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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

December 8, 2021

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

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- 3:00 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT**
- 3:05 PM EXECUTIVE DIRECTOR REPORT
CHAIR REPORT
COMMITTEE CHAIR REPORTS**
- 3:25 PM CONSENT AGENDA
C1 Approve minutes from September 15, 2021 Meeting**
- 3:30 PM PRESENTATION ITEM
P1 Insights from an Innovative WIOA Model: Contra Costa Collaborative**
- 4:00 PM DISCUSSION ITEM
D1 Planning Discussin for the WDB Retreat for 2022**
- 4:30 PM ADJOURNwter**

Upcoming Committee Meetings:

Youth Committee Meeting is on Tuesday, January 11, 2022

Executive Committee Meeting is on Wednesday, January 12, 2022

FULL BOARD RETREAT is on Tuesday, February 1, 2022

BED Committee is on Wednesday, February 2, 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 925.671.456

**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, September 15, 2021

The Executive Committee met on Wednesday, September 15, 2021 via a ZOOM meeting. Vice-Chair Thomas Hansen called the meeting to order at 3:19 pm. Vice-Chair Thomas Hansen reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Yolanda Vega, Michael McGill, Thomas Hansen, Kwame Reed, Joshua Anijar

MEMBERS ABSENT – Terry Curley (EX), Stephanie Rivera (EX)

OTHERS PRESENT – Douglas Lezamata, Timothy Jeffries (Board Members) ,Celina Shands (Full Capacity Marketing), Anita Kassem, Mitch Margolis, Samuel Driggers

WDB STAFF PRESENT – Tamia Brown, Patience Ofodu, Noramah Burch, Maureen Nelson, Jeff Shoji, Rochelle Soriano, Patricia Conley, Jed Silver, Jennifer Joel, Veronica Ramos

PUBLIC COMMENT

None

CONSENT ITEMS

C1 Approve July 14, 2021 Executive Committee Meeting Minutes

C2 Approve Board Resignation of Lauren D. Johnson, Business Seat #6 and Stacey Marshall, Business Seat #7

Motion/Second Micheal McGill/Joshua Anijar

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Kwame Reed, Thomas Hansen

NAYES: None

ABSENT: Terry Curley, Stephanie Rivera

ABSTAIN: None

ACTION ITEMS

A1 Approve Youth Committee Recommendation to Appointment of Robert Muller as Vice Chair/Co-Chair of Youth Committee

Motion/Second: Michael McGill/Yolanda Vega

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Kwame Reed, Thomas Hansen

NAYES: None

ABSENT: Terry Curley, Stephanie Rivera

ABSTAIN: None

A2 Approve Youth Committee Recommendation to adopt a new process for Committee Membership Application and Enhancements

Motion/Second: Michael McGill/Kwame Reed

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Kwame Reed, Thomas Hansen

NAYES: None

ABSENT: Terry Curley, Stephani Rivera

ABSTAIN: None

A3 Approve Youth Committee Recommendation to Release of RFI WIOA Youth Funding for Special Projects

Motion/Second: Michael McGill/Joshua Anijar

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Kwame Reed, Thomas Hansen

NAYES: None

ABSENT: Terry Curley, Stephanie Rivera

ABSTAIN: None

A4 Approve Recommendation Request for Proposal for Procurement (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.

Motion/Second: Kwame Reed/Yolanda Vega

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Kwame Reed, Thomas Hansen

NAYES: None

ABSENT: Terry Curley, Stephanie Rivera

ABSTAIN: None

DISCUSSION ITEM

D1 All Programs Monthly Report

PY 21 – August 2021

WIOA Adult	Goal	PY21-22 (PYTD)	3-yr average
Carried In from previous PY	N/A	299	156
New Enrollments	280	99	366
Total Participants	579	398	521
Enrolled in Training	202	28	131
Total Exited	382	0	342
Placements	284	4	139
Placement Rate	72%	(cannot be determined*)	40.7%
Median Earnings	\$ 6,400	\$ 8,372	\$ 8,684
Credential Attainment	56.4%	0.0%	29.8%
Measurable Skills Gains	50.0%	29.3%	59.4%

WIOA Dislocated Worker	Goal	PY21-22 (PYTD)	3-yr average
Carried In from previous PY	51	123	51
New Enrollments	67	13	121
Total Participants	190	136	172
Enrolled in Training	57	10	49
Total Exited	91	0	91
Placements	0	0	41
Placement Rate	72%	(cannot be determined*)	44.5%
Median Earnings	\$ 8,070	\$ 9,100	\$ 10,443
Credential Attainment	56%	0.0%	49.2%
Measurable Skills Gains	50%	27.7%	51.9%

WIOA Youth	Goal	PY21-22 (PYTD)	3-yr average
Carried In from previous PY	87	94	87
New Enrollments	190	7	75
Total Participants	190	101	162
Enrolled in Training	57	1	71
Total Exited	79	0	79
Placements (Employment or Post-Secondary Education)	56	(cannot be determined*)	34
Placement Rate	71.0%	#DIV/0!	42.6%
Median Earnings	\$ 3,490	\$ -	\$ 6,531
Credential Attainment	60.0%	0%	45.6%
Measurable Skills Gains	56.4%	8.8%	61.8%

NDWG	Goal	PY21-22 (PYTD)	3-yr average
Carried In from previous PY	N/A	55	N/A
New Enrollments	N/A	16	N/A
Total Participants	120	71	N/A
Enrolled in Training	87	16	N/A
Total Exited	120	0	N/A
Placements	87	7	N/A
Placement Rate	73%	(cannot be determined*)	N/A
Median Earnings	\$ 8,070	\$ 7,800	N/A
Credential Attainment	56%	0.0%	N/A
Measurable Skills Gains	50%	40.0%	N/A

P2E	Goal	PY21-22 (PYTD)	3-yr average
Carried In from previous PY	N/A	9	N/A
New Enrollments	21	1	N/A
Total Participants	30	10	N/A
Enrolled in Training	24	3	N/A
Total Exited	30	0	N/A
Placements*	10	0	N/A
Placement Rate	33%	(cannot be determined*)	N/A
Median Earnings	\$ 6,400	\$ -	N/A
Credential Attainment	N/A	0%	N/A
Measurable Skills Gains	N/A	0%	N/A

*Placements are projections based on staff reporting at the time placement.

Placement Rate cannot be calculated upon exit.

Comments/Feedback:

- Trends on the report Total Exited is 0 due to COVID.
- Recommendations or suggestions are welcome
- Quarterly Report to be presented to the Executive Committee
- This is to show how are providers are performing.

COMMITTEE MEMBER REPORTS

CHAIR'S REPORT

Yolanda Vega, Board Chair

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

- Attended with Tamia Brown, WDB Executive Director, Patience Ofodu and Noramah Burch (WDB Staff), Michael McGill, Stephanie Rivera, Kwame Reed,
- Opportunites to attend different workshops
 - Role of Board Members (Goals , Vision, and Expectations)
 - Collaborate with other Workforce Board

- Encourage other board members to attend future conferences

EXECUTIVE DIRECTOR'S REPORT

- Attending CWA MMM 2021 is a great opportunity to connect with other Workforce Boards
 - A lot of good energy
 - Be impactful - "Time to Shine"
 - Workforce Boards time to be impactful
- Submitted a Grant Application for National Dislocated Worker Additional Grant (NDWAG) through 12/31/2021
- AJCC Open our doors
 - In-Person by appointment
 - Staff are prepared to serve
- Staff Recruitment
 - Business Representative
 - ASA III- (Fiscal Oversight) is close to making an offer
 - Deputy Director – we are 1 (one) approval away to moving forward

Youth Committee (Michael McGill)

- YC Meeting was held yesterday and was very well attended
- Agenda Items :
 - Discussion Items on Registered Apprenticeship, Statewide Youth Waiver for System-involved Youth and WIOA Youth Funding Update.
- Presentation by Boatworks Marine Tech Apprenticeship
 - Apprenticeship presentation was helpful and a good topic for discussion
- Robust conversation within the committee and all interested parties
- Attended CWA MMM it was invigorating to network with other Workforce Board.

BED Committee (Kwame Reed)

- Attended the CWA MMM 2021 it was a good opportunity and meet our Workforce Board
- List of speakers were phenomenal and great speakers
- It was a learning experience
- Organizers did a very good job in making attendees to feel safe
- Next BED Meeting is on October 6, 2021
- Agenda includes:
 - Presentation from BART Organization and Million Jobs
 - Discussion Vaccine Mandate

THE MEETING ADJOURNED AT 4:14 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms



DATE: December 8, 2021
TO: Executive Committee
FROM: Workforce Development Board Staff
RE: **Insights from an Innovative WIOA Model: Contra Costa Workforce Collaborative**

BIOGRAPHY OF SPEAKER

Dr. Carole Dorham-Kelly, Chief Executive Officer



Dr. Carole Dorham-Kelly joined Rubicon Programs in 2016 to build wellness services into Rubicon's economic mobility programs in Contra Costa County. DC was promoted to Chief Program Officer in January 2018 and became CEO in November 2020. Prior to joining Rubicon, Dr. Dorham-Kelly served over 10 years providing therapy, mentoring and directing programs in community based programs. Immediately prior to joining Rubicon, she directed wellness, leadership, and workforce programs for transitional age youth.

DC double majored in Psychology and Criminology at Fresno State University, and earned her M.A. in Counseling, Family & Human Services and her doctorate in Counseling Psychology from University of Oregon. As a Black, female psychologist raised in Richmond, she is particularly committed to the mission of reducing stigma around mental health and increasing access to and utilization of medical and mental health services in communities of color and those chronically enduring trauma and loss.

BACKGROUND

This presentation will highlight the services and accomplishments of Rubicon Programs (RP) and the Contra Costa Workforce Collaborative (CCWC) in providing WIOA Adult and Dislocated Worker career and training services of America Job Center of California (AJCC) for our community here in Contra Costa County.

For any questions, please contact Dr. DC Carole Dorham-Kelly, Chief Executive Officer at email carolek@rubiconprograms.org



DATE: December 8, 2021
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Planning Discussion for the WDB Retreat 2022**

This discussion is designed to begin the planning process for the Workforce Development Board's strategic planning retreat.

A. BACKGROUND/DISCUSSION

Session is designed to take a look at the work planned and accomplished during the course of the last year and to look ahead at the priorities for next year. The agenda is set to look at the work that did not get done and why; determine how best to organize ourselves in order to accomplish the new priorities; make any structural changes deemed necessary; and to offer Board members a chance to network and build a cohesive team.

B. NEXT STEPS

Secure site, logistics and facilitator for retreat. Develop and publish agenda and retreat materials

C. SCHEDULE

Full Board Retreat on Tuesday, February 1, 2022.

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