



## Full Board Agenda

February 2, 2021

3:00 p.m. – 5:00 p.m.

Join to ZOOM Meeting

<https://zoom.us/j/96027524489?pwd=LzVMc3R4WHMrRnlIVU5Xa1IHT3Vsdz09>

Meeting ID: 960 2752 4489

Password: 622669

Join by Dial In

+1 669 990 9128 US

+1 689 449 5579 US

- 3:00 PM WELCOME AND CALL TO ORDER  
REMINDER OF POTENTIAL CONFLICT OF INTEREST  
PUBLIC COMMENT  
CHAIR'S REPORT
  - *Memorial Tribute to Tom Guarino, Board Member*  
[Tom Guarino 1953-2020 East Bay Times Orbituary](#)
- 3:05 PM CONSENT AGENDA  
C1 Approve Minutes from November 3, 2020 meeting
- 3:10 PM PRESENTATION ITEMS  
P1 Green Empowerment Zone Bill Idea - Honorable Timothy S. Grayson  
Assemblymember  
P2 Overview of SBA & SBDC Programs & Services Available in Contra Costa County by  
SBA District Director Julie Clowes and SBDC Associate Regional Director of  
Programs, Ann Johnson- Stromberg  
P3 Presentation from Kathy Gallagher, Contra Costa County Employment & Human  
Services Department Director
- 4:10 PM DISCUSSION ITEMS  
D1 Regional and Local Strategic Planning 2021-2024 Update  
Steve Shultz, Glen Price Group  
D2 Strategic Communications: Positioning the Work of the WDB to Maximize  
Engagement by Full Capacity Marketing of Celina Shands, M.S. Founder/CEO
- 4:50 PM COMMITTEE REPORTS  
OTHER WDBCCC MEMBER REPORTS  
EXECUTIVE DIRECTOR REPORT
- 5:00 PM ADJOURN

### UPCOMING MEETINGS:

***Executive Committee Meeting: Wednesday, March 17, 2021***

***Full Board Meeting: Tuesday, May 4, 2021***

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

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

## **Tom Guarino**

October 17, 1953 - December 30, 2020

Resident of Pleasant Hill, CA

(Tom Guarino 1953-2020 – East Bay Times Obituary)



"Celebrate Tom", a virtual celebration, will be held Saturday January 30, 2021 12-2 and can be accessed by visiting [tinyurl.com/TomGuarino](http://tinyurl.com/TomGuarino)

For questions and inquiries please contact: [choice@choiceinaging.org](mailto:choice@choiceinaging.org) or call (925)446-8136.

Cards and Flowers for the Guarino Family may be sent to:

Greer Family Mortuary

2694 Blanding Ave

Alameda, CA 94501

[View the online memorial for Tom Guarino](#)

To Plant Memorial Trees in memory, please visit our [Sympathy Store](#).

**FULL BOARD MINUTES**

Tuesday, November 3, 2020

The Full Board met on Tuesday, November 3, 2020 met via ZOOM meeting. Co-Chair Terry Curley called the meeting to order at 3:05 pm. Co-Chair Terry Curley reminded everyone of potential conflict of interest.

**ATTENDANCE**

MEMBER PRESENT – Vittoria Abbate, Carol Asch, Jose Carrascal, Leslay Choy, Terry Curley, Tom Guarino, Tom Hansen, Carolina Herrera, Richard Johnson, Corry Kennedy, Monica Magee, Michael McGill, Robert Muller, Kwame Reed, Kelly Schelin, Yolanda Vega

MEMBERS EXCUSED – Joshua Anijar, Stacey Marshall, Stephanie Rivera

MEMBERS ABSENT – Joshua Aldridge, Laura Trevino

WDB STAFF PRESENT – Donna Van Wert, Patience Ofodu, Verneda Clapp, Maureen Nelson, George Carter, Charles Brown, Amrita Kaur, Rochelle Soriano, Veronica, Ramos, Patricia Conley, and Lauren Hull

OTHERS IN ATTENDANCE – Leslie Gutierrez, Alicja Hermanson, Ron Millard (EHSD Fiscal), Steve Shultz (Glen Price Group), Drew Douglass (Contra Costa Community College), DeVonn Powers, Dawn Marrow, Anita Kassem, K. Helms

**PUBLIC COMMENT:**

None

**CONSENT AGENDA:**

**C1 Approve August 4, 2020 Full Board Meeting minutes**

**Motion\Second Michael McGill\Terry Curley**

**Motion Approved**

**AYES:** Vittoria Abbate, Carol Asch, Jose Carrascal, Leslay Choy, Terry Curley, Tom Guarino, Tom Hansen, Carolina Herrera, Richard Johnson, Corry Kennedy, Monica Magee, Michael McGill, Robert Muller, Kwame Reed, Kelly Schelin, Yolanda Vega

**NAYES:** None

**ABSENT:** Joshua Aldridge, Joshua Anijar, Stacey Marshall, Stephanie Rivera, Laura Trevino

**ABSTAIN:** None

**ACTION ITEMS:**

**A1 Approval of WDB PY 2020-2021 Budget as presented \$6,275,000**

**Motion\Second Kwame Reed \Terry Curley**

**Motion Approved**

**AYES:** Vittoria Abbate, Carol Asch, Jose Carrascal, Leslay Choy, Terry Curley, Tom Guarino, Tom Hansen, Carolina Herrera, Richard Johnson, Corry Kennedy, Monica Magee, Michael McGill, Robert Muller, Kwame Reed, Kelly Schelin, Yolanda Vega

**NAYES:** None

**ABSENT:** Joshua Aldridge, Joshua Anijar, Stacey Marshall, Stephanie Rivera, Laura Trevino

**ABSTAIN:** None

**A2 Appointment to the Workforce Development Board**

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

**Motion\Second Jose Carrascal \Kelly Schelin**

**Motion**                      **Approved**

**AYES:** Vittoria Abbate, Carol Asch, Jose Carrascal, Leslay Choy, Terry Curley, Tom Guarino, Tom Hansen, Carolina Herrera, Richard Johnson, Corry Kennedy, Monica Magee, Michael McGill, Robert Muller, Kwame Reed, Kelly Schelin, Yolanda Vega

**NAYES:** None

**ABSENT:** Joshua Aldridge, Joshua Anijar, Stacey Marshall, Stephanie Rivera, Laura Trevino

**ABSTAIN:** None

**PRESENTATION ITEMS:**

**P1      Regional and Local Strategic Planning 2021-2024**

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

Meeting Objectives

1. Review Local and Regional Plan development timeline and deliverables
2. Review key areas for strategy development, required plan content
3. Review approach to local/regional public meetings
4. Review steps for obtaining Board input to plan content

Timeline

- November 15—Anticipated release of final CWDB Guidance
- December to January—WDB Stakeholder input meetings via Zoom
  - East, Central and West County public input meetings
  - AJCC MOU Partner meeting
  - Employer meeting
- January to February—Online survey of selected stakeholders
- March 17—Initial draft of Plan provided to WDBCCC Board for approval
- March 18—Draft provided for review to RPU
- March 26-April 26—Plan made public for 30 day comment period
- April 27—Approval of any revisions to plan by WDBCCC Board
- April 27—Final version of Local Plan submitted to RPU
- April 28—Local and Regional Plan submitted to State Board for review
- August 1(est.)—State Board approves/conditionally approves local plans
- August 15 (est.)—State Board notifies local boards/RPUs of any deficiencies
- September 15 (est.)—Final corrected plans due with CLEO signature
- October 15 (est.)—State Board provides final approval of local plans

**Key Content Areas for Local Plan**

- **Local Overview** - Local workforce development activities, needs, strengths, areas for improvement
- **Strategic Vision** for supporting economic growth and self-sufficiency
- **Core Program Partner Coordination**—Adult education, employment services, vocational rehabilitation
- **AJCC System Partner Coordination**—Roles & resources of local partners
- **State Strategic Partner Coordination** in order to serve individuals participating in CalFresh E&T, Non-custodial parents, those with developmental disabilities, and English Language Learners
- **Title I Services**
  - Availability of adult and dislocated worker E&T
  - Coordination of rapid response activities
  - Availability of youth workforce investment activities
  - Use of individual training accounts
- **Title I Administration**

- Competitive process for WIOA Title I subgrants
- Strategy for operation of AJCC
- **Staff Training and Capacity Building**
  - Training in areas including cultural competency, trauma-informed, digital fluency, distance learning, co-enrollment
- **Appendix:** Stakeholder and Community Engagement Summary; Public comments that disagree with the Local Plan

#### Key Content Areas for Regional Plan

- **Analytical Overview of the Region—Workforce/Economic Analysis**
  - Industries and occupations with existing, emerging demand
  - Employment needs of employers
  - Current employment and unemployment data
  - Key labor market trends
  - Education and skill levels of the workforce
- **Fostering Demand-Driven Skills Attainment-Regional Sector Pathways**
  - Plans for development of sector initiatives
  - Providing training aligned with regional labor market demand, and industry-recognized credentials
  - **Outcome Measure A:** “How many individuals will be placed in jobs that align with the sectors and occupations emphasized in the Regional Plan?”
- **Enabling Upward Mobility for All Californians**
  - **Outcome Measure B:** “How many individuals will complete training aligned with the sectors and occupations emphasized in the Regional Plan?” and “How many individuals will attain industry recognized credentials aligned with the sectors and occupations emphasized in the Regional Plan?”
  - Ensuring unserved and underserved communities have access to regional sector pathways and supportive services
  - **Outcome Measure C:** “How does the RPU propose to measure efforts to get workforce program participants on a path to the middle class?” and “Using the above measurement, how many individuals will be placed on a path to the middle class?”
- **Aligning, Coordinating, and Integrating Programs and Services**
  - Regional service strategies, coordination with regional economic development, and coordination of supportive services
  - “Describe how the planning region will collectively negotiate and reach agreement on local levels of performance for, and report on, the performance accountability measures described in WIOA Section 116(c).”
- **Appendix:** Stakeholder and Community Engagement Summary; Public comments that disagree with the Regional Plan

#### Approach to Public Input Process

- Three public meetings covering the three regions of the county to provide an opportunity for stakeholder input
- Invitations will be sent to a wide array of stakeholders who have connections to the content areas
- Each meeting will include a focus on strategic areas identified in the Local Plan guidance, along with the opportunity for Regional Plan input
- Inclusion of stakeholder surveys to capture input from those unable to participate in online meetings
- Meetings will include an introduction to the process, with time spent in breakout groups to facilitate development of specific content

- Board input to Local Plan will include opportunity to participate in online public meetings, online survey, and provide feedback on drafts of the Local Plan

#### **COMMITTEE REPORTS**

##### **BED Committee**

- Next meeting is set on December 2, 2020
- Agenda includes:
  - BED Committee Charter to be reviewed (priorities/oversight)
  - BED Committee member applicant for approval

#### **CHAIR'S REPORT**

- RFP Proposal Review with WDB Staff & Donna
- WDB Board Applicant Interview with WDB Staff

#### **EXECUTIVE DIRECTOR'S REPORT**

- Lay-Off Aversion Grant (WDB Website)
- WDB Newsletter distribution
- Retirement end of the month December 2020
- Committed to work even after December 2020 to work on 2021-2024 Strategic Planning

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

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms



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**DATE:** February 2, 2021  
**TO:** Workforce Development Board/Executive Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Green Empowerment Zone Bill Idea**

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Assemblymember Tim Grayson was elected to serve in the California Assembly in November 2016 as the representative of the 14th Assembly District, which encompasses portions of Contra Costa and Solano Counties. He is the son of a Teamster father and his mother was a public transit worker. He is the first in his family to earn a college degree. In 2010, Grayson was elected to serve on the Concord City Council, winning reelection in 2014 and serving on the Council until his election to the Assembly. He also served as Concord's Mayor from 2014 – 2015.

Since being elected to the Assembly, Grayson has focused on issues related to addressing California's housing and transportation crises, increasing our budget reserves and access to higher education, mitigating human trafficking, minimizing the risk of wildfires and helping individuals with special needs. Seventeen of the bills Grayson authored in his first term were signed into law.

**Presentation of [Green Empowerment Zone Bill Idea](#)**



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**DATE:** February 2, 2021  
**TO:** Workforce Development Board/Executive Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **SBA & SBDC Programs and Services Available in Contra Costa County**

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The SBA was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.

What they do:

- Access to Capital – The SBA provides an array of financing for small businesses from the smallest needs in microlending to substantial debt and equity investment capital.
- Entrepreneurial Development – The SBA provides free counseling and low cost training to new entrepreneurs and established small businesses in over 1,800 locations.
- Government Contracting – The SBA sets goals with other federal departments and agencies to award 23 percent in prime contract dollars to small businesses.
- Advocacy – The SBA reviews Congressional legislation, testifies on behalf of small businesses, and assesses the impact of regulatory burden on small businesses.

**Julie Clowes**, District Director of US SBA San Francisco District Office and **Ann Johnson-Stromberg** Assoc. Region Director, Norcal SBDC Lead Center Interim Director, Contra Costa and San Mateo SBDCs will give an overview of all SBA Programs and Services available in Contra Costa.

**Julie Clowes**

District Director, San Francisco District Office  
U.S. Small Business Administration

Julie is the District Director of SBA's San Francisco District Office (SFDO) where she oversees delivery of SBA's programs and services within 14 counties in Northern California. Prior to joining the SFDO she was the Deputy District Director of SBA's Washington Metropolitan Area District Office overseeing the largest 8(a) portfolio in the country with approximately 1,000 firms receiving \$4-6 billion in contracts annually. Prior to joining the district office she was the chief marketing and outreach attorney with the SBA's Office of General Counsel handling issues impacting SBA's outreach efforts including external agency partnerships, technology and use of social media. She began her SBA career as the Public Affairs Specialist for the Michigan District Office. Prior to joining SBA she spent three years with the Michigan Small Business Development Center as an International Trade Specialist where she co-authored "Trade Secrets: The Export Answer Book." Julie is a graduate of the Excellence in Government Fellowship program and President's Management Council Fellowship program and has a BA in International Studies from Bradley University, Peoria, IL and an MBA and JD from Wayne State University, Detroit, MI. Julie also volunteers for many colon cancer advocacy



initiatives and helped establish the Scope It Out 5K Run/Walk for colon cancer awareness in Washington DC and currently is a Board member of the Colorectal Cancer Alliance.

**Ann Johnson-Stromberg**

Assoc. Region Director, Norcal SBDC Lead Center

Interim Director, Contra Costa and San Mateo SBDCs

Ann is the Associate Region Director focused on SBDC program oversight and has worked with the Norcal SBDC Program since 2006. Her education and first career was in journalism as a reporter and editor and later as an entrepreneur owning a retail store and eventually a public relations consultant for small businesses engaged in retail, service and technology. Ann became an SBDC Business Advisor in 2006 and found her calling bringing those past work experiences to benefit small businesses across Northern California through her various roles at the Norcal SBDC Lead Center. While her primary job function is program oversight, the most rewarding aspect of Ann's work is in sharing with the public, partners and legislative representatives, the extraordinary impacts the SBDC has small businesses in the North State. Ann has been Service Center Interim Director for Sonoma, Solano, Marin, San Francisco, Sacramento, Alameda SBDC and is currently serving as Interim Director for San Mateo and Contra Costa SBDC.

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**DATE:** February 2, 2021  
**TO:** Workforce Development Board/Executive Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Regional and Local Strategic Planning 2021-2024 Update**

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This item is a presentation from Steve Schultz, with Glen Price Group (GPG), on our plan for meeting EDD DRAFT Directive WSDD-216 guidance on the upcoming Regional and Local Planning process for PY 2021-2024. This policy provides guidance and establishes the procedures regarding the preparation of both Regional and Local Plans required by the *Workforce Innovation and Opportunity Act (WIOA)*. The Glen Price Group will be writing and providing support with both our Local Plan and Regional Plan.

This staff report provides the status of this item and invites WDB members to discuss potential recommendations as we move into our 2021-2024 Regional and Local planning process.

#### **A. BACKGROUND AND DISCUSSION**

As we sunset the WDB's 2013-2017 Strategic Workforce Development Plan, we are well positioned to use our success with this progressive plan as a springboard for the WIOA strategic planning process in the months to come.

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

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

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

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

As outlined in WIOA Section 108, **Local Plans** provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals' access services through the America's Job

Centers of California’s (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a person-centered service-delivery.

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

**C. SCHEDULE**

**WDBCCC PY 2021-24 Local (Regional) Plan Development DRAFT Work Plan**

Date	Item	Notes
Wednesday, December 16, 2020 3:00 pm to 5:00 pm	Virtual Public Meeting--West County Region	Hosted by RWDB ; COMPLETED
Wednesday, January 6, 2021 1:00 pm to 3:00 pm	Virtual Public Meeting--East County Region	Community partnership group in East County; COMPLETED
Wednesday, January 13, 2021 3:00 pm to 5:00 pm	Virtual Public Meeting--Central County Region	Community partnership group in Central County; COMPLETED
January 20, 2021	Survey of Employers/Business	
January 2021	Online Surveys of Selected Stakeholders	Follow up with public meeting participants, those who couldn't attend
February 2, 2021	Employer input session with members of WDBCCC FULL Board	
March 17, 2021	Draft PY 2021-24 Local Plan to the Executive Committee for approval	
March 18, 2020	Draft PY 2021-24 Local Plan provided to RPU	
March 20 to April 20, 2021	Local (Regional) Plans 30-day public comment period	
*April 27, 2021	*Approval of revisions If any to Local Plan by Executive Committee	No meeting needed if there are no revisions to the Draft Local Plan
April 28, 2021	Plan provided to EBRPU for submission to CWDB	

Date	Item	Notes
	Local Boards provide electronic signatures from their Chairs for the Regional Plan	
April 29, 2021	Local and Regional Plans submitted to CWDB for review	
May/June 2021	Approval of Local Plan by CC County Board of Supervisors	
August 1, 2021 (est.)	CWDB approves/conditionally approves local plans	
August 15, 2021 (est.)	CWDB notifies Local Boards of any deficiencies	
September 15, 2021 (est.)	Final corrected Local Plans due to CWDB with CLEO signature	
October 15, 2021 (est.)	CWDB provides final approval of Local Plans	

Both the Regional and Local Plans are due to the California Workforce Board by April 30, 2021. Both plans will need to be out for public comment for 30 days prior that and will need local elected official and Board of Supervisor approval.

**D. FISCAL IMPACT**

The Workforce Development Board 2021-2024 Local and Regional Plans will help to prioritize and align the WDB’s investments in different programs, initiatives, and activities supporting the workforce system in Contra Costa County and the region.

**E. CUSTOMER IMPACT**

As the guiding document for an organization’s mission, vision, goals, objectives, and priorities the strategic plan should help the WDB be more responsive to the needs of the local economy and to customers that utilize programs and services under its purview. Additionally, the refinement of specific metrics related to the plan should help to ensure a greater level of accountability and transparency to all stakeholders.

**F. ATTACHMENT**

**D1a** [EDD Regional & Local Planning Guidance PY 21-24](#) - Draft Directed Number: WSDD-216 dated September 21, 2020



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**DATE:** February 2, 2021  
**TO:** Workforce Development Board/Executive Committee  
**FROM:** Workforce Development Board Staff  
**RE:** **Strategic Communications: Positioning the Work of the WDB to Maximize Engagement**

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**A. BACKGROUND**

Full Capacity Marketing helped the Workforce Development Board of Contra Costa County create a designated COVID-19 section on its website in April when it launched BounceBackContraCosta.org. This approach helped WDBCCC move important on-site workshops online when in-person workshops were no longer possible because of social distancing. The WIOA training video is now easily accessible online and soon will be joined by other instructional videos, including one on resume writing and another related to the state's job board.

**B. CURRENT SITUATION & DISCUSSION**

How do we avoid being the best-kept secret? Celina Shands, CEO/Founder of Full Capacity Marketing (FCM), our strategic communications firm, presents the process of how the board's strategic plan will inform the development of a Strategic Communications Plan (SCP) to engage targeted market segments of stakeholders, partners and customers in order to bring the goals of the strategic plan to fruition.

When the Strategic Plan is completed and approved by the Board, Full Capacity Marketing will share its recommendations via a Strategic Communications Plan (SCP) for:

- 1) Positioning the board to improve brand awareness and value;
- 2) Key message platforms to effectively communicate with each market segment; and
- 3) The necessary communication tools and tactics to reach inform and influence them with specific calls to action.

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

**REVISED  
\*\* SUBJECT TO CHANGE  
IF NEEDED\*\***

JANUARY				
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FEBRUARY				
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**Legend:**

- Full Board
- Executive
- BED Committee
- Youth Committee
- Holidays

- (1st Tuesday in Feb, May, Aug & Nov. from 3:00 pm to 5:00 pm)
- (2nd Wednesday of alternate month of Full Board from 3:00 pm to 5:00 pm)
- (1st Wednesday of the month from 3:00 pm to 5:00 pm)
- (2nd Tuesday of the month from 12:00 pm to 1:30 pm)
- (Legal holidays)