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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

March 9, 2022

3:00 p.m. – 4:30 p.m.

ZOOM Meeting

Meeting ID: 816 8406 3744

Passcode: 969675

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

Join in Dial-In

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+1 253 215 8782 US

- 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 January 12, 2022 Meeting
C2 Approve Board Resignation
- 3:30 PM ACTION ITEMS**
A1 Approval of AJCC Provider Contract RFP#1180
A2 Approval of Officer Nominations of Selection of Officers for PY 2022-2023
- 4:30 PM ADJOURN**

Upcoming Committee Meetings:

FULL BOARD RETREAT is on Thursday, May 12, 2022 @ Roundhouse Market & Conference Center

BED Committee is on Wednesday, April 6, 2022

EXECUTIVE Committee Meeting is on Wednesday, April 13, 2022

YOUTH Committee Meeting is on Tuesday, May 10, 2022

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

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

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

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

EXECUTIVE COMMITTEE MINUTES

Wednesday, January 12, 2022

The Executive Committee met on Wednesday, January 12, 2022 via a ZOOM meeting. Vice-Chair Terry Curley called the meeting to order at 3:01 pm. Vice-Chair Terry Curley reminded everyone of potential conflict of interest.

ATTENDANCE

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

MEMBERS ABSENT – Kwame Reed, Robert Muller

OTHERS PRESENT – Carolina Herrera (Board Member), Celina Shands (Full Capacity Marketing), Drew Douglass (Contra Costa Community College District), Sam Driggers

WDB STAFF PRESENT – Tamia Brown, Patience Ofodu, Verneda Clapp, Rochelle Soriano, Jeff Shoji, Donn Matsuzaki, Maureen Nelson, Jed Silver, Jennifer Joel

PUBLIC COMMENT

None

EXECUTIVE DIRECTOR'S REPORT

Tamia Brown, WDB Executive Director

FUNDING

- Good Jobs Challenge – partners met with grant officer to understand the application requirements, etc. It is a very different initiative for workforce boards, have to continue to look at our work from an economic development lense. For example, ideally DOC wants to see at least 37K employment opportunities for a 25M investment. Application due January 2022.
- Request for letters of support from the board
- Submitted a proposal for \$250K, California Workforce Development Board – Workforce Accelerator Fund

EHSD STAFFING

- Kathy Gallagher, EHSD Director has announced her retirement for March of 2022, due to her early exit EHSD has a Interim EHSD Director

CHAIR'S REPORT

Yolanda Vega, Chair

None

Terry Curley, Vice Chair

None

COMMITTEE MEMBER REPORTS

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

- Discussion return to work challenges
 - Issues and struggles
 - Manage the staffing shortage
 - Bringing in experts (industry or sector) to give information and resources
 - Organizations/ Public
 - Off-line to discuss moving meeting dates for the BED committee
- The BED Committee met on December 1st, 2021

- Agenda includes:
 - Presentation from Industrial Association of Contra Costa County (Mark Hughes, Executive Director)
 - Discussion /Guidance – Return to Work Challenges
 - Committee is charge to have conversations and plan
 - Staffing shortage, cost of goods and increase in rent/lease – another component
 - COVID fatigue for employers and employee (Mental Health)
 - Roboust conversation within the committee and all interested parties

Youth Committee (YC) (Michael McGill)

- YC Meeting is on January 11, 2022
- Youth Committee recommended YC member applicant to be moved to the Executive Commiteer for approval
- Board Member Robert Muller presented about PTEC program it was very informational
- It was a fantastic presentation that has a promising outcome
- Agenda Items will carry for the next meeting :
- Continue to have discussion /presentation on Apprenticeship

CONSENT ITEMS

C1 Approve December 8, 2021 Executive Committee Meeting Minutes
Motion/Second Yolanda Vega/ Joshua Anijar
Motion Approved

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

ACTION ITEM

A1 Establish a Nominating Committee for Board Chair & Vice Chairs
That the Executive Committee is to establish a nominating committee to review and suggest candidates for a preliminary Slate of Officers for the 2022-2023 fiscal year.

Volunteers:

- Joshua Anijar
- Stephanie Rivera
- Thomas Hansen

Motion/Second Michael McGill/ Yolanda Vega
Motion Approved

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

DISCUSSION ITEM

D1 WDB Retreat Planning/Draft Agenda
POSTPONEMENT of on-site retreat due to the surge of COVID
DATE: Full Board Retreat to be determined
TIME: 11:00 AM – 4:30 PM
LOCATION: Roundhouse Market & Conference Center

2600 Camino Ramon, San Ramon, CA 94583

FACILITATOR: **Bob Lanter, CWA Director**

Suggested Agenda Framework:

- Framework Opportunities for Improvement (from the Local Plan)
- Address most vulnerable populations
- Racial Equity & Inclusion
- Reinvigorating Employers and Employees
- Future Work & Emerging Economies (Hybrid)
- Innovative thoughts versus Implementation
- Dashboard report to keep us abreast of the progress

Comments/Feedback:

- Creativity – form of video
- Specific on topic and outcome
- Continue to work with our facilitator to expand the Agenda
- Support moving the meeting a couple of months

THE MEETING ADJOURNED AT 3:35 PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms

DOR DEPARTMENT of REHABILITATION
Employment, Independence & Equality

Gavin Newsom
Governor



State of California Health and
Human Services Agency

[Redacted]

Tamia Brown
Workforce Development Board of Contra Costa County
4071 Port Chicago Highway
Suite 250, Concord, CA 94520

February 18, 2022

Ms. Brown,

I have been appointed to a new position with the Department of Rehabilitation and will be leaving the Greater East Bay District. After nearly 10 years serving on the Workforce Development Board of Contra Costa County, I am resigning from the Board, as my duties with my new position began this week. I have greatly enjoyed my time working with the Board and the excellent staff to the Board. We hope to have a new Regional Director appointed as soon as possible, but in the meantime, if you would like me to recommend an interim member for the Vocational Rehabilitation seat, I will be happy to do so.

Please convey my greetings to the Board members and to the staff, and my gratitude for having had the opportunity to collaborate on so many successful endeavors over the years.

Sincerely,

[Redacted Signature]

Carol Asch, Assistant Deputy Director
Department of Rehabilitation
Vocational Rehabilitation Employment Division

[Redacted Address]

DATE: March 9, 2022
TO: Executive Committee
FROM: Verneda Clapp, Workforce Service Specialist Adult/DW Program
RE: **Approval to Award the Contract for AJCC Operation and the Administration of Adult and Dislocated Worker Career Services to Rubicon Programs For Request For Proposal (RFP) #1180**

RECOMMENDATION

That the Workforce Development Executive Board approve the following:

1. The selection of Rubicon Programs to operate Contra Costa County's America's Job Center of California (AJCC) and to administer Title I Workforce Innovation and Opportunity Act (WIOA) career services to our Adult and Dislocated Worker population.
2. Direct staff to initiate contracts and negotiate contract performance goals commencing July 1, 2022, using final funding allocations from the State.

A. BACKGROUND AND DISCUSSION

At the September 15, 2021, the Executive Committee approved the release of the (RFP) for Adult & Dislocated Worker Career Services and the AJCC Operator for Contra Costa County, excluding the City of Richmond. The RFP was published and released on November 29, 2021 with a deadline for proposal submission of January 10, 2022.

The purpose of the RFP is to identify and fund qualified organizations that have experience providing Career Development Programs, or similar programs for adults, and dislocated workers who are most in need and can benefit from WIOA services.

Local Boards are required to conduct an open and competitive process to select their AJCC Operators (WIOA Section 121[d][2][A]). The Workforce Development Board of Contra Costa (WDB), with the agreement of the Board of Supervisor's as Chief Elected Officials, provide Adult and Dislocated Worker Career Services, by awarding contracts to promote efficiency and effectiveness of these roles by regularly examining performance and costs.

The AJCC Operator are responsible for coordinating service delivery among all AJCC partners and service providers within Contra Costa County, outside of Richmond. By having the AJCC Operator act as the local service delivery coordinator, it allows WDB to focus on strategic planning and developing partnerships at the local and regional level.

B. CURRENT SITUATION

The selected proposal was received and passed fiscal program review, and contract compliance with an average rating of 95%. WDB procured through a full and open competitive process, one successful proposal was received. Therefore, competition is deemed to be inadequate and thus sole source procurement method is allowable. Board staff is requesting the approval to set forth a contract for one program year (PY 2022-2023) with the option to renew for up to four

program years; the incumbent Rubicon Programs as the AJCC operator and to provide Adult & Dislocated Worker Career Services in Contra Costa County, excluding the City of Richmond.

Rater Review Results

Rater 1	Rater 2	Rater 3	Rater 4	Average
99	97	90	97	95.75%

C. FISCAL IMPACT

PY 2022/2023 WIOA Formula allocations are not yet available from the State of California. The funding recommendation, staff will utilize PY 2021/2022 WIOA allocations, the proposed funding for the contract is \$1,400,000. WIOA Formula allocations are typically released by May 2022.

D. CONSEQUENCE OF NEGATIVE ACTION

As the Fiscal Agent, the Employment and Human Services Department of Contra Costa County will not be compliant with the WIOA federal directive would be subject to the loss of WIOA funding.

E. REFERENCES

- [EDD DIRECTIVE- Procurement of Equipment and Related Services WSD17-08](#)
- [EDD DIRECTIVE - Selection of AJCC Operators and Career Services Providers WSD19-13](#)

For any questions, please contact Verneda Clapp, Adult/Dislocated Worker Program Manager at 925-671-1533 or email vclapp@ehsd.cccounty.us

DATE: March 9, 2022
TO: Executive Committee
FROM: AD-HOC Nominating Committee
RE: **Approval of Preliminary Slate of Officers for 2022-2023**

RECOMMENDATION

1. That the Executive Committee open nominations for Board Chair and Vice-Chair of the Workforce Development Board.
2. That the WDB to operate with two (2) Vice Chair positions for the 2022-2023 fiscal year in order to ensure effective succession planning.

Nominated Board Members:

- **Chair**
 - *Stephanie Rivera, CEO, Lazarex Cancer Foundation*
- **Co-Vice Chair**
- **Co-Vice Chair**

A. BACKGROUND

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

The election of officers for the subsequent fiscal year shall be held at the final regularly scheduled full Workforce Development Board meeting of the current fiscal year. Officers shall be elected by a majority vote of the members present. Terms of office shall begin at the beginning of each fiscal year and new officers will officially take office at the Board's first meeting during the new fiscal year.

ARTICLE V- OFFICERS AND ELECTIONS

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

B. CURRENT SITUATION

The nomination is open.

C. ATTACHMENTS

A2a: WDB Public Roster 2022



BOARD MEMBERS Public Roster

Tamia Brown
Executive Director

BUSINESS SEATS

MICHAEL MCGILL	JOSHUA ALDRICH	YOLANDA VEGA (CHAIR)
MMS Design Associates, Inc. President/Principal Engineer Committee: Executive & Youth Business Seat #1 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	Del Sol NRG,. Inc. CEO Committee: Business & Economic Development Business Seat #2 Appointment Date: 10/9/2018 Term End Date: 6/30/2022	Peak Performance Corporate Training Principal Committee: Executive & Business & Economic Committee Business Seat #3 Appointment Date: 7/1/2020 Term End Date: 6/30/2024
TERRY CURLEY (CO-CHAIR)	DOUGLAS R. LEZAMETA	VACANT
Executive Vice President United Business Bank Committee: Executive & Business & Economic Development Business Seat #4 Appointment Date: 10/9/2018 Term End Date: 6/30/2022	Founder Fusion Latina Network Committee: Business Seat #5 Appointment Date: 08/01/2021 Term End Date: 06/30/2025	Committee: Business Seat #6 Appointment Date: Term End Date: 6/30/20XX
VACANT	CAROLINA HERRERA	ROBERT MULLER
Committee: Business Seat #7 Appointment Date: Term End Date: 06/30/20XX	Kaiser Permanente Manager, Community & Government Relations Committee: Business & Economic Development Business Seat #8 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	Martinez Refining Company Learning Manager Committee: Executive & Youth Business Seat #9 Appointment Date: 7/11/2017 Term End Date: 6/30/2023
LAURA TREVINO - FERNANDEZ	STEPHANIE RIVERA	MONICA MAGEE
Coast Personnel Services Vice President of Sales Committee: Business & Economic Development Business Seat # 10 Appointment Date: 7/1/2020 Term End Date: 06/30/2024	Lazarex Cancer Foundation Chief Executive Officer Committee: Executive & Business & Economic Development Business Seat # 11 Appointment Date: 7/1/2020 Term End Date: 06/30/2024	Bishop Ranch Director of Marketing Committee: Business & Economic Development Business Seat #12 Appointment Date: 7/1/2020 Term End Date: 06/30/2024
CORRY KENNEDY		
Chevron Human Resource Manager Committee: Business & Economic Development Business Seat # 13 Appointment Date: 7/1/2020 Term End Date: 06/30/2024		

WORKFORCE AND LABOR SEATS

THOMAS HANSEN (CO-CHAIR)	JOSHUA ANIJAR	TIMOTHY JEFFRIES
IBEW Local 302 Business Manager Committee: Executive & Youth Workforce & Labor Seat #1 Appointment Date: 07/01/2021 Term End Date: 6/30/2025	Central Labor Council Contra Costa County Executive Director Committee: Executive Workforce and Labor Seat # 2 Appointment Date: 12/10/2019 Term End Date: 6/30/2023	BM Local 549 Committee: Workforce and Labor Seat #3 Appointment Date: 07/1/2021 Term End Date: 6/30/2025
STEVE OLDER	TRACI YOUNG	
Machinists Union Local 1173 Area Director/Business Representative Committee: Workforce and Labor Seat #4 Appointment Date: 08/01/2021 Term End Date: 6/30/2025	Central Labor Council Contra Costa County Community Services Director, Labor Liaison to UWBA Committee: Workforce and Labor Seat #5 Appointment Date: 08/01/2021 Term End Date: 6/30/2025	

EDUCATION AND TRAINING SEATS

VACANT	KELLY SCHELIN	
Education & Training Seat #1 Appointment Date: Term End Date: 06/30/20XX	Contra Costa College Associate Vice Chancellor, Educational Services Committee: Business & Economic Development Seat No: Business #2 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT SEATS

CAROL ASCH	RICHARD JOHNSON	KWAME REED
Department of Rehabilitation District Administrator Committee: Youth Governmental & Eco. & Community Dev. Seat #1 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	California Employment Development Department Employment Service/Program Manager II Committee: Business & Economic Development Governmental & Eco. & Community Dev. Seat #2 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	City of Antioch Economic & Community Development Committee: Executive & Business & Economic Development Governmental & Eco. & Community Dev. Seat #3 Appointment Date: 7/1/2020 Term End Date: 6/30/2024



BOARD MEMBERS
Public Roster

Tamia Brown
Executive Director

FLEX SEATS

LESLAY CHOY	DEVONN POWERS	
San Pablo Economic Development Executive Director Committee: Business & Economic Development Flex Seat #1 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	Humanity Way, Inc. Founder/Chief Executive Director Committee: Flex Seat #2 Appointment Date: 12/1/2020 Term End Date: 6/30/2024	