



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

September 15, 2021

3:00 p.m. – 4:30 p.m.

ZOOM Meeting

Meeting ID: 813 3626 0155

Passcode: 648218

<https://us06web.zoom.us/j/81336260155?pwd=eXMrU2wzS3ZsT3U2dnA5YTlCa3prQT09>

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** **CONSENT AGENDA**
C1 Approve minutes from July 14, 2021 Meeting
C2 Approve Board Resignation
- 3:10 PM** **ACTION ITEM**
A1 Approve Appointment of Robert Muller as Vice Chair/Co-Chair of Youth Committee
A2 Approve for Committee Membership Application and Enhancements
A3 Approve Release of RFI WIOA Youth Funding
A4 Approve Request for Proposal for Procurement of Adult and Dislocated Worker Career Services (AJCCs)
- 3:35 PM** **DISCUSSION ITEM**
D1 All Programs Quarterly Report
- 3:50 PM** **COMMITTEE MEMBER REPORTS AND NEXT AGENDA ITEMS**
CHAIR'S REPORT
EXECUTIVE DIRECTOR'S REPORT
NEXT AGENDA ITEMS (EXECUTIVE COMMITTEE/FULL BOARD)

4:00 PM **ADJOURN**

Upcoming Committee Meetings:

BED Committee is on Wednesday, October 6, 2021

Executive Committee Meeting is on Wednesday, October 13, 2021

Full Board Meeting is on Tuesday, November 2, 2021

Youth Committee Meeting is on Tuesday, November 9, 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 Board at 925.671.4560

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

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the WDB Executive Committee is to support system alignment, service integration, and continuous improvement, using data to support evidence-based policymaking.
Case for Action`	<p>As we advance our work toward realizing our vision for creating shared opportunity and economic prosperity, a number of key factors drive our work:</p> <ul style="list-style-type: none"> • Good jobs in today’s economy and labor market require workers to have a growing level of knowledge and skill in order to compete for them; • The employment gap is widening between those with higher levels of education and credentials and those who lack them; • Jobs are growing at both the high-skill and low-skill end of the labor market, while growth of “middle skill” jobs has been lagging; however, the retirement of baby boomers from the labor force will create openings in nearly every industry and occupation; • The incoming workforce does not have the education and skill-sets needed to perform many of these jobs, as manifested by a continued lag in the educational attainment levels of young people (although beginning to show some signs of improvement, student preparedness for post-secondary education remains very low); and • The difference between supply and demand indicates that there is a “skills gap” between what most workers have to offer and what businesses need, creating the urgency to develop and support new strategies that can better equip and train people for jobs in today’s economy.
Requirements	<p>The WDB Executive Committee will:</p> <ul style="list-style-type: none"> • Improve and expand the Workforce Development Board's communications systems and networks • Develop and present legislative/advocacy platforms and position statements for consideration by the Contra Costa County Board of Supervisors and other local elected officials • Recruit qualified board member candidates who are able to effectively advance the board’s strategic priorities and recommend membership appointments to the Board of Supervisors • Support and strengthen administrative, fiduciary, management, and oversight roles and responsibilities of the WDB, including monitoring performance of the WDB Executive Director • Help secure, leverage, and expand resources that help to support workforce and economic development in Contra Costa County and the greater region
Boundaries / Guidelines	The Executive Committee will advise and influence the direction and implementation of the WDB’s strategic objectives as outlined the WDB 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, July 14, 2021

The Executive Committee met on Wednesday, July 14, 2021 via a ZOOM meeting. Vice-Chair Terry Curley called the meeting to order at 3:03 pm. Vice-Chair Terry Curley reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Yolanda Vega, Terry Curley, Michael McGill, Kwame Reed, Joshua Anijar, Stephanie Rivera

MEMBERS ABSENT – None

OTHERS PRESENT – Thomas Hansen, Celina Shands (Full Capacity Marketing), Harumi Murata (City of Oakley)

WDB STAFF PRESENT – Tamia Brown, Patience Ofodu, Maureen Nelson, Verneda Clapp, Rochelle Soriano, Patricia Conley, Jed Silver, Jennifer Joel

PUBLIC COMMENT

None

INTRODUCTION OF TAMIA BROWN, WDB EXECUTIVE DIRECTOR

Tamia Brown previously worked with the Workforce Board in Alameda County where she held a position of Program Manager. She also worked with the City of San Jose Economic Development as Special Projects Analyst.

Tamia holds a Master’s degree in Public Administration/Organizational Leadership from National University and a Bachelor’s degree in Business Administration-Organization/Management from San Jose State University.

20 years of extensive experience in the workforce field and collaborating with local and state commissions, boards and community agencies. Led a wide range of workforce initiatives on behalf of Alameda County.

Passionate with youth and enjoyed to work with youth programs and also coach high school basketball.

CONSENT ITEMS

C1 Approve April 14, 2021 Meeting Minutes and June 15, 2021 Emergency Meeting Minutes.
Motion/Second Micheal McGill/Joshua Anijar
Motion Approved

ACTION ITEM

A1 Approve Boards Applications
1) Recommend the appointment of **Douglas Lezameta** to fill Business Seat #5
2) Recommend the appointment of **Lauren D. Johnson** to fill Business Seat #6
3) Recommend the appointment of **Steve Older** to fill Workforce and Labor Seat #4
4) Recommend the appointment of **Traci Young** to fill Workforce and Labor Seat #5

Motion/Second: Michael McGill/Joshua Anijar
Motion Approved

AYES: Yolanda Vega, Terry Curley, Joshua Anijar, Michael McGill, Kwame Reed, Stephanie Rivera

NAYES: None

ABSENT: None

ABSTAIN: None

COMMITTEE MEMBER REPORTS

CHAIR’S REPORT

Yolanda Vega, Chair

NAWB FORUM 2021 Washington, DC – Attended by Yolanda Vega and Stephanie Rivera

Overall Highlights: Evolving to Excellence

Topics Discussed:

- Moving Beyond the Pandemic to Equitable Recovery
- Employees Re-Entry (the job they left may not be the job they want)
- Credential needs to be portable
- Trust as a barrier
- Delayed gratification

Good Governance: Ensuring Local Boards are Empowered to Fulfill their Roles

Guest Speaker: Marty Walsh, Secretary , U.S. Department of Labor

- WDBs know which skills are relevant to their communities
- Allow the local boards to identify who to fund
- Develop and there is a need for assessment
- Maintaining local control

Developing Leadership for Board Members

- Succession – the next leader for board positions
- Don't forget the staff

Effective Partnerships between Workforce Development Board and Community Colleges

- Seek champions
- Emerging technology – taking the risk that the technology is the future

Diversity, Equity & Inclusion

- Identify the gift & weakness which embraces the entire person
- Don't operate in a vacuum
- One organization cannot do it all

Partnerships

- Mayors
- Media
- Liaison among WDBs
- Chambers

Go Beyond the Wall

- Veterans
- Department of Corrections
- Adult
- Youth

NPower California

Launching tech careers for youth adults, veterans and their spouses in the San Francisco Bay Area since 2015

Program

California program provides tuition-FREE technology training and certifications to veterans, veteran spouses and youth adult job seekers, offering an alternative fast-track to tech jobs with employers committed to hiring diverse IT talent. NPower has shifted from in-class instruction to a virtual learning environment; adapting our curriculum to engage students virtually. The virtual environment has made it possible for personal and professional skill building that is integral to the NPower model to continue.

Partners for Success

NPower CA of has served over 500 veterans and youth adults to date. Have strong record of repeat hiring among our employers partners.

(Apex, Astrays Partners, LLct at Google, Deloitte Services, LP, Lawrence Berkeley National Library, etc.)

Example of TECH Jobs

Helpdesk, Jr. Network Engineer, Executive Level Support, Jr. CRM Administrator, Field Technician, etc.

EXECUTIVE DIRECTOR'S REPORT

Updates:

- Closely watching the budgets and looking at the American Rescue Plan Act the money that was set aside; we are hoping it will trickle down to the Workforce Developments Boards.
- Funding coming down the pipeline.
- Initial release *Draft* budget for FY 2022 there could be an increase in WIOA Act Funds close to \$250 Million
- EDD has open their doors 2 days a week by appointment only; our providers will soon follow, mirroring the hours of EDD by appointment services/visit. COVID measures to adhere to.
- Recruiting for ASA III position due to staff departure. Interview scheduled next month.
- Measure X - Advisory board overseeing the annual assessment of community needs 95% of funding recommendation for priorities. Additional Sales Tax for 20 years, which estimated to generate 81 million per fiscal year for regional hospital, community health centers, safety net services, early childhood services, and protection of vulnerable populations. In a presentation with EHSD, staff proposed funding request to address disparities in workforce.
 - "Seeking game changing funding to achieve equity"; asking for annual funding \$1M.

BED Committee (Kwame Reed)

- Meeting is scheduled on Wednesday, August 18th.
- Agenda Topics: Post COVID/Reopening Challenges to be discussed by Bishop Ranch, Sunset Development

Youth Committee (Michael McGill)

- July meeting was cancelled due to staffing issue
- Special meeting is set on Tuesday, August 10th to address how to use additional funds relative to supporting youth.
- Address the need to have a Co-Chair for the Youth Committee

Upcoming Conference:

- CWA MMM 2021 On-Site Conference on September 7-9, 2021 at Monterey, CA

THE MEETING ADJOURNED AT 4:01 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

Date: September 15, 2021

To: WDB Staff and Board Members

Subject: **Lauren D. Johnson**, Board Member
Stacey Marshall, Board Member

ADMINISTRATIVE BULLETIN

Number: 124.1

Subject: Appointment to Boards, Committee, and Commissions

Board of Supervisors policy-governing appointments to Boards, Committee, and Commissions; the policy is as follows:

1. Appointment Procedure

2. Unscheduled vacancies shall be reported immediately to the Board as a duty of the Chairperson of the each board, commission or committee.

It is with greatest sadness that we inform you of our recently appointed board member **Lauren D. Johnson**, sudden passing on June 2021. Lauren was a pillar in our community and her untimely passing completely unexpected.

On August 24, 2021, via phone call board member **Stacey Marshall** informed about her decision to leave as a board member effective immediately as she is no longer with C&H.

DATE: September 15, 2021
TO: Executive Committee
FROM: Noramah Burch, Workforce Services Specialist
RE: **Approve Appointment of Vice Chair/Co-Chair of Youth Committee**

YOUTH COMMITTEE RECOMMENDATION

To approve the appointment of **Robert Muller** (Bob) as Vice Chair/Co-Chair of the Youth Committee.

A. BACKGROUND

In accordance with Contra Costa Workforce Development Board by-laws, the Youth Committee was established as a Standing Committee to provide information and assist the Local Workforce Development Board (LWDA) with the planning, operational and other issues related to the provision of services to youth.

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

WDBCCC Bylaws –Adopted August 2, 2016

ARTICLE VIII - COMMITTEES

- A. The WDBCCC Chairperson may establish Standing Committees, Ad Hoc Committees and Task Forces as necessary and shall designate the chairpersons.
- B. The size and purpose of each Standing or Ad Hoc Committee shall be determined by the WDBCCC Chairperson, in consultation with any designated Committee Chairperson(s). Every effort shall be made to ensure that each Standing committee is comprised of five (5) or more members of the WDBCCC.
- C. Each WDBCCC Standing Committee will have a minimum of one (1) chairperson with responsibility for conducting the regular business of that respective committee.
- D. Any WDBCCC member may serve as a Committee Chairperson or Co-Chairperson. WDBCCC members may serve as Chairs of a single WDBCCC Standing Committee for a period or no more than two (2) years.

B. CURRENT SITUATION

While the LWDA by-laws only require the Youth Committee to have (1) chairperson; In practice, the Youth Committee has had a Vice Chair/Co-Chairperson since its inception. Typically a Committee Vice Chair/Co-Chairperson has been selected from the WDBCCC membership. The previous Vice Chair/Co-chairperson, Jose Carascal has resigned from the WDBCCC which creates an open seat for a Vice Chair/Co-chairperson

Youth Committee Chair, Mike McGill recommended the appointment of full board member, Robert (Bob) Muller, as Vice Chair/Co-Chair of the Youth Committee. Mr. Muller has served on the Youth Committee and various Ad Hoc Committees since his appointment to the full board.

Committee Discussion:

Approved by Youth Committee on August 10, 2021.

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

DATE: September 15, 2021
TO: Executive Committee
FROM: Noramah Burch, Workforce Services Specialist
RE: **Approve Committee Membership Application and Enhancements**

YOUTH COMMITTEE RECOMMENDATION

To adopt a new process.

1. Eliminating the need for a fillable form.
2. Application require gauging interest/suitability by asking applicants to submit
3. Why they are interested in serving on the WDBCCC Youth Committee
4. A Resume or Statement of Qualifications

That the Executive Committee approve to adopt.

A. BACKGROUND

The Youth Committee established an Ad Hoc Committee to review the current application process. Using the Board of Supervisor's Committee Application form, the Ad Hoc was tasked with reworking the application to align better with the purpose of the Youth Committee. Ad Hoc members Gina DelCarlo, Vittoria Abbate, Heather Fontanilla, and Bill Mahoney met May 24, 2021. Discussion included a review of how standing committees of other local boards conduct their recruitment with a focus on ways to attract a diverse pool of applicants.

B. CURRENT SITUATION

The Ad Hoc especially liked the process that the South Bay Workforce Development Board uses:

SBWIB Standing Committee Membership responsibilities:

- Serve a four (4) year term of office July 1, 2021 – June 30, 2025
- Provide oversight and policy guidance which will allow meeting workforce development challenges within the 11 cities that comprise our local workforce investment area
- Attend the quarterly standing committee meeting
- Submit Annual Statement of Economic Interest form to Board of Supervisors
- Complete Ethics Training (Every two years)

Those interested in becoming standing committee volunteers are encouraged to apply by sending an email to sberry@sbwib.org answering the questions below and attaching a resume or statement of qualifications for consideration. The submission deadline for all proposals is **July 29, 2021**.

1. Which standing committee are you interested in joining?
2. Why do you believe you are qualified to serve on this committee?

3. Please attach a Statement of Qualifications and/or a copy of your Resume.

Committee Discussion:

Approved by Youth Committee on August 10, 2021.

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

ATTACHMENTS

A2a [Notes from Application YC Ad Hoc Meeting – May 24, 2021](#)

DATE: September 15, 2021
TO: Executive Committee
FROM: Noramah Burch, Workforce Services Specialist
RE: WIOA Youth funding for Special Projects/Approval to Release RFI

YOUTH COMMITTEE RECOMMENDATION

To approve the release of an RFI for special projects with a focus on Entrepreneurial training and/or career exploration/career pathway development for Out-of-School Youth.

A. BACKGROUND

The WDB expects to have carry-over youth funds available to be obligated. While an exact amount will not be known until the PY20-21 fiscal year-end closeout has been completed, an estimated \$300,000 of WIOA youth funds may be available for special projects. The Ad Hoc Committee for RFP funding priorities re-convened to determine areas of greatest need and of greatest potential impact.

Refer to **Attachments:**

A3a WIOA Youth Eligibility – WIOA specifies populations to be served

A3b WIOA 14 Youth Elements - WIOA requires that workforce development boards ensure all 14 Youth Elements are available to WIOA participants

A3c Ad Hoc Meeting Notes

B. CURRENT SITUATION

RFIs and contract amounts less than \$200,000 no longer require Board of Supervisors approval prior to being released. WIOA Youth Allocations for PY21-22 are \$1,499,346. This is an increase of \$140,145 compared to the prior year. In anticipation that the fiscal year-end closeout will reveal youth funds that are as yet unobligated, The Ad Hoc Youth Funding Priorities Committee reconvened to discuss channeling resources to Special projects.

C. FISCAL IMPACT

The exact amount of youth funds remaining to be obligated will be unknown until the PY20-21 fiscal year-end closeout has been completed.

D. SCHEDULE

TBD – pending fiscal PY 20-21 year-end closeout. An RFI released in the Fall could potentially result in a contract start date of January 1, 2022.

Committee Discussion:

Approved by Youth Committee on August 10, 2021.

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

WIOA Youth Eligibility/Target Populations:

Note: The WIOA Youth Program focuses primarily on out-of-school youth, requiring local areas to expend a minimum of 75% of WIOA youth funds on them.

An Out-of-School Youth (OSY) is an individual who is:

- (a) Not attending any school (as defined under State law);
- (b) Age 16 through 24 at time of enrollment; and
- (c) One or more of the following:
 - (1) A school dropout;
 - (2) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - (3) High School Graduate + low-income + basic skills deficient or an English language learner;
 - (4) An offender;
 - (5) A homeless individual, a homeless child or youth, or a runaway;
 - (6) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (7) pregnant or parenting;
 - (8) with a disability

An In-School Youth ISY is an individual who is:

- (a) Attending school (as defined by State law), including secondary and postsecondary school;
- (b) Not younger than age 14 or (unless an individual with a disability who is attending school under State law) older than age 21 at time of enrollment;
- (c) A low-income individual; and
- (d) One or more of the following:
 - (1) Basic skills deficient;
 - (2) An English language learner;
 - (3) An offender;
 - (4) A homeless individual, a homeless child or youth, or a runaway;
 - (5) An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - (6) An individual who is pregnant or parenting;
 - (7) An individual with a disability; or
 - (8) An individual who requires additional assistance to complete an educational program or to secure or hold employment.

14 WIOA Youth Elements: beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, and culminating with a good job along a career pathway or enrollment in post-secondary education.

- Tutoring, Study Skills Training, Instruction, and Dropout Prevention activities that lead to completion of a high school diploma or recognized equivalent
- Alternative Secondary School and Dropout Recovery Services assist youth who have struggled in traditional secondary education or who have dropped out of school
- Paid and Unpaid Work Experience is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
- Occupational Skills Training is an organized program of study that provides specific skills and leads to proficiency in an occupational field
- Education Offered Concurrently with Workforce Preparation is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
- Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
- Supportive Services enable an individual to participate in WIOA activities
- Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
- Follow-up Services are provided following program exit to help ensure youth succeed in employment or education
- Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling
- Financial Literacy Education provides youth with the knowledge and skills they need to achieve long-term financial stability
- Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills
- Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations
- Postsecondary Preparation and Transition Activities help youth prepare for and transition to postsecondary education and training

Ad Hoc Youth Funding Priorities - Notes

Members present: Mike McGill, Gina Del Carlo, Bill Mahoney

Staff: Noramah Burch

- Review of WIOA Youth Populations
- Review of WIOA 14 Youth Elements
- Review of WIOA Youth Expenditure Requirements (75% of program allocation for Out-of-School Youth; 20% of allocation for work-experience)

Should probably focus 100% of carry-over funds on Out-of-School Youth

Priorities could be based:

on a specific subset of the WIOA Youth populations
 certain activities/youth elements that are less developed
 focusing on a priority industry

Funding Mechanisms:

1. RFP/RFI – competitive procurement
2. Sole Source if justified – limited options for this
3. There was verbiage in the RFP that may allow contracting directly with a provider that wasn't initially selected under the RFP – as long as the scores/evaluation justifies
4. Add to current contracts for enhancements or new components beyond current scope

Internships and Work-based learning are a big focus

Already a significant focus in current WIOA programs – 20% expenditure requirement helps ensure

Providers continue to enhance – expanded duration; youth are paid

Apprenticeships – can difficult to access – need for strong advocacy

500 Applicants for an in-person test

Only half make it through

Only 50 are selected

Challenge for justice-involved to not be screened out

2 new elements under WIOA – may be an opportunity to further develop/improve access and availability

1. Entrepreneurial Training
2. Financial Literacy – providers have partnered with banks and credit unions to provide
 Especially helpful paired with a paid internship/work experience

SBDC has a new representative in the Contra Costa area and they are very experienced... it's what they do. SBDC will present at the next Business and Economic Development Committee meeting. Invite local providers who are teaching entrepreneurship. Opportunity for collaboration.

Entrepreneurial training is underutilized since the WIOA performance measurement for employment is based on wages. Entrepreneurial training – could be relevant to all work. Proper mindset. Pitches and elevator speeches

Assessment - required by WIOA and used to development career plans.

Career Exposure – Early Career exposure is so essential – especially for young people of color
Earn & Learn Ask me Anythings

Guest speakers from diverse backgrounds – youth can relate to someone who looks like them

Pilot guest speaker – he shared he made 300K plus

United Airlines – high demand

College not required

Local Training - Concord

Gladeo – career pathway finder tool; assessment; videos – high level of engagement. A lot of the traditional tools are outdated. Invite to present to Youth Committee.

Earn & Learn – ELENA – tracking business engagement – able to provide employers with report of their work-based learning contributions to community; establishes single point of contact

DATE: September 15, 2021
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Request for Proposals for Procurement of Adult and Dislocated Worker Career Services (AJCCs)**

RECOMMENDATION

Recommendation to approve the development and issuance of a Request for Proposal (RFP) for Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Career Services and the operation of the America's Job Center of California (AJCC) for term of July 1, 2022 through June 2025.

A. BACKGROUND

The RFP will solicit competitive proposals for the delivery of WIOA Adult & Dislocated Worker Programs in Contra Costa County under the (WIOA) and to procure an entity to operate America's Job Center of California. Since 2018 and the issuance of the previous RFP#1158, WDB has contracted out the services for the operator of career services for WIOA Adults and WIOA Dislocated Worker programs to a local community based organization, under the administrative entity of the Workforce Development Board of Contra Costa County – EHSD per WIOA EDD Directive WSD19-13 [Selection of AJCC Operators and Career Services Providers](#)

B. CURRENT SITUATION

Past RFP development through the WDB has involved the process of outreach with community stakeholders to identify possible geographic needs, service trends, and capacity. Currently, the time limit set from the previous procurement will expire in June 2022.

Local Boards will identify eligible providers by awarding contracts that follow local procurement policies. Local Boards are required to use a competitive process to select their Adult and Dislocated Worker Career Services Providers as it promotes efficiency and effectiveness of these roles by regularly examining performance and costs.

The role of the WIOA Adult and Dislocated Worker Career Services Provider includes the following but is not limited to:

- To successfully meet the requirements of the measures of the six primary indicators of performance which include: Employment Rate, Youth Education and Employment Rate, Median Earnings, Credential Attainment, Measurable Skill Gains and Effectiveness in serving Employers

- Provide basic career services including but not limited to participant intake, orientation, initial assessments, employment services, and referrals to other partners and services
- Provide individualized career services including but not limited to comprehensive and specialized assessments, case management, individual employment plans, career planning and vocational counseling,
- Manage the daily operations in coordination with local fiscal agents for the lease, utilities, and other property activities in support of the AJCC premises located at 4071 Port Chicago Hwy, Suite 250, Concord CA 94520
- Manage the hours and operation for the AJCC and collaborative entities

C. FISCAL IMPACT

Based on allocations received in April 2021, we would use the baseline for this funding year of \$1,400,000.

D. CONSEQUENCE OF NEGATIVE ACTION

The Workforce Development Board Contra Costa County will not be compliant with the WIOA federal directive to provide AJCC services and would be subject to the loss of federal funding.

For any questions contact Verneda Clapp, Workforce Services Specialist Adult and Dislocated Worker Program Manager at 925-671-4533 or email at vclapp@ehsd.cccounty.us