

Our Vision:

Contra Costa County's Workforce Development Board supports a network that creates and promotes dynamic education systems, high-performing businesses, and a prosperous local economy with an abundance of high-quality jobs and skilled workers to fill them.

Executive Committee Meeting

Agenda

January 11, 2023

3:00 p.m. – 4:30 p.m.

ZOOM Meeting

Meeting ID: 827 3212 4875

Passcode: 800833

<https://us06web.zoom.us/j/82732124875?pwd=RIRUeENnL1ZMd29EdHRGZkVrc0hmUT09>

Join in Dial-In

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**3:00 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT**

**3:05 PM DIRECTORS REPORT
CHAIR REPORT
COMMITTEE CHAIR REPORTS**

**3:25 PM CONSENT AGENDA
C1 Approve minutes from October 12, 2022 Meeting**

**3:30 PM ACTION ITEM
A1 Approve Board Application
A2 Approve Draft CEO Agreement**

4:30 PM ADJOURN

Upcoming Committee Meetings:

BED Committee is on Wednesday, February 1, 2023

FULL BOARD Meeting is on Tuesday, February 7, 2023

EXECUTIVE Committee Meeting is on Wednesday, March 8, 2023

YOUTH Committee Meeting is on Tuesday, March 14, 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 Board at 925.671.45

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

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



EXECUTIVE COMMITTEE MINUTES

Wednesday, October 12, 2022

The Executive Committee met on Wednesday, October 12, 2022 via a ZOOM meeting. Vice Chair Terry Curley called the meeting to order at 3:02 pm, and reminded everyone of potential conflict of interest.

ATTENDANCE

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

MEMBERS ABSENT: Kwame Reed (Excused), Stephanie Rivera (Excused)

OTHERS PRESENT: Traci Young (Board Member), Timothy Jeffries (Board Member), Harumi Murata (City of Oakley)

WDB STAFF PRESENT: Tamia Brown, Maureen Nelson, Patience Ofodu, Verneda Clapp, Patricia Conley

PUBLIC COMMENT

None

DIRECTOR'S REPORT

- Two of the three open Board seats are being filled, leaving a Business seat open.
- Business & Economic Development (BED) committee approved forming an adhoc committee for the Business Resource Center. If interested to serve on it, email Patricia Conley pconley@ehsd.cccounty.us, who is your point of contact while Rochelle is out on extended leave.
- A mid-year budget review will be presented at the November full Board meeting, which will include additional funding and staffing plan, which may include a Deputy Director position and a few others contingent upon county approval.
- Current unemployment rates: California State at 4.1%, Contra Costa 3.3%, Alameda 3.1%, Solano 4.2%, San Francisco 2.3%, Santa Clara 2.3%.
- Antioch Hiring event: coordinated with Urban League; had over 30 employers, 10 resource providers, 278 jobseekers. Chevron sponsored box lunches for everyone who attended.
- Monument Impact Job Fairs: Workforce Development Board of Contra Costa County (WDBCCC) supported them, held in central and east counties, about 40 employers.
- Fiscal and procurement monitoring scheduled for January 2023.
- Two-year modification for WDBCCC local plan and regional plan. Reviewing quotes for grant writers and searching for a new facilitator to consider for WDBCCC regional plan. Staff expect to be able to meet the deadlines for local plan. Approval for modifications will be sometime January – February.
- Measure X: Request for Interest (RFI) proposals closed, and are in the review/rating phase, to be followed by approval from the Youth Committee.
- Funding: \$1,000,000 H RTP (High Road Training Partnerships) grant, healthcare initiatives and occupations, is pending, waiting on contracting process with the State.
 - Community Economic Resilience Fund (CERF) Program still in planning, this is regional work for multiple jurisdictions in partnership with Bay Area Good Jobs Partnership for Equity, the group that originally formed for the Good Jobs Challenge grant.
 - Working on proposal for Workforce Accelerator Fund 11.0. Looking at Coastal Careers grant, shipping and maritime careers, proposal due by end of month.

Comments & Questions:

- Joshua with Central Labor Council of Contra Costa County is available to help with the shipping and maritime careers.
- Collaborate with Los Medanos College e-tech (electricians) or p-tech (operators) programs, good place to look for apprentices.
- Notify Board members of our events so they may attend, to make a presence if their schedules allow.
- For Coastal Careers, may contact Long Beach that has programs, to see what they have.
- Some Economic & Development managers have expressed interest in participating in the Business Resource Center.
- The Director of Employment and Human Services Department (EHSD) is available through our Executive Director.

COMMITTEE CHAIR REPORTS

- **Business Services Program Manager** reported BED Committee met on October 5th.
 - Full Capacity Marketing facilitated Business Resources Center discussion.
 - Highlights reported of the 9/28/22 East Contra Costa Hiring & Resources Fair. Several Board members supported and attended it.
- **Youth Committee Chair** reported Youth Committee met on September 13th.
 - Presentation was by Pilot City, how they pivoted during the pandemic, and testimonials were shared by a couple of their graduates.
 - WIOA (Workforce Innovation Opportunity Act) 2021-22 Youth Performance summary was approved.
 - Information about Measure X and the Youth Centers was distributed.
 - Revenue contract from CA volunteers executed and youth apprentices will receive wage increases.
 - Health Ambassador Project will start recruiting for youth positions soon.
 - Executive Director, Youth Program Manager and Youth Committee Co-Chair, will be attending the NAWDP (National Association of Workforce Development Professionals) Youth Symposium, which will be focusing on Youth Centers and their implementation.

CONSENT AGENDA

C1 Approve July 13, 2022 Executive Committee Meeting Minutes

C2 Approve WDBCCC Board Committee Meeting Calendar 2023

Motion/Second Michael McGill/Thomas Hansen

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Terry Curley, Thomas Hansen

NAYS: None

ABSENT: Kwame Reed, Stephanie Rivera

ABSTAIN: None

ACTION ITEMS

A1 Approve 2022-2023 Triennial Sunset Review – DRAFT

Executive Director explained this report is required every three years for the Board of Supervisors. Updated activities, services, and programs that have been added or changed. There may be some additions by the end of the program year. Clarification will be provided about page missing after 10 of 11.

Motion/Second Michael McGill/Yolanda Vega

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Terry Curley, Thomas Hansen

NAYS: None

ABSENT: Kwame Reed, Stephanie Rivera

ABSTAIN: None

A2 Approve Board Application

Applicant recommended from the Adult Education Consortium. This seat rotates among the Consortium members. The Executive Committee recommends Steven A. France fill the Education and Training Seat #1 appointment to the Workforce Development Board of Contra Costa County (WDBCCC).

Motion/Second **Thomas Hansen/Joshua Anijar**

Motion **Approved**

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Terry Curley, Thomas Hansen

NAYS: None

ABSENT: Kwame Reed, Stephanie Rivera

ABSTAIN: None

A3 Approve Local Plan PY 21-24 Two Year Modifications Calendar

Board provided input for Local Plan at May Retreat. Staff have been updating it and will present updates at November 2nd Full Board meeting. Steve Shultz with Glen Price group will put together a draft by December. Thirty-day comment period will start in December and end in late January. It will be presented at the February Full Board meeting. If not ready then, it may be presented at the March Executive Committee meeting. The plan is due March 31, 2023 to the State.

Motion/Second **Michael McGill/Thomas Hansen**

Motion **Approved**

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Terry Curley, Thomas Hansen

NAYS: None

ABSENT: Kwame Reed, Stephanie Rivera

ABSTAIN: None

INFORMATIONAL ITEMS

I1 Media Policy – DRAFT

This is in alignment with the EHSD policy.

VICE CHAIR – ADDITIONAL QUESTIONS OR COMMENTS

- The Chair requested a list of conferences that are provided for, throughout the 2023-24 year. Any Board member who attends a CCCWDB conference or event will submit a one-page summary on the events, just the highlights. This is so other Board members interested in the subject may follow up with the presenter's name and contact information.

THE MEETING ADJOURNED AT 4:52 PM

Respectfully Submitted,

Patricia Conley, Business Services Representative

/pc



Contra Costa County

A1

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 Middle Initial Last Name

Home Address - Street City State Postal Code

Primary Phone (best number to reach you) Email Address

Resident of Supervisorial District (if out of County, please enter N/A): [District Locator Tool](#)

Do you work in Contra Costa County? ☒ Yes ☐ No If Yes, in which District do you work?

Current Employer Job Title Length of Employment

How long have you lived or worked in Contra Costa County?

Board, Committee, or Commission Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Please check one: ☐ Yes ☒ No If Yes, how many?

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	
University of North Carolina	BAS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
San Diego State University	MA	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:

Other Trainings Completed:

Certificate Awarded for Training?
☐ Yes ☒ No
☐ Yes ☒ 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.

I am determined to make a difference in the lives of individuals with disabilities. I especially believe that reaching out to youth as they transition into becoming adults and guiding them through the transition will make them more successful adults. It is critical that we impact their lives at a young age so that they have the tools they need to live independently, succeed in their professional careers, and advocate for themselves.

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

I have worked for the DOR as a counselor supporting individuals with disabilities, a Team Manager for a team that provides direct Vocational Rehabilitation services. I have been serving on the Contra Costa County board for over 7 years.

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.

Liscense Partnership Agreement (LPA)
Diablo Valley Committee
Youth Committee

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: 

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.

Sean R. Laurant



OBJECTIVE

Obtain a District Administrator position within the Department of Rehabilitation

SUMMARY OF QUALIFICATIONS

- Demonstrated understanding and sensitivity of the issues around the employment of individuals with disabilities
 - Experience managing a program providing VR services to individuals with disabilities utilizing knowledge of current state and federal laws and regulations governing the public VR program
 - Demonstrated ability to mentor and develop staff, recognizing and making good use of an individual employee's strengths and familiarity with Personnel-related State Civil Service laws, rules, procedures and resources
 - Seamlessly communicate effectively with all levels of staff, remain flexible with constantly changing priorities, and use tact and good judgment
 - Broad-minded management skills, with an emphasis on establishing goals and objectives, resource management, fostering accountability and achieving measurable and timely results by identifying, inspiring and encouraging innovative approaches
-
- Possess strong organizational skills and commitment to quality customer service
 - Excellent attendance and dependability with ability to travel within the district and to Sacramento
 - Successful and progressive experience in Disability Employment Counseling and Mental Health Awareness
 - Progressive leadership experience in crisis intervention and mental health solutions
 - Streamlined coordination with community agencies regarding program policies, procedures, and client needs
 - Successfully implemented the California Mentally Ill Offender Crime Reduction Grant

PROFESSIONAL EXPERIENCE

Staff Service Manager I

State of California, Department of Rehabilitation, Concord, CA

2016 – Present

Manage VR Counselors on day-to-day operations, including specialized caseloads. Cultivate a positive and motivating work environment, recognizing and making good use of each employee's individual strengths. Apply knowledge of Personnel-related laws, rules, procedures and resources. Communicate effectively with all levels of staff. Remain flexible when priorities shift using use tact and good judgment. Productively conduct multiple program services, departmental initiatives and workgroups. Provide community and program resources to the public. Ensure essential quality and reliability in all phases of counseling and services provided by my team.

Senior Vocational Rehabilitation Counselor, Qualified Rehabilitation Professional
State of California, Department of Rehabilitation, Fairfield, CA
2004 - 2016

Managed over 200 consumer cases providing career development and employment growth. Oversaw mental health contract to ensure the collaboration between DOR, County Mental Health and Community Resource Programs provided employment services to consumers in maintaining successful outcomes within the mental health co-op contract. Interviewed applicants to determine appropriate services needed to ensure suitable and successful job outcomes. Effectively built and maintained positive rapport with clients, management and community agencies. Utilized knowledge of fundamental principles, behavior intervention and human development. Established and maintained co-facilitated therapeutic relationships with clients. Created and implemented behavioral programs with clients for employment support. Worked with individuals at risk of homelessness and/or psychiatric hospitalization. Provided daily crisis support intervention in prevention of consumer's decomposition due to substance abuse and mental illnesses. Worked and maintained on call field work status for crisis and emergency calls. Developed and maintained daily progress reports, reviewed and implemented treatment and service plans as needed. Monitored, evaluated and assisted in performance of consumer obtaining goals and objectives. Identified client needs and established priorities and resources for employment development and growth.

EDUCATION

Master's Degree - Vocational Rehabilitation
San Diego State University- 2008

Bachelor of Science – Computer Science/Math
University of North Carolina- 1993

Certifications and Certificates of Completion

First Aid/CPR – Mental Health First Aid
Protective Intervention Training - Suicide and Violence Assessment
Introduction to Rehabilitation Counseling - Rehabilitation Technology
Employment Plan Development - Case Assessment and Documentation

Computer and Software Skills

AWARE and FBI/NCIC Database
Microsoft Office Suite, Unix, FoxPro, Fortran, D-Base
Health and Welfare Data Systems

References available upon request

**AMENDED AND RESTATED AGREEMENT BETWEEN THE WORKFORCE
DEVELOPMENT BOARD OF CONTRA COSTA COUNTY AND THE CONTRA
COSTA COUNTY BOARD OF SUPERVISORS
(CHIEF ELECTED OFFICIAL AGREEMENT FOR THE ADMINISTRATION
OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014)**

This Amended and Restated Agreement (the “Agreement”) is entered into by and between the Workforce Development Board of Contra Costa County (“WDB”) and the Contra Costa County Board of Supervisors (“BOS”) on behalf of County of Contra Costa (“the County”), a political subdivision of the State of California, and constitutes the Chief Elected Official Agreement in furtherance of the administration of programs under the Workforce Innovation and Opportunity Act of 2014 (“WIOA”)¹.

I. PREAMBLE

A. The BOS recognizes the WDB as the designated Local Workforce Development Board for Contra Costa County. In 2000, the BOS appointed members to the WDB (formerly known as the Workforce Investment Board of Contra Costa County) and approved of the Workforce Investment Plan. (March 7, 2000 BOS Agenda, C.31, C.157).

B. In 2004, the BOS and WDB (“the Parties”) entered into the “Agreement between the Workforce Development Board of Contra Costa and the Contra Costa County Board of Supervisors for the Administration and Oversight of the Workforce Investment Act of 1998,” thereby defining various roles and responsibilities between the BOS and WDB.

C. In 2014, WIOA superseded the Workforce Investment Act of 1998. WIOA and its regulations, including 20 CFR section 679.430, require a written agreement between the WDB and the Chief Elected Official (“CEO”) to clarify how responsibilities will be carried out in compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars and regulations, and the State’s conflict of interest policy.

D. Pursuant to WIOA and its regulations, the Parties wish to enter this Agreement to amend and restate their agreement and their respective defined roles and responsibilities therein, including those relating to WIOA administration and oversight.

The Parties therefore agree as follows:

II. DEFINITIONS

1. “CEO” means the Chief Elected Official as defined in WIOA section 3(9) and 29 U.S.C section 3102(9) and refers to the BOS.

¹ Public Law 113-128, 29 U.S.C. § 3101, et seq.

2. “CWDB” is a State Board as defined in WIOA section 3(57) and 29 U.S.C. section 3102(57) and refers to the California Workforce Development Board.
3. “EBRPU” means the East Bay Regional Planning Unit, established by the Governor and which is comprised of the four Workforce Development Boards serving Contra Costa County, Alameda County, and the cities of Richmond and Oakland.
4. “Governor” is defined in WIOA section 3(22) and 29 U.S.C. section 3102(22) as the chief executive of a state and refers to the Governor of the State of California.
5. “Local Area” is defined in WIOA section 3(32) and 29 U.S.C. section 3102(32) and refers to Contra Costa County.
6. “Local Plan” means the four-year comprehensive local plan developed by the WDB in partnership with the BOS in a manner consistent with the state plan, as well as WIOA sections 3(35) and 108 and 29 U.S.C. sections 3102(35), 3121 and 3123.
7. “Local Workforce Development Board” means a local board as defined in WIOA sections 3(33) and 107 and 29 U.S.C. sections 3102(33) and 3122 and refers to the WDB.
8. “One-Stop Delivery System” means the system that, at a minimum, makes accessible through one-stop operators the services described in WIOA section 121(e) and 29 U.S.C. section 3151.
9. “Regional Plan” means the four-year comprehensive regional plan developed by the EBRPU in a manner consistent with the state plan, as well as WIOA section 106 and 29 U.S.C. section 3121.
10. “WIOA” means the Workforce and Innovation Opportunity Act enacted July 22, 2014.

III. AGREEMENT

1. Purpose. The purpose of this Agreement is to define the roles and responsibilities of the Parties for the administration of funds and programs under WIOA and its regulations and any applicable directives as may be prescribed by the Governor and the CWDB for the purpose of administering WIOA.

This Agreement acknowledges the shared objectives of the WDB and BOS to develop and administer a successful workforce development system to serve and benefit the residents of Contra Costa County. Through the partnership established between the BOS and the WDB, the Parties will endeavor to provide effective

local policy development for and administration and oversight of WIOA and its programs.

Under the provisions of this Agreement, and as defined in and for purposes of WIOA and related regulations, BOS will serve as the local grant recipient and fiscal agent, as such terms are used in 29 U.S.C. section 3122(d)(12)(B), with specified administrative tasks performed by the County, and the WDB will serve as a provider of various administrative, policy and planning services.

Under this arrangement, the Employment and Human Services Department (“EHSD”), a department within the County, performs tasks relating to the WDB, including those regarding the dispersal and reporting of grant funds, procurement, and contracts management on behalf of the WDB.

2. Background. The County has been designated as a Local Area by the Governor pursuant to WIOA, section 106. The WDB is the established and designated Local Workforce Development Board for the County, pursuant to WIOA, sections 3(33) and 107. BOS, acting through its Chairperson, is the CEO as defined by WIOA (29 U.S.C. § 3102(9)(A)).

The Governor established the East Bay Regional Planning Unit (“EBRPU”), consisting of the counties of Contra Costa and Alameda and the cities of Richmond and Oakland.

3. Term. The Effective Date of this Agreement is the date upon which the BOS approves and authorizes the execution of this Agreement. Upon the Effective Date, this Agreement serves as the operating agreement for the implementation and administration of WIOA and its programs. This Agreement will renew each fiscal year (commencing July 1) and remains in effect, unless terminated by one or more of the Parties, as provided in Paragraph III.9 below.
4. WDB Roles and Responsibilities. Under this Agreement and in accordance with applicable law, the WDB shall perform the following services and tasks:
 - A. WIOA-Related Responsibilities. The WDB shall provide workforce policy development, design and oversight with respect to operations and activities under the Local Plan, in accordance with WIOA, including sections 107 and 108 thereof. Under WIOA, the WDB shall carry out the following:
 1. Local Plan. Develop and submit the Local Plan to the Governor in partnership with BOS. (WIOA, sections 107(d)(1), 108).
 2. Regional Plan. Develop and submit a Regional Plan in partnership with the three other workforce development boards

in the EBRPU and their chief elected officials, upon approval by BOS. (WIOA, sections 106(c)(2) and 107(d)(1)).

3. Workforce Research and Regional Labor Market Analysis. Conduct workforce research and regional labor market analysis and related activities (WIOA section 107(d)(2)), including:
 - a. Analyses and regular updates of economic conditions, needed knowledge and skills, the workforce, and workforce development activities, including education and training, and an analysis of the strengths, weaknesses, and the capacity to provide, such services to address the identified education and skill needs of the workforce and the employment needs of employers;
 - b. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act (29 U.S.C. § 491-2(e)), specifically in the collection, analysis and utilization of workforce and labor market information for the region; and
 - c. Other research, data collection, and analysis related to the workforce needs of the regional economy, as determined by WDB to be necessary to carry out its functions after receiving input from a wide array of stakeholders.
4. Convening, Brokering, and Leveraging. Convene local workforce development system stakeholders to assist in the development of the Local Plan and identify non-federal expertise and resources to leverage support for workforce development activities. The WDB and its standing committees may engage such stakeholders to assist the WDB and its standing committees in carrying out convening, brokering, and leveraging functions at the direction of the WDB. (WIOA, section 107(d)(3)).
5. Employer Engagement. Lead efforts to engage a diverse range of employers and other involved entities in the region to promote business representation, develop effective linkages with employers, ensure that workforce investment activities meet the needs of employers in the region, and accomplish other purposes as set forth in WIOA and related regulations. (WIOA, section 107(d)(4)).
6. Career Pathways Development. Lead efforts to develop and implement career pathways within the Local Area by aligning the employment, training, education, and supportive services

that are needed by adults and youth, particularly individuals with barriers to employment. (WIOA, section 107(d)(5)).

7. Proven and Promising Practices. Lead efforts in the Local Area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility to the one-stop delivery system, and identifying and disseminating information on proven and promising practices carried out in other local areas for meeting such needs. (WIOA, section 107(d)(6)).
8. Technology. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and job seekers, as set forth in WIOA and related regulations. (WIOA, section 107(d)(7)).
9. Program Oversight. Conduct program oversight in partnership with BOS, including oversight of the local youth, employment and training, and workforce development activities, and ensure the appropriate use, management and investment of funds to maximize performance outcomes, as set forth in WIOA and related regulations. (WIOA, section 107(d)(8)).
10. Negotiation of Local Performance Accountability. Negotiate and reach agreement on local performance accountability measures with BOS and Governor, as set forth in WIOA and related regulations. (WIOA, section 107(d)(9)).
11. One-Stop Center Funding. Negotiate with BOS and required partners on the methods for funding infrastructure costs of one-stop centers in the Local Area, and comply with 20 CFR § 678.800 relating to certification of one-stop centers in the Local Area, in coordination with BOS and the State. (WIOA, section 121; 20 CFR § 678.800).
12. Selection of Operators. Select one-stop operators, youth activity providers, training providers, and career service providers, subject to any applicable BOS approval, in accordance with WIOA. (WIOA, section 107(d)(10)).
13. Providers of Career and Training Services. Work with the state to ensure there are sufficient numbers and types of career and training services providers serving the Local Area in a manner

that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities. (WIOA, section 107(d)(10)).

14. Coordination with Education and Training Providers.

Coordinate activities with education and training providers, and implement applicable cooperative agreements, as set forth in WIOA. (WIOA, section 107(d)(11)).

15. Budget and Administration. Develop a budget for activities, consistent with the Local Plan and the WDB's duties under WIOA, subject to approval of the BOS. (WIOA, section 107(d)(12)).

16. Accessibility for Individuals with Disabilities. Assess on an annual basis the physical and programmatic accessibility of all one-stop centers in the Local Area for individuals with disabilities, as required by law. (WIOA, section 107(d)(13)).

B. WDB Membership. The WDB shall:

1. Recruit and recommend members for appointment to the WDB by BOS in compliance with its bylaws and WIOA relating to WDB membership.
2. Timely communicate to the County when there are resignations and vacancies in accordance with applicable laws, policies and the WDB's bylaws.

C. Local and Regional Plans and Program Activities. The WDB shall:

1. Prepare the Local and Regional Plans and secure the local and state-level approvals.
2. Develop and execute program services in compliance with WIOA, and in furtherance of the planned outcomes of the Local and Regional Plans.
3. Maintain systems for record retention, reporting, intake, eligibility, assessment, training, placement, communications, and follow-up relating to participants.
4. Develop and manage grievance procedures to hear and resolve grievances that may be brought by customers, service providers or others, as set forth in WIOA.

5. Comply with required WIOA regulations, including any applicable federal equal opportunity regulations.
6. Perform services subject to performance accountability measures, based upon performance indicators as set forth in WIOA, on an annual basis.
7. Perform system changes to conform with changes to WIOA and its regulations.
8. Represent the WDB at federal, state, and regional meetings and functions.

D. Funding from WIOA and Contract Management. The WDB shall:

1. Conduct all required WIOA program procurement and funding hearings.
2. Perform contract management, and program and fiscal monitoring of subcontractors, utilizing agreed-upon County processes and policies.
3. Comply with all applicable County policies and procedures, including those relating to procurement and contracting.
4. Conduct program evaluations and contract modifications as necessary, subject to approval by BOS where applicable.
5. Ensure all WIOA funds are spent and administered in accordance with applicable law, County policies, WIOA guidelines, approved budgets, and other grant/contract guidelines.

E. Other Workforce Related Grants and Funding. As the designated local WDB, the WDB may be eligible to apply for other workforce related funding. WDB may apply for any additional funding it deems appropriate to support and/or leverage existing workforce development and investment policies and activities approved under the Local Plan. Acceptance of funding or awards and related agreements resulting from successful applications by WDB is subject to the approval of BOS, and in accordance with County policies and guidelines and relevant law.

F. Reports and Updates. The WDB shall:

1. Communicate with County to ensure compliance with federal and state reporting obligations under WIOA and its regulations.

2. Provide a regular written update of program activities to BOS, including state and federal reports regarding program operation and compliance. Such updates may be provided to the Family and Human Services (FHS) Committee, to whom the BOS referred oversight of WIOA on January 6, 2015.
 3. Ensure that a WDB representative is available to the BOS or FHS, on a quarterly basis or as requested by the County, to report on program and related activities.
 4. Provide County with a written update on amendments and/or changes to the WDB's bylaws as appropriate, and obtain approvals where necessary.
- G. Other Duties. The WDB will perform any other duties not otherwise specified in this Agreement that may be required by law of a WIOA administrative, policy or planning entity, subject to County approval as applicable.
5. BOS Responsibilities. The BOS is the Chief Elected Official and will serve as the designated grant recipient and fiscal agent for purposes of WIOA. As such, BOS is responsible for WIOA expenditures in the Local Area, in accordance with WIOA. BOS may also be the grant recipient of EBRPU funds in accordance with State WDB policy, as well as other workforce development funds. Additionally, and as defined by general law, the duties of the BOS include supervising the operations of departments and exercising executive and administrative authority through the County government, including County departments such as EHSD and the County Administrator's Office.

The BOS is responsible for the following:

- A. Receipt and Disbursement of Funding.
1. Grant Recipient. The BOS will perform the tasks required of a WIOA grant recipient under the law. The BOS will serve as the legal recipient for, and will receive, all WIOA funding, as well as applicable EBRPU funding, from the state and federal governments and other sources where applicable. This provision shall also apply to other workforce development and investment funds received as a result of WDB applications referenced in Paragraph III.4.E. above.
 2. Fund Disbursement. The BOS will make such funding available to fund the Local Plan and Regional Plan, and the related WDB services and activities. Disbursements of such funds will be in the manner prescribed by state and federal law.

- B. Appointment of WDB Members. The BOS shall appoint the WDB members based on nominations by the WDB, according to WIOA laws, regulations and established criteria, and pursuant to any operative bylaws for the WDB.
- C. Approval of the Local Plan and Regional Plan. The Local Plan and Regional Plan, and any amendments thereto where required, are subject to BOS review and approval. The BOS may authorize the County Administrator, a director or designee, or other specified employee, to execute any necessary or appropriate agreements, sub-grants or documents in connection with such plans and amendments.
- D. Fiscal/Administrative Support Duties. The BOS, through County departments, will provide fiscal and administrative support services to the WDB, including but not limited to, budget, fiscal and accounting services, personnel, procurement and contract, information technology and legal services as may be required to comply with WIOA and its regulations and directives by the Governor and CWDB.
 - 1. Budget. The BOS, with input from the appropriate County departments, will review and approve the annual WDB operating budget, subject to any appropriate modifications or amendments.
 - 2. Fund Administration and Monitoring. The BOS has authorized EHSD as the designated County department to administer workforce development funds, which are to be used in accordance with the Local Plan, Regional Plan, and other authorized WDB activities, services and agreements. EHSD will:
 - a. Work with the County Administrator's Office and manage procurement processes, including competitive solicitation as appropriate under state and federal law and applicable County policies.
 - b. Provide monitoring, including fiscal, of WDB funding, programs and related grants, contracts and agreements.
 - c. Work with the County Office of the Auditor-Controller in the administration of such funds and payment of valid contractor claims and invoices upon appropriate documentation, which will be obtained and reported by EHSD, pursuant to County policies and procedures and in accordance with state and federal law.
 - d. Provide administrative and/or technical assistance or support to the WDB and/or contractors, where requested by the WDB and required to assist in the

- proper management of WIOA and other authorized funds.
 - e. Communicate with the BOS and County departments as needed to facilitate the fiscal integrity of the administration of WIOA and other authorized workforce development funds.
 - f. Report expenditure information to the WDB, EBRPU, BOS, and any other applicable County departments, committees, or authorized individuals.
 - g. Maintain records as required by law and undertake other WDB-related tasks as directed by the BOS.
3. Allocation and Accounting. The County will allocate and account for all funds received and obligated under WIOA and other grant and contract sources on behalf of the WDB and will:
- a. Monitor the WDB's fiscal data and funding uses for compliance with county, state and federal requirements.
 - b. Participate in all required funding-related audits by the state and federal governments and other agencies affiliated with WDB funding, and any resolutions thereof.
4. Fiscal Policies and Procedures. The BOS, through its departments and committees where authorized, will facilitate and adhere to fiscal policies and procedures, and reporting requirements in accordance with state and federal laws, regulations and directives applicable to WIOA and other applicable grant or contracted programs. EHSD, in coordination with WDB and other County departments where applicable, will carry out a fiscal monitoring plan in compliance with County policies relating to the oversight of the WDB budget, which will ensure that expenditures are accurate and allowable under WIOA, the Local Plan, the Regional Plan, and other applicable sources.
- E. Conflicts of Interest Code. To the extent required pursuant to Government Code section 87300 or other provision of law, the BOS may approve a conflicts of interest code for the WDB, in accordance with applicable law.
6. Joint Responsibilities. The WDB and BOS are jointly responsible for the implementation and continuation of the County's workforce development system, pursuant to WIOA. The WDB and BOS will adhere to all County, state and federal accounting, auditing and monitoring requirements, including but not limited to, the requirements set forth in 2 CFR 200, as applicable.

In an effort to continue the effective communications between BOS and the WDB, each party may designate one or more staff members to act as a liaison and point of contact with the other.

Pursuant to County Ordinance, 33-5.387(c), the WDB Executive Director is appointed by EHSD. The Executive Director serves at the pleasure of the BOS or its designee and will implement workforce development programs and monitoring performance under WIOA and related services. To the extent there are any concerns relating to the selection or replacement of WDB Executive Director that arise during the term of this Agreement, or as amended, EHSD and, as necessary, BOS will consider input and recommendations from the WDB, as well as from other relevant County agencies, committees and departments, as needed.

7. Incorporation of the WDB. The WDB may elect at a future time to incorporate, pursuant to WIOA and its regulations. If so elected, incorporation shall be effected in conformance with state and federal laws. Thereafter, the WDB may seek tax exempt status under U.S. Internal Revenue Code sections 501(c)(3), 501(c)(4) or 504, to the extent permissible, and shall obtain errors and omissions and other insurance in amounts sufficient to protect the funds dispersed at the WDB's direction under this Agreement.
8. Dispute Resolution. Unless otherwise prohibited by law, in the event that the WDB and BOS cannot reach mutually satisfactory agreement on a decision or action that requires approval by both parties pursuant to WIOA, including approval of the Local Plan, representatives from WDB and BOS will meet and attempt to resolve such disagreement. If, following good faith efforts, either party concludes that an agreement cannot be reached, any unresolved issues may be brought to a mutually-agreed upon neutral for mediation.
9. Termination. Either BOS or the WDB in their sole discretion may terminate this Agreement upon sixty (60) calendar days advance written notice to the other party specifying the date of termination. This Agreement may also be cancelled immediately by written mutual consent.
10. Amendments. Any amendment to this Agreement shall be in writing and subject to the County's standard approval processes governing amendments.
11. No Third-Party Beneficiaries. Nothing in this Agreement may be construed to create, and the parties do not intend to create, any rights in third parties.
12. Notices. All notices hereunder shall be in writing and shall be served by either personal delivery or by first class mail, properly addressed and postage pre-paid, as follows:

BOS: Contra Costa County Board of Supervisors
1025 Escobar St., First Floor
Martinez, CA 94553
Attn: Clerk of the Board

WDB: Workforce Development Board of Contra Costa
4071 Port Chicago Highway, Ste. 250
Concord, CA 94520

If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

13. Choice of Law. The Parties have executed and delivered this Agreement in Contra Costa County, State of California. This Agreement and its performance, enforceability and interpretation will be governed by and construed in accordance with the applicable laws of the United States and of the State of California. The Parties agree to jurisdiction and venue in the County of Contra Costa, or applicable federal court where a matter must be brought in federal court.

14. Conformance with Federal and State Regulations and Laws. Should federal or state regulations or laws touching on the subject of this Agreement be adopted or revised during the term hereof, this Agreement will be deemed amended to assure conformance with such federal or state requirements.

Date: _____

WORKFORCE DEVELOPMENT BOARD
OF CONTRA COSTA

By: _____
Yolanda Vega, Chair

Date: _____

CONTRA COSTA COUNTY BOARD OF
SUPERVISORS

By: _____
John Gioia, Chair

ATTEST:

Clerk of the Board

(Approvals, continued on next page)

APPROVED AS TO FORM:
THOMAS L. GEIGER, CHIEF
ASSISTANT COUNTY COUNSEL

APPROVED: COUNTY
ADMINISTRATOR

By: _____
Kendra Pappas
Deputy County Counsel

By: _____
County Administrator or Designee