



www.wdbccc.com

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

Workforce Development Board of Contra Costa County

AGENDA

February 1, 2022

3:00 p.m. – 5:00 p.m.

Join to ZOOM Meeting

<https://us06web.zoom.us/j/82446303818?pwd=WkU3OXNvQ0VdL0dTRks0and2VmUzQT09>

Meeting ID: 824 4630 3818

Password: 170636

Join by Dial In

+1 253 215 8782 US

+1 346 248 7799 US

- 3:00 PM** WELCOME AND CALL TO ORDER
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
- 3:05 PM** EXECUTIVE DIRECTOR REPORT
CHAIRS REPORT
COMMITTEE CHAIR REPORTS
- 3:30 PM** CONSENT AGENDA
C1 Approve Minutes from November 2, 2021 meeting
- 3:40 PM** ACTION ITEMS
A1 Approve and Adopt Board Resolution Government Code Section 54953 (e) Special
Emergency Teleconference Rules
A2 Approval PY 2021-22 WDB MID-YEAR BUDGET
A3 Approve Youth Committee Membership Application
- 4:30 PM** INFORMATIONAL ITEM
United States Department of Labor – National Dislocated Worker Grant Employment
and Recovery Program (NWDG)
- 5:00 PM** ADJOURN

UPCOMING MEETINGS:

BED Committee Meeting: Wednesday, February 16, 2022

Youth Committee Meeting: Tuesday, March 8, 2022

Executive Committee Meeting: Wednesday, March 9, 2022

FULL BOARD RETREAT: Thursday, May 12, 2022

11:00 am – 4:30 pm

Roundhouse Market & Conference Center San Ramon, CA

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

FULL BOARD MINUTES

Tuesday, November 2, 2021

The Full Board met on Tuesday, November 2, 2021, met via ZOOM meeting. Chair Yolanda Vega called the meeting to order at 3:19 pm. Chair Yolanda Vega reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT – Carol Asch, Leslay Choy, Tom Hansen, Carolina Herrera, Timothy Jeffries, Richard Johnson, Corry Kennedy, Monica Magee, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Stephanie Rivera, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young (late)

MEMBERS ABSENT – Joshua Anijar(EX), Terry Curley (EX), Kwame Reed (EX), Joshua Aldridge, Kelli Schelin, Laura Trevino-Fernandez

WDB STAFF PRESENT – Tamia Brown, Maureen Nelson, Noramah Burch, Verdeda Clapp, Donn Matzusaki, Rochelle Soriano, Jed Silver, Patricia Conley, George Carter, Charles Brown

OTHERS IN ATTENDANCE – Alicja Hermanson (EHSD Fiscal Unit), Micheal Katz (EastBay Works Regional Organizer), Kevin Davis, Jordane Tofighi, Anita Kassem (IRC Oakland), Drew Douglass (Contra Costa Community College), Celina Shands (Full Capacity Marketing), Sam Driggers (Department of Conservation and Development Contra Costa County), Lauren Dalbert

PUBLIC COMMENT:

None

EXECUTIVE DIRECTOR'S REPORT

Staffing Update:

Donn Matzusaki , ASA III newest staff member of WDB he will be focusing on fiscal & budget balancing.

Patricia Conley has been promoted to Business Service Representative

Staff Training:

Patience Ofodu, Business Service Manager she has been selected to participant of the BASSC Training (Executive Development Program) at UC Berkeley .

Verneda Clapp, Workforce Services Specialist will be participating in the Professional Education Management Development Program at UC Davis.

Announcement:

National Apprenticeship Week (Nov.15-21, 2021) from the US Department of Labor be on the look out for notices coming your way.

Funding :

We did not receive additional funding from the Career Grant Opportunity for National Dislocated Worker Assistance we were not selected.

We will be continuing to pursue other opportunity for funding, currently we are going after the American Rescue Plan Good Jobs Challenge.

CHAIR'S REPORT

THE U.S. CONFERENCE OF MAYORS / WORKFORCE DEVELOPMENT COUNCIL BOARD / ANNUAL MEETING- OCTOBER 21-22, 2021; LONG BEACH, CALIFORNIA

Attendance – Approximately 30 in-person representatives from the U.S. Mayors and Workforce Council plus 40 virtual attendees. Executive Directors, Board Members, Consultants, Mayors First in-person WDC meeting since 2019. Austin was the original host city. Canceled due to health and safety issues. One room meeting place. "U" table seating 30 attendees. Meeting start/introductions at 09:00. Working Breakfast and working Lunches – all in the same room.

PRESENTATIONS: October 21,2021

- Austin City Best Practices – Industry Sector Partnerships: Board Members as Business and Workforce Development Ambassadors
- Best Practice – Impacts and Not Government Programs – Focusing on the Value Proposition and Data to tell the story
- Contracting City Funds with Workforce Solutions
- When the Surge Comes: Stimulus FundsU.
- Department of Labor Update (Julie Su, Deputy Secretary) – addressing National Apprenticeship Week. Advisory Committee on Apprenticeship (reinstated)
- Department of Education Update (making college more affordable)

PRESENTATIONS – October 22, 2021

- NOTE: U.S. Conference of Mayors entering into a new partnership with the world’s largest services platform for entrepreneurs around the globe – GoDaddy
- Economic Growth Through Microbusinesses – GoDaddy and Venture Forward’s research how micro-businesses make communities more prosperous and resilient. Shifting to e-commerce.
- Aerospace talent in the Los Angeles Basin – History and demand since WWII.
- Workforce Development Services to Individuals with Disabilities and Limited Resources
- Department of Commerce – Inclusive employment. Collaboration with city’s mayors.
- Preparing Youth for the Future – Summer Youth Employment and Violence Prevention

CONCLUSION

Budget Meeting, Planning Meeting, Committee Deliverables (Action Plans) for Advocacy/Policy; Best Practices; Membership; Report to the Members

COMMITTEE CHAIR REPORTS

BED Committee (Stephanie Rivera)

- Next meeting is on Wednesday, December 1, 2021
- Will share report attendance of CWA Meeting of Minds 2021

Youth Committee (Micheal McGill)

- Next meeting is on Tuesday, November 9, 2021
- Encourage other board members to attend the meeting

CONSENT AGENDA:

C1 Approve August 3, 2021, Full Board Meeting minutes

C2 Approve the 2022 Board Committee Meeting Calender

Motion\Second Michael McGill\Stephanie Rivera

Motion Approved

AYES: Carol Asch, Leslay Choy, Carolina Herrera, Richard Johnson, Corry Kennedy, Monica Magee, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Stephanie Rivera, Yolanda Vega

NAYES: None

ABSENT: Joshua Anijar, Terry Curley, Timothy Jeffries, Tom Hansen, Kwame Reed , Joshua Aldridge, Douglas Lezameta, Kelli Shelin, Laura Trevino-Fernandez,Traci Young

ABSTAIN: None

ACTION ITEMS:

A1 Approval of PY 2021-2022 WDB Budget

Motion\Second Leslay Choy\Carolina Herrera

Motion Approved

AYES: Carol Asch, Leslay Choy, Carolina Herrera, Richard Johnson, Corry Kennedy, Douglas Lezameta, Monica Magee, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Stephanie Rivera, Yolanda Vega

NAYES: None

ABSENT: Joshua Anijar, Terry Curley , Kwame Reed , Joshua Aldridge, Timothy Jefferies, Kelli Shelin, Laura Trevino-Fernandez, Traci Young

ABSTAIN: None

A2 Approval of Funds Transfer Request-DW to Adult

Motion\Second Michael McGill\Douglas Lezameta

Motion Approved

AYES: : Carol Asch, Leslay Choy, Carolina Herrera, Richard Johnson, Corry Kennedy, Douglas Lezameta, Monica Magee, Michael McGill, Robert Muller, Steve Older, DeVonn Powers,Yolanda Vega

NAYES: None

ABSENT: Joshua Anijar, Terry Curley , Kwame Reed , Joshua Aldridge, Timothy Jefferies, Stephanie Rivera, Kelli Shelin, Laura Trevino-Fernandez, Traci Young

ABSTAIN: None

A3 Approval of AJCC Certification

Motion\Second Motion Leslay Choy\Carolina Herrera Approved

AYES: Carol Asch, Leslay Choy, Carolina Herrera, Richard Johnson, Corry Kennedy, Douglas Lezameta, Monica Magee, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Yolanda Vega,

NAYES: None

ABSENT: Joshua Anijar, Terry Curley, Kwame Reed, Joshua Aldridge, Timothy Jefferies, Stephanie Rivera, Kelli Schelin, Laura Trevino-Fernandez, Traci Young

ABSTAIN: None

PRESENTATION ITEMS:

P1 East Bay Works Regional Plan Implementation Update

CA Workforce Development Board Regional Program

- 15 Labor Regions and Regional Planning Units (RPU)
- East Bay RPU
 - Richmond WDB **WDB Contra Costa County**
 -
 - Alameda County WDB
 - Oakland WDB
- Local & Regional Planning
- Regional Plan Implementation

PY 2021-2024 EBRPU Regional Plan

- Submitted: April 30, 2021
- Approved: August 10, 2021

PY 2021-2024 EBRPU Regional Plan Goals

- Fostering Demand-Driven Skills Attainment Regional Sector Pathways
 - Develop Sector Initiatives
 - Increase Access to Training and Education
 - Improve Program Alignment and Expanding Pre-Apprenticeship and Apprenticeship Opportunities
- Enabling Upward Mobility For Californians
 - High Road Workforce System
 - Equity and Economic Justice
- Aligning, Coordinating, and Integrating Programs and Services
 - Administrative Cost Arrangements
 - Regional Service Strategies
 - Coordination of Services with Regional Economic Development Services and Providers
 - Coordination of Supportive Services
 - Negotiating Local Levels of Performance

P2 Economic Empowerment at the International Rescue Committee

Our History and Purpose

In Oakland, the International Rescue Committee offers a diverse array of employment services to specifically help refugees, asylees, SIVs, certified victims of trafficking, and other immigrant clients regain control of their professional and financial lives. Referred individuals and families are assessed for all applicable employment-related services, including enrollment in one or more of the programs.

Why are we here?

- Refugees and newcomers increasingly settling in Contra Costa County
- Need for culturally and linguistically sensitive workforce services
- All refugee arrivals are work authorized or have a pathway to work authorization

About Economic Empowerment

Who We Serve

- Refugees, Asylees, Low-income Immigrants, English Language Learners, Victims of trafficking, Native-born Americans
- Individuals and families from: Afganistan, Eritrea, Mexico, Central America, Syria, many more

Programs and Initiative

Career Development

- Goal Setting and Career Mapping
- Professional Skills Building
- Support (including financial) earning industry-recognized credentials

- 1-on-1 job placement assistance

IRC and WIOA

- IRC provides WIOA Title I adult and youth services in cities across the U.S. including, Seattle, San Diego, and New Jersey
- IRC Oakland is a subcontracted provider of WIOA Title I services in Alameda County
- IRC's PQI team currently serves as the Technical assistance provider to CWDB grantees implementing collaborative programming serving special populations

Integrated Financial Coaching and Education

- Integrated directly into workforce programming to mitigate barriers to employment and career advancement
- Access to integrated credit-building products including credit-builder loans, auto and education and training loans through IRC's Community Development Financial Institution (CDFI)!

Paying for Skills Training: The Problem

- Resource constraints on the use of grant funds to pay for skills training can't meet the needs of the 1 in 3 Americans who earn less than \$15/hour
- Eligibility criteria on the use of grant funds prevents workers that want upskilling from accessing it
- Many education and training loan products targeting adult learners are predatory and exploitative
- Small/mid-sized businesses struggle to invest in upskilling and employee development in the dynamic economy of today
- Complex system with federal, state, and local stakeholders means it can be challenging to develop and deploy innovative solutions

Skills for All: The Opportunity

- Address long-standing gaps that current skills financing options available to individuals – including Pell grants, WIOA training funds, and private education and training loans – are unable to overcome
- Develop and pilot new and innovative skills financing products to support workers into moving into higher-skill, higher-wage jobs
- Incentivize greater private sector investment in skills training and provide more recoverable and evergreen options for resource-strapped public workforce systems
- Increase equity in access to skills financing and careers that offer good job quality and lasting economic opportunity

The Partners

IRC Workforce Technical Assistance Programs

IRC's CDFI

Workforce Development Board

Employers

Low-Wage Workers

Walmart Foundation

Why Partner with Us

- Opportunity to co-design and deploy innovative skills financing for customers
- Support serving Title I Priority Populations and ensuring they can achieve WIOA outcomes
- Have more options to pay for and support skills training for people who might otherwise not be able to get assistance
- New opportunity to foster engagement and co-investment from industry and employer partners
- Engagement with Walmart Foundation's network of partners working on innovations in workforce development

Comments/Feedback

- The presentation is very informative.
- Potential opportunities to reach out to other interested parties and communities.
- Very excited for this opportunities to collaborate
- Working together and working smarter.
- Resources sharing and collaboration.

THE MEETING ADJOURNED AT 4:50 PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms



DATE: February 1, 2022
TO: Workforce Development Board
FROM: Tamia Brown, Executive Director
RE: **Recommend the Adoption of Conducting Virtual Meeting**

RECOMMENDATION

That the Workforce Development Full Board consider and adopt Board Resolution Government Code Section 54953 (e) Special Emergency Teleconference Rules.

A. BACKGROUND AND DISCUSSION

At the October 5, 2021 Board of Supervisors meeting, the Board adopted Resolution 2021/327 (attached) which authorized teleconference meetings for the Board, its subcommittees, and advisory bodies.

- All advisory bodies, aside from the Assessment Appeals Board, Merit Board, and Planning Commission, **MUST** meet virtually. Such advisory bodies **cannot** meet in person during this time.
- Before the end of the rules period, the Board of Supervisors will reconsider the resolution and determine whether to extend it for another year.

B. CURRENT SITUATION

Consistent with the Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak and state and local directives, Board of Supervisors is supportive of holding meetings virtually in order to continue to provide meaningful public participation and engagement during the current circumstances. The Resolution provides the Brown Act special rules for holding virtual meetings during this state of emergency.

C. SCHEDULE

These rules will sunset on January 1, 2024.

D. ATTACHMENTS

A1a: Board Order dated October 5, 2021 Authorizing Teleconference Meeting (AB 361, Government Code 5453 (e))

A1b: Government Code Section 54953 (e) Special Emergency Teleconference Rules

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



Contra
Costa
County

To: Board of Supervisors
From: Mary Ann Mason, County Counsel
Date: October 5, 2021

Subject: Authorizing Teleconference Meetings (AB 361, Government Code § 54953(e))

RECOMMENDATION(S):

1. CONSIDER adopting Resolution 2021/327 to authorize the Board, in all its capacities, its subcommittees, and its advisory bodies to conduct teleconference meetings under Government Code section 54953 (e) and make related findings;
2. DETERMINE that these bodies will hold virtual meetings for the next 30 days; and
3. CONSIDER directing the Planning Commission, Merit Board, and Assessment Appeals Board to consider implementing Government Code section 54953 (e) at their next meeting DIRECT the County Administrator/Clerk of the Board and staff to the various advisory bodies to take actions as needed to implement the intent and DIRECT the County Administrator/Clerk of the Board to return this matter to the Board within 30 days for reconsideration as to all bodies covered by the resolution.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/05/2021** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 5, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Mary Ann McNett Mason, County Counsel, (925) 655-2200

By: June McHuen, Deputy

cc: Mary Ann McNett Mason, County Counsel, Monica Nino, Clerk of the Board of Supervisors

FISCAL IMPACT:

This is an administrative action with no direct fiscal impact.

BACKGROUND:

When the COVID-19 pandemic began, Governor Newsom issued an executive order that allowed local agencies to meet remotely without complying with all teleconferencing requirements of the Brown Act. Executive Order N-29-20 suspended certain non-emergency teleconferencing rules, including the requirements that each teleconference location be listed on the agenda and be physically accessible to the public during the meeting and that the public must be given an opportunity to comment at each teleconference location. Since March 2020, the Board of Supervisors and its advisory bodies met virtually, as authorized by Executive Orders N-29-20, N-35-20, N-08-21 and N-15-21. This authority expired September 30, 2021.

New legislation known as Assembly Bill 361, amended the teleconferencing provision of the Brown Act, Government Code section 54953. Effective October 1, 2021, section 54953, subsection (e), authorizes a local agency to use special teleconferencing rules when a legislative body of a local agency holds a meeting during a state of emergency declared by the state and either A) state or local health officials have imposed or recommended measures to promote social distancing, or B) the legislative body is meeting to determine whether, or has determined, by majority vote, that meeting in person would present imminent risks to the health or safety of meeting attendees.

When a legislative body uses the emergency teleconferencing provisions under section 54953 (e), the following rules apply:

- The agency must provide notice of the meeting and post an agenda as required by the Brown Act and Better Government Ordinance, but the agenda does not need to list each teleconference location or be physically posted at each teleconference location.
- The agenda must state how members of the public can access the meeting and provide public comment.
- The agenda must include an option for all persons to attend via a call-in or internet-based service option.
- The body must conduct the meeting in a manner that protects the constitutional and statutory rights of the public.
- If there is a disruption in the public broadcast of the meeting or of the call-in or internet-based meeting service, the legislative body must stop the meeting and take no further action on agenda items until public access and ability to comment is restored.
- Local agencies may not require public comments to be submitted in advance of the meeting and must allow virtual comments to be submitted in real time.
- The body must allow a reasonable amount of time per agenda item to permit members of the public to comment, including time to register or otherwise be recognized for the purposes of comment.
- If the body provides a timed period for all public comment on an item, it may not close that period before the time has elapsed.
- The body must reconsider the circumstances of the state of emergency and the findings in support of emergency teleconference meetings every 30 days
- AB 361 sunsets on January 1, 2024.

A Board resolution authorizing teleconferencing under section 54953 (e) is attached. It would determine that the State has declared a state of emergency related to COVID-19 and find that social distancing recommendations are in place and that there is an imminent risk of harm to the public, staff and officials if live meetings are conducted. If adopted, for the next 30 days the resolution would require the Board of Supervisors, in all its capacities, its subcommittees, and all of the board-governed advisory bodies (unless otherwise noted) to hold teleconference meetings consistent with the above described rules. Resolution 2021/327 would direct the County Planning Commission, the Merit Board, and the Assessment Appeals Board to consider implementing teleconferencing under section 54953 (e) at their next meeting.

If the Board wishes to continue teleconferencing under section 54953 (e), every 30 days after adopting resolution 2021/327 the Board must reconsider the circumstances of the state of emergency and find that one or both of the

following circumstances exists: the state declared emergency continues to directly impact the ability of members to safely meet in person, or state or local officials continue to impose or recommend measures to promote social distancing. If the state declared emergency no longer exists, or if the Board does not make these findings by majority vote, then it and its committees and advisory bodies will no longer be exempt from the Brown Act's non-emergency teleconferencing rules. The attached resolution directs the County Administrator to return no later than 30 days after the resolution is adopted with an item for the Board to consider whether to continue meeting under the provisions of Government Code section 54953 (e).

CONSEQUENCE OF NEGATIVE ACTION:

The Board, in all its capacities, its committees, and its advisory bodies would not conduct teleconference meetings under the provisions of Government Code section 54953 (e), added by Assembly Bill 361, commencing October 5.

CLERK'S ADDENDUM

Speakers: Nicole; Cheryl Grover; Kristin Hendersen; Marilyn; Cora; Marianna Moore; David Rowgli.

ATTACHMENTS

Resolution 2021/327

CONDUCTING VIRTUAL MEETINGS DURING STATE DECLARED EMERGENCY

(AB 361 (Gov. Code, 54953 (e)))

(These rules sunset January 1, 2024)

The Brown Act now provides special rules for holding virtual meetings during emergencies. Such virtual meetings are permitted when the State has declared a state of emergency *and* either 1) the Public Health Officer has recommended or ordered social distancing measures, or 2) findings have been made indicating that as a result of the emergency, live meetings will cause an imminent risk to the safety or health of meeting attendees. (Gov. Code, sec. 54953 (e).)

To conduct a virtual meeting as permitted by Government Code section 54953 (e), follow these rules:

1. Quorum required. Staff to the body or its chair must ensure that during the teleconferenced meeting a quorum of the body is participating from their remote locations at all times. These remote locations do not need to be within the body's territorial jurisdiction.
2. Agenda requirements-content. The agenda does not need to contain a physical meeting location or state the teleconference locations. The agenda must state how members of the public will be able to observe the meeting through an internet or call-in method, and it must state how members of the public can provide public comments in the virtual meeting format. (Gov. Code, sec. 54953 (e)(2)(B).) For example, the first page of the agenda could state:

"To slow the spread of COVID-19, the (name of body) meeting will be accessible via Zoom (provide link) as permitted by Government Code section 54953 (e). To indicate you wish to speak on an agenda item, please raise your hand in the Zoom app when your item is called."

All the other rules regarding agenda content, such as providing brief descriptions of business to be conducted, continue to apply.

3. Agenda requirements-posting. Continue to post the virtual meeting agenda at all the body's usual agenda posting locations, including websites, 96 hours in advance of the meeting. Agendas must be visible to the public for the entire 96 hour period.
4. Public Participation. Agendas must provide an opportunity for public comment on each agenda item and on items in the body's jurisdiction that are not on the agenda. Written and virtual public comment must be accepted until the public comment period is formally closed at the meeting. The body should apply its usual time limits per speaker. The time it takes the chair or staff to bring the speaker up for remote comment should not be counted toward the speaker's time. (Gov. Code, sec. 54953 (e) (2) B) (E) (G).)
5. Protect the rights of the public. Bodies must comply with all constitutional and statutory requirements for the conduct of meetings. For example, provide reasonable accommodations for the disabled in the virtual format. Ensure that all public commenters are treated fairly and

receive equal time, regardless of their views. Continue to double the public comment time for persons using translators. (Gov. Code, sec. 54953 (e) (2) (C).)

6. Disruption impacting public- stop the meeting! If the virtual meeting broadcast fails, e.g. if the body's internet connection is disrupted, or if the public can no longer provide comment through the virtual meeting method for reasons *in the body's control*, the body must stop the meeting completely. The meeting cannot resume until both the public's ability to observe the meeting access and the public's ability to comment are restored. Have contingency plans in place for these circumstances. (Gov. Code, sec. 54953 (e) (2) (D).)
7. Roll call vote required. All votes taken during a virtual meeting must be by roll call. (Gov. Code. sec. 54953 (b) (2).)
8. Ongoing monthly review of need for virtual meetings. The Board of Supervisors will continue to review the circumstances of the state declared emergency and determine if advisory bodies should continue to meet virtually. (Gov. Code, sec. 54953 (e) (3).)



DATE: February 1, 2022
TO: Workforce Development Board
FROM: Donn Matsuzaki, Administrative Services Assistant III
RE: PY 2021-22 WDB MID-YEAR BUDGET

RECOMMENDATION

That the Workforce Development Board of Contra Costa approve the PY 2021-22 revised budget which includes the ETP Revenue Contract of \$220,230.

A. BACKGROUND

The WDB historically 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 grant-source revenues. Typically, staff will bring back a revised budget at the mid-year point to better balance revenues (and specific funding sources) with expenditures, as well as account for changes in our funding sources and/or amounts.

B. CURRENT SITUATION

- The Employment Training Panel (ETP) Revenue contract of \$220,230 was approved by the Board of Supervisors on January 11, 2022 and it has been added to our budget. The program is up and running and we have over 60 participants already in training programs. They are broken out into two programs delivered under these funds: an Emergency Medical Technician (EMT) cohort with Contra Costa Community College and another with Jewish Vocational Services (JVS) for Medical Administration. The contracts will expire in June 2022.
- The National Dislocated Worker Grant (NDWG) grant has been granted a no cost extension from the state and we are working with our contractors to expend the grant by the end of June 2022.
- The WAF 8.0 grant was originally an 18 month grant but it was extended an additional six months and it will expire in March 2022. The remaining balance of the grant is entirely in contracts and staff are working with the contractors to expend the remainder of the grant.
- The P2E grant will also expire in March 2022. Staff are working with the contractor to expend the entire grant in spite of issues caused by COVID-19. Due to circumstances that arose, the provider experienced closures, staff shortages and low participant rates which led to expenditures falling short of planned budgets over the first 21 months. The provider is expecting to meet enrollment goals and contract expenditures in the last three months of the contract.

C. FISCAL IMPACT

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

D. SCHEDULE

Staff continue to work with fiscal to balance and monitor the budget.

E. ATTACHMENTS

A2a: Exhibit A – Fiscal Year 2021-2022 Funding Sources

A2b: Exhibit B – Fiscal Year 2021-2022 Contracts

A2c: Exhibit C – Fiscal Year 2021-2022 Budget

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

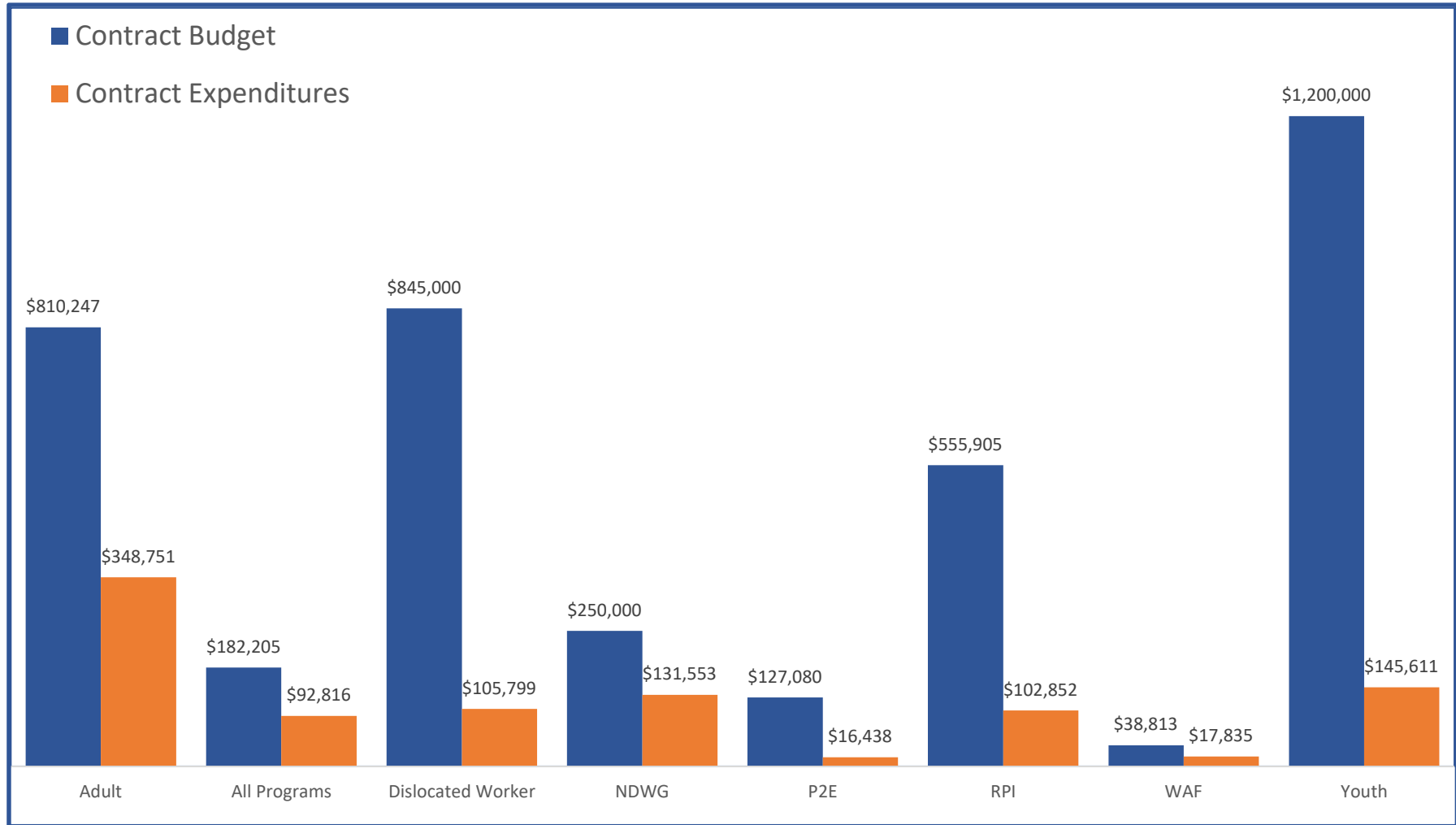
**Workforce Development Board
Fiscal Year 2021-2022
Funding Sources by Program**

A	B	C	D E F		
			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
			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 3.0 FY 19/20 (AA-01)	\$ 68,550		\$ 68,550
5666	9555	Regional Plan Implementation New 4.0 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
			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	ETP	\$ 220,230		\$ 220,230
5674	9966	SUB-Total: EBRPU-P2E	\$ 420,469	\$ -	\$ 420,469
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	\$ 786,652	\$ -	\$ 786,652
ALL		GRAND TOTAL: ALL REVENUE SOURCES	\$ 6,400,647	\$ 929,097	\$ 7,329,744

ALL Revenue Sources (without General Fund NCC) \$ 7,311,102

Exhibit B

**Workforce Development Board
Fiscal Year 2021-2022
Budgeted Contracts**



Workforce Development Board Funding Sources

Adult	National Dislocated Worker Grant (NDWG)	Workforce Accelerator Fund (WAF)
Distributed to All Programs	Prison 2 Employment (P2E)	Youth
Dislocated Worker (DW)	Regional Plan Implementation (RPI)	

Workforce Development Board Fiscal Year 2021-2022 Budget

Exhibit C

A	B	C	D	E	F
WDB	2021-22 Proposed Budget	Percent of Budget Allocation	YTD Actual Expenditures	Unencumbered Balance	Percent of Budget Spent
Expense					
1 Salaries And Benefits	1,837,000	26%	885,325	951,675	48%
2 Services And Supplies	4,731,000	67%	1,499,259	3,231,741	32%
3 <i>2310 - Contracts</i>	<i>4,009,250</i>	<i>56%</i>	<i>1,004,140</i>		<i>25%</i>
4 Other Charges	539,000	8%	224,022	314,978	42%
5 Expenditure Transfers	2,000	0%	0	2,000	0%
6 Expense Total	7,109,000	100.00%	2,608,607	4,500,393	37%
7					
Revenue					
9 Rent of Office Space	157,000	2%	65,558	91,442	42%
10 Intergovernmental Revenue - Grants	6,543,000	92%	2,054,832	4,488,168	31%
11 Misc Grants (AB 109, P2E)	391,000	6%	-3,529	394,529	-1%
12 Revenue Total	7,091,000	100%	2,116,860	4,974,140	29.9%
13					
14 Net County Cost:	18,000	0.25%	491,746		2,732%

DATE: February 1, 2022
TO: Workforce Development Board
FROM: Noramah Burch, Workforce Services Specialist
RE: **Approve Youth Committee Membership Application**

YOUTH COMMITTEE RECOMMENDATION

To approve the appointment **Heather Fontanilla's** Application for WDBCCC Youth Committee Membership

A. BACKGROUND

At the recommendation of the Youth Committee, the Executive Committee approved a streamlined application process. In lieu of an Application Form, interested candidates are encouraged to apply by sending an email to nburch@ehsd.cccounty.us indicating why they are interested in serving on the WDBCCC Youth Committee and attaching a Resume or Statement of Qualifications.

B. CURRENT SITUATION

Heather Fontanilla has submitted a letter of interest and statement of qualification and is seeking appointment to be a Youth Committee member.

Youth Committee Chair, Mike McGill recommended the appointment of Heather Fontanilla as a Youth Committee Member.

C. ATTACHMENTS

A3a - Heather Fontanilla Letter of Interest Youth Committee

A3b – Heather Fontanilla Resume

Committee Discussion:

Approved by Youth Committee on January 11, 2022

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



MT. DIABLO UNIFIED SCHOOL DISTRICT
 JAMES W. DENT EDUCATION CENTER
 1936 Carlotta Drive
 Concord, CA 94519-1397
 Phone (925) 682-8000 x 4011 ~ Fax (925) 689-0597

Heather Fontanilla
Administrator
Career Pathways & Linked
Learning

Noramah Burch
 Youth/Young Adult Services
 Project Manager
 Workforce Development Board of Contra Costa County
 4071 Port Chicago Hwy., Ste. 250
 Concord, CA 94520

Dear Noramah,

I am writing to express interest in serving on the Youth Committee for the Workforce Development Board of Contra Costa County (WBDCCC). It is my understanding that Vittoria Abbate, MDUSD Director of Adult Ed and College & Career, spoke to you about resigning as a member of the committee. Currently, I serve as Vittoria's proxy and have regularly attended Youth Committee meetings for the last 12 months.

The Youth Committee's primary objective is to increase the number of youth who graduate college and career ready. It is important to have continuing K12 representation on the Youth Committee to ensure that the work of the committee is complementing and supporting what is happening in the K12 system.

The Youth Committees' objective is closely aligned to the work I do for MDUSD. Since 2015, I have supported MDUSD career pathway programs. In this work, I work closely with teachers, supporting the implementation of their curriculum and ensuring their programs are current with industry trends. I also work closely with post-secondary partners to provide students with opportunities to earn early college credit and to allow students to explore different post-secondary options. Finally, I work closely with our industry partners to connect them to the different programs and to support collaboration with our teachers to provide meaningful work based learning experiences.

I am very interested in serving on the Youth Committee because it will allow me to better serve our pathway teachers and students. It will also allow me to provide support and guidance to the WBDCCC and its Youth Committee. Vittoria has advised that she is willing to remain on the committee as my proxy.

Please advise as to next steps. Thank you so much.

Sincerely,

Heather S. Fontanilla

Heather S. Fontanilla, Ed.D.
 Administrator
 Career Pathways & Linked Learning

Heather S. Fontanilla

Education

Brandman University, Walnut Creek, CA

Fall 2012-December 2015

Doctorate in Education, Organizational Leadership

Dissertation: Comparison of Beginning Teachers' and Experienced Teachers'

Readiness to Integrate Technology as Measured by TPACK Scores

McGeorge School of Law, Sacramento, CA

May 1992

Juris Doctorate, with distinction

University of California, Davis, CA

June 1989

Bachelor of Arts, History

Administrative Experience

Administrator – Career Pathways, Linked Learning, Mt. Diablo Unified School District, Concord, CA

June 2015-Present

- Manage California Career Pathways Trust for District, working with nine other school districts, four community colleges, and multiple industry partners.
- Manage the disbursement of CTE Incentive Grant funds, ensuring compliance with grant requirements.
- Oversee seven California Partnership Academies, providing assistance and guidance in annual reporting requirements, budget management, and curriculum development.
- Oversee Project Lead the Way program for the district, providing guidance on budget, project development and expansion of the STEM program.
- Develop systemic structures to strengthen Career Technical Education across the district.
- Strengthen relationships with community partners.
- Implement and maintain Career Pathways Advisory Committee.
- Design and implement a work based learning program for the district, including development of internship program.
- Provide professional development in project-based learning, California Model CTE Standards, Elements of a High Quality Pathway, Work Based Learning, and Pathway Mapping.
- Support collaboration between MDUSD teachers and local community colleges to support articulation and dual enrollment opportunities for our students.

Administrator – College Now Program at Diablo Valley College, Mt. Diablo Unified School District, Concord, CA

June 2017-Present

- Assist in development of middle college program at Diablo Valley College.
- Develop College Now Student Handbook.
- Collaborate with DVC faculty to provide counseling and academic supports to College Now students.
- Supervise MDUSD College Now faculty.
- Design and implement Parent Advisory sessions to strengthen parent involvement in the College Now program.
- Plan and facilitate weekly meetings with MDUSD College Now faculty and monthly meetings with DVC College Now faculty.
- Serve as liaison between MDUSD and DVC.

Teaching Experience

*Lead Teacher, Social Studies. The Digital Safari Academy, Mt. Diablo High School, Concord, CA
1998-2014*

- Primary academic teacher responsible for curriculum, project development for a 3 year integrated academic, career-pathway academy focusing on standards based instruction and cross-curricular multimedia project based learning
- Facilitate and deliver in-service opportunities in academy development, cross-curricular teaching and project-based learning.
- Created summer internship program serving 30+ academy students per summer and student run business serving multimedia needs of local community organizations.
- Developed plan for expansion of academy from approximately 160 students in grades 10-12 to 300 + students in 9-12.
- Manage budget and handle grant reporting responsibilities

DATE: February 1, 2022
TO: Workforce Development Board
FROM: Jed Silver, Workforce Services Specialist
RE: **National Dislocated Worker Grant Employment & Recovery Program (NDWG)**

A. BACKGROUND

In 2020, WDBCCC responded to a Request for Proposals from the State of California regarding the United States Department of Labor's National Dislocated Worker Grant, Employment and Recovery (NDWG) program, and was awarded \$540,000 to serve 120 participants that experienced job loss due to COVID-19. A certain percentage of which would receive training with an array of services intended to prepare participants for new employment opportunities as rapidly as possible. The funding was intended to temporarily expand capacity to serve dislocated workers and meet the increased demand for WIOA employment and training services, with a purpose to reemploy laid off workers and enhance their employability and earnings. CCCWDB's proposal spoke directly to the need to target our region's most vulnerable residents, people of color and those from underserved communities who had been disproportionately impacted by Covid-19.

WDBCCC issued a Request for Interest (RFI) and selected the four (4) highest scoring submissions; Opportunity Junction, Jewish Vocational Services (JVS), San Pablo Economic Development Corporation (SPEDC) and Bay Area Community Resources (BACR). Each would receive one year contracts beginning on January 1, 2021, with an option to extend.

B. CURRENT SITUATION

Despite having to address unprecedented and unexpected challenges brought on by new Covid variants and numerous health and safety concerns, these providers adapted their efforts on the fly and answered the call. Recruitment events and activities were conducted virtually, on social media and in-person across every region of our service area to connect with the vast number of people losing their jobs. Eligible participants were enrolled, assessed and service plans were created to meet the unique needs of each individual. For some that meant triage services including immediate financial assistance to help pay bills or secure child care, followed by resume development, basic employment readiness training and quick redeployment to new employers who were in desperate need of qualified workers.

For others who wanted to change industries completely, several providers offered cohort training models in high-growth industries such as IT, Dental and Medical Assisting, as well as general office administration and bookkeeping. While other providers secured training on an individual basis from training programs on the ETPL, including truck driving, cosmetology, x-ray technician, as well as the building trades. Efficient and timely distribution systems were set up to deploy critical financial

assistance to those in need, helping them to more fully participate in long-term training programs. This includes distributing gas cards, paying utility and phone bills, as well as supplying laptop computers for online learning and job search. Enhanced employer engagement efforts ensured training led directly to quality employment upon completion of training.

WDBCCC is exceeding schedule performance goals in every category as seen on this chart below:

<i>(Reporting as of 01/05/22)</i>			
I. Participant Performance Factor	Goals	Actual in CalJOBSSM	% of Plan
Total Participant Enrollments in the 2020 COVID-19 ER NDWG	99	138	139.39%
Receiving Career Services - Basic	75	277	369.33%
Receiving Career Services - Individualized	16	258	1612.50%
Receiving Career Services - Follow-up	8	31	387.50%
Enrolled in Training	54	82	151.85%
Enrolled in Work-Based Training (WBT)	30	42	140.00%
Receiving Supportive Services	33	85	257.58%
Exited NDWG Services	43	53	123.26%
Entering Employment at Exit	29	40	137.93%

C. FINANCIAL IMPACT

Approximately \$367,826 has been spent to date, and in order to allow the continuation of services and maximization of impact, the State of California has granted WDBCCC an automatic 15-month no-cost extension through March, 2023. WDBCCC have, in turn, granted extensions to three of our four providers. Opportunity Junction did not pursue a contract extension because they already fully spent their contract, and achieved all of their performance goals and outcomes. Staff look forward to working closely with the remaining three providers, BACR, JVS and SPEDC, to ensure they continue to meet all remaining benchmarks and milestones.

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