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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

August 2, 2022

3:00 p.m. – 5:00 p.m.

Join to ZOOM Meeting

<https://us06web.zoom.us/j/81622353579?pwd=QjZMNGwvOWVITGVyYmGhsejFKUDY1QT09>

Meeting ID: 816 2235 3579

Password: 728155

Join by Dial In

+1 669 444 9171 US or +1 253 215 8782 US

- 3:00 PM** WELCOME AND CALL TO ORDER
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
- 3:35 PM** EXECUTIVE DIRECTOR REPORT
CHAIRS REPORT
COMMITTEE CHAIR REPORTS
- 3:40 PM** PRESENTATION ITEM
P1 Meeting the Demand – Health Care Workforce in Contra Costa County
Kristin Connelly, President & CEO East Bay Leadership
- 4:05 PM** CONSENT AGENDA
C1 Approve Minutes from February 1, 2022 meeting
- 4:10 PM** ACTION ITEMS
A1 WDBCCC Policies
A2 WDBCCC Conflict of Interest (Biennial Notice)
A3 Contra Costa County Youth Development Center (Measure X)
A4 AJCC MOU Mandated Partners
- 4:40 PM** INFORMATIONAL ITEM(S)
I1 WDBCCC Action Plan 2022
- 5:00 PM** ADJOURN

UPCOMING COMMITTEE MEETINGS:

Full Board: Tuesday, November 1, 2022

Executive Committee Meeting: Wednesday, September 14, 2022

Youth Committee Meeting: Tuesday, September 13, 2022

BED Committee Meeting: Wednesday, October 5, 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 Workforce Development Board at 925.671.4560



DATE: August 2, 2022
TO: Workforce Development Board
FROM: Patience Ofodu, Business Services Manager
RE: **Meeting the Demand - Health Care Workforce in Contra Costa County**

Kristin Connelly will present the Contra Costa Economic Partnership's report that the WDB commissioned, Meeting the Demand – [Health Care Workforce](#) in Contra Costa County, and touch upon the [Shared Prosperity](#) report that was presented to the BED Committee on April 6, 2022 by Lindy Johnson, Director of Policy for East Bay Leadership Council .The WDB Board Members would discuss how to engage with the report's recommendations.



Kristin Connelly is the President and CEO of the East Bay Leadership Council, an employer-led public policy advocacy organization focused on economic vitality and quality of life in the East Bay. She is also the Executive Director of the Contra Costa Economic Partnership.

The Contra Costa Economic Partnership engages business and civic leaders to make the region a better place to live and work.

For any questions, please contact Patience Ofodu, Business Services Manager at 925-671-4515 or email at pofodu@ehsd.cccounty.us

FULL BOARD MINUTES
Tuesday, February 1, 2022

The Full Board met on Tuesday, February 1, 2022, met via ZOOM meeting. Chair Yolanda Vega called the meeting to order at 3:14 pm. Chair Yolanda Vega reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT – Carol Asch, Leslay Choy, Terry Curley, Carolina Herrera, Timothy Jeffries, Richard Johnson, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Kwame Reed, Stephanie Rivera, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

MEMBERS ABSENT – Corry Kennedy(EX), Tom Hansen (EX), Joshua Anijar(EX), Joshua Aldridge, Monica Magee

WDB STAFF PRESENT – Tamia Brown, Maureen Nelson, Noramah Burch, Verndeda Clapp, Donn Matzusaki, Rochelle Soriano, Jed Silver, Patricia Conley, George Carter, Charles Brown, Jeff Shoji, Jennifer Joel,

OTHERS IN ATTENDANCE – Harumi Murata, City of Oakley, Drew Douglass (Contra Costa Community College District), Celina Shands (Full Capacity Marketing)

PUBLIC COMMENT:

None

EXECUTIVE DIRECTOR'S REPORT

Staffing Update:

George Carter, Workforce Services Specialist CCWorks will be departing WDB to take a new role with the county at the Department of Conservation & Development

Rene Tucker, Employer Liaison received her 15 years Service Award for serving Contra Costa County with CCWorks program, aides in helping individuals get work experience through subsidized wages.

Announcement:

Kathy Marsch, Interim EHSD Director with the departure of Kathy Gallagher, EHSD Director

CWA Youth Symposium is happening on Feb. 8-10, 2022 bring together youth service providers and youth.

COVID-19 Updates

Final Rule was issued late January on the Coronavirus State and Local Fiscal Recovery Funds, part of the American Rescue Plan which will take effect on April 1, 2022

- Assistance to small businesses, Impacted industries 8% employment loss
- Health disparities due to Covid and low or no income populations
- Nonprofits
- Public sector- restoring pre-pandemic employment (rehiring)
- Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses and development of job and workforce training centers.

CA Business Comeback Guide - this guide is intended to help businesses, and for-profit entities identify relevant new and existing state funding resources for recovery and success.

Governor's Budget Highlights

Labor and Workforce Development

Proposal includes 1.7 billion over three years to focus on combating existing workforce challenges across the state.

Community outreach to underserved populations.

- Training Partnerships - \$340 million General Fund for training and career advancement programs for people with barriers to employment. Partnerships will include community-based organizations, local workforce boards, labor unions, and educational institutions.
- Comprehensive Nursing Initiative - \$270 million General Fund to increase the number of health care workers including: registered nurses, licensed vocational nurses, certified nursing assistants, certified nurse midwives, certified medical assistants, and family nurse practitioner.
- Energy and Climate Initiative - \$15 million is allocated to support a workforce training pilot program to train displaced oil and gas workers in remediating legacy oil infrastructure.

Budget

WDB Staff Donn Matsuzaki, ASA III is a great asset to our team who will be reporting on Mid-year budget review. Confident to say we are financially sound, and next year we are looking to improving how we budget and ensure accountability. We are aiming to spend less, maximize investments, and leverage resources.

Funding :

We are still pursuing other opportunity for funding, currently we are going after the American Rescue Plan Good Jobs Challenge from EDA.

Thank you for all who submitted letter of commitment for the Good Jobs Challenge Grant Proposal

- Senator Nancy Pelosi, Alex Padilla, Diane Feinstein
- SEIUW-UHW Labor
- California Employer’s Association (CEA)
- Congress (Mark DeSaulnier and Jackie Speier)
- Mayor Lond Breed, Libby Shaft, Sam Lecardo
- Kathy Gallagher, EHSD CCC and Board of Supervisors

Regional Plan Implementation

Contra Costa Economic Partnership Group – Shared Prosperity Report for Contra Costa County looking at equitable recovery

- Highlight strategies for continue investments
- Area with potential to uplift communities
- Enhance economic opportunities

CHAIR’S REPORT

Working with three (3) small business to connect with WDB Staff to give assistance resource

COMMITTEE CHAIR REPORTS

BED Committee (Stephanie Rivera)

- Next meeting is on Wednesday, February 16, 2022
- Presentation on the agenda as scheduled Micro CEO and from the City of Pittsburg

Youth Committee (Micheal McGill)

- Last meeting was on Tuesday, January 14, 2022
- Next meeting is on Tuesday, March 8, 2022
- Request for the boards approval for a new Youth Committee Member
- PTec Programs Presentations from Robert Muller
 - Highly recommended recruits
 - Very informational and impressive

CONSENT AGENDA:

C1 Approve November 2, 2021, Full Board Meeting minutes

Motion\Second Michael McGill\Richard Johnson

Motion Approved

AYES: Carol Asch, Leslay Choy, Terry Curley, Carolina Herrera, Timothy Jeffries, Richard Johnson, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Kwame Reed, Stephanie Rivera, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Corry Kennedy, Tom Hansen, Joshua Anijar, Joshua Aldridge, Monica Magee

ABSTAIN: None

ACTION ITEMS:

A1 Approval and Adopt Board Resoluitong Government Code Section 54953 € Special Emegency Teleconference Rules

Motion\Second Michael McGill\Kwame Reed

Motion Approved

AYES: Carol Asch, Leslay Choy, Terry Curley, Carolina Herrera, Timothy Jeffries, Richard Johnson, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Kwame Reed, Stephanie Rivera, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Corry Kennedy, Tom Hansen, Joshua Anijar, Joshua Aldridge, Monica Magee

ABSTAIN: None

A2 Approval PY2021-22 WDB MID-YEAR Budget

Approve the PY 2021-22 revised budget which includes the ETP Revenue Contract of \$220,230.

Motion\Second Terry Curley\Timothy Jeffries

Motion Approved

AYES: Carol Asch, Leslay Choy, Terry Curley, Carolina Herrera, Timothy Jeffries, Richard Johnson, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Kwame Reed, Stephanie Rivera, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Corry Kennedy, Tom Hansen , Joshua Anijar, Joshua Aldridge, Monica Magee

ABSTAIN: None

A3 Approve Youth Committee Membership Application

YOUTH COMMITTEE RECOMMENDATION

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

Motion\Second Michael McGill\Timothy Jeffries

Motion Approved

AYES: Carol Asch, Leslay Choy, Terry Curley, Carolina Herrera, Timothy Jeffries, Richard Johnson, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, DeVonn Powers, Kwame Reed, Stephanie Rivera, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Corry Kennedy, Tom Hansen , Joshua Anijar, Joshua Aldridge, Monica Magee

ABSTAIN: None

INFORMATIONAL ITEM:

United States Department of Labor- National Dislocated Worker Grant Employment and Recovery Program (NWDG)

In 2020, WDBCCC was awarded \$540,000 to serve 120 participants that experienced job loss due to COVID-19. 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.

Eligible participants were enrolled, assessed and service plans were created to meet the unique needs of each individual. Enhanced employer engagement efforts ensured training led directly to quality employment upon completion of training. 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.

WDBCCC is exceeding schedule performance goals in every category. 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.

THE MEETING ADJOURNED AT 4:19 PM

Respectfully Submitted,

Rochelle Martin-Soriano, Board Secretary

/rms



DATE: August 2, 2022
TO: Workforce Development Board
FROM: Donn Matsuzaki, Administrative Services Assistant III
RE: **Approve WDBCCC Policies**

RECOMMENDATION

That the Full Board approve the policies recommended by the Executive Committee, with further updating and formatting. The updated policies are:

1. Debt Collection – New
2. Incident Report – Updated
3. Purchasing and Procurement – Updated

A. BACKGROUND

The WDBCCC must periodically amend and create policies to meet new WIOA compliance. WDBCCC policies are designed to provide guidance to Staff, Subrecipients and our Fiscal Agent in specific areas. The Executive Committee met on July 13, 2022 to review and approve the above-mentioned policies.

B. CURRENT SITUATION

As a result of a Fiscal Monitoring, we are required to update policies for Incident Reporting and Procurement and to create a policy for Debt Collection in order to satisfy findings in the monitor's draft report.

C. IMPACT

The monitor will include the findings in the final monitoring report if staff do not provide these new policies.

D. SCHEDULE

Staff continue to work with EHSD Fiscal and the EDD Compliance Review monitor to clear all findings prior to the finalized report.

E. ATTACHMENTS

- A1a** – WDBCCC Debt Collection Policy
- A1b** – WDBCCC Incident Reporting Policy
- A1c** – WDBCCC Purchasing & Procurement Policy

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

WORKFORCE POLICY BULLETIN #01-22

DATE: July 22, 2022

TO: WDB Staff and Service Providers

FROM: Tamia Brown, Executive Director
Workforce Development Board

SUBJECT: Debt Collection – Effective Date July 1, 2022

Purpose

This policy provides guidance regarding policy and procedures for debt collection associated with the misexpenditure of Workforce Innovation and Opportunity Act (WIOA) funds.

Background

The WIOA requires that states establish fiscal controls. Among the required controls specified in Title 20 CFR Section 667.500(a)(2) is a process for collecting debts. The policies and procedures described below have been used for other federal programs and will be used for WIOA.

Policy

The Workforce Development Board of Contra Costa County (WDBCCC) is responsible for their subrecipient audit resolution and aggressive debt collection action. At the State level, audit resolution and debt collection are the responsibility of the Employment Development Department's (EDD) Compliance Review Division (CRD).

Citations & References

- Workforce Innovation and Opportunity Act, Section 184, Fiscal Controls; Sanctions
- Workforce Services Directive WIAD01-5, Debt Collection (September 10, 2001)
- Contra Costa County Contract Template - Standard Form P-2 Revised 2002, Payment Provisions 9. Audit Exceptions
- Title 20 CFR Section 667.500(a)(2)

The settlement of all debts resulting from fraud, malfeasance, misapplication of funds or other serious violations or illegal acts must be cash from nonfederal sources. Funds collected by WDBCCC in settlement of these debts must be returned to CRD immediately on their receipt. The mailing address for CRD is:

Employment Development Department
Compliance Review Division, MIC 22M
P.O. Box 826880
Sacramento, CA 94280-0001

The WDBCCC must maintain records that document the action taken with respect to debt collection, restoration, or other debt resolution activities. The WDBCCC must also document the reason for the action taken.

When the debt was not a result of fraud, malfeasance, misapplication of funds or other serious violations of illegal acts, the cash repayment of the disallowance is a credit to the title and year to which it was originally charged. The credit reduces the expenditures of the period of the cost that was refunded. If the year of allocation is still open, WDBCCC may expend the funds within the cost limits. Cash payment received after the fund availability period must be remitted to CRD.

Debt collection procedures include:

- A process for notifying subrecipients of the establishment of the debt, their appeal rights, the date that the debt will be considered delinquent, the sanctions (which may include but are limited to debarment) if the debt is not repaid and the interest rate charged, if any.
- The requirement that that three (3) debt collection letters be sent to the subrecipient at no less than 30 calendar day intervals.
- The WDBCCC standards and specifications for terminating, comprising, and litigating debts; and
- An audit resolution tracking log shall document the disposition of reported questioned costs and corrective actions taken for all findings and shall maintain a permanent record of all debt cases and their status.

To be relieved of liability for a subrecipient's debt, the WDBCCC must submit a written request that EDD seek the Department of Labor agreement to forego collection action to the CRD. Requests must include documentation and other demonstrations of facts showing compliance with WIOA Section 184(d) and Title 20 CFR 683.740 to CRD. Mere statements of compliance and recitation of the criteria will not be acceptable. Without the prior approval of both CRD and DOL, The WDBCCC will remain responsible for repayment of the entire debt.

All WIOA debts must be paid within 30 calendar days of the date on which the debt was established as final. If the debtor is unable to make restitution in full, an installment repayment agreement may be negotiated. Installment repayment agreements must be short in duration, from 3 to 12 months, with a maximum of 36 months. The length of the repayment agreement will be negotiated based on the size of the debt and the debtor's ability to pay. All installment repayment agreements must have prior approval by the CRD.

If you have any questions regarding this Workforce Policy Bulletin, please contact Donn Matsuzaki at dmatuszaki@ehsd.cccounty.us or Maureen Nelson at mnelson@ehsd.cccounty.us.



WORKFORCE POLICY BULLETIN #02-22 (UPDATED)

DATE: July 22, 2022
TO: WDB Staff and Service Providers
FROM: Tamia Brown, Executive Director
Workforce Development Board
SUBJECT: Incident Reporting – Effective July 1, 2022

Purpose

The purpose of this Workforce Policy Bulletin is to update this Workforce Investment Area’s Policy regarding the procedures for reporting fraud and abuse. It replaces the Workforce Policy Bulletin, “Reporting Fraud and Abuse,” issued on June 14, 2013.

Background

As indicated by the attached Directive No. WSD 20-12, State EDD/Workforce Services Division has directed all Workforce Investment Boards, sub-recipients, and lower-tier sub-recipients to establish management procedures that ensure prompt notification of any alleged or proven fraud and abuse, or other criminal acts involving WIOA funds or WIOA funded activities.

Policy

The Workforce Services Division is requiring that all alleged fraud and abuse, including criminal activity committed by staff and/or WIOA participants, should be reported to WDBCCC Executive Director, within twenty-four hours of discovery. Additionally, all other instances of non-fraud and abuse relating to criminal activity allegations, such as burglary, arson, malicious damage, damage to buildings and WIOA property, shall be immediately reported to the local law enforcement agency having jurisdiction and subsequently (within twenty-four hours) be reported to WDBCCC Executive Director.

The WDBCCC is requiring that each sub-recipient establish appropriate internal program management procedures to prevent and detect fraud, abuse and criminal activity. These procedures must include a reporting process to ensure that the Office of the Inspector General (OIG) and the Compliance Review Division of the Employment Development Office (CRO) is notified immediately of any allegations of WIOA-related fraud, abuse, or criminal activity. The management procedure must be in writing and it must include the name of the staff responsible for making the notification. In addition, sub-recipients must provide written notification to lower-tier sub-recipients regarding their responsibility to be alert and to report, instances of fraud, abuse and criminal activity committed by staff, contractors, or program participants.

All WIOA Contractors are responsible and required to secure pertinent information sufficient for the preparation of a clear and concise report on each alleged incident. However, contractors should not delay contacting the WDB Administrative offices within five (5) working days of the reported incident.

State Directive WSD 20-12 is accessible at [EDD Directive WSD20-12 Incident Reporting](#)

It provides a Glossary of Terms and a guide to properly identify incidents of fraud and abuse and other criminal activities. Since the Directive cannot address every possible violation of WIOA Program activities, questions whether an activity is reportable should be referred to the WDB Administrative offices for clarification.

Attachments:

[DOL OIG Incident Report Form](#)

[WDBCCC Incident Report Form](#)

If you have any questions regarding this bulletin, please contact Tamia Brown, Executive Director at tbrown1@ehsd.cccounty.us or 925-671-4514.

WORKFORCE POLICY BULLETIN #03-22 (update of WPB #05-13)

DATE: July 22, 2022

TO: Contracted Service Providers

**FROM: Tamia Brown, Executive Director
Workforce Development Board**

SUBJECT: Procurement Policy Guidelines – Effective Date July 1, 2022

Purpose

The purpose of this Contra Costa County Workforce Policy Bulletin is to adopt the California Employment Development Department (EDD) Workforce Innovation and Opportunity Act (WIOA) Procurement Policy as indicated in State Directive, WSD 17-08, “Procurement of Equipment and Related Services” and extend the requirement to its sub-recipients.

Background

The WIOA regulations at 20 CFR 652 provide guidance for the administration of the WIOA program. The guidance includes specific direction and referral to 29 CFR 95 for institutions of higher education, hospitals and other nonprofit and commercial organizations, and to 29 CFR 97 for states and local governments. While the format and wording of Part 95 and Part 97 vary slightly, **the intent of the federal government is consistent: procurement policies must ensure free and open competition and must secure the best possible price.**

Policy

The Workforce Development Board (WDB) follows the *Manual of Fiscal Policies and Procedures* issued by the Contra Costa County Employment & Human Services Department (EHSD) unless they are in direct conflict with the WIOA and/or Title V rules. The more stringent of the two policies are then followed.

This policy provides guidance and oversight in the procurement of goods and services by entities receiving WIOA funds, including the Workforce Development Board of Contra Costa County (WDB) and its sub-recipients. These entities include, but are not limited to: One-Stop Operators, adult service providers, youth service providers, other contractors and lower tier sub-recipients.

Citations & References

- Title 20 Code of Federal Regulations (CFR) 663.410
- Title 20 CFR 667.200
- Title 29 CFR 93
- Title 29 CFR 95.40 through 48
- Title 29 CFR 97.36
- Title 29 CFR 98
- WIOA Section 122
- Title 20 Code of Federal Regulations (CFR) Federal Register, Section 663.500
- State Directive, WSD 16-10, "Property – Purchasing, Inventory, and Disposal"
- State Directive, WSD 17-08, "Procurement of Equipment and Related Services"
- State Directive, WSD 18-06, "Subrecipient and Contractor Distinctions"
- State Directive, WSD 21-05, "Consultant Services and Pay"
- State Directive, WSD 21-03, "ETPL Policies and Procedures"
- Uniform Guidance Sections 200.318 through 200.326
- Title 5 CFR Section 304.104

Role of WDB Administration

The Workforce Development Board, along with EHSD as the Fiscal Agent, will provide oversight and site monitoring in congruence with this document to ensure that all service providers and contractors adhere to the standards contained herein in the appropriate utilization of WIOA funds.

Definitions

Procurement: For purposes of this policy, the term "procurement" includes ANY acquisition action which obligates WIOA funds for the purchase of equipment, materials, supplies, and/or programmatic or administrative services beginning with the process for determining the need and ending with contract completion and closeout.

Request for Information (RFI): A document that asks a series of questions to elicit broad information about products and services, market details and solution ideas for planning purposes.

Request for Proposal (RFP): A document that invites offers from service providers for the delivery of a specific type of service. It includes a description of the service(s) desired which enable a potential contractor to submit a proposal. The RFP will include information necessary for an objective evaluation and comparison to similar proposals. The RFP is the specific term applied to a solicitation where negotiation is used.

This method is the most commonly used form of solicitation when:

1. The nature of the service needed precludes developing a specification or purchase description so precise that all proposers would have an identical understanding or approach to the requirements; and
2. Cost is not the only factor considered in making an award.

Responsible Entity: is one that has been determined to: (1) have adequate financial resources to perform the contract or the ability to obtain such resources; (2) be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and business commit-

ments; (3) have a *satisfactory* performance record; (4) have a satisfactory record of integrity and business ethics; (5) have the needed organization, experience, accounting, operational control and technical skills or ability to obtain them; (6) have adequate production, construction or technical equipment and needed facilities or the ability to obtain them; and (7) be both qualified and eligible to receive the award under applicable law and regulation.

Responsive Proposal: is the term used for a proposal or bid that meets all requirements of the solicitation adequately; and the *submitted* document does not constitute a substitute or counter offer. When a bidder substitutes a “like item,” the submittal is considered non-responsive when the like item fails to meet published specifications. The same principle holds when the proposal is a substitute or counter offer.

Sole Source (Non-competitive Proposals): may be used only under certain limited circumstances – e.g., the item is available from only one source or competition is determined inadequate (usually occurs after a competitive process has been used and there are insufficient bidders – fewer than three). A cost analysis is required for all non-competitive procurements. The reason for selecting this method along with the justification for the provider selection must be carefully documented and maintained.

Solicitation: means an Invitation for Bid, Request for Proposal, or any other document, such as a Request for Quotation, issued by a purchasing *agency* for the purpose of soliciting offers to fulfill a contract.

General Policies

All procurement will be conducted in a manner that ensures that the most effective service provider is selected. Procurements will be conducted in a fair and impartial manner and in accordance with all applicable federal and state laws. Generally all procurement activities will be conducted in a confidential manner. All proposals will be due in a timely manner as published, and must be free of any conflict of interest.

Exclusions

The following exclusions will apply to this policy:

- **On-the-Job Training (OJT)**: The competitive provisions of this policy will not apply to OJT employees, except in the procurement of OJT brokering services.

- **Individual Training Accounts (ITA)**: The delivery of classroom training from vendors through an ITA as described in 20 CFR 663.410 is excluded if the cost falls within the guidelines of the small purchase procedures.

General Requirements

At a minimum, procurement will:

- A. Be conducted in a manner that provides full and open competition regardless of method or dollar amount. Where appropriate, cost analysis will be made of lease versus rental or purchase alternatives, and any other appropriate analysis to determine which approach would be the most economical;

- B. Minimize the use of sole source procurement;

- C. Clearly set forth the requirements that bidders or offerors must meet and the factors to be used in evaluating bids or proposals;

- D. Include a clear and accurate written description of the technical requirements for the material, product, or service to be procured, including the method of procurement, selection and basis for the type of contract, criteria for contractor selection or rejection, contractor selection and basis for payment. Competitive procurement will not contain features that unduly restrict or eliminate completion.
- E. Contracts will be awarded to responsible bidders who possess the potential ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The contract award will also include the following provisions:
 - 1. Clearly specify deliverables and basis for payment;
 - 2. Compliance with all applicable regulations;
 - 3. Assurance of non-discrimination and equal opportunity as found in 29 CFR 34.20 is required;
 - 4. Certifications, where applicable, regarding debarment, suspension, lobbying and drug-free workplace;
 - 5. The opportunity to protest the award
- F. Procurement transactions with any other governmental organization will be conducted on a cost reimbursement basis.
- G. To the extent possible, small firms, minority firms, and women-owned businesses will be included in bidder's lists, and will be targeted for mailings and advertised procurement. These firms will be provided the maximum opportunity to compete in all procurement of goods and services.
- H. WIOA funds will not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State or local sources, unless it is demonstrated that additional capacity is needed or that alternative services or facilities would be more effective or more likely to achieve performance goals and mission.
- I. Procurement activities and record-keeping will be subject to State and Federal audits and monitoring. Special audit requirements specify that internal procurement policies and procedures are in place and must be produced when necessary.

Methods of Procurement

For the purpose of this policy, procurement will be made by the following methods:

- Micro Purchases (less than \$10,000)
- Small Purchases (\$10,000-\$200,000)
- Competitive Sealed Bids (Any amount)
- Competitive Negotiation (Any amount)
- Non-Competitive Negotiation (Sole Source) (Any amount)

Contract Pricing

The cost-plus method of contracting will not be used.

Price Analysis: A price analysis will be used in all instances to determine the reasonableness of a proposed contract price, including contract modifications. A price analysis is the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit. It is used when price reasona-

bleness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulations.

Cost Analysis: A cost analysis of the proposed contract or contract modification will be performed when: the offeror is deemed a sub-recipient; individual cost elements have been requested; procurement is made by sole source method; or, no catalog or market price is available. A cost analysis is the process that examines element-by-element, costs and related information presented in the cost and pricing data submitted by offerors. The method and degree of cost analysis is dependent on the facts surrounding the procurement.

Costs or prices will be consistent with reasonable and allowable cost principles. The offeror will certify that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. Contracts or modifications negotiated in reliance on data provided by the offeror may be adjusted if it is discovered data is not accurate, complete, or current.

Profit: The following factors will be considered in determining whether income or profits are excessive:

- B. Complexity of work to be performed
- C. The risk borne by the contractor;
- D. The contractor's investment;
- E. The amount of subcontracting;
- F. The quality of the contractor's record of past performance;
- G. Industry profit rates in the surrounding geographical area;
- H. Market conditions in the surrounding geographic area.

Selection of Training Providers

With the exception of certain types of customized and on-the-job training, only providers, through their training programs being listed on the State Eligible Training Provider List (ETPL), are eligible to receive WIOA funds for training adults and/or dislocated workers. In order to be listed on the ETPL as a vendor, providers must submit an application to the WDB in any local area in which the provider desires to provide training services and fulfill the requirements outlined in State Directive, WSD 21-03, "ETPL Policies and Procedures." Only one provider application is required; however, a separate application is required for each program of training services offered by the provider.

Once the provider is listed on the ETPL, it is eligible to train individuals enrolled in WDB programs without further selection through the procurement process.

Procurement Records

- A. Procurement records will be retained for three years after final payment on a contract and all other matters are closed or five years, whichever is greater. Records will be maintained sufficient to detail the significant history of procurement. These records will include, but are not necessarily limited to, the following:
 - 1. Rationale for the method of procurement (small purchase, request for proposal, etc.)
 - 2. The selection of agreement type (cost reimbursement or fixed price)
 - 3. Awardees (selection or rejections)
 - 4. Determination whether Lease or Purchase is the most cost efficient, economical and practical procurement option

- B. Records of solicitations shall include:
1. Copy of the solicitation package
 2. Copy of the public notification
 3. Bidders' List to which notices were mailed
 4. List of all organizations/entities that received the RFP
 5. Agenda and minutes of a bidders' conference, if held
 6. Written responses to all clarifying questions received outside of the bidders' conference
 7. Copy of each proposal received
 8. Rating and scoring sheets completed in the evaluation process
 9. Determination of demonstrated performance
 10. Documentation of the rationale for selection and funding any offeror that did not receive the highest score/ranking in the evaluation process
 11. Completed Memorandum of Negotiation for each contract
 12. Completed cost or price analysis for each selected bidder
 13. Copy of any submitted protests and the resolution of each

Monitoring

Sub-recipients are monitored a minimum of twice annually. One of the monitoring events is for fiscal compliance. Sub-recipients are identified as contracted agencies that have one or more of the following services:

Subsequent to determining eligibility of applicants,

1. Enrolls participants in the WIOA/Title V program(s)
2. Has performance measured against meeting the objectives of the WIOA/Title V program(s)
3. Is responsible for programmatic decision making
4. Is responsible for compliance with program requirements and needs to use the WIOA/Title V regulations to run its program(s).

Vendors and/or contractors that do not fit all of the above requirements for sub-recipient status are not monitored. "Quasi-subs" may be monitored as deemed necessary by the WDB Executive Director.

Policy Action

It is the policy of the Workforce Development Board that all One-Stop Operators, career services providers, and their sub-recipients shall strictly adhere to this policy. Please distribute this directive to appropriate procurement staff within your organization. This policy will remain in effect from the date of issue until such time that a revision is required.

If you have any questions regarding this Workforce Policy Bulletin, please contact Maureen Nelson at mnelson@ehsd.cccounty.us or 925-671-4542, or Donn Matsuzaki at dmatsuzaki@ehsd.cccounty.us or 925-671-4545.

DATE: August 2, 2020
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **WDBCCC Conflict of Interest Code – Biennial Notice**

RECOMMENDATION

That the Workforce Development Board of Contra Costa County approve and delegate the approval of final recommended changes if any to the WDBCCC Conflict of Interest Code to the Executive Committee for action by October 2022.

A. BACKGROUND

Often referenced at meetings, the WDBCCC has a conflict of interest code in order to ensure the complete and accurate disclosure of information by WDBCCC members as it relates to the work of our board as a public body responsible for overseeing federal workforce development funds under the auspices of the Contra Costa County Board of Supervisors. The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. More specifically, each agency must submit a notice indicating whether an amendment is necessary to the Clerk of the Contra Costa County Board of Supervisors.

As stated in Contra Costa County’s 2022 local agency biennial notice, “The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).”

B. CURRENT SITUATION

While the WDBCCC took action in 2020 to make minor updates to its COIC, with the Executive Committee adopted on September 9, 2020 and the Board of Supervisors approved on October 13, 2020.

C. SCHEDULE

If approved, the 2022 Local Agency Biennial Notice will be forwarded for review to the appropriate code review body (Clerk of the Board), and then forwarded for approval to the Contra Costa Board of Supervisors.

D. ATTACHMENT

A2a 2022 Local Agency Biennial Notice

A2b WDBCCC Conflict of Interest Code (*Executive Committee Adopted on 09.09.2020 and BOS Approved on 10.13.2020*)

2022 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CONFLICT OF INTEREST CODE
OF THE
WORKFORCE DEVELOPMENT BOARD
OF
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg., § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees establishing disclosure categories, shall constitute the conflict of interest code of the Workforce DEVELOPMENT Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction (Gov. Code § 81008).

APPENDIX A

DESIGNATED POSITIONS

| <u>Designated Positions</u> | <u>Disclosure Category</u> |
|---|----------------------------|
| Workforce Development Board Member | 1,2 |
| Executive Director | 1,2 |
| One-Stop Administrator | 1,2 |
| Adult & Dislocated Worker Program Manager – Workforce Services Specialist | 1,2 |
| Youth Program Manager – Workforce Services Specialist | 1,2 |
| Business Services Manager – Workforce Services Specialist | 1,2 |
| | |
| Subsidized Employment Program Manager | 1,2 |
| Business Systems Analyst | 1,2 |
| | |
| Contracts & Fiscal Manager – Administrative Services Assistant III | 1,2 |
| Consultants * | 1,2 |
| * The Chair of the Workforce Development Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection. | |

APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing business within Contra Costa .County, or if the business entity is doing business or planning to do

business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce Development Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce Development Board of Contra Costa County or the County of Contra Costa.



DATE: August 2, 2022
TO: Workforce Development Board
FROM: Tamia Brown, Executive Director
RE: **Approve Collective Partnership Agreements**

RECOMMENDATION

That the Workforce Development Board of Contra Costa approve and authorize the Workforce Board Executive Director, or designee, to execute a collective partnership agreement with the Bay Area High Road Transition Collaborative (BA-HRTC).

A. BACKGROUND

Formed in 2021, Bay Area Good Jobs Partnership for Equity (BAGJPE) aims to align each sub-region's economic and workforce development sector strategy in service of workers and economically vulnerable populations and better coordinate workforce development services and partnerships. Collectively, BAGJPE administers over \$42.1 million in federal Workforce Innovation and Opportunity Act (WIOA) funding and contracts with over 80 community-based organizations to deliver services that are tailored for and deeply embedded in economically vulnerable communities. BAGJPE regularly convenes and holds industry relationships with employers, labor, business associations, and training organizations across the region's main economic sectors.

The Bay Area Good Jobs Partnership for Equity (BAGJPE), an association of ten workforce development boards (WDBs) and three regional workforce planning units across the nine-county Bay Area region, will be the Fiscal Agent for this opportunity, with San Francisco Office of Economic and Workforce Development (SFOEWD) as the Fiscal Lead. BAGJPE—an association with one hundred percent of boundaries overlapping the CERF region—includes Alameda County WDB, WDB of Contra Costa County, NOVAworks, Oakland WDB, Richmond WDB, SFOWED, WDB of Solano County, Sonoma WDB, work2future, and Workforce Alliance of the North Bay (Marin and Sonoma). BAGJPE includes the following entities:

California Workforce Association: The California Workforce Association is a non-profit member association, which represents all 45 of the Workforce Development Boards in the State of California, as well as over 70 other affiliate members from labor, education, industry, Chambers of Commerce, government and community-based organizations.

Alameda County Workforce Development Board: The Alameda County Workforce Development Board (ACWDB) is a 27-member employer-led group that provides administrative, fiscal, and policy oversight of WIOA Title I programs and services.

Workforce Development Board of Contra Costa County: Appointed by the Contra Costa County Board of Supervisors, our 25-member Board brings together leaders from business, economic development, education, labor, community-based organizations, and public agencies to align a

variety of resources and organizations to enhance the competitiveness of the local workforce and support economic vitality in our region.

NOVAworks: NOVAworks is a nonprofit, federally funded employment and training agency that provides customer-focused workforce development services. We work closely with local businesses, educators, and job seekers to ensure that our programs provide opportunities that build the knowledge, skills, and attitudes necessary to address the workforce needs of Silicon Valley. NOVAworks is directed by the NOVAworks Workforce Board, which works on behalf of a consortium of eight jurisdictions, composed of the County of San Mateo, and the Santa Clara County cities of Cupertino, Los Altos, Milpitas, Mountain View, Palo Alto, Santa Clara, and Sunnyvale.

Oakland Workforce Development Board: The Oakland WDB oversees the federally-funded employment and training programs and services in Oakland. These programs and services help job seekers gain employment and connect businesses with a qualified workforce.

Richmond Workforce Development Board: Since its inception, the Richmond Workforce Development Board (WDB) has been actively involved in promoting and overseeing the local workforce system. Through the leadership of its Board and the participation of subcommittee members, we are seeking creative solutions for meeting the current and future needs of both job seekers and employers.

San Francisco Office of Economic and Workforce Development: The Workforce Development Division of the Office of Economic & Workforce Development (OEWD) coordinates the San Francisco Workforce Development System, which is a network of public, private, and nonprofit service providers that serve San Francisco job seekers and employers. We offer San Francisco employers services and assistance to attract, grow and retain a diverse workforce.

Workforce Development Board of Solano County: The Workforce Development Board (WDB) of Solano County is a 501(c)(3) nonprofit organization that provides employment-related services for job seekers and businesses in Solano County. The WDB oversees federally-funded WIOA workforce services on behalf of Solano County. Services include the American Job Center of California System and intensive programs to support the talent development of the county. This work includes planning and policy development, and alignment of workforce services in partnership with businesses to develop an integrated, responsive, and robust workforce system that meets the needs of both businesses and job seekers.

Sonoma Workforce Investment Board: The Sonoma County Workforce Investment Board (WIB) is a group of key stakeholders appointed by the Sonoma County Board of Supervisors to address workforce challenges throughout Sonoma County. The WIB members are leaders in the community who represent business, industry, labor, education, and economic development.

work2future: work2future helps Santa Clara County residents get the skills and coaching they need to find a new job, get a promotion, or start a new career. We partner with employers to help them stay competitive and manage change with supportive and advisory services.

Workforce Alliance of the North Bay: Workforce Alliance of the North Bay leverages regional funding and aligns partners in the North Bay to ensure a skilled workforce today and in the future. Our network of career centers, employment and training initiatives, and programs result in a regional talent pool that drives economic growth for businesses and social mobility for workers and career seekers in the North Bay.

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



DATE: August 2, 2022
TO: Workforce Development Board
FROM: Maureen Nelson, Administrator, AJCC
RE: **Approve Updated Memorandum of Understanding with AJCC Mandated Partners**

RECOMMENDATION

That the Workforce Development Board of Contra Costa approve and authorize the Workforce Board Chair, or designee, to execute a Memorandum of Understanding with all mandated partners of the American Job Center of America (AJCC) pending final changes to the embedded Infrastructure Funding Agreement.

A. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) requires development of Memorandums of Understanding (MOUs) with all required AJCC partners in order to outline how agencies a) will coordinate and collaborate to deliver career services, and b) fairly share the cost of delivering those services. Additionally, the MOU process captures the investment that all partners make in the public workforce system. The MOU is another opportunity for the WDB, AJCC and its partners to reiterate their commitment to equity, inclusion and diversity. All parties agree to review and update the MOU every three years and the contained Infrastructure Funding Agreement (IFA) annually.

B. CURRENT SITUATION

On June 24, 2022, WDB staff convened MOU partners to review and update the MOU. While there is no change to the agreed-upon cost methodology based on full-time space allocations, rent has increased and there are additional infrastructure costs. Currently, the EDD is the only entity that meets the criteria of co-located partner. WDB staff and the EDD Regional Advisor are working with the EDD and to update calculation of shared costs and the resulting Infrastructure Funding Agreement. When figures are finalized, the completed MOU will be sent to partners for signatures.

C. FISCAL IMPACT

The WDB, under the umbrella of the Employment and Human Services Dept. (EHSD), carries the lease and operational obligation of the Concord AJCC. Under the cost sharing methodology agreed upon in this MOU, co-located partners will share in these operating costs resulting in cost savings to the WDB and EHSD.

D. SCHEDULE

The WDB submitted its draft MOU by the State's deadline of June 30, 2022 and was granted an extension until October 31, 2022 for gathering partner signatures. Subsequent to the Chair signing, the MOU will go before the Board of Supervisors for the signature of the Chief Local Elected Official.

D. ATTACHMENTS

A4a [AJCC Partner Memorandum of Understanding](#)

A4b EDD Directive **WSD 18-12 WIOA Memorandums of Understanding**
[Workforce Services Directives \(ca.gov\)](#)

For any questions, please contact Maureen Nelson, Administrator at 925-671-4542 or email at mnelson@ehsd.cccounty.us.

A. BACKGROUND

The Workforce Development Board held a Strategic Planning Session on May 12, 2022, facilitated by Bob Lanter, Executive Director, California Workforce Association. Board members along with staff discussed priority recommendations submitted by the Youth Committee and the Business and Economic Development Committee (BED) to develop a 12-month Action Plan. The PY 2021-2024 Local Plan was used as a guiding document for committee discussions. There were four priorities identified; Incorporate Race, Equity, Diversity and Inclusion Principles; Development of Community Business Resource Center Focusing on Small Minority & Micro-owned Business; Creation and Expansion of Earn and Learn Models; and Serving Vulnerable Populations to build transferrable skills. The Action Plan will guide staff work over the next twelve months and is the framework for the 2-year modification due to the State in March 2023. This will be a working document, staff will continue to identify progress and milestones to ensure program delivery is in alignment with the vision and mission outlined in the PY 2021-2024 Local Plan approved by the County Board of Supervisors.

Contra Costa County Workforce Development Board Action Plan 2022

Substantial progress Some progress

A. Incorporate Race, Equity, Diversity & Inclusion (REDI) Principles in all Business Services

| | | |
|---|--|--------|
| 1 | <p>Student/business speed dating: career exploration within communities</p> <ul style="list-style-type: none"> • Coordinate to schedule event • Secure racially diverse business guest speakers • Promote to students • Orient and prepare both groups on what to expect | NB, PO |
| 2 | <p>Offer REDI workshops for HR for businesses</p> <ul style="list-style-type: none"> • Engage California Employer Association | PO |
| 3 | <p>Regular Partner meetings</p> <ul style="list-style-type: none"> • Weekly meetings with Rubicon and EDD; monthly iBEST meetings • Semi-annual Partner/Provider Convening (last one on 6/24/22) | VC, PO |
| 4 | <p>Host events with CBO's (Local and Regional)</p> <ul style="list-style-type: none"> • Monument Impact, RCF Connects, Contra Costa Employer Advisory Council, iBest Career Fair, EC² (East County Economic Coalition), Untapped Talent #3: Employer Forum, City of Pinole, WINS, H-WIN, WDB Partners Meeting | VC, PO |

| | | |
|---|---|--------|
| 5 | <p>Marketing and relationship building among Business/CBOs/Government</p> <ul style="list-style-type: none"> • Serving as a resource for information, programs, services and talent for businesses, for example: Advising them of tax incentives for hiring from diverse pools of talent. • Supporting minority businesses to ensure they are aware of, and take advantage of, incentives • Promote at Partners Meeting, Pinole Strategic Planning meetings, Contra Costa Economic Partnership (CCEP) | PO, MN |
| 6 | <p>Partner with organizations that are REDI ready – e.g., Fair Chance employers</p> <ul style="list-style-type: none"> • RCF Connects, Rubicon, HealthRIGHT 360, Re-entry Success Center | PO, EO |

**B. Development of Community Business Resources Center
Focusing on Small Minority & Micro-owned Business**

| | | |
|---|---|-------------|
| 1 | <p>Inventory Community Resources</p> <ul style="list-style-type: none"> • Conduct landscape scan of partners (mandated, ancillary, WIN, H-WIN) <ul style="list-style-type: none"> ○ Include 211 Information and Referral service | MN, PO |
| 2 | <p>Work with Contractor Full Capacity Marketing to Plan and Implement</p> <ul style="list-style-type: none"> • Conduct market analysis on small biz; who they are and what they need • Develop and implement brand strategy, communication plan and outreach • Develop business plan for Resource Center (location, staff, funding, navigators) • Develop and implement business owner mentorship: “Pay it Forward” • Identify metrics and Business success stories | PO, FCM, MN |
| 3 | <p>Training + Technical Assistance (TA) on language and culture. For example, ESL, understanding culture, hiring vulnerable populations.</p> <ul style="list-style-type: none"> • Serve on state Immigrant Mobility workgroup (and WIOA committee) to strategize on increasing access to services for immigrants • Highlight programs for minorities, newcomers, English Language Learners in our publications and assets <ul style="list-style-type: none"> ○ Refugee Career Pathways Program by International Rescue Committee (IRC) highlighted on WDB website site in first quarter 2022 | PO, VC |

C. Creation & Expansion of Earn and Learn Models

| | | |
|---|--|--------|
| 1 | <p>Non-traditional Apprenticeships, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Secured DAS grant to develop paramedic apprenticeship for local ambulances ST: Get paramedic apprenticeship registered with DOL / DAS LT: Expand paramedic apprenticeship to include fire depts and hospitals • Submitted H RTP application to expand it ST: Initiate pilot paramedic cohort LT: Evaluate and identify other programs to consider for NTA • Partner in WAF 10 IT Pre-apprenticeship to RA Apprenticeship ST: Development of Outreach materials and Strategies LT: Expansion of model to other industries/occupations | NB, JS |
| 2 | <p>E&L Marketing Plans, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Secured WAF, RERP, DAS & H RTP and other grants to help market current Health Initiative and other efforts, which are 100% E&L ST: Develop video, brochures, flyers social media campaign to market upcoming E&L programs ST: Provide E&L story ideas to newsletters and other media outlets LT: Pursue opportunities to present at conferences and other industry events LT: Conduct resource mapping to identify other E&L opportunities to include in marketing efforts | NB, JS |
| 3 | <p>Paid Internships /Academics, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Expansion of WIOA paid WEX duration • Pairing of short-term occupational skills training with on-the-job experience ST: Enhancement of Career Exploration and Career Assessment LT: Youth have both paid work-experience and occupational skills training aligned with their career goal | NB, JS |
| 4 | <p>Streamline path from pre (PA) to full apprenticeship w/hiring commitment, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Established EMT program w/ automatic hiring commitment w/ local ambulance company – including option to enroll in paramedic apprenticeship ST: Moving forward with secured WAF grant to create program model based on EMT success ST: Replicate and scale above model to other WDBs ST: Partnered with BitWise on IT Pre-Apprenticeship program that also follows | NB, JS |

| | | |
|---|---|----|
| | <p>this goal</p> <p>LT: Review existing external PA programs to identify obstacles & partner with providers to ensure hiring commitments</p> <ul style="list-style-type: none"> • Creation of wrap-around supports for On-Ramp activities <p>ST: Partnered with BitWise on IT Pre-Apprenticeship program that also follows this goal</p> <p>LT: Commit to only supporting PA programs that lead directly into apprenticeship</p> | |
| 5 | <p>Reimagine CCWORKS Bootcamp (office + soft skills) and worksite (internal/external), <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Develop a tiered service model <p>ST: Dialogue with Workforce Services and Staff Development to explore in-house training for CCWORKS clients prior to release to district offices</p> <p>LT: Offer soft-skills and basic system training for CCWORKS prior to release to internal or external employers for improved success rates</p> <p>LT: CCWORKS participants advance to job placement once training complete and barriers addressed</p> <p>LT: Streamline internal permanent hiring process for successful CCWORKS candidates (requires cooperation of County HR and EHSD Personnel)</p> <ul style="list-style-type: none"> • Implemented Summer Youth Employment Program (SYEP) 2022 | LS |

D. Serving Vulnerable Populations to Build Transferrable Skills

| | | |
|---|--|--------|
| 1 | <p>Fund career exploration – readiness – transitional jobs (TJ), <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Implemented Health Ambassador Pilot TJ program <p>ST: Analyze all priority sectors for transitional job program opportunities</p> <p>ST: Set goal of a certain percentage of existing funds for new transitional jobs</p> <p>LT: Have at least one transitional job program in each priority sector</p> <ul style="list-style-type: none"> • Secured additional funds from CA for All to expand TJ programs <p>ST: Identify/pursue new funding opportunities to sustain TJ expansion</p> <p>LT: Build strategic partnerships and identify sources of leveraged funds</p> | NB, JS |
| 2 | <p>Grants for vulnerable populations, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Secured additional NDWG funding, as well as WAF10, DAS, ETP, CA for All grants targeting vulnerable populations | NB, JS |

| | | |
|---|--|--------|
| | <p>ST: Maintain funding opportunities database, prioritizing pursuing opportunities targeting vulnerable populations</p> <p>LT: Add staff in order to increase annual grant submissions 20% annually</p> <ul style="list-style-type: none"> • Submitted additional requests for GJC, H RTP and supplemental ETP funds <p>ST: Submit 5-10 grants applications targeting vulnerable populations per year</p> <p>LT: Develop roster of trusted partners w/ MOU’s of potential leads and subs with varying competencies to make teaming process more efficient</p> <ul style="list-style-type: none"> • Identified Disadvantaged Communities and Low-Income Communities as additional target populations <p>ST: Analyze potential partners to identify strengths, assets, competencies, etc.</p> | |
| 3 | <p>Develop pilot for early wins / alumni program, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Currently organizing successful cohort of EMT students into alumni groups <p>ST: Replicate alumni group model for Health Ambassador, NDWG and others</p> <p>LT: Develop alumni group and mentoring in all programs</p> <ul style="list-style-type: none"> • Enlist support of previous participants to assist with recruitment <p>ST: Develop marketing campaign to publicize success stories</p> <p>LT: Be intentional about transitioning to them leading marketing efforts</p> <p>ST: Develop mentoring program; successful participants mentor new ones</p> <p>LT: Help them achieve presence in communities: online, events, recruiting</p> | NB, JS |
| 4 | <p>Comprehensive wrap-around services under one roof, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • EMT program established new supports such as tutoring, stipends, life coaching, etc for all participants at CCC <p>ST: Use WAF 10 grant to streamline needs-related payments supportive svcs</p> <p>LT: Replicate and scale wrap-around services model to all internal programs</p> <ul style="list-style-type: none"> • Secured WAF 10 grant to add services and convenience <p>ST: Secure H RTP grant and other funds to ensure program model is sustainable</p> <p>LT: Encourage all Providers to either utilize or replicate the model</p> <ul style="list-style-type: none"> • Wrap-around supports for On-Ramp Activities <p>ST: Secure RERP funding</p> <p>LT: Prototype multi-program intake processes</p> | NB, JS |

| | | |
|---|---|---------------|
| 5 | Educate employers to overcome stereotypes + encourage hiring, <i>Short-Term (ST) & Long Term (LT) plans</i> <ul style="list-style-type: none"> • Educate employers about Business Services and incentives and how they can benefit from them | PO, MN |
|---|---|---------------|

In addition to the above efforts, WDB staff have been coordinating with educational institutions to help implement REDI principles into their processes to ensure that all have access to services and training. To support this emphasis, staff and partners attended CauseIMPACTS, a regionally funded professional development class on how to conduct broader outreach to ensure training recruitments are as inclusive as possible. A SWOT analysis was conducted in the first run of the class; participants are currently operationalizing the recommendations. Other ways that WDB staff support their education partners is by serving on program advisory committees and giving input on how to reach deeper into targeted communities.

For more information, contact Maureen Nelson, Administrator, mnelson@ehsd.cccounty.us or (925) 671-4542.