 1,467,937	\$ 293,587	\$ 1,761,524
TOTAL: WIOA FORMULA - ADULT/DW/YOUTH			\$ 4,645,488	\$ 929,097	\$ 5,574,585
			PROPOSED BUDGET		
ORG	Sub-object	WIOA: Rapid Response/15% Governor's Discretionary/COVID Revenues (non-Formula WIOA Grants)	FY 21/22 Budgeted Revenue (RR WSIN 20-04)	Prior Year Carry-in	TOTALS
5602	9555	WIOA Rapid Response Layoff Aversion Carry-In from FY20/21 (AA-11)	\$ 27,731		\$ 27,731
5602	9555	WIOA Rapid Response Layoff Aversion New Allocation FY21/22 (AA-21)			
5602	9555	WIOA Rapid Response Formula Carry-In from FY20/21 (AA-11)	\$ 116,826		\$ 116,826
5602	9555	WIOA Rapid Response Formula New Allocation FY21/22 (AA-21)			
5602	9555	Budget Balance Adjustment			\$ -
5602	9555	SUB-Total: WIOA Rapid Response 292/293/540/541	\$ 144,557	\$ -	\$ 144,557
5666	9555	Regional Plan Implementation Carry-In from <u>3.0</u> FY 19/20 (AA-01)	\$ 68,550		\$ 68,550
5666	9555	Regional Plan Implementation New <u>4.0</u> FY20/21 (AA-11)	\$ 451,080		\$ 451,080
5669	9555	Workforce Accelerator Fund Carry-In from 8.0, FY19/20 (AA-01)	\$ 54,320		\$ 54,320
5666-5669	9555	SUB-Total: WIOA 15% Governor's Discretionary 1169/1218/1173/1174	\$ 573,950	\$ -	\$ 573,950
5656	9555	COVID-19 Employment Recovery NDWG Carry-In from FY19/20 (AA-01)	\$ 250,000		\$ 250,000
5656	9555	SUB-Total: WIOA COVID Gov Allocation 1194	\$ 250,000	\$ -	\$ 250,000
TOTAL: WIOA RAPID RESP./15% GOV. DISCRETIONARY/COVID - RR/RPI/WAF/COVID			\$ 968,507	\$ -	\$ 968,507
WIOA		GRAND TOTAL: ALL WIOA ALLOCATIONS	\$ 5,613,995	\$ 929,097	\$ 6,543,092
			PROPOSED BUDGET		
ORG	Sub-object	NON-WIOA: RENT/AB109/EBRPU Revenues	FY 21/22 Budgeted Revenue	Prior Year Carry-in	TOTALS
5601	9194	4071 Port Chicago Rev Rent from EDD	\$ 157,320		\$ 157,320
5601	9194	SUB-Total: RENT (Port Chicago-EDD)	\$ 157,320	\$ -	\$ 157,320
5620	9966	AB109 Allocation	\$ 190,221		\$ 190,221
5620	9966	SUB-Total: AB109 Allocation	\$ 190,221	\$ -	\$ 190,221
5674	9966	EBRPU-P2E (IDS)	\$ 80,000		\$ 80,000
5674	9966	EBRPU-P2E (SSEL)	\$ 120,240		\$ 120,240
5674	9966	SUB-Total: EBRPU-P2E	\$ 200,239	\$ -	\$ 200,239
5601	GF	Contra Costa General Fund (NCC)	\$ 18,642		\$ 18,642
5601		SUB-Total: CCC General Fund	\$ 18,642	\$ -	\$ 18,642
NON-WIOA		TOTAL: NON-WIOA - RENT/AB109/EBRPU	\$ 566,422	\$ -	\$ 566,422
ALL		GRAND TOTAL: ALL REVENUE SOURCES	\$ 6,180,417	\$ 929,097	\$ 7,109,514

rounded 7,109,000

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Workforce Development Board

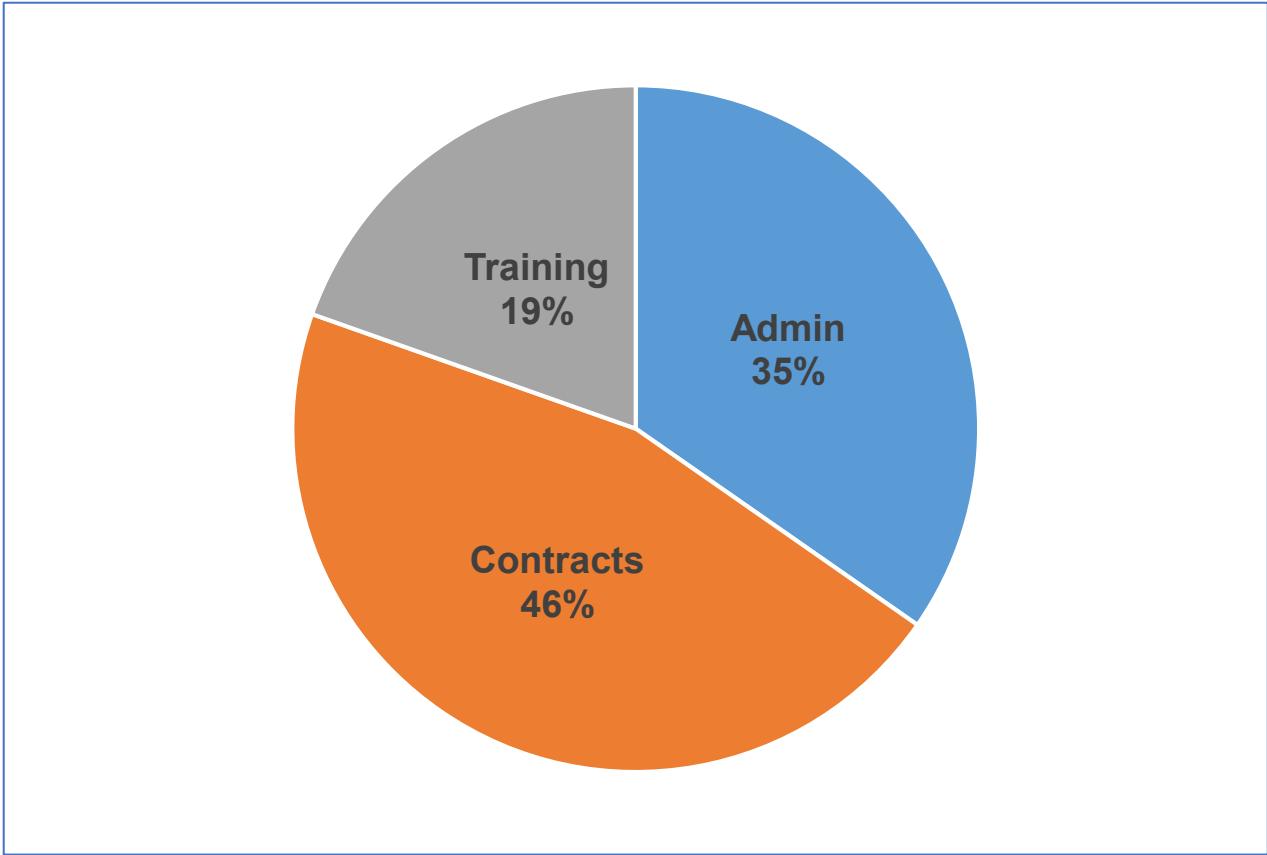
Fiscal Year 2022-2023 Proposed Budget

Funding Sources by Program

	A	B	C	D
		PROPOSED BUDGET		
Line Item	WIOA: Adult/Dislocated Worker/Youth Revenues "CORE" Grants (aka Formula Funds)	FY 22/23 Budgeted Revenue (WSIN 21-43)	Prior Year Carry-in (plan/est 20%)	TOTALS
1	WIOA Adult Carry-In Revenue From FY21/22		\$ 193,250	\$ 193,250
2	WIOA Adult New Allocation FY22/23	\$ 1,684,446		\$ 1,684,446
3	WIOA Adult Transferred from DW			\$ -
4	SUB-Total: WIOA Adult Allocation 201/202	\$ 1,684,446	\$ 193,250	\$ 1,877,696
5	WIOA Dislocated Worker Carry-In Revenue from FY21/22		\$ 49,717	\$ 49,717
6	WIOA Dislocated Worker New Allocation FY22/23	\$ 2,085,982		\$ 2,085,982
7	WIOA DW Transferred To Adult			\$ -
8	SUB-Total: WIOA Dislocated Worker Allocation 501/502	\$ 2,085,982	\$ 49,717	\$ 2,135,699
9	WIOA Youth Carry-In Revenue from FY21/22		\$ 430,985	\$ 430,985
10	WIOA Youth New Allocation FY22/23	\$ 1,758,156		\$ 1,758,156
11	SUB-Total: WIOA Youth Allocation 301/302	\$ 1,758,156	\$ 430,985	\$ 2,189,141
12	TOTAL: WIOA FORMULA - ADULT/DW/YOUTH	\$ 5,528,584	\$ 673,952	\$ 6,202,536
13		PROPOSED BUDGET		
Line Item	WIOA: Rapid Response/15% Governor's Discretionary/COVID Revenues (non-Formula WIOA Grants)	FY 21/22 Budgeted Revenue (RR WSIN 20-04)	Prior Year Carry-in	TOTALS
15	WIOA Rapid Response Layoff Aversion Carry-In from FY21/22	\$ -	\$ 8,500	\$ 8,500
16	WIOA Rapid Response Layoff Aversion New Allocation FY22/23	\$ 30,092		\$ 30,092
17	WIOA Rapid Response Formula Carry-In from FY21/22	\$ -	\$ 2,000	\$ 2,000
18	WIOA Rapid Response Formula New Allocation FY22/23	\$ 100,057		\$ 100,057
19	Budget Balance Adjustment			\$ -
20	SUB-Total: WIOA Rapid Response 292/293/540/541	\$ 130,149	\$ 10,500	\$ 140,649
21	Regional Plan Implementation Carry-In from 4.0 FY 21/22	\$ 179,000		\$ 179,000
22	Regional Equity & Recovery Partnership (RERP) FY 22-23	\$ 394,737		\$ 394,737
23	Workforce Accelerator Fund 10 FY 22/23	\$ 125,000		\$ 125,000
24	SUB-Total: WIOA 15% Governor's Discretionary 1169/1218/1173/1174	\$ 698,737	\$ -	\$ 698,737
25	COVID-19 Employment Recovery NDWG Carry-In from FY19/20 (AA-01)	\$ 234,587		\$ 234,587
26	SUB-Total: WIOA COVID Gov Allocation 1194	\$ 234,587	\$ -	\$ 234,587
27	TOTAL: WIOA RAPID RESP./15% GOV. DISCRETIONARY/COVID - RR/RPI/WAF/COVID	\$ 1,063,473	\$ 10,500	\$ 1,073,973
28				
29	GRAND TOTAL: ALL WIOA ALLOCATIONS	\$ 6,592,057	\$ 684,452	\$ 7,276,509
30		PROPOSED BUDGET		
Line Item	NON-WIOA: RENT/AB109/EBRPU Revenues	FY 21/22 Budgeted Revenue	Prior Year Carry-in	TOTALS
32	4071 Port Chicago Rev Rent from EDD	\$ 157,448		\$ 157,448
	SUB-Total: RENT (Port Chicago-EDD)	\$ 157,448	\$ -	\$ 157,448
33	AB109 Allocation	\$ 185,838		\$ 185,838
34	SUB-Total: AB109 Allocation	\$ 185,838	\$ -	\$ 185,838
35	Employment Training Panel	\$ 325,000		\$ 325,000
36	California for All FY22/23	\$ 1,211,728		\$ 1,211,728
37	Summer Training \$ Employment Program for Students Grant FY 22/23	\$ 250,000		\$ 250,000
38	Department of Apprenticeship Standards FY22/23	\$ 98,000		\$ 98,000
39	SUB-Total: Other Grants	\$ 1,884,728	\$ -	\$ 1,884,728
40	Contra Costa General Fund (NCC)	\$ 14,111		\$ 14,111
41	SUB-Total: CCC General Fund	\$ 14,111	\$ -	\$ 14,111
42	TOTAL: NON-WIOA - RENT/AB109/EBRPU	\$ 2,242,125	\$ -	\$ 2,242,125
43				
44		PROPOSED BUDGET		
45	GRAND TOTAL: ALL REVENUE SOURCES	\$ 8,834,182	\$ 684,452	\$ 9,518,635

ALL Revenue Sources (without General Fund NCC) \$ 9,504,524

**Workforce Development Board
Fiscal Year 2022-2023
Proposed Budget**



Category	Budget	% of Budget
Administration/Overhead	\$3,301,536	34.68%
Provider Contracts	\$4,352,754	45.73%
Training and Training Related Contracts	\$1,864,345	19.59%

Contra Costa County Workforce Development Board DRAFT Action Plan 2022

What are practical actions the Contra Costa Workforce Board can take over the next 24 months to show positive outcomes in the Board's 4 key strategy areas?

Incorporate Race, Equity, Diversity & Inclusion (REDI) principles in all Business Services	Development of Community Business Resources Center focusing on small minority & micro-owned Business	Creation & Expansion of Earn and Learn Models	Addressing & Serving Vulnerable Populations & Communities in the County, transfer skills/ degrees to work
Student/business speed dating- career exploration within communities	Training + TA on language and culture. For example, ESL, understanding culture, hiring vulnerable populations	Embedded paid internships in Academics	Needs assessment to allow vulnerable populations to drive solutions- HCD
Hosting events with CBO's	Identify metrics and success stories. Biz to Biz success stories, tax breaks for examples	Implement policy around mandatory earn and learn models for large companies	Connect vulnerable populations to career services (we go to them)- HCD
Coordinate with educational institutions: training, opportunity & inclusion	Develop business plan for Resource Center (location, staff, funding, navigators, etc.)	Reimagine CC Works Bootcamp (office + soft skills) and worksite (interdepartmental) and external. Develop tiered service model	Create pathways for foreign- born professionals to high wage self-sufficient jobs
Lobby for and target dollars for REDI work	Develop and implement mentorship program - "Pay it Forward"	Identify and explore opportunities for nontraditional apprenticeships (Healthcare, IT, etc.)	Fund transitional jobs (simultaneous: paid career exploration/ work readiness)
Marketing & Relationship building between Business/ CBO/ Gov't – tax incentives as an example	Develop and implement communication plan and outreach	Incentivize non-traditional apprenticeships for employer and training partners	Prioritize going after grants to help vulnerable populations
REDI workshops for H.R.	Develop a brand strategy	Tax breaks linked to number of earn and learn offerings	Educate employers to overcome stereotypes + encourage hiring
Partner with organizations that are REDI ready- Fair Chance ex.	Conduct market analysis on small biz; who they are and what they need.	Develop pre-apprenticeships with specific employers with guarantee of hire employer commitment	Educate employers about Business Services and incentives and how they can benefit from them.
	Inventory Community Resources	Develop and implement solid marketing plan for earn and learn opportunities	Develop pilot for early wins; Develop ambassador or alumni program- Peer to Peer marketing
		Streamline path between pre-apprenticeship + Apprenticeship	Gather comprehensive wrap-around services under one roof



DATE: June 8, 2022
TO: Executive Committee
FROM: Jed Silver, Workforce Services Specialist
RE: **HEALTH CAREER PATHWAYS**

BACKGROUND AND OVERVIEW

Workforce Development Board of Contra Costa County (WDBCCC)'s Health Careers Pathway Program is an effort to advance equity and inclusion by connecting underrepresented individuals to in-demand jobs in the healthcare field. This program will rely on identifying and securing multiple funding streams to braid and leverage to achieve success. The following are the most recent examples of those efforts:

WORKFORCE ACCELERATOR FUND (WAF) 10

Workforce Development Board of Contra Costa County (WDBCCC)'s submission entitled EMT for Equity (E4E) was recently awarded \$250,000 to assist 20 people to be trained and placed in jobs with local ambulance companies as licensed Emergency Medical Technicians (EMTs). E4E will span from June, 2022 through December, 2023 and will prioritize the recruitment of people of color from underserved communities, foster and out of school youth, people with disabilities, as well as justice-involved individuals. The project will produce a replicable and scalable program design and model for using WIOA and Employment Training Panel (ETP) funds to develop comprehensive wrap-around & support service model for healthcare training programs.

DIVISION OF APPRENTICESHIP STANDARDS (DAS)

The DAS State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) program focus is to design, develop, and implement projects that support and accelerate the creation of new or the expansion of existing Registered Apprenticeship Programs (RAPs) for women, veterans, justice-involved, youth, people with disabilities, communities of color, and unemployed individuals impacted by COVID-19. WDBCCC was awarded \$240,000 to design a paramedic apprenticeship program to expand our current EMT program. The program will soon initiate work to get the new apprenticeship program approved by DAS by then end of 2022. The initial 20-person paramedic cohort will launch in the Spring of 2023 and continue for the next two years. This includes expanding employer partners from solely ambulance companies to include fire departments and hospitals.

NATIONAL DISLOCATED WORKER GRANT (NDWG)

Based on our work over the last year on the NDWG project, the State of California has awarded WDBCCC additional funds in the amount of \$234,587.17 to help the region's most vulnerable residents, people of color and those from underserved communities who had been disproportionately impacted by Covid-19. Over the last 18 months, that included serving over 160 individuals to receive training, supportive services and job placement in in-demand sectors. \$150,000 of the new funds will be contracted out to Opportunity Junction to serve an additional 30 participants over the next 10 months. This will include providing healthcare training, placement and supportive services intended to prepare Contra Costa

residents that experienced job loss due to Covid-19 for new employment opportunities as rapidly as possible.

For any questions, please contact Jed Silver, Workforce Services Specialist at 925-671-4529 or email at jsilver@ehsd.cccounty.us



DATE: June 8, 2022
TO: Executive Committee
FROM: Maureen Nelson, One-Stop Consortium Administrator
RE: **Close Out Report on Innovating with Human Centered Design for Homeless and Workforce Redesign**

BACKGROUND AND OVERVIEW

There has long been a disconnect between workforce and homeless services in Contra Costa County, despite the fact that these two systems often serve a shared client pool. In April 2020, the Workforce Development Board was awarded \$135,800 from the California Workforce Development Board to use Human Centered Design to create linkages between the two systems. The grant ended on March 31, 2022 with 100% spend-down and 100% in-kind partner match.

Grant goals were achieved in that a strong partnership was developed between these two systems, with the ultimate goal of assisting homelessness individuals who access workforce services to more rapidly gain self-sufficiency and exit supportive housing. With the creation of the Homeless-Workforce Integration Network (H-WIN) in 2021, the two systems are now linked and well positioned for future collaboration.

Partners to the grant were:

- | | |
|--|----------------|
| Health, Housing, and Homeless Services (H3) | Hope Solutions |
| Martinez Adult Education | SHELTER, Inc. |
| Rubicon Programs, Contra Costa Workforce Collaborative | Sparkpoint |

Human Centered Design

The Human Centered Design (HCD) methodology was chosen as an approach to problem solving to ensure that the voice of the customer was incorporated throughout. In the course of the design process, we recognized that both clients and providers are end users. HCD is comprised of five phases that include defining the problem, brainstorming and selecting potential solutions, create prototypes - - and finally, testing, refining and implementing solutions. The process is iterative and involves end users at every step.

Lived Experience Consultants (LECs)

One innovation of this grant was the hiring of two individuals who had experienced homelessness themselves to serve on the design team. As contractors, they received regular wages and benefits. Their insight and input was of enormous value and kept the project grounded in the experience of those who would benefit from system integration. Both served as speakers or panelists, and one was featured in a video. Although not one of our stated goals, we had hoped the LECs would benefit from their experience working on this grant. One now works on H3’s CORE Outreach team to house homeless veterans, and the other is a project manager of a grant focused on lifting East County residents out of poverty.

Grant Goals

- Online homeless services systems map incorporating workforce services
- Cross-training of staff in homeless services and workforce development
- New strategies for linking staff and customers of homeless and workforce services
- White paper describing design process and results of design team's work

GRANT OUTCOMES

Workforce Seat on Council on Homelessness. A Workforce seat was added to the Council on Homelessness (CoH) in January 2021 and is filled by the WDBCCC Administrator. Workforce now has input into homeless services and has increased visibility among homeless service providers. Workforce has presented on topics of interest to the Council.

System Map. This tool was created to give partners, providers and the public a system-level overview of housing and wraparound services, including workforce. Click on "Full Map" to see all connections: [Contra Costa Homeless Partner Map • Contra Costa System Map / Untitled view • Kumu](#)

Cross-Training. Several staff cross-trainings were held; each was recorded. Trainings covered system structure, funding, metrics, programming, partners, methods of referral. Additional trainings were held on assisting customers. Over 130 staff were trained. This effort alone helped us achieve one of the main objectives of the grant, which was to *increase knowledge of staff regarding resources and access points available in the parallel systems.*

Linking Staff and Customers. The H-WIN meets bimonthly and draws 40+ attendees for presentations, networking, problem solving and cross-promotion of programs and services. Agendas are driven by staff and customer need, as identified by survey.

Journey Map and Client Pilot. Interviews with clients and staff of both systems allowed us to create a customer "journey map," after which the design team ran a pilot of a co-enrolled client. Collaboration between case managers resulted in the client, who was about to lose housing, having her housing extended until she finished her job training.

Employer Forum. In February 2022, the WDBCCC Business Services team helped host the third in a series of "Untapped Talent" employer forums. The forum included a panel of employers and [formerly homeless] employees. Fifty attendees heard a presentation on California's new Homeless Hiring Tax Credit. After the event, attendees (half of whom were employers) received materials on CalJOBS, Fidelity Bonding, and the Employer Advisory Council.

White Paper. To enable other areas to replicate and scale similar projects, we captured our key learnings in "Integrating Workforce and Homeless Services: An Experiment in Human Centered Design": <https://docs.google.com/document/d/1kxCK4cwwKL51UVGDDAsEywhi9QGAlmhRAETJnigDrt8/edit?usp=sharing>

For any questions, please contact Maureen Nelson, Administrator at 925-671-4542 or email at mnelson@ehsd.cccounty.us.

DATE: June 8, 2022
TO: Executive Committee
FROM: Noramah Burch, Youth Program Manager
RE: **Youth Programs in Practice PY-2022/2023**

BACKGROUND AND OVERVIEW

The WDBCCC aims to increase the visibility of quality careers and youth understanding of the breadth of available career opportunities. One of the WDBCCC priorities is to accelerate access to training and resources that lead youth into careers with livable wages. Our WIOA Youth programs lead the nation in terms of the percentage of systems-involved youth served. Seventy percent of youth in our programs are Opportunity Youth, including current and former foster youth, homeless, and justice involved. Staff have worked diligently over the last few months to increase earn-and-learn opportunities for participants. The WDBCCC has been successful in acquiring additional funding outside of WIOA funding to support the strategies in the local and regional plans.

Notable efforts include:

- **Department of Rehabilitation Summer Training and Employment Program for Students (STEPS).** The STEPS grant provides funding for paid work experience for students with disabilities. Students will receive \$5,000 stipends for completing workplace readiness training.
- **California Volunteers Office of the Governor Grant** The purpose of this initiative is to increase youth employment, develop youth interest in and experience towards a career, and to strengthen capacity to address key areas of climate, food insecurity, and local COVID-19 recovery. Funding for this project will support two different projects:
 - **Health Ambassadors Project** which provides transitional jobs in the Community Health field. This project was developed from a long-standing partnership with Contra Costa Health Services. Participants will earn a Contra Costa College Health and Human Services certificate.
 - **John Muir Land Trust Family Harvest Farm** is a garden apprenticeship opportunity. Funding will be used for the development of career pathways, additional wrap-around supports, financial literacy, and professional development for the apprentices.
- **Workforce Accelerator Fund 10 (WAF 10)** In partnership with City of Oakland, Richmond, and County of Alameda. The East Bay Youth Technology Apprenticeship (EBYTA) project aims to adapt and regionalize the Accelerating Careers through Essential Skills (ACES) project developed by Richmond WDB. The EBYTA project seeks to innovate on the ACES project by adapting the model to work with Opportunity Youth, focusing on the tech sector and adding a paid skills-building bridge and pre-apprenticeship program.

For any questions, please contact Noramah Burch, Workforce Services Specialist Youth Program Manager at 925-671-4532 or email at nburch@ehsd.cccounty.us