



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

November 1, 2022

3:00 p.m. – 5:00 p.m.

Join to ZOOM Meeting

<https://us06web.zoom.us/j/82276367878?pwd=cW1neEhjR3pwcmp0Nks3b1JMVEJWdz09>

Meeting ID: 822 7636 7878 Password: 834087

Join by Dial In 669-444-9171 or 253 215 8782

- 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 CONSENT AGENDA**
C1 Approve Minutes from August 2, 2022 meeting
C2 Approve WDBCCC Board Committee Meeting Calendar 2023
C3 Approve Board Application
- 3:45 PM ACTION ITEMS**
A1 Approve 2022-2023 Triennial Sunset Review
A2 Approve Regional & Local Plans PY 21-24 Two Year Modification Schedule
A3 Approve WDBCCC Proposed Budget PY 22/23
- 4:20 PM INFORMATIONAL ITEM(S)**
I1 Media Policy
I2 Performance Report
I3 Youth Centers Update
I4 P2E Closeout Report
I5 Adhoc Committee for Proposed WDB Business Resources Center
I6 Rapid Response Report
I7 CEO Agreement Update
- 5:00 PM ADJOURN**

UPCOMING COMMITTEE MEETINGS:

BED Committee Meeting: Wednesday, December 7, 2022

Executive Committee Meeting: Wednesday, December 14, 2022

Youth Committee Meeting: Tuesday, January 10, 2023

Full Board: Tuesday, February 7, 2023

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, August 2, 2022

The Full Board met on Tuesday, August 2, 2022, met via ZOOM meeting. Co-Chair Terry Curley called the meeting to order at 3:05 pm. Co-Chair Terry Curley reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT – Jerry Aranas, Nichol Carranza, Sarah Chodakewitz, Terry Curley, Richard Johnson, Corry Kennedy, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, Kwame Reed, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

MEMBERS ABSENT –Tom Hansen (EX), Leslay Choy (EX), Stephanie Rivera (EX), Joshua Anijar, Timothy Jeffries, Monica Magee, Devonn Powers

WDB STAFF PRESENT – Tamia Brown, Maureen Nelson, Noramah Burch, Verneda Clapp, Donn Matsuzaki, Rochelle Soriano, Jed Silver, LaTosha Stockholm, Charles Brown, Veronica Hernandez, Jennifer Joel

OTHERS IN ATTENDANCE – Kristin Connelly, Lindy Johnson, Lucy Booth, East Bay Leadership Council, Harumi Murata, City of Oakley

PUBLIC COMMENT:

None

EXECUTIVE DIRECTOR'S REPORT

Welcome New Board Members

- Jerry Aranas of Lam Research
- Nicole Carranza of Marathon Petroleum
- Sara Chodakewitz of John Muir Health

Currently we have three vacancies; two seats have been identified for Department of Rehabilitation, Education and Business Seat.

WIOA Reauthorization 2022

Key Changes

- Eligibility definitions
- Youth workforce investment activities
- Funding appropriations
- Summer and year around employment for youth

Equity as a Central Goal

Sector Partnerships – creation of new programs 7B in industry sector partnerships that work with businesses, worker organizations, and training providers to promote quality jobs, workforce diversity and inclusion.

- Over six years the bill instructs industry partnerships
 - Attainment of industry-recognized credentials
 - Address specific workforce issues and needs of groups of workers
 - Individuals who have historically been underserved

STAFFING

JOB FAIR

- Attendees over 400 people! And News Feature
- 22 employers were in attendance

CCWORKS Summer Youth Program

- 25 youth attended orientation and 15 work permits and submitted applications
- Expect HR will be approving them soon and placed internally – 20 slots in District Offices
- Length of internship will be 4-6 weeks, depending on each participants returns to school

AUDIT AND MONITORING REPORTS

- Fiscal Year 2020/2021 Final Monitoring Report – No areas of concern
- Fiscal Year 2019/2020 Final Monitoring Report – Areas of concern were resolved and closed

REGIONAL PLAN IMPLEMENTATION

- Prison to Employment Funding Opportunity

- Alameda County will submit as lead and fiscal agent
- Regional 2-Year Modification Planning/Local Plan
 - Staff working on the Action Plan

FUNDING (Pending Proposals)

- Good Job Challenge 3M – Award notification postponed to September
- Community Economic Resilience Fund Program (CERF) BADGJPE partnership as an action item.
 - Planning grant of 5 million in 18 months
 - BADGJPE is positioned to participate in the planning and submittal of a very competitive application

BUDGET

- WIOA Formula 11% increase
- WIOA Rapid Response and Discretionary 10% increase
- Non-WIOA revenue of 10%
- Overall increase in Revenue is roughly 25%

CHAIR'S REPORT (Yolanda Vega)

A meeting is scheduled to discuss WDB with Marla Stuart, EHSD Director
Continue to reach out small business and youth in our community to give resources.
Welcome newly confirmed board members.

COMMITTEE CHAIR REPORTS

BED Committee (Patience Ofodu)

- Committee met on June 1, 2022 and next meeting is to be determined.
- Presentation on Introducing New Small Business Development Center – Program & Services by Vincent McCoy Director
- Discussion on WDBCCC Board Retreat Debrief

Youth Committee (Michael McGill)

- Committee met on July 12, 2022 and next meeting on September 13, 2022
- Presentation from Civicorps by Brian Hickey, Steven Addison and Judith Verdin
 - Information and impressive
- Discussion on CCC Youth Center Development (MEASURE X)

PRESENTATION ITEM

P1. Meeting the Demand – Health Care Workforce in Contra Costa County

By Kristin Connelly, President & CEO East Bay Leadership

10 Strategic Meetings – With the help of industry and education partners, the Contra Costa Economic Partnership identified opportunities to expand access to specific high demand health care careers in Contra Costa County and identified shared barriers to training and employment in these fields.

6 Target Careers Identified – Community Health Workers, Laboratory Technicians, Respiratory Therapists, Behavioral Health, Specialty Nursing

Health Care & Education Partners – Kaiser Permanente, Sutter Health, Bay Area Health Workforce Partnership, John Muir Health, Diablo Valley College and Contra Costa Health Services

The initial concept for the Ad Hoc Task Force on Equitable Employment in Health Care was to convene a body of health care leaders in Contra Costa committed to expanding income mobility and increasing opportunity in health care careers and to develop recommendations about how to align and support progress in the county consistent with the Workforce Development Board of Contra Costa County's 2021-24 Local Plan.

This work was designed and executed to develop Contra Costa specificity and capacity consistent with the work of the Bay Area Health Workforce Partnership (BAHWP) being led by Bob Redlo which is an effort that the Contra Costa Economic Partnership helped to start through facilitation and communication support in 2015-16. At every turn in this work for Contra Costa, the Contra Costa Economic Partnership has sought to further the five priorities established by the BAHWP's four work groups:

1. Increase the pool of qualified, diverse health workers.
2. Increase the alignment of health care education and training with employer needs.
3. Increase work-based learning opportunities in health care for K-16 and health profession students.

4. Build a data-driven rationale for systems change, infrastructure development, and sustaining healthcare workforce initiatives.
5. Develop and advocate for policy solutions that eliminate barriers to increasing workforce and education capacity, investment, and sustainability.

The Workforce Development Board of Contra Costa County (WDBCCC) is invested in equitable economic growth in our County and is uniquely to facilitate those needed conversations to develop enhanced training and education opportunities for in-demand health care careers.

RECOMMENDATIONS

- Understand and Leverage State Budget Dollars
- Massively Develop the Local Behavioral Health Workforce
- Convene Local Education Partners
- Explore Models for Hospital-Based Education
- Support Connectors

CONSENT AGENDA:

C1 Approve February 1, 2022, Full Board Meeting minutes

Motion\Second Michael McGill\Yolanda Vega

Motion Approved

AYES: Jerry Aranas, Nichol Carranza, Sarah Chodakewitz, Terry Curley, Richard Johnson, Corry Kennedy, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, Kwame Reed, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Joshua Anijar, Leslay Choy, Tom Hansen, Timothy Jeffries, Monica Magee, Stephanie Rivera, Devonn Powers

ABSTAIN: None

ACTION ITEMS:

A1 Approval WDBCCC Policies

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

Motion\Second Kelly Schelin\Michael McGill

Motion Approved

AYES: Jerry Aranas, Nichol Carranza, Sarah Chodakewitz, Terry Curley, Richard Johnson, Corry Kennedy, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, Kwame Reed, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Joshua Anijar, Leslay Choy, Tom Hansen, Timothy Jeffries, Monica Magee, Stephanie Rivera, Devonn Powers

ABSTAIN: None

A2 Approval WDBCCC Conflict of Interest (Biennial Notice)

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.

Motion\Second Terry Curley\Yolanda Vega

Motion Approved

AYES: Jerry Aranas, Nichol Carranza, Sarah Chodakewitz, Terry Curley, Richard Johnson, Corry Kennedy, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, Kwame Reed, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Joshua Anijar, Leslay Choy, Tom Hansen, Timothy Jeffries, Monica Magee, Stephanie Rivera, Devonn Powers

ABSTAIN: Laura Fernandez

A3 Approve Collective Partnership Agreements

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).

Motion\Second Terry Curley\Yolanda Vega

Motion Approved

AYES: Jerry Aranas, Joshua Anijar, Nichol Carranza, Sarah Chodakewitz, Terry Curley, Richard Johnson, Corry Kennedy, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, Kwame Reed, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Leslay Choy, Tom Hansen, Timothy Jeffries, Monica Magee, Stephanie Rivera, Devonn Powers

ABSTAIN: None

A4 Approval Contra Costa County Youth Development Center (Measure X)

Youth Committee is the designated oversight committee

Motion\Second Terry Curley\Michael McGill

Motion Approved

AYES: Jerry Aranas, Nichol Carranza, Sarah Chodakewitz, Terry Curley, Richard Johnson, Corry Kennedy, Douglas Lezameta, Michael McGill, Robert Muller, Kwame Reed, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega

NAYES: None

ABSENT: Leslay Choy, Tom Hansen, Timothy Jeffries, Monica Magee, Stephanie Rivera, Devonn Powers, Steve Older

ABSTAIN: Joshua Anijar, Traci Young

A4 Approval AJCC MOU Mandated Partners

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.

Motion\Second Kelly Schelin\Michael McGill

Motion Approved

AYES: Jerry Aranas, Nichol Carranza, Sarah Chodakewitz, Terry Curley, Richard Johnson, Corry Kennedy, Douglas Lezameta, Michael McGill, Robert Muller, Steve Older, Kwame Reed, Kelly Schelin, Laura Trevino-Fernandez, Yolanda Vega, Traci Young

NAYES: None

ABSENT: Joshua Anijar, Leslay Choy, Tom Hansen, Timothy Jeffries, Monica Magee, Stephanie Rivera, Devonn Powers

ABSTAIN: None

INFORMATIONAL ITEM:

I1. WDBCCC Action Plan 2022

Substantial Progress Some Progress

A. Incorporate Race, Equity, Diversity & Inclusion (REDI)

Principles in all Business Services

- 1. Student/business speed dating: career exploration within communities*
- 2. Offer REDI workshops for HR for businesses*
- 3. Regular Partner meetings*
- 4. Host events with CBO's (Local and Regional)*
- 5. Marketing and relationship building among Business/CBOs/Government*
- 6. Partner with organizations that are REDI ready – e.g., Fair Chance employers*

B. Development of Community Business Resources Center

Focusing on Small Minority & Micro –owned Business

- 1. Inventory Community Resources*
- 2. Work with Contractor Full Capacity Marketing to Plan and Implement*
- 3. Training + Technical Assistance (TA) on language and culture*

C. Creation & Expansion of Earn and Learn Models

- 1. Non-traditional Apprenticeships*
- 2. E&L Marketing Plans*

3. *Paid Internships/Academics*
4. *Streamline path from pre (PA) to full apprenticeship w/hiring commitment*
5. *Reimagine CCWORKS Boot Camp (office + soft skills) and worksite (internal/external)*

D. Serving Vulnerable Populations to Build Transferrable Skills

1. *Fund career exploration – readiness – transitional jobs*
2. *Grants for vulnerable populations*
3. *Develop pilot for early wins/alumni program*
4. *Comprehensive wrap-around services under one roof*
5. *Educate employers to overcome stereotypes + encourage hiring*

THE MEETING ADJOURNED AT 4:46 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

**** SUBJECT TO CHANGE
IF NEEDED****

Workforce Development Board of Contra Costa County

Board Committee Meeting Calendar Year 2023

C2

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
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27	28			

MARCH				
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APRIL				
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MAY				
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JUNE				
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JULY				
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31				

AUGUST				
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SEPTEMBER				
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OCTOBER				
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NOVEMBER				
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DECEMBER				
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Legend:

Full Board
Executive
BED Committee
Youth Committee
Holidays

(1st Tuesday in Feb, May, Aug & Nov. from 3:00 pm to 5:00 pm)

(2nd Wednesday of alternate month of Full Board from 3:00 pm to 5:00 pm)

(1st Wednesday of the month from 3:00 pm to 5:00 pm)

(2nd Tuesday of the month from 12:00 pm to 1:30 pm)

(Legal holidays)

Workforce Development Board of Contra Costa County

Board and Committee Meetings 2023 Schedule			
Full Board 1st Tuesday 3:00pm - 5:00pm	Executive Committee 2nd Wednesday 3:00pm - 5:00pm	Business & Economic Development Committee 1st Wednesday 3:00pm-5:00pm	Youth Committee 2nd Tuesday 12:00pm - 1:30pm
February 7th, 2023	January 11th, 2023	February 1st, 2023	January 10th, 2023
May 2nd, 2023	March 8th, 2023	April 5th, 2023	March 14th, 2023
August 1st, 2023	April 12th, 2023	June 7th, 2023	May 9th, 2023
November 7th, 2023	June 14th, 2023	August 2nd, 2023	July 11th, 2023
	July 12th, 2023	October 4th, 2023	September 12th, 2023
	September 13th, 2023	December 6th, 2023	November 14th, 2023
	October 11th, 2023		
	December 13th, 2023		



Contra Costa County

[Print Form](#)

Please return completed applications to:
Clerk of the Board of Supervisors
1025 Escobar Street, 1st Floor
Martinez, CA 94553
or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Steven	Middle Initial A	Last Name France	
Home Address - Street [REDACTED]	City Martinez	State CA	Postal Code 94553
Primary Phone (best number to reach you) [REDACTED]	Email Address [REDACTED]		
Resident of Supervisorial District (if out of County, please enter N/A): District 5 District Locator Tool			
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? [REDACTED]			
Current Employer Director, Del Valle Education Center	Job Title Director, Del Valle Education Center	Length of Employment 16 years	
How long have you lived or worked in Contra Costa County? 46 years			

Board, Committee, or Commission Workforce Development Board Contra Costa County	Seat Name CCC K-12 Adult Ed Representative
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, how many? [REDACTED]	

EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
California State University, Hayward	Bachelors Degree, English	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
California State University, Hayward	Masters Degree, Educational Leadership	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	CA Teaching Credential English, CLAD, Admin Credential	
Other Trainings Completed:	[REDACTED]	
	Certificate Awarded for Training?	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? ☐ Yes ☒ No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? ☐ Yes ☐ No

Are you a veteran of the U.S. Armed Forces? ☐ Yes ☒ No

Please explain why you would like to serve on this particular board, committee, or commission.

As Director of Acalanes Adult Education and member of the Contra Costa County Adult Education Consortium, my work aligns with the Contra Costa County Workforce Development Board (CCCWDB) to provide "diverse workforce talent" and provide economic mobility economic security for the workers of Contra Costa County. I am an active member of the Contra Costa County Adult Education Network (CCAEN) for K-12 Adult Education Administrators and have been chosen to serve as the K-12 Adult Education Representative from our network. The CCAEN have met and with Vittoria Abbate's retiring position on the CCCWDB, the CCAEN support my rotation to the position.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume).

I am the Director of Acalanes Adult Education and work closely with all Contra Costa County Adult Education agencies and the Contra Costa County Adult Education Consortium to continue providing and developing additional programs to serve the workforce of Contra Costa County.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

List any volunteer and community experience, including any boards on which you have served.

Homeowner's Association Board President; Association of California School Administrators (ACSA) Adult Education Representative; ACSA Co-Administration Representative; ACSA Diablo Valley Charter President; ACSA Region VI Secretary; ACSA Region VI President; California Association of Pupil Personnel Administrators (CAPPA) President; Pupil Services Coalition at the CDE

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:



Date:

9/28/2022

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Steven A. France

<u>Objective:</u>	Appointment to the Contra Costa County Workforce Development Board as the K-12 Adult Education Representative.		
<u>Education:</u>	2013	Point Loma Nazarene University	San Diego, CA
	Child Welfare and Attendance Certificate		
	2003 - 2005	California State University, Hayward	Hayward, CA
	Master of Science in Educational Leadership		
	2003 - 2005	California State University, Hayward	Hayward, CA
	Tier I/II Administrative Credentials		
	1999 - 2000	Chapman University	Concord, CA
	Single Subject Clear Teaching Credential		
	1999 - 2000	Chapman University	Concord, CA
	CLAD Certificate		
	1997 - 1998	California State University, Hayward	Hayward, CA
	Bachelor of Arts in English, with concentration in New Voices in Literature		
	1994 - 1997	Diablo Valley College	Pleasant Hill, CA
	Completed lower division, General Education course-work		
	1990 - 1994	College Park High School	Pleasant Hill, CA
	High School Diploma		
<u>Work Experience:</u>	2015 – Present	Acalanes Union High School District	Walnut Creek, CA
	Director – Del Valle Education Center		
	o Adult Education Administrator		
	o AB 86 Representative		
	o School Attendance Review Board Chairperson		
	o Evaluation of staff		
	o Budget Manager		
	o Technology Director		
	o Student Affairs and Activities		
	o Curriculum Coordinator		
	o Student Discipline		
	o Safety Plan Coordinator		
	o Contra Costa County Keeping Kids in School Committee		

2012 – 2015 Acalanes Union High School District Walnut Creek, CA

Coordinator – Acalanes Center for Independent Study/Student Services

- Evaluation of staff
- Budget Manager
- Technology Director
- California Distinguished School Coordinator
- Student Affairs and Activities
- Curriculum Coordinator
- Student Discipline
- Measure E Committee Member
- Safety Plan Coordinator
- School Attendance Review Board Chairperson

2007 – 2012 Acalanes Union High School District Moraga, CA

Associate Principal

- Evaluation of staff
- Budget Manager
- Technology Director
- California Distinguished School Coordinator
- Student Affairs and Activities
- Curriculum Coordinator
- Student Discipline
- Measure E Committee Member
- Safety Plan Coordinator

2008 Acalanes Union High School District Lafayette, CA

Principal, Summer School at Las Lomas High School

- Evaluation of staff
- Hiring of staff members.
- Student Affairs and Activities.
- Lead Staff Meetings

2005 – 2007 Ygnacio Valley High School Concord, CA

Vice Principal

- Evaluation of staff
- Western Association of Schools and Colleges (WASC) Coordinator
- Facilities Coordinator
- Student Affairs and Activities
- Curriculum Coordinator
- Student Discipline and Counseling

2007-2009 Saint Mary's College Moraga, CA

Faculty Intern for the Master of Arts Teacher Leadership (MATL) Program

- Working with one of the Saint Mary's faculty teams in the planning, delivery, content and process of one of the courses in the MATL Program.
- Serve as a Research Advisor for one candidate in the spring.

2006 – 2007 Contra Costa Economic Partnership Concord, CA
Education Stakeholder for the Contra Costa Contingent/Model Schools Conference

- Working as a team to develop a framework for a countywide public awareness campaign on the global economy and the need for change.
- Articulating Rigor, Relevance, and Relationships within curriculum.
- Presenting the 21st Century pre-requisite skills and education and/or training needed for high school students to access high-wage, high-skill, high-demand jobs in Contra Costa County.
- Preparing high school students for success in the local economy.

2005 Mt. Diablo Unified School District Concord, CA
Principal, Summer Intervention at Ygnacio Valley High School

- Development of Master Schedule.
- Hiring of all staff members.
- Coordination of curriculum for all discipline areas.
- Student Affairs and Activities.
- Lead Staff Meetings

1999 – 2005 College Park High School Pleasant Hill, CA
English Teacher and Student Activities Director

- Teacher of freshman, sophomore, and junior English, and Public Speaking.
- Leadership teacher: plan and organize student activities, including but not limited to dances, rallies, fund-raisers, etc.
- WASC Focus Group Leader, 2004
- Site Council Chairperson, 2003
- Staff Senate President, 2003
- Freshman Transition Program Chair, 1999 – 2000
- Worked on the development of Safety and Fire Evacuation Plan, 2002 – 2005

Professional Organizations:

Association of California School Administrators (ACSA)

- Adult Education Representative Region VI
- Co-Administration Representative Region VI
- Diablo Valley Charter President, 2012 - 2014
- Region VI Secretary, 2011 – 2012
- Region VI President, 2012 – 2013
- Pupil Services Academy Director, 2018 – Present

Association for Supervision and Curriculum Development (ASCD)

California Association of Pupil Personnel Administrators (CAPPA)

- Chairperson, 2016 – 2018

California State University, East Bay (Hayward) Alumni Association

Professional Training:

2012 - 2013	Pupil Services Academy through ACSA
2010	Aspiring Principals Training through ACSA
2008	Master Scheduling Workshop
2006	Model Schools Conference
2005	AB75 Management System for Principal Training



DATE: November 1, 2022
TO: Workforce Development Board of Contra Costa County
FROM: Tamia Brown, Executive Director
RE: **Approve Draft Triennial Sunset Review**

RECOMMENDATION

That the Full Board approve the WDBCCC Triennial Sunset Review report recommended by the Executive Committee for submission to the Clerk of the Board for subsequent approval by the County Board of Supervisors.

BACKGROUND

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the ongoing purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the Advisory Body Handbook. (The Handbook is available on the 'Board of Supervisors' page on the County website).

The review includes:

- An evaluation of the body's level of involvement in County programs relative to the duties and responsibilities defined in the establishing authority
- Action accomplished or complete on issues assigned to the body by the Board of Supervisors
- The justification for continuance
- Citation of the appropriate government codes mandating the body and its activities
- A recommendation from the staff of the body regarding revisions and statement of body's effectiveness
- A recommendation from the Department Head regarding continuance or deletion of body

CURRENT SITUATION

It is time again to submit an updated Triennial Sunset Review to the Clerk of the Board by December 2, 2022.

ATTACHMENTS

2022-2024 Triennial Sunset Review Report of Appointed Boards, Committees & Commissions

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

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase III

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase III of the Triennial Review will cover the years 2019, 2020, and 2021. Please complete all three parts of the attached survey, including [Part I: Questions](#),

[Part II: Materials](#), and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Thursday, December 1, 2022**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
Attn: Lauren Hull, Senior Management Analyst
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

STAFFING & CONTACT INFORMATION

Name of Advisory or Independent Body: Workforce Development Board of Contra Costa County, 4071 Port Chicago Highway, Suite 250 Concord, CA 94595.

Name of Person Completing the Triennial Review Survey: Tamia Brown, Executive Director

Chairperson Name: Yolanda Vega, WDBCCC Board Chair

Main Staff Person Name: Rochelle M. Soriano, WDB Staff

Staff Agency/Department: Employment Human Services Department Workforce Development Board of Contra Costa County

Main Staff Telephone Number: 925-671-4514

Main Staff Email: tbrown1@ehsd.cccounty.us

Website (enter "N/A" if the body does not have a website): www.wdbccc.com

How many staff members provide support for this body? 15 WDB Staff

On average, how many hours per week of staff support does this body utilize? 40 hrs

MEMBERSHIP

1. **How many authorized, voting seats are on the body?** 25 Authorized Voting Seats
2. **How many authorized, voting seats are currently filled?** 23 Filled Authorized Seats
3. **Does the body have a sufficient number of members to achieve its mission?**
☒ Yes
☐ No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

[Click or tap here to enter text.](#)

4. **Does the body have a sufficient composition of members/types of seats to achieve its mission?**
☒ Yes

☐ No

If “No”, please indicate which seats you would modify and why.

[Click or tap here to enter text.](#)

- 5. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?**

☐ Yes

☒ No

If “Yes”, please describe the membership challenges experienced.

[Click or tap here to enter text.](#)

- 6. Are there special qualifications, requirements, or prerequisites for members to serve on the body?**

☒ Yes

☐ No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

Yes. For business members, they must be individuals with optimal policymaking or hiring authority on behalf of the entity he or she represents. They may be executives or employers that provide job opportunities in-demand industry sectors or that provide job opportunities that include high-quality, work-relevant training in such sectors in our area. See bylaws, pp.3-4, for detail on seat categories. Flex seats must be filled by individuals having demonstrated experience or expertise in the field of workforce development, human resources, or training and development – or an individual whom the Local Board recognizes as having made valuable contributions in these areas. Members must either live or work in Contra Costa County.

WDB board membership composition and requirements are guided by WIOA Section 207 and 20 CFR Section 320.679. They are both important and necessary to ensure membership is relevant requirements have not limited recruitment.

MEETINGS

- 1. How many “full body” meetings were scheduled during the last 36 months?**

PROGRAM YEAR 2022-2023

4 – Full Board

8 – Executive Committee

6 – Business Economic & Development Committee

6 – Youth Committee

PROGRAM YEAR 2021-2022

4 – Full Board

8 – Executive Committee

6 – Business Economic & Development Committee

6 – Youth Committee

PROGRAM YEAR 2020-2021

- 4 – Full Board
- 8 – Executive Committee
- 6 - Business Economic & Development Committee
- 9 – Youth Committee

PROGRAM YEAR 2019-2020

- 4 – Full Board
- 7 – Executive Committee
- 7- Business Economic & Development Committee
- 12 – Youth Committee

2. How many “full body” meetings were cancelled during the last 36 months?

PROGRAM YEAR 2022-2023

- 1 – Full Board
- 1 - Executive Committee
- 1 – Business Economic & Development Committee
- 1 - Youth Committee

PROGRAM YEAR 2021-2022

- 1 – Executive Committee

PROGRAM YEAR 2020-2021

- 2 – Executive Committee
- 1 – Business Economic & Development Committee
- 3 - Youth Committee

PROGRAM YEAR 2019-2020

- 2 - Executive Committee
- 1 – Business Economic & Development Committee
- 3 – Youth Committee

3. How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?

PROGRAM YEAR 2022-2023

- 1 – Full Board
- 1 – Executive Committee
- 1 – Business Economic & Development Committee
- 1 – Youth Committee

4. How many subcommittees does the body have and how frequently do they meet?
None

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. How does the body engage stakeholders and the public on issues and programs within the body’s area of responsibility?

Workforce Development Board members serve as ambassadors, engaging businesses and members of the community; Staff to the Board are involved in a myriad of outreach efforts; examples are Workforce Integration Networks, Chamber of Commerce events, focus groups related to strategic planning, grant driven employer engagement forums planned and hosted by ad hoc coalitions Board staff, education partners and community-based organizations. A period for public comment is included on the agenda of every public meeting: such comments are welcomed and encouraged.

2. How are stakeholder and public input incorporated into the body’s mission and objectives?

The WDB solicits advice and input through such mechanisms as a transparent strategic planning process that incorporates stakeholder and public opinion as well as results of studied, environmental scans, and asset mapping projects that garner input from communities who are impacted by the work. Open Community forums with a 30-day public comment period are part of the Regional and Local Planning process. The Local Board has designated Standing Committees (Executive Committee, Youth Committee, and Business Economic Development Committee) which provide information and assistance to the Board in carrying out the activities related to each committee has specified area. To ensure committees do not become too insular and to have the broadest and most relevant representation possible, WIOA requires that non-board members with experience and expertise in the subject be appointed to Standing Committee. At the program operations level, comment cards are available at each of the AJCCs Surveys of job seekers and businesses inform service delivery.

3. What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?

Emails (to individuals and distribution lists), postings on local and regional websites, postings at physical location of meetings ahead of time and word of mouth (via staff, Board Members and partners), articles in newspapers and newsletters and so on have been very successful in raising visibility of our work and of our meetings and events. We are always very pleased with the turnout of our meetings, job fairs, employer forums, strategic planning public input sessions, County service fairs, community resource fairs and special topic focus groups. We have a strong network and use it to get the news out and engage the public.

4. How far in advance of the meeting date does the body post its meeting notice?

Calendar approvals begin in October for the upcoming year. An all year-round meetings calendar is distributed to the board and is posted on the Workforce Development Board website.

5. Where are meeting notices posted? Please note all locations, both physical and electronic.

Directly outside the office of the Workforce Development Board, 4071 Port Chicago Highway, Suite 250 Concord, CA as well as being posted on the WDBCCC website. Postings are made at least 96 hours before the meetings.

6. What information is regularly presented to the body's members to keep them informed of the body's performance?

The WDB Budget is reviewed and revisions are put forth as changes in revenue, expenditures, new contracts, etc. precipitate the need for modifications. Performance measures and Outcomes (inclusive of contract performance) are presented quarterly at Full Board meetings and as various decision-points arise. Core Indicators for the Adult, Dislocated Worker and Youth programs include the percentage of participants in unsubsidized employment after program completion, median earnings, credential or diploma attainment, measureable skills gains and will include an indicator or effectiveness in serving employers. Director's Report routinely contain federal, state and local legislative updates, regional and local workforce system priorities, trends, and accomplishments.

MISSION & PURPOSE

1. Is this body or its activities mandated by state or federal law or regulations?

☒ Yes

☐ No

If "Yes", please provide the citation to the applicable law. [Click or tap here to enter text.](#)

2. What is the original purpose and responsibility of the body, as prescribed in its establishing documents?

Under WIOA (Workforce Innovation and Opportunity Act) Sec.107, the chief elected official appoints members of the local board based on specific membership criteria outlined in the legislation and the regulations. One of the primary focuses of this body is to support system alignment, service integration, and continuous improvement, using data to support evidence-based policymaking. Authorized local workforce boards, in partnership with local elected officials embraces responsibility for planning and overseeing the local workforce system, developing local plans, designating ‘One-Stop’ operators, identifying providers of training services, monitoring system performance against established performance measures, negotiating local performance measures with the State Board and Governor, and helping to develop the labor market information system. The WDBCCC in partnership with the Contra Costa Board of Supervisors has articulated a compelling vision for economic vitality in our county and region. Contra Costa’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.

3. Have there been major changes to the body’s responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?

☐ Yes

☒ No

If “Yes”, please describe these changes.

4. Are the body’s bylaws reflective of the body’s current mission, purpose, and focus?

☒ Yes

☐ No

☐ N/A - body does not currently have bylaws

If “No”, please describe how the body’s current mission, purpose, or focus differ from the existing bylaws.

[Click or tap here to enter text.](#)

5. Do you recommend changes to the body’s mission, purpose, or focus?

☐ Yes

☒ No

If “Yes”, please explain the changes you would suggest and why.

[Click or tap here to enter text.](#)

6. What target population or priority communities are served by the body?

The target populations served by this body include; English Language Learners, Homeless and Housing Insecure, Immigrants, Justice-involved individuals, People with Disabilities, Veterans, Residents of Disadvantaged Communities, Low Income Communities and Households, and Dislocated Workers. The America’s Job Center of California (AJCC) sites provide job seekers access to Basic Career Services, Individualized Career Services, and Training Services for the Local Area. For individualized Services, priority is given to populations who are the most in need or have the greatest barriers to employment; low-income individuals, formerly incarcerated, current and former foster youth, individuals with disabilities, English language learners and low basic skills among others. A full suite of business services is available to support business and industry with emphasis on priority industry sectors; Advanced Manufacturing, Health and Life Sciences, Energy, Information and Communication Technology, and Construction and Transportation & Logistics within the greater East Bay region.

7. List activities, services, programs, and/or special projects the body delivers to achieve its current mission. The WDB through its contracted service provider manages the

Contra Costa Workforce Collaborative (CCWC), operating the full-service America's Job Center of California and delivering tailored and geographically accessible services through affiliates in the collaborative. CCWC lead by Rubicon Programs, in turn, operates eight "access points." This provides 10 locations where job seekers can access resources and apply to the WIOA program: Concord Comprehensive, Martinez Adult Center, Mt. Diablo Adult Center, Lao Family Community Development, San Pablo Economic Development Corp., New Horizons, Opportunity Junction, Rubicon Antioch, Liberty Adult Center and Pittsburg Adult Center. These sub recipients comprise the Contra Costa Workforce Collaboration ("CCWC" or "the Collaborative"). See map of CCWC sites in documents provided to see distribution of sites across the county.

WIOA YOUTH PROGRAM: Through contracted service providers, at risk youth and young adults ages 16-24 are provided with work-based learning opportunities, occupational skills training, remedial education, among the 14 required program elements. The program focuses resources on out-of-school youth with specific barriers to employment, the provision of work-based learning, and the development of career pathways.

CCWORKS PROGRAM assists local businesses with their hiring needs while promoting jobs and job retention for the under or unemployed. Designed to help offset the cost of hiring a training a new employee, CCWORKS provides substantial wage reimbursement to employers who hire eligible job seeker for full or part-time positions. Summer Training & Employment Program for Students (STEPS) CoCo STEPS will provide comprehensive career exploration, work-readiness instruction and paid work-experience for 50 youth with disabilities with a focus on youth who are also systems-involved (current or former foster youth, homeless or justice-involved) Opportunity Youth. Students will be placed with a host-worksites for 100 hours of paid work-experience that matches their skills, abilities and interests.

Californian's For All Youth Workforce Development Grant Through existing partnerships with Contra Costa Health Services, Contra Costa Health Sector Partnership and the John Muir Land Trust Family Harvest Farm, the program will provide meaningful service-oriented work for 80 young people at wages that lead to self-sufficiency and in jobs that connect to multiple career ladders in sustainable farming, food justice and Covid-19 response/community health United States Department of Labor's National Dislocated Worker Grant (NDWG) 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 them 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 WAF 10 / EMT for Equity (E4E) Aims to assist 20 people to be trained and placed in jobs with local ambulance companies as licensed Emergency Medical Technicians (EMTs). E4E will span from June, 2022 through December, 2023. It will also prioritize the recruitment of people of color from underserved communities, foster and out of school youth, people with disabilities, as well as justice-involved individuals. The project will produce a replicable and scalable program design and model for using WIOA and Employment Training Panel (ETP) funds to achieve the following outcomes; Advance equity by improving supportive service delivery system; Create wrap-around & support service model for healthcare training programs; Increase representation of Target Population within the EMT field DAS/ Paramedics for Equity (P4E) The DAS State Apprenticeship Expansion, Equity, and Innovation Grant (SAEEI) program focus is to design, develop, and implement projects that support and accelerate the creation of a Paramedics Apprenticeship Programs for women, veterans, justice-involved, youth, people with disabilities, and communities of color. The grant funds are intended to focus on non-traditional apprenticeships, increase access for target populations, align with federal Workforce Innovation and Opportunity Act (WIOA) programs,

implement co-enrollment strategies, provide supportive services and create onramps to career pathways.

BUDGET

1. Does the body have an annual operating budget?

☒ Yes

☐ No

2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?

☐ Yes

☒ No

If “Yes”, please list the organization.

Click or tap here to enter text.

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

☐ Yes

☒ No

If “Yes”, please provide a description of the challenge or concern.

Click or tap here to enter text.

If “Yes”, please also list who is affected by this challenge or problem.

Click or tap here to enter text.

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

Click or tap here to enter text.

ACCOMPLISHMENTS & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission. *Click or tap here to enter text.*

2. Describe any effects the body has had on the target population or community. *Click or tap here to enter text.*

3. Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body. You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. *Click or tap here to enter text.*

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the last 5 meetings
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC Agendas PY 2021-2022.pdf](#)

- Minutes (or records of action) from the last 5 meetings
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC Minutes PY 2021-2022.pdf](#)

- Bylaws currently in effect
 - ☐ This body does not have bylaws; *or*
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC WIOA Bylaws - CCapprovedFinal6.12.17.pdf](#)

- Annual Reports for years 2019, 2020, and 2021 if available, as submitted to the Board of Supervisors
 - ☐ There are no annual reports for the years 2019-2021; *or*
 - ☒ Attached; *or*
 - ☒ Link: [WDBCCC Annual Report PY 2021-2022.pdf](#)
[WDBCCC Annual Report PY 2020-2021.pdf](#)
[WDBCCC Annual Report PY 2019-2020.pdf](#)

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase III survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: Yolanda Vega

Signature of Chairperson: _____

Date: _____

Name of Board, Committee, or Commission (body) Staff Person: Tamia Brown, Executive Director

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Senior Management Analyst for the Clerk of the Board
Lauren.Hull@cob.cccounty.us
(925) 655-2007

Thank you for your time and cooperation!



DATE: November 1, 2022
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Maureen Nelson, Administrator
RE: **Approval of WIOA WDBCCC Regional and Local Plan PY 21-24 Two Year Modifications Schedules**

RECOMMENDATION

That the WDBCCC approve the plan schedules for the WIOA WDBCCC Regional and Local Plan PY 21-24 Two Year Modifications

Regional Plan Schedule

Time	Activity
Nov 2022 – Dec 2022	Generate Analytical Overview of the Region
January 5, 2023	Full-Day, In-Person Kick-Off Event
Mid-January, 2023	Virtual Stakeholder/ Community Forum
February 3, 2023	Draft Complete
February 3 – 10, 2023	Internal Draft Review
February 10 – 17, 2023	Potential Revisions
February 20, 2023	Draft Plan Released for Public Comment
February 20 – March 20, 2023	Public Comment Period
March 21 – 24, 2023	Compile Local/ Regional Plan Package
Week of March 27, 2023	Plan Presentation (Virtual) to WDBs, Local Area Management and Staff, Regional Partners and Stakeholders
March 31, 2023	Submission

Local Plan Schedule

May 2022	Board Retreat – Board input to local strategic priorities (Action Plan)
June-Oct 2022	Staff provide input and updates to Local Plan via Action Plan
Oct 2022	West County Public Meeting in Richmond
Nov 2, 2022	Presentation of staff updates to Local Plan Full WDBCCC Board

Nov 2022	East County Public Meeting (location TBD)
Early Dec 2022	Central County Public Meeting in Concord
Dec 18, 2022	Draft of Modified Plan completed
Dec 20, 2022-Jan 20, 2023	Plan made public for 30-day comment period
Jan 25, 2023	Public comments appended to Plan by contractor
Feb 7, 2023	Draft Plan Mod provided to Full WDBCCC Board for approval
Mar 31, 2023	Plan submitted to CWDB for review
Jun 15, 2023	State Board approves/conditionally approves local plans
Jul 3, 2023	State Board notifies local boards of any deficiencies
Aug 1, 2023	Final corrected plans due with CLEO signature
Sep 1, 2023	State Board provides final approval of local plans

BACKGROUND

Under WIOA, a biennial update of regional and local plans is required to ensure plans remain current and account for changes in labor market, economic conditions and other factors that might affect the plan, as well as remain in alignment with the updated State Plan developed by the California Workforce Development Board. On June 22, 2022, the Employment Development Department issued a draft directive, WSDD-235, Local and Regional Plans for PY 21-24 Two Year Modifications, to guide this process, including conditions to incorporate the voice of stakeholders. The policy objectives of the State Plan are to create and implement a shared vision of comprehensive system that impacts poverty, promotes income mobility and embeds equity as a cornerstone of service delivery. The Regional and Local plans are due to the CWDB no later than Friday, March 31, 2023. They will need to be out for public comment for 30 days prior to that and will need local elected official and Board of Supervisor approval.

CURRENT SITUATION

The Workforce Development Board of Contra Costa County is the fiscal lead within the designated East Bay Regional Planning Unit (RPU) which includes the four local Workforce Development Boards in the Region: Alameda County, City of Oakland, and the City of Richmond. **Regional Plans** are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who have been historically underserved and marginalized because of race, color, national origin, sexual orientation or gender identity. **Local Plans** are used to articulate how Local Boards will coordinate with local partners to ensure person-centered service-delivery through the America's Job Center of CaliforniaSM (AJCC) system. Both plans will include analysis that takes into account economic impacts due current events such as COVID, natural disasters, and amplified movement for racial justice, among others). These modifications to the WDB 2021-2024 Strategic Workforce Development Plan will help to prioritize and align the WDB's investments in different programs, initiatives, and activities supporting the workforce system in Contra Costa County and the region.

FISCAL IMPACT

The East Bay RPU has received state funds designated to support the modification of the regional strategic planning effort, and each WDB is required to draw on local funds to support the local efforts.

CUSTOMER IMPACT

In addition to any elective modifications, deliverables for regional and local plan modifications will include detail on how the WDBCCC will to align, coordinate, and integrate workforce services to these populations:

- CalFresh Employment and Training Participants
- Child Support Clients
- People with Intellectual and Developmental Disabilities
- English Language Learners
- Individuals with criminal history or justice involved

In committee discussion the Executive Committee approved the local plan schedule at the October 12, 2022 meeting.

ATTACHMENTS

[WSD22-05 – Regional and Local Planning Guidance for PY 21-24 Two-Year Modifications](#)

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



DATE: November 1, 2022
TO: Workforce Development Board of Contra Costa County
FROM: Donn Matsuzaki, Business Systems Analyst
RE: PY 2022-23 WDB PROPOSED BUDGET

RECOMMENDATION

The Executive Committee recommends that the Full Board approve the PY 2022-23 Proposed Budget.

BACKGROUND

The WDB annually 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 discretionary revenues. Staff will bring back a mid-year budget to balance revenues (and specific funding sources) with expenditures, as well as account for changes in our funding sources and/or amounts.

CURRENT SITUATION

Currently, WDB has six discretionary grants for FY 2022-23 totaling approximately \$2.35 million dollars. The grants that we have received or expect to receive are WAF 10, California for All, Department of Apprenticeship Standards, NDWG, STEPS and RERP. There are active applications for the High Roads Training Partnership, Regional Plan Implementation 5.0 and WAF 11.

During the Executive Committee meeting, the position of Deputy Director was brought up and discussed. At this time, EHSD has not approved the position.

FISCAL IMPACT

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

SCHEDULE

Staff continue to work with EHSD Fiscal to balance and monitor expenditures for the budget.

ATTACHMENTS

Exhibit A – Fiscal Year 2022-2023 Funding Sources
Exhibit A1 – Fiscal Year 2021-2022 Funding Sources
Exhibit B – Fiscal Year 2022-2023 Budget

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

A3a

Workforce Development Board

Prior Year 2021-2022 Final Budget

Funding Sources by Program

A	B	C	D	E	F
			PROPOSED 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
			PROPOSED 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
			PROPOSED 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	SUB-Total: EBRPU-P2E	\$ 200,239	\$ -	\$ 200,239
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	\$ 566,422	\$ -	\$ 566,422
			PROPOSED BUDGET		
ALL		GRAND TOTAL: ALL REVENUE SOURCES	\$ 6,180,417	\$ 929,097	\$ 7,109,514
			rounded 7,109,000		

Workforce Development Board

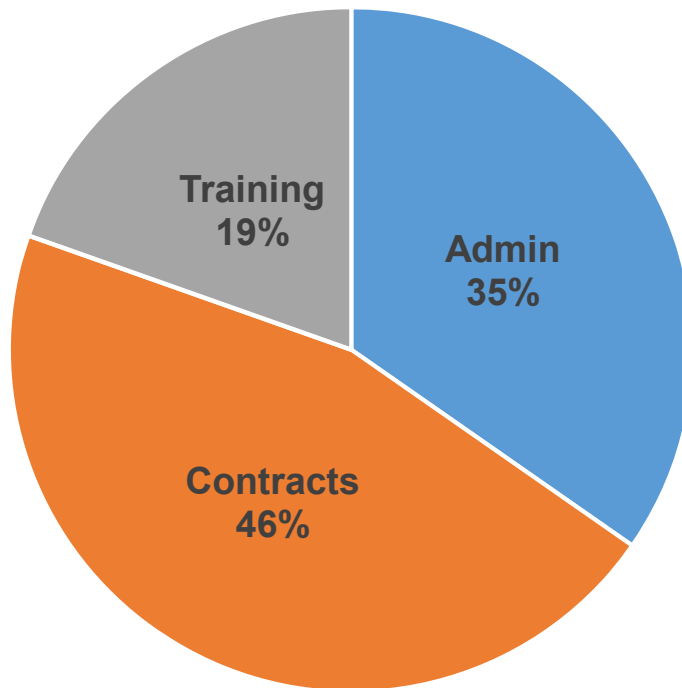
Fiscal Year 2022-2023 Proposed Budget

Funding Sources by Program

	A	B	C	D
		PROPOSED BUDGET		
	WIOA: Adult/Dislocated Worker/Youth Revenues "CORE" Grants (aka Formula Funds)	FY 22/23 Budgeted Revenue (WSIN 21-43)	Prior Year Carry-in (plan/est 20%)	TOTALS
1	WIOA Adult Carry-In Revenue From FY21/22		\$ 193,250	\$ 193,250
2	WIOA Adult New Allocation FY22/23	\$ 1,684,446		\$ 1,684,446
3	WIOA Adult Transferred from DW			\$ -
4	SUB-Total: WIOA Adult Allocation 201/202	\$ 1,684,446	\$ 193,250	\$ 1,877,696
5	WIOA Dislocated Worker Carry-In Revenue from FY21/22		\$ 49,717	\$ 49,717
6	WIOA Dislocated Worker New Allocation FY22/23	\$ 2,085,982		\$ 2,085,982
7	WIOA DW Transferred To Adult			\$ -
8	SUB-Total: WIOA Dislocated Worker Allocation 501/502	\$ 2,085,982	\$ 49,717	\$ 2,135,699
9	WIOA Youth Carry-In Revenue from FY21/22		\$ 430,985	\$ 430,985
10	WIOA Youth New Allocation FY22/23	\$ 1,758,156		\$ 1,758,156
11	SUB-Total: WIOA Youth Allocation 301/302	\$ 1,758,156	\$ 430,985	\$ 2,189,141
12	TOTAL: WIOA FORMULA - ADULT/DW/YOUTH	\$ 5,528,584	\$ 673,952	\$ 6,202,536
13		PROPOSED BUDGET		
14	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
15	WIOA Rapid Response Layoff Aversion Carry-In from FY21/22	\$ -	\$ 8,500	\$ 8,500
16	WIOA Rapid Response Layoff Aversion New Allocation FY22/23	\$ 30,092		\$ 30,092
17	WIOA Rapid Response Formula Carry-In from FY21/22	\$ -	\$ 2,000	\$ 2,000
18	WIOA Rapid Response Formula New Allocation FY22/23	\$ 100,057		\$ 100,057
19	Budget Balance Adjustment			\$ -
20	SUB-Total: WIOA Rapid Response 292/293/540/541	\$ 130,149	\$ 10,500	\$ 140,649
21	Regional Plan Implementation Carry-In from 4.0 FY 21/22	\$ 179,000		\$ 179,000
22	Regional Equity & Recovery Partnership (RERP) FY 22-23	\$ 353,560		\$ 353,560
23	Workforce Accelerator Fund 10 FY 22/23	\$ 125,000		\$ 125,000
24	SUB-Total: WIOA 15% Governor's Discretionary 1169/1218/1173/1174	\$ 657,560	\$ -	\$ 657,560
25	COVID-19 Employment Recovery NDWG Carry-In from FY19/20 (AA-01)	\$ 314,587		\$ 314,587
26	SUB-Total: WIOA COVID Gov Allocation 1194	\$ 314,587	\$ -	\$ 314,587
27	TOTAL: WIOA RAPID RESP./15% GOV. DISCRETIONARY/COVID - RR/RPI/WAF/COVID	\$ 1,102,297	\$ 10,500	\$ 1,112,797
28				
29	GRAND TOTAL: ALL WIOA ALLOCATIONS	\$ 6,630,881	\$ 684,452	\$ 7,315,333
30		PROPOSED BUDGET		
31	NON-WIOA: RENT/AB109/EBRPU Revenues	FY 21/22 Budgeted Revenue	Prior Year Carry-in	TOTALS
32	4071 Port Chicago Rev Rent from EDD	\$ 157,448		\$ 157,448
	SUB-Total: RENT (Port Chicago-EDD)	\$ 157,448	\$ -	\$ 157,448
33	AB109 Allocation	\$ 185,838		\$ 185,838
34	SUB-Total: AB109 Allocation	\$ 185,838	\$ -	\$ 185,838
35	California for All FY22/23	\$ 1,211,728		\$ 1,211,728
36	Summer Training \$ Employment Program for Students Grant FY 22/23	\$ 250,000		\$ 250,000
37	Department of Apprenticeship Standards FY22/23	\$ 98,000		\$ 98,000
38	SUB-Total: Other Grants	\$ 1,559,728	\$ -	\$ 1,559,728
39	Contra Costa General Fund (NCC)	\$ 14,111		\$ 14,111
40	SUB-Total: CCC General Fund	\$ 14,111	\$ -	\$ 14,111
41	TOTAL: NON-WIOA - RENT/AB109/EBRPU	\$ 1,917,125	\$ -	\$ 1,917,125
42				
43		PROPOSED BUDGET		
44	GRAND TOTAL: ALL REVENUE SOURCES	\$ 8,548,006	\$ 684,452	\$ 9,232,458

ALL Revenue Sources (without General Fund NCC) \$ 9,218,347

**Workforce Development Board
Fiscal Year 2022-2023
Proposed Budget**



Category	Budget	% of Budget
Administration/Overhead	\$3,301,536	34.68%
Provider Contracts	\$4,052,466	45.73%
Training and Training Related Contracts	\$1,864,345	19.59%

WORKFORCE POLICY BULLETIN #11-22

DATE: November 1, 2022

TO: Contracted Service Providers

FROM: Tamia Brown, Executive Director
Workforce Development Board

SUBJECT: MEDIA POLICY

PURPOSE:

To ensure consistent handling of general media requests, to ensure responsible use of social media, and to ensure a consistent message about the America's Job Centers of California (AJCC), youth programs and all WDB service delivery and programs.

EFFECTIVE DATE: November 1, 2022

ACTION REQUIRED: Within 15 days of the receipt of this policy it is the recipient's (e.g., vendors, partners) responsibility to ensure all staff are informed of the policy and to create an internal process to ensure accountability.

POLICY:

1. Media Queries.

Any inquiries from the media should be handled by the WDB Director or designated staff or consultant responsible for media inquiries or WDB Chair, in that order. All media inquiries received should be forwarded to the above contacts. Responses to the media should be that the appropriate individual from the WDB will get back to the individual making the inquiry within 1 business day.

Activities should be discussed in a concise, factual and balanced fashion. Our collective message around the WDBs services through the AJCC, Partner Affiliate sites, and other services is a simple one:

The Workforce Development Board of Contra Costa County is committed to helping businesses in the region meet their talent needs and getting people back to work. Our services, through the AJCC and our workforce partnerships, are designed to ensure that customers receive efficient and effective workforce related services of high quality in a seamless manner.

Tracking inquiries. Each staff will E-mail the WDB Director, or designee, to let them know that a media outlet has contacted them. Report to the WDB Director the name of the media outlet, the individual who was spoken to, contact information, and the nature of the inquiry.

2. Press Releases.

Upon any issuance of a press release about any organization (i.e., a partner organization or the WIOA program provider) and its involvement with any WDBCC funded provider, a copy must be sent to the appropriate WIOA vendor's Program Manager with a copy to the WDB Director. The WDB is committed to co-branding the programs, thus the fact that the program is supported by the WDBCCC must be included.

3. Fact Sheets.

There is a fact sheet that describes the center. Use it in all interactions with the media. Do **not** create your own fact sheet.

4. Social Media.

Guidelines for functioning in an electronic world are the same as the values, ethics and confidentiality policies any employees and contractor staff are expected to live every day, whether Tweeting, talking with customers or chatting with a neighbor. Remember, your responsibility to the WDBCCC does not end when you are off the clock. For that reason, this policy applies to both company sponsored social media and personal use as it relates to the WDBCCC.

If you work for a company contracted by the WDBCCC, their social media policy may supersede this policy if it is more restrictive, not less.

What You Should Do:

- **Disclose your affiliation:** If you talk about work related matters that are within your area of job responsibility you must disclose your affiliation with the WDB.
- **State that it is YOUR opinion:** When commenting on the business. Unless authorized to speak on behalf of the contractor or WDBCCC, you must state that the views expressed are your own.
- **Act responsibly and ethically:** When participating in online communities, do not misrepresent yourself or the WDBCCC.
- **Honor our differences:** The WDBCCC will not tolerate discrimination (including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status or any other legally recognized protected basis under federal, state, or local laws, regulations or ordinances).
- **Be aware of inadvertent disclosures or the perception of disclosures:** For example, consider that "friending" a customer may publicly identify that person as one of your clients.

What You Should Never Disclose:

- **The Numbers:** Non-public financial or operational information. This includes strategies, forecasts and most anything with a dollar-figure attached to it. If it is not already public information, it is not your job to make it so.
- **Internal Communication:** Regarding solicitations until announced.
- **Confidential Customer Information:** Never share personal information about any customer – either business or jobseeker. Do not publish, post, or release information that is considered confidential.
- **Legal Information:** Anything to do with a legal issue, legal case, or attorneys.
- **Anything that belongs to someone else:** Let them post their own stuff; you stick to posting your own creations. This includes illegal music sharing, copyrighted publications, etc.

Basically, if you find yourself wondering if you can talk about something you learned at work -- don't. Remember to protect the brand and protect yourself.

REFERENCES: None.

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

WDBCCC PERFORMANCE REPORTS
ADULTS, DISLOCATED WORKERS AND YOUTH
 PY July 1, 2021 - June 30, 2022 Annual Report

I2

	In-School & Out-of-School Youth			WIOA Adults			Dislocated Workers		
Performance Attainments									
SUMMARY INFORMATION	Current Total			Current Total			Current Total		
Total Exiters	83			309			219		
Total Participants Served	165	100%		565	100%		202	100%	
BARRIERS TO EMPLOYMENT (Priority Populations)	Current Total	% of Total Served		Current Total	% of Total Served		Current Total	% of Total Served	
Eligible Veterans	0	0%		7	1%		2	1%	
Individuals with Disabilities	23	14%		35	6%		6	3%	
Low-income individuals	164	99%		294	52%		88	44%	
Justice Involved	25	15%		76	13%		34	17%	
Homeless individuals or runaway youth	35	21%		66	12%		6	3%	
Current or former foster care youth	55	33%		0	0%		0	0%	
English language learners, individuals with low levels of literacy or facing substantial cultural barriers	10	6%		87	15%		16	8%	
Single parents (Including single pregnant women)	8	5%		44	8%		13	6%	
Long-term unemployed (27 or more consecutive months)	78	47%		170	30%		71	35%	
CORE INDICATORS OF PERFORMANCE	Total Current Period	PY 20/21 Goals	% of Goals	Total Current Period	PY 20/21 Goals	% of Goals	Total Current Period	PY 20/21 Goals	% of Goals
Placement rate 2nd Quarter Post Exit	71%	71%	100%	63.20%	72%	88%	65%	71%	92%
Placement Rate 4th Quarter Post Exit	77%	71%	108%	63.30%	71%	89%	68.70%	71%	97%
Median Earnings 2nd Quarter Post Exit	\$4,356.00	\$ 3,490	125%	\$9,049.45	\$6,400	141%	\$9,555.23	\$8,070	118%
Credential Rate	46.20%	60%	77%	36.90%	56.4%	65%	66%	56.4%	116%
Measurable Skills Gain	54.80%	56.4%	97%	58.60%	50%	117%	60.20%	50%	120%



DATE: October 2022
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: LaTosha Stockholm, Workforce Services Specialist, CCWORKS Program Manager
RE: **Youth Centers Update**

BACKGROUND

WDB released the RFI for the Measure X Youth Centers effective August 5, 2022. Details may be found on our website at [Workforce Development Board of Contra Costa County | Building Futures \(wdbccc.com\)](https://wdbccc.com), under the new “Youth Centers” tab.

The RFI is to procure an entity or consultant to facilitate community and stakeholder engagement related to the creation of the Youth Centers, per Measure X goal number four (4), intergenerational thriving. This is the first phase of the Youth Centers project.

Once selected, the contractor will lead the efforts in community engagement to explore:

- Priorities and service needs of youth in East and Central Contra Costa County
- The population to be served, including demographics and age ranges
- Which programs and services will be provided
- Best models to address behavioral, academic and mental health of youth
- Levels of staffing needed
- Models for oversight
- Examples of current, similarly situated County Youth Centers
- Potential Youth Center sites

Please note that this contractor will *not* be the individual or entity who *actually operates* the Youth Centers. Instead, based upon the findings during this process, the contractor, in collaboration with the Workforce Development Board, will *then* develop the RFP to select an organization to develop, administer and operate the East Contra Costa County Youth Center, and/or the Central Contra Costa County Youth Center.

- The vision of the Youth Centers is to promote intergenerational thriving, through representation of diversity, and advancement of equity and inclusion, as well as to support youth with accessibility to a variety of valuable community resources in effort to boost our youth’s ability to thrive.

The Youth Centers have the opportunity to have great positive impact to our communities, and to our county. For this reason, we plan to strategize with a results based accountability model, which will

focus on measureable goals and performance outcomes for the center. Focus will be on ensuring that youth have a voice in the development, design and services of the Youth Centers.

The deadline for submissions to the RFI was September 20, 2022. Two submissions have been received. The Reader/Rater evaluation process began on October 18, 2022, and is expected to conclude on October 27, 2022.

The WDBCCC has appointed its Youth Committee as oversight of the RFI and RFP processes. The selection recommendation is slated to be presented to the WDBCCC Youth Committee on November 8, 2022 for their approval. Staff anticipate contract start date January 2023.

For any questions, please contact LaTosha Stockholm, Workforce Services Specialist CCWORKS Program Manager at 925-671-4541 or email at lstockholm@ehsd.cccounty.us



DATE: July 2022
TO: Workforce Development Board of Contra Costa County
FROM: Verneda Clapp, Adult/Dislocated Worker Program Manager
RE: **Close Out Report on Prison to Employment Grant Initiative**

BACKGROUND AND OVERVIEW

The Prison to Employment (P2E) Initiative provided resources for direct services, supportive services and earn and learn opportunities to formerly incarcerated and justice-involved individuals who lack support in obtaining a road to self-sufficiency. In July 2018, legislature approved general funding for the P2E initiative to serve the formerly incarcerated and other justice-involved individuals to help to sustain a level of self-sufficiency. There were **two grants** in the P2E initiative- **(1)** The Regional Implementation and Direct Services Grant (DSG), used to fund the implementation of regional workforce corrections plans and to provide direct services and **(2)** The Regional Supportive Services Earn and Learn Grant (SSEL), to provide supportive services and “earn and learn” opportunities to help overcome unemployment, poverty and homelessness. The grant terms was July 2019 through March 2022 and the funding was allocated through regional planning units (RPUs) across California with services delivered through America’s Job Centers of California (AJCCs), Community Base Organizations (CBOs) and partner agencies with the intent to bridge the identified service gaps that the justice involved encounter.

The East Bay Regional Planning Unit (EBRPU) encompasses a large geographic and demographic segment of the San Francisco Bay Area that includes the local workforce development boards (WDBs) of Alameda County, Contra Costa County, City of Oakland and City of Richmond. Alameda County was awarded the regional funding for the Prison to Employment (P2E) grant and each of the local boards in the EBRPU was given funding to implement strategies to better serve our justice involved population achieve self-sufficiency. Across the region, there is a disproportionate share of justice-involved population in the minority communities that are lacking strategic goals to obtain self-sufficiency. African Americans represent about 40%, followed by Latin-X at 23% who experience higher rates of unemployment, poverty and homelessness. Based on this and a variety of qualitative data collection, the EBRPU had identified strategies, (1) paid training and work experience to sustain, strengthen and scale existing innovations and best practices; (2) fill service gaps in the existing justice involved individual service landscape with wrap-around and supportive services; and (3) increased coordination and collaboration amongst regional partners such as Parole and Probation, community-based organizations (CBOs), reentry employers and WDB partners, as strategies that were lacking and had significant regional service gaps in reentry workforce development. These identified gaps became the priority for the submitted Prison to Employment (P2E) grant application and service delivery, to devote time, effort and energy to bridging these gaps in services that justice-involved individuals encounter and have to deal with continuously.

Partners involved were CBO, Rubicon Programs; Parole and Community Team (PACT); Community Corrections Partnership (CCP) and the Contra Costa Probation Department. Rubicon Programs and the other partners had developed and implemented a P2E service delivery strategy that provided justice-involved and formerly incarcerated individuals a broad array of coordinated services to help participants achieve stability and self-sufficiency. Services included but were not limited to general services such as to work cooperatively with WDBCCC on the implementation and coordination of the P2E program in Contra Costa County; ensure proper use of funds for expenses that are allowable, justifiable, thoroughly documented, traced and reported to WDBCCC. Also specific service elements included but not limited to eligibility and enrollment into the program, individualized career services, training services and a full array of wrap around support services.

PERFORMANCE OUTCOMES

Prison to Employment Initiative	GOALS	Supportive Services Earn and Learn (SSEL) Actual	DIRECT SERVICE GRANT (DS) Actual	% of goal met
Participants Enrolled	43	50	32	>100%
Training enrolled	33	2	8	30%

All DSG participants were co-enrolled in SSEL which allowed all of the participants to receive some supportive service which included but wasn't limited to assistance with transportation, utility assistance, clothing assistance and bare essentials.

There were 27 participants co-enrolled in WIOA to continue with assistance beyond the grant end date of March 31, 2022 and 2 participants were connected with public benefits (housing assistance and CalWORKS).

FUNDING

EBRPU P2E - Alameda County Lead agency, WDBCCC partner allocation \$467,225 - 22.5%

For any questions, please contact Verneda Clapp, Workforce Services Specialist CCWORKS Program Manager at 925-671-4533 or email at yclapp@ehsd.cccounty.us

DATE: November 1, 2022
TO: Workforce Development Board of Contra Costa County
FROM: Patience Ofodu, Business Services Manager
RE: **Adhoc Committee for Proposed WDBCCC Business Resources Center**

BACKGROUND

The WDBCCC will pursue economic growth by supporting local businesses, employers, and community-based organizations to help them thrive and grow through these activities:

- A. Create community resource centers that support all businesses with an emphasis on minority-owned and micro businesses to gain greater access to appropriate resources;
- B. Proactively work with all partners (including EDD, CBOs, etc.) to respond to the needs of the community accordingly and appropriately;
- C. Encourage diversity, equity, and inclusion in all outreach and resource sharing with local businesses and organizations;
- D. Invest in analyzing and identifying the skill needs (occupations) of high-demand industries and optimize investments in these skills and occupations, and Develop and expand relationships to leverage knowledge and resources

COMMITTEE DECISION

- 1. Approved Adhoc Committee for Proposed WDB Business Resources Center
- 2. Approved the Adhoc Committee for Proposed WDB Business Resources Center to include non WDBCCC members

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

DATE: November 1, 2022
TO: Workforce Development Board of Contra Costa County
FROM: Tamia Brown, Executive Director
RE: **Rapid Response Report**

BACKGROUND

On October 11th, the Workforce Development Board of Contra Costa County (WDBCCC) received the Hello Fresh WARN notice dated October 10, 2022. The notice regarding the layoff of 611 impacted workers has been documented in the rapid response 121 reports and filed. The last day for the staff onsite is October 26, but they will be paid through December 9, 2022, after which they can apply for unemployment if not employed. Hello Fresh is in Richmond, the Local Area of the Richmond Workforce Development Board (RWDB). WDBCCC Local Area is the county excluding the City of Richmond.

On October 13th, WDBCCC Rapid Response staff contacted the RWDB to provide support for the critical rapid response necessary.

CURRENT SITUATION

Rapid Response partners scheduled four in-person orientations for Hello Fresh at their headquarters in Richmond. Rapid Response Partners include WDBCCC, Employment Development Department (EDD) Unemployment Insurance, Rubicon Programs, and Covered California.

The orientations were held the following dates and times; a total of 247 workers attended:

Thursday, October 20, 2022, 12:00 to 1:30pm – 101 impacted workers attended
Friday, October 21, 2022, 12:00 to 1:30pm – 89 impacted workers attended
Monday, October 24, 2022, 12:00 to 1:30pm – 27 impacted workers attended
Tuesday, October 25, 2022, 3:00 to 4:30 pm – 30 impacted workers attended

Orientations had bilingual Spanish-speaking staff, representing a significant number of affected employees.

On October 24, 2022, Hello Fresh hosted an internal employee job fair at their facility in Richmond; sixteen employers participated in the event.

On Oct 26, 2022, a virtual Manufacturing Job Fair is being hosted by [AMBayArea](#). Staff is working with RWDB to coordinate a career fair within the next few weeks. The actual date will be determined soon.

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