

Workforce Development Board of Contra Costa County

AGENDA

February 7, 2023

3:00 p.m. – 5:00 p.m.

Join to ZOOM Meeting

<https://us06web.zoom.us/j/89874911799?pwd=KzVmN0NDWUI2RkMrSDZ3U3VYXU3QT09>

Meeting ID: 898 7491 1799 Password: 242646

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** **PRESENTATION ITEM**
P1 Regional & Local Plan PY 21-24 Two Year Modification
- 3:55 PM** **CONSENT AGENDA**
C1 Approve Minutes from November 1, 2022 meeting
C2 Approve Board Application
C3 Approve WDBCCC Presentation to the Board of Supervisors
- 4:00 PM** **ACTION ITEMS**
A1 Approve Amended & Reinstated CEO Agreement
A2 Approve WDBCCC Midyear Budget Revision
A3 Approve Regional & Local Plans PY 21-24 Two Year Modification
- 4:30 PM** **DISCUSSION ITEM**
D1 Access to Good Jobs
- 4:45 PM** **INFORMATIONAL/UPDATE ITEM(S)**
I1 Adult and Dislocated Worker Program Mid-Year Report
I2 CCWorks Mid-Year Report
I3 Youth Mid-Year Report
I4 Business Services Mid-Year Report
I5 [2022-2023 Triennial Sunset Review FINAL Report](#)
- 5:00 PM** **ADJOURN**

UPCOMING COMMITTEE MEETINGS:

Youth Committee Meeting: Tuesday, March 7, 2023

Executive Committee Meeting: Wednesday, March 15, 2023

BED Committee Meeting: Wednesday, April 5, 2023

Full Board: Tuesday, May 2, 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, November 1, 2022

The Full Board met on Tuesday, November 1, 2022, via a ZOOM meeting. Chair Yolanda Vega called the meeting to order at 3:01 pm and reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBER PRESENT – Yolanda Vega, DeVonn Powers, Douglas Lezameta, Jerry Aranas, Joshua Anijar, Kwame Reed, Leslay Choy, Michael McGill, Richard Johnson, Robert Muller, Steve Older, Terry Curley, Thomas Hansen, Tracy Young, Randy Thomas (proxy for Timothy Jefferies), Corry Kennedy (arrived 3:44)

MEMBERS ABSENT – Kelly Schelin (EX), Nichol Carranza (EX), Sarah Chodakewitz (EX), Stephanie Rivera (EX), Laura Trevino-Fernandez, Monica Magee, Timothy Jefferies

WDB STAFF PRESENT – Tamia Brown, Maureen Nelson, Patience Ofodu, Noramah Burch, Verneda Clapp, Donn Matsuzaki, Jed Silver, LaTosha Stockholm, Charles Brown III, Patricia Conley

OTHERS IN ATTENDANCE – Celina Shands, Drew Douglas, Vi Ngo, DC Dorham Kelly, Esperanza Velarde-Ellis, Alyson Greenlee

PUBLIC COMMENT

None

EXECUTIVE DIRECTOR'S REPORT

Adhoc Committees

- Business Resource Center Adhoc Committee comprised of non-Board members and a few Board members.
- Youth Center Adhoc Committee still seeking volunteers, meanwhile the work will remain with the Youth Committee.

Budget

- Includes new revenue.
- Continue working with Employment & Human Services Department (EHSD) on staffing and current space usage.
- New grants included and waiting on pending awards.
- Nine workforce boards across 14 regions formed a partnership for the Bay Area Good Jobs Partnership for Equity (BAGJPE). They are supporting the fiscal agent, the San Francisco Office of Economic and Workforce Development. The convener is All Home Group. Next week they will meet to formulate details for the \$5,000,000 Community Economic Resilience Fund (CERF) planning grant. Over the next 18 months, they will develop a plan to submit a proposal for work to be done throughout the region.
- Successfully submitted a workforce accelerator grant opportunity, WAF11. The proposal addressed Marine Careers training.

Business Services

- Held a well-attended job fair in Antioch, with box lunches sponsored by Chevron, and the City of Antioch provided the venue.
- Monument Impact held a job fair in Antioch supported by WDB.
- Staff attended the virtual Advanced Manufacturing job fair.
- Hello Fresh had issued a Worker Adjustment Retraining Notice (WARN) of 611 affected employees. Rapid Response Report included in Agenda packet.

Local and Regional Plan

- Modifications due in March. Report included in Agenda packet.

Questions and Comments

- How will Contra Costa County (CCC) get a fair share of the CERF funding?
 - Grant requires a fiscal agent and a convener. Workforce Development Board (WDB) approved the partnership agreement at the last meeting. The planning sessions will determine what regions and what needs. WDBCCC Executive Director serves on the Steering Committee to assure CCC needs are met.
- Hello Fresh is advertising for the Bay area. With layoffs, how will they provide service to their customers?

- Rapid Response team works with the affected employees.
- WDBCCC with Richmond WDB is holding a career fair on November 9. Invited manufacturing related employers. Send employers hiring for warehouse openings to Charles Brown, WDBCCC Business Services representative.
- Are there enough staff to cover needs for WDBCCC?
 - A number of requests to EHSD department to back fill vacant positions, and staff have been upgraded into vacant positions. Have put in for temporary positions, and are putting in for permanent positions for 2023-24 budget cycle.

CHAIRS REPORT

Business & Economic Development (BED) Committee

- At the last BED Committee meeting (October 5, 2022) , Celina Shands of Full Capacity Marketing (FCM) facilitated discussion about the WDBCCC Business Resources Center Adhoc Committee. Discussions will continue over the next few months. Information item is included in Agenda packet.

Youth Committee

- Cal Maritime will present at Youth Committee meeting next week. Measure X Youth Centers topic items also on their agenda: Request for Information (RFI) contract selection, Youth Voice in decision-making, Youth Committee field visits.

Board of Directors

- Attended Focus meeting with Assembly member Tim Grayson, who outlined his position on housing and rising interest rate.
- Attended WDBCCC Antioch Job Fair that was successful.
- The Board will be able to meet in person after the emergency order is lifted by CCC, perhaps in April.

CONSENT AGENDA

C1 Approve Minutes from August 2, 2022 meeting

C2 Approve WDBCCC Board Committee Meeting Calendar 2023

C3 Approve Board Application

Motion\Second Michael McGill\Richard Johnson

Motion Approved

AYES: Yolanda Vega, Douglas Lezameta, Jerry Aranas, Joshua Anijar, Kwame Reed, Leslay Choy, Mike McGill, Richard Johnson, Robert Muller, Steve Older, Terry Curley, Thomas Hansen, Randy Thomas, Traci Young, DeVonn Powers

NAYS: None

ABSENT: Corry Kennedy, Kelly Schelin, Laura Trevino-Fernandez, Monica Magee, Nichol Carranza, Sarah Chodakewitz, Stephanie Rivera

ABSTAIN: None

ACTION ITEMS

A1 Approve 2022-2023 Triennial Sunset Review

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.

Questions and Comments

- Accomplishments & Impact information is missing information on page 8.
- A Board member commented this report is the best one he has seen over the years.
- The final report will be brought back to the February Board meeting.

Motion\Second Leslay Choy\DeVonn Powers

Motion Approved

AYES: Yolanda Vega, DeVonn Powers, Douglas Lezameta, Jerry Aranas, Joshua Anijar, Kwame Reed, Leslay Choy, Mike McGill, Richard Johnson, Robert Muller, Steve Older, Terry Curley, Thomas Hansen, Randy Thomas, Traci Young

NAYS: None

ABSENT: Corry Kennedy, Kelly Schelin, Laura Trevino-Fernandez, Monica Magee, Nichol Carranza, Sarah Chodakewitz, Stephanie Rivera

ABSTAIN: None

A2 Approve Regional & Local Plans Program Year 2021-24 Two Year Modification Schedule

That the WDBCCC approve the plan schedules for the Workforce Innovation Opportunity Act (WIOA) WDBCCC Regional and Local Plan PY21-24 Two Year Modifications

As a region adjusting the local and regional plan to changes in the economy. Michael Katz of East Bay Works is leading the regional plan. With a consultant, each Board is leading their local plan, Alameda County, City of Oakland, and the City of Richmond.

Questions and Comments

- Reminder to remember what is our mission, what is our purpose. This is an important document, staff look at it, and Board guidance comes from it.

Motion\Second Robert Muller\Kwame Reed
Motion Approved

AYES: Yolanda Vega, Corry Kennedy, Douglas Lezameta, Jerry Aranas, Joshua Anijar, Kwame Reed, Leslay Choy, Mike McGill, Richard Johnson, Robert Muller, Steve Older, Terry Curley, Thomas Hansen, Randy Thomas, Traci Young, DeVonn Powers

NAYS: None

ABSENT: Kelly Schelin, Laura Trevino-Fernandez, Monica Magee, Nichol Carranza, Sarah Chodakewitz, Stephanie Rivera

ABSTAIN: None

A3 Approve WDBCCC Proposed Budget PY 22/23

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

There is some new funding and some that is still going through the application process. EHSD has not approved the Deputy Director position. WDBCCC is in the process of rebalancing the budget with EHSD Fiscal, and hopes to bring back the midyear budget by early next year.

Questions and Comments

- Where do Carry-Ins from previous year go?
 - It goes to contracts and/or administrative costs as necessary. This proposed budget started in October 2021. WDBCCC has the authority to designate where the Carry-In will go. However, the County budget is done 6-8 months ahead of time; there is a lag with the allocations. Will be working to find a better way to allocate the Carry-Ins, ideally into training dollars.
- What is the overall increase from last year's budget?
 - It is about a 30% increase from fiscal year (FY) 21/22 to 22/23.
- Is there a performance or success matrix tool available to evaluate the effectiveness of the budget for future allocation?
 - Have tools to evaluate performance as a Board and as far as State negotiated performance on how WDB allocates our dollars to those programs; however, WDB does not have a performance in regards to our budget. WDB is gaged on do we meet our performance, and serving the constituents of CCC. The State negotiated performance is what WDB is gaging that on. How WDB is being fiscally responsible, EHSD is our fiscal agent and has mechanisms in place. If looking for more on WDB meeting our marks, that would be something the Board would have to propose and agree on. There is a performance report in the agenda packet. Board members can look at the budget and WDB performance indicators and provide staff with guidance.
- Board conversations on how to allocate dollars is an excellent one. How staff are allocating dollars, in terms of programs, and what the performance measures are for that. Things are changing with the pandemic, and how WDB measures success might look differently. What does it look like with people going back to work. Employers are experiencing different things, services have to be adjusted and tailored.
 - Administrative/Overhead includes personnel, leases and other operating expenses.
- Is "Training" for staff as well as for WIOA training funds for the people we are trying to help?
 - None is for staff training, only for WIOA participants.
- In the 46% for "Contracts", are some of those "Contracts" direct service-training contracts?
 - No, those are separated into training and training related contracts. The provider contracts would be Rubicon, Mt Diablo, Contra Costa, the case management youth services.
- How is the success of programs with the financial investments made into them. Are these sector priorities, have they changed, and if they have how does WDB shift with the investments. The Chair would like to talk to the Executive Director about this and put it on the Executive Committee agenda for another meeting.

Motion\Second Motion **Steve Older\Thomas Hansen Approved**

AYES: Yolanda Vega, Corry Kennedy, DeVonn Powers, Douglas Lezameta, Jerry Aranas, Joshua Anijar, Kwame Reed, Leslay Choy, Mike McGill, Richard Johnson, Robert Muller, Steve Older, Terry Curley, Thomas Hansen, Randy Thomas, Traci Young

NAYS: None

ABSENT: Kelly Schelin, Laura Trevino-Fernandez, Monica Magee, Nichol Carranza, Sarah Chodakewitz, Stephanie Rivera

ABSTAIN: None

INFORMATIONAL ITEMS

I1 Media Policy

If Board members or staff are approached or contacted by any media, inquiries should be directed to the Chair, and if not her/him then to the Executive Director. Included in the policy are should do's and should not do's.

I2 Performance Report

Reporting on Adult, Dislocated Worker, and Youth programs. Discretionary grants are not included. Working on how to bring this performance information to the Board, because the Manager Information Systems (MIS) coordinator position is one of our vacancies right now. Donn has stepped into that position and taking care of our fiscal and now our performance. Staff is looking to bring a report in the near future.

I3 Youth Centers Update

Just finished RFI process and will be selecting a provider at the Youth Committee meeting next week.

I4 P2E Closeout Report

Prison to Employment (P2E) grant close out report. Recently submitted a proposal for another P2E grant opportunity. Alameda County is leading the effort on that for our regional. Staff is waiting to hear if WDB will receive additional funding to do that work.

- Will staff receive best practices, lessons learned, and different perspectives from the contractors under this grant providing those services?
 - Wrote the report from our perspective but could add getting insight from the actual contractors in future.
- The Chair requested to add that to our performance report. Move this performance report from informational to discussion item and invite contractors to the March Full Board meeting.

I5 Adhoc Committee for Proposed WDBCCC Business Resources Center

The BED Committee approved a Business Resources Center Adhoc Committee and to include non Board members to participate. Will go through activities process with Full Capacity Marketing.

I6 Rapid Response Report

In the Agenda Packet and provides our initial response when received WARNS notice for HelloFresh. Rapid Response orientations activities were put in place right away. HelloFresh let staff go into their workplace during work hours and provide information to their affected employees. Information was provided in Spanish too since many of the affected workers are Spanish speaking.

I7 CEO Agreement Update

A CEO agreement was previously presented to the WDBCCC Board. However, it had not gone through the county process and the Board of Supervisors. There are revisions that county staff have suggested. It will be coming back to the WDB Board for approval before going to the Board of Supervisors. Trying to have a draft ready for the next Executive Committee meeting.

CHAIR CLOSING REMARKS

Encouraged Board members to attend some Committee meetings to become familiar with the Committee Chairs, support staff, and community. Also requests to review your orientation manuals and offer suggestions to update them so that they are viable.

THE MEETING ADJOURNED AT 4:24 pm

Respectfully Submitted,

Patricia Conley, Business Services Representative

/pc



Contra Costa County

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:

[Redacted Signature]

Date:

[Redacted 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



DATE: February 7, 2023
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Tamia Brown, Executive Director
RE: **Approve Amended & Reinstated Chief Elected Official (CEO) Agreement**

RECOMMENDATION

1. That the Full Board approve the Workforce Development Board Contra Costa County (WDBCCC) Amended and Reinstated Chief Elected Official (CEO) Agreement recommended by the Executive Committee.
2. Submit to the Board of Supervisors for approval.
3. Authorize the Board Chair sign the Final CEO Agreement

A. BACKGROUND

Your Board approved a revised Chief Local Elected Official (CLEO) agreement in August 2019, and move forward to the Board of Supervisors (BOS) for approval. Subsequently, the version of the CLEO agreement has been revised and updated and requires this board approval to move forward.

The purpose of this Agreement is to define the roles and responsibilities of the WDB and the BOS 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 California Workforce Development Board for the purpose of administering Workforce Innovation and Opportunity Act.

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.

B. SCHEDULE

Action on this item will result in approval from the Full Board and request for approval from the Board of Supervisors (BOS) however this agreement will need to be reviewed by both the county counsel (CC) and the county administrators office (CAO) before going to the BOS. This can often take a great deal of time and necessitate some negotiation in language. If there is significant rewrites required from CC and CAO, the agreement will need to come back before the WDB for subsequent approval of any significant changes.

C. ATTACHMENTS

A1a – [Amended and Restated Agreement bw WDB and BOS \[to WDB 1-24-23\].pdf](#)

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

**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. WIOA of 2014 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 WDB and the BOS, acting through its chairperson as the CEO, 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:

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

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, acting through its chairperson.
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). This includes developing and execution of the Memorandum of Understanding with the WIOA-mandated partners, an agreement that is signed by the BOS Chair.

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, at least annually, 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, 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 BOS, through County departments, 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 as 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 seek and consider input and recommendations from the WDB, as well as from other relevant County departments or authorized individuals, 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 the United States District Court for the Northern District of California.
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

(Approvals, continued on next page)

Date: _____

CONTRA COSTA COUNTY BOARD OF
SUPERVISORS

By: _____
John Gioia, Chair

ATTEST:

Clerk of the Board

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



DATE: February 7, 2023
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Donn Matsuzaki, Administrative Services Assistant III
RE: PY 2022-23 WDBCCC Revised BUDGET

RECOMMENDATION

That the Workforce Development Board of Contra Costa approve the PY 2022-23 Budget Revision.

A. BACKGROUND

The WDBCCC 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.

B. CURRENT SITUATION

Fiscal year 2022/23 has been difficult year thus far with challenges in contracting and hiring personnel and the budget expenditures reflect that. There are some promising changes happening the hope is to pick up momentum going into the second half of the year. On a positive note, WDBCCC recently received an award letter from H RTP for our grant application for \$1 million.

C. FISCAL IMPACT

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

D. SCHEDULE

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

E. ATTACHMENTS

- A2a** – Fiscal Year 2022-2023 Funding Sources
- A2b** – Fiscal Year 2022-2023 Expenditure Update
- A2c** – Fiscal Year 2022-2023 Revenue Pie Chart
- A2d** – Fiscal Year 2022-2023 Expense Budget Pie Chart

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

Exhibit A2a Workforce Development Board

Fiscal Year 2022-2023 Budget Revision

Funding Sources by Program

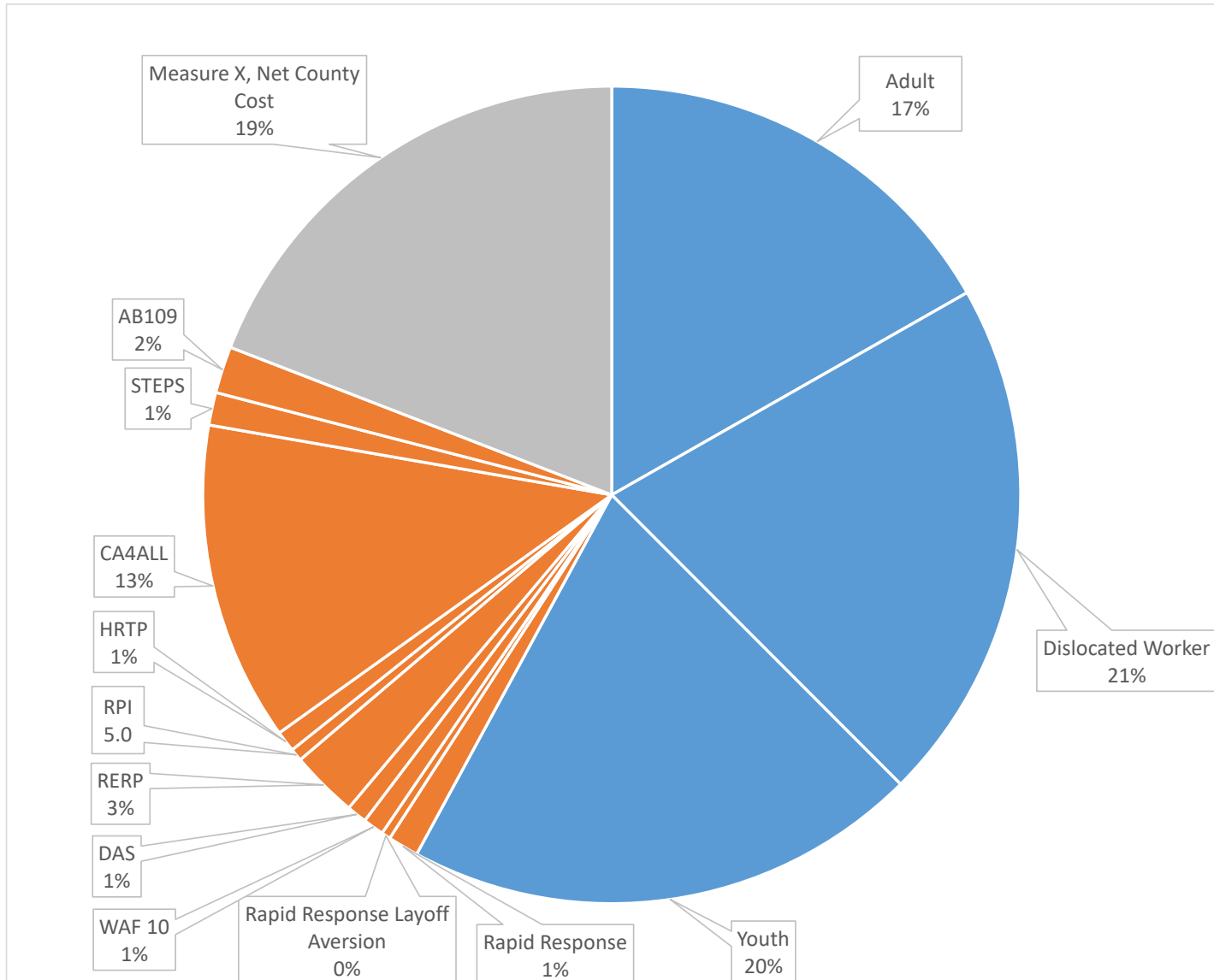
Line Item	A	B C D		
		Approved BUDGET		
	WIOA: Adult/Dislocated Worker/Youth Revenues "CORE" Grants (aka Formula Funds)	FY 22/23 Budgeted Revenue (WSIN 21-43)	Prior Year Carry-in (plan/est 20%)	TOTALS
1	WIOA Adult Carry-In Revenue From FY21/22		\$ -	\$ -
2	WIOA Adult New Allocation FY22/23	\$ 1,684,446		\$ 1,684,446
3	WIOA Adult Transferred from DW			\$ -
4	SUB-Total: WIOA Adult Allocation 201/202	\$ 1,684,446	\$ -	\$ 1,684,446
5	WIOA Dislocated Worker Carry-In Revenue from FY21/22		\$ -	\$ -
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	\$ -	\$ 2,085,982
9	WIOA Youth Carry-In Revenue from FY21/22		\$ 298,855	\$ 291,855
10	WIOA Youth New Allocation FY22/23	\$ 1,758,156		\$ 1,758,156
11	SUB-Total: WIOA Youth Allocation 301/302	\$ 1,758,156	\$ 298,855	\$ 2,050,011
12	TOTAL: WIOA FORMULA - ADULT/DW/YOUTH	\$ 5,528,584	\$ 298,855	\$ 5,820,439
13		Approved BUDGET		
	WIOA: Rapid Response/15% Governor's Discretionary/COVID Revenues (non-Formula WIOA Grants)	FY 22/23 Budgeted Revenue (RR WSIN 20-04)	Prior Year Carry-in	TOTALS
14	WIOA Rapid Response Layoff Aversion Carry-In from FY21/22	\$ -	\$ -	\$ -
15	WIOA Rapid Response Layoff Aversion New Allocation FY22/23	\$ 36,000		\$ 36,000
16	WIOA Rapid Response Formula Carry-In from FY21/22	\$ -	\$ -	\$ -
17	WIOA Rapid Response Formula New Allocation FY22/23	\$ 122,369		\$ 122,369
18	Budget Balance Adjustment			\$ -
19	SUB-Total: WIOA Rapid Response 292/293/540/541	\$ 158,369	\$ -	\$ 158,369
20	Regional Plan Implementation 5.0	\$ 50,000		\$ 50,000
21	Regional Equity & Recovery Partnership (RERP) FY 22-23	\$ 267,647		\$ 267,647
22	Workforce Accelerator Fund 10 FY 22/23	\$ 83,583		\$ 83,583
23	SUB-Total: WIOA 15% Governor's Discretionary 1169/1218/1173/1174	\$ 401,230	\$ -	\$ 401,230
24				
25	SUB-Total: WIOA COVID Gov Allocation 1194	\$ -	\$ -	\$ -
26	TOTAL: WIOA RAPID RESP./15% GOV. DISCRETIONARY/COVID - RR/RPI/WAF/COVID	\$ 559,599	\$ -	\$ 559,599
27				
28	GRAND TOTAL: ALL WIOA ALLOCATIONS	\$ 6,088,183	\$ 298,855	\$ 6,380,038
29		Approved BUDGET		
30	NON-WIOA: RENT/AB109/EBRPU Revenues	FY 21/22 Budgeted Revenue	Prior Year Carry-in	TOTALS
31	4071 Port Chicago Rev Rent from EDD	\$ 157,448		\$ 157,448
32	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	Highroads Training Partnership	\$ 83,333		\$ 83,333
36	California for All FY22/23	\$ 1,269,430		\$ 1,269,430
37	Summer Training \$ Employment Program for Students Grant FY 22/23	\$ 130,000		\$ 130,000
38	Department of Apprenticeship Standards FY22/23	\$ 80,000		\$ 80,000
39	SUB-Total: Other Grants	\$ 1,562,763	\$ -	\$ 1,562,763
40	Measure X Youth Centers	\$ 1,750,000		\$ 1,750,000
41	Contra Costa General Fund (NCC)	\$ 14,000		\$ 14,000
42	SUB-Total: CCC General Fund	\$ 1,764,000	\$ -	\$ 1,764,000
43	TOTAL: NON-WIOA - RENT/AB109/EBRPU	\$ 3,670,049	\$ -	\$ 3,670,049
44		Approved BUDGET		
45	GRAND TOTAL: ALL REVENUE SOURCES	\$ 9,758,233	\$ 298,855	\$ 10,050,088
46				
47	ALL Revenue Sources (without General Fund NCC) \$ 8,286,088			

Workforce Development Board
Fiscal Year 2021-2022
Budget

	A	B	C	D	E	F
	WDB	2022-23 Budget	Percent of Budget Allocation	YTD Actual Expenditures	Unencumbered Balance	Percent of Budget Spent
Expense						
1 Salaries And Benefits		2,052,588	21%	876,321	1,176,267	43%
Measure X		525,000	5%	107,334	417,666	20%
2 Services And Supplies		7,407,052	75%	1,333,023	6,074,029	18%
3 2310 - Contracts		4,416,843	45%	1,004,140	3,412,703	23%
Measure X		850,000	9%	38,608	811,392	5%
4 Training		405,000	4%	271,931	133,069	67%
5 Expenditure Transfers		14,000	0%	-29,717	43,717	-212%
6 Expense Total		9,878,640	100%	2,451,558	7,427,082	25%
Revenue						
9 Rent of Office Space		157,000	2%	13,112	143,888	8%
10 Intergovernmental Revenue - Grants		6,744,640	83%	1,333,650	5,410,990	20%
11 Misc Grants (AB 109, P2E)		1,213,000	15%	-102,719	1,315,719	-8%
12 Revenue Total		8,114,640	100%	1,244,043	6,870,597	15.3%
13						
14 Net County Cost:		1,764,000	17.86%	1,207,515		68%

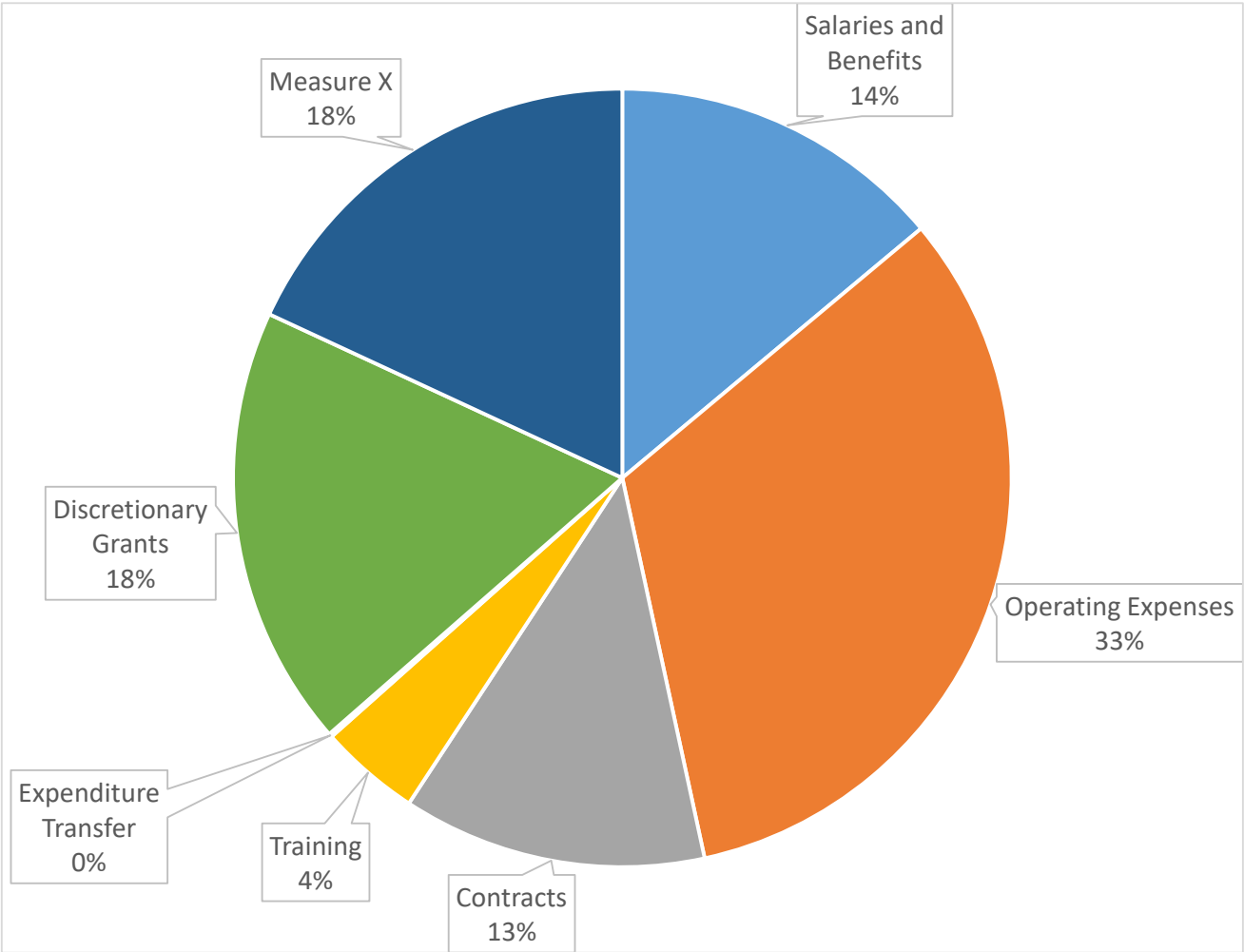
Workforce Development Board of Contra Costa County

Fiscal Year 2022-2023 Revenue



Source	Program/Grant	FY 22/23 Budget	Source	Program/Grant	FY 22/23 Budget
WIOA	Adult	\$1,684,446.00	Discretionary	WAF 10	\$83,583
WIOA	Dislocated Worker	\$2,085,982.00	Discretionary	DAS	\$80,000
WIOA	Youth	\$2,050,011.00	Discretionary	RERP	\$267,647
WIOA	Rapid Response	\$122,369.00	Discretionary	RPI 5.0	\$50,000
WIOA	Rapid Response Layoff Aversion	\$36,000.00	Discretionary	H RTP	\$83,333
			Discretionary	CA4ALL	\$1,269,430
			Discretionary	STEPS	\$130,000
			Discretionary	AB109	\$185,838
			County	Measure X, Net County Cost	\$1,921,448
Total		\$5,978,808.00	Total		\$4,071,280

Workforce Development Board of Contra Costa County
Fiscal Year 2022-2023 Expense Budget



Category	Budget
Salaries and Benefits	\$1,347,548
Operating Expenses	\$3,161,657
Contracts	\$1,222,051
Training	\$405,000
Expenditure Transfer	\$14,000
Discretionary Grants	\$2,149,832
Measure X	\$1,750,000
Total	\$10,050,088



DATE: February 7, 2023
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**

RECOMMENDATION

That the Full Board approve the DRAFT Regional and Local Plan as presented and authorized the Executive Committee to approve any changes to the Plan that may arise from the 30-day public comment period.

Regional Plan Schedule

Time	Activity
Nov 1, 2022	Analytical Overview of the Region Begun
Dec 30, 2022	Analytical Overview Completed
January 13, 2023	EBW Regional Planning Retreat
January 17, 2023	Virtual Stakeholder/ Community Forum
February 6 – 10, 2023	Draft Complete; Internal Review
February 10 – 16, 2023	Potential Revisions
February 15 – March 15, 2023	Public Comment Period
March 16 – 24, 2023	Compile Local/ Regional Plan Package
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
Nov 2, 2022	Presentation of staff updates on Local Plan to Full WDBCCC Board
Nov 16, 2022	West County Public Meeting in Richmond
Dec 7, 2022	East County Public Meeting (virtual)
Jan 10, 2023	Central County Public Meeting (virtual)
Jan 26, 2022	Draft of Modified Plan completed
Jan 27, 2022-Feb 27, 2023	Plan made public for 30-day comment period

Feb 7, 2023	Draft Plan Mod provided to Full WDBCCC Board for approval
Feb 28, 2023	Public comments appended to Plan by contractor
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

A. BACKGROUND

Under WIOA, a biennial update of regional and local plans is required to ensure they are in alignment with the State Plan. The Regional and Local plans are due to the California Workforce Development Board Friday, March 31, 2023. They will be posted for public comment for 30 days prior to that and the Local Plan will need local elected official and Board of Supervisor approval.

B. CURRENT SITUATION

The draft of the Two-Year Modification of the WDB 2021-2024 Strategic Plan of the Workforce Development Board of Contra Costa is completed and will be posted to the WDBCCC website for public comment upon Executive Committee approval. The Two-Year Modification of the Regional EBRPU Strategic Plan is being written with draft delivery due in early February and public comment scheduled for mid-February to mid-March 2023.

C. ATTACHMENTS

[A3a - WSD22-05 – Regional and Local Planning Guidance for PY 21-24 Two-Year Modifications](#)

Draft of Two-Year Modification of the WDB 2021-2024 Strategic Plan of the Workforce Development Board of Contra Costa

[A3b - Two Year Local Plan Modifications PY 2021-24 WDBCCC.pdf](#)

[A3c - Draft-RegionalPlan-2023-Mod-EBRPU-PY21-24.pdf](#)

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



DATE: February 7, 2023
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Verneda Clapp, Adult/Dislocated Worker Program Manager
RE: **Increasing Employer and Workforce System Customer Access to Good Jobs - Discussion**

PURPOSE

The Department of Labor (DOL) has put out an advisory Training and Employment Guidance Letter (TEGL) NO. 07-22 that defines the characteristics of a good job; explains why job quality is important; and outlines how the workforce system should integrate good job strategies into its employer partnerships and workforce training.

DISCUSSION

DOL strongly encourages State Workforce Agencies (SWA) and Local Workforce Development Boards (LWDBs) to use the information in TEGL NO. 07-22 to develop a strategy for identifying and creating long-term partnerships with employers offering good jobs and to create strategic, flexible career pathways to good jobs that respond to local labor market needs. WDBs and SWAs should also ensure:

- 1) individuals from underserved and underrepresented communities have equitable access to the services of the workforce system and
- 2) jobs created in the economic growth spurred by federal investments such as Bipartisan Infrastructure Law, Inflation Reduction Act and the Science Act, etc
- 3) Incorporate Good Jobs Principles into Workforce Innovation Opportunity Act (WIOA) strategies

KEY ATTRIBUTES OF GOOD JOBS

8 Key Principles Identified by the Department of Labor

1. Recruitment and hiring,
2. Benefits,
3. DEIA (diversity, equity, inclusion, accessibility),
4. Empowerment and Representation,
5. Job Security and Working Conditions,
6. Organizational Culture,
7. Pay
8. Skills and Career Advancement

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

DATE: February 7, 2023
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Verneda Clapp, Adult/Dislocated Worker Program Manager
RE: **Adult and Dislocated Worker Program Mid-Year Report**

BACKGROUND AND OVERVIEW

The Adult and Dislocated Worker (A/DW) program provides resources and **career services (basic and individualized), training services and follow-up services** that connect to industry-focused education and training programs, thereby increasing the number productively engaged in the workforce. **Basic Career Services** are universally accessible and is made available to all individuals seeking employment and training services in the comprehensive AJCC. **Individualized Career Services** involves significant staff time and the modification of services to fit an individual needs. These services can include specialized assessments, individual employment plans, counseling work experiences which the WIOA participant would need to obtain or retain employment. **Training Services** are available through the AJCC network and helps customers meet the skills and experience needs of employers. **Follow-up Services** are provided for up to one year for participants following the exit from the program.

PERFORMANCE

The table below reflects the number of participants being served from July 2022 through December 2022 (mid-year).

Rubicon Programs	Enrollments	Trainings	Job Placements
Adult	138	60	42
Dislocated Worker	14	11	9

Pittsburg Power Pre-apprenticeship Training Construction	Enrollments	Trainings	Job Placements
Adult	21	21	12

CHALLENGES

WDB has encountered in the first quarter, a high demand for training money that created a shortage. To address this, additional funding was made available by leveraging discretionary grant program

funding streams. Another method used to address this challenge is increased usage of the Metrix Online training platform as well as co-enrollment between other grant funding streams.

ACHIEVEMENTS

Rubicon Programs in partnership with WDB applied and was awarded grant funding of AB628 Breaking Barriers to Employment Initiative. With this funding, we will work collaboratively to deliver supplemental, supportive, remedial and wraparound services to advance the objectives of the initiative to break some of the barriers of economically disadvantaged in Contra Costa County.

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



DATE: February 7, 2023
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: LaTosha Stockholm, Workforce Services Specialist & CCWORKS Program Manager
RE: **CCWORKS Mid-Year Performance Status Report, July 2022- December 2022**

BACKGROUND

The Workforce Development Board of Contra Costa County (WDBCCC) has an Interbureau Services Agreement/Memorandum of Understanding with the Workforce Services Bureau, for the WDBCCC to manage and operate the CCWORKS Subsidized Employment Program. CCWORKS provides employment placement services to CalWORKS and Welfare-to-Work (WTW) participants of Contra Costa County. CCWORKS pays participating employers a subsidy of \$15.00 to \$20.00 per hour, to employ its participants for at least six months, so that they may gain the skills and work experience necessary to enter into permanent unsubsidized employment as a result. Participants are referred to the program by their WTW case manager, and then matched with one of three CCWORKS Employment Placement Counselors to assess the best job match for their skill level and experience.

PERFORMANCE

- 68 Clients Served
- 12 CCWORKS (Subsidized Employment) Work Experience (WEX) Placements
- 12 Unsubsidized Employment Placements (Non-CCWORKS)
- 18 Clients Currently in CCWORKS Assessment Phase
- 2 CCWORKS Currently in Active Onboarding Status for Internal Placement

SUCSESSES

- Collaborated with Workforce Services (WFS) to increase referrals
 - 34 Referrals Received during same period last year
 - Referrals doubled to 68
- New processes implemented for consistency
 - New referral process
 - Shared tracking data in real time with WFS
 - Referral Email established
 - New data tracking tools created to improve data analysis
- Successful Pilot of first ever CCWORKS Summer Youth Employment Program
 - 4 Students
 - Ages 16-17

- Paid WEX in EHSD District Offices, Clerical

CHALLENGES

- Onboarding Lengths for internal placements, up to 9.5 weeks at HR/Personnel
 - Participants lose interest
 - Participants take other opportunities
 - Participants become unresponsive
 - Participants are no longer eligible to program
- COVID Exemptions; Welfare to Work policy Exempt participation due to pandemic
- Vaccination requirement/Exemptions
 - Exemption requests, extended internal onboarding process lengths
 - Some external employers require vaccine without exemption; Not all participants have
- Lack of child-care providers accepting new children Post-Pandemic
- CCWORKS Staffing; No clerical support since November 2022

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: February 7, 2023
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Noramah Burch, Workforce Services Specialist
RE: **Youth Programs Mid-Year Performance Status Report, July 2022- December 2022**

BACKGROUND

WIOA Title I youth programs deliver comprehensive youth services that focus on assisting out-of-school youth and in-school youth, with one or more barriers to employment, prepare for employment and postsecondary education opportunities; attain educational and/or skills training credentials; and secure employment with career/promotional opportunities.

The WIOA Youth program includes the following program elements: tutoring; alternative secondary school services; paid and unpaid work experiences, which include: summer and year round employment opportunities, pre-apprenticeship programs, internships and job shadowing, and on-the-job training; occupational skill training; education offered concurrently with workforce preparation and training; leadership development opportunities; supportive services; mentoring; follow-up services; comprehensive guidance and counseling; financial literacy education; entrepreneurial skills training; services that provide labor market and employment information; and postsecondary education and training preparation activities.

Target populations include:

- Homeless youth
- Justice-involved
- Current and Transitioning Foster Youth
- Youth with disabilities
- Pregnant/Parenting
- Low-income High school graduates with low literacy or who are English language learners
- High-School dropout

In addition to WIOA Youth Programs, the WDBCCC continues to expand programming to reach the most vulnerable populations. With the addition of three new grants (California Volunteers, Summer Training and Employment Program, Regional Workforce Accelerator 10 funds) and \$ 3.5 mil of Measure X funding, Contra Costa WDB is implementing projects that increase investments in Youth workforce programming by over \$6.5 million dollars.

CURRENT SITUATION – Year-To-Date

- 147 WIOA Youth Served
 - 6 ITAs (84% in Healthcare Industry, 1 Esthetician)

- 24 have participated in work-experience/internships at a diverse array of host worksites in occupations ranging from public transportation, childcare, office support, IT/Web Development and agriculture.
- WIOA Youth Program Performance Snapshot (July 2022 – December 2022)
 - Employment Rate 2nd Qtr after exit 52.94%
 - Employment Rate 4th Qtr after Exit 73.33%
 - Median Earnings \$3831.30
 - Credential Rate 41.67%
 - Measureable Skills Gain 18.42%
- 9 Youth enrolled in Special Projects
 - *Family Harvest Farm Foster Youth Garden Apprenticeship* project addresses food insecurity and climate change in an area of Pittsburgh that is a food desert.
 - *Health Ambassador Project* hires individuals from disadvantaged communities and trains them as Community Health Advocates to increase health and wellness outcomes for the communities in which they live
 - *East Bay Regional Youth IT Pre-Apprenticeship*

Current Situation: Measure X Youth Centers (LaTosha Stockholm, Program Manager)

The Request for Interest (RFI) to procure a consultant to conduct stakeholder and community engagement in regards to the Measure X Youth Centers has been cancelled. RFI #744 previously closed on September 20, 2022, and the contractor, Third Sector, was selected and notified. In December 2022, the contracts unit determined that an additional submission had been received timely, which was inadvertently omitted from the rating and review process. Notice was sent out to Third Sector to cancel the award in late December. Due to the omitted submission, the RFI process had to be started over again.

- RFI (re-release) submitted to contracts on January 18, 2023
- Contract units assigned the RFI for processing on January 24, 2023
- Re-release expected to take place by January 30, 2023
- RFI will remain open for approximately 10 calendar days
- Anticipate to be in contract by April 1, 2023

All previous applicants, in addition to any new applicants, will be eligible to apply.

SUCSESSES

- Implementation of the WIOA Youth waiver to increase WIOA access for Opportunity Youth (foster, homeless, justice-involved) 75%+ of WIOA Youth Enrollments are in the Opportunity Youth target populations

- Contra Costa was selected to participate in a year-long technical assistance (TA)/learning community focused on improving regional employment/educational outcomes for Opportunity Youth
 - SWOT Analysis conducted in August revealed Contra Costa WDB Youth Program strengths
 - Program support is provided quickly and is responsive to provider needs
 - The paid work experience component is comprehensive
 - The WIOA Youth program excels at meeting youth “where they’re at”

CHALLENGES

- Youth Programs are significantly underspent.
- Staffing shortages have impacted project launch dates
- Providers have also experienced staffing changes which have had an impact as new people and processes are put into place.

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



DATE: February 7, 2023
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Patience Ofodu, Business Services Manager
RE: **Business Service Mid-Year Status Report, July 2022- December 2022**

BACKGROUND

The WDBCCC is high-quality services support all businesses in Contra Costa County (CCC). When businesses cannot find enough skilled workers or they need new talent, WDBCCC are the first stop to recruit, train and retain their workforce. Our low to no-cost services ensure a pipeline of diverse workforce talent is ready for the jobs of the future. These services include:

- Customized recruitment events for companies
- Job posting and access to qualified job seekers
- Space for recruitment events
- Financial assistance and subsidies for on-the-job employee training
- Assistance with identifying tax credits for new hires
- Access to Unemployment Insurance, Disability Insurance information and labor market data through EDD
- Layoff and Outplacement Services for businesses that are downsizing or closing

PERFORMANCE

Business Services Outreach

33	Networking, Chambers, Webinars, Economic Development Events
260	Business Engagement Calls/Contacts
184	Employer with Job Opportunities
82	Business Resources Referrals/Events
8	Businesses Registered CalJOBS
74	WDB Newsletter Sign Up
5	Rapid Response - WARNS
8645	Job Leads Shared with Partners
40	New Fair Chance Employers

Business Services staff supported and sponsored two career fairs with community partner Monument Impact, which primarily serves the Hispanic community.

WDBCCC partnered with the Richmond WDB, to support a manufacturing and distribution job fair, in support of Hello Fresh impacted/laid-off workers. The majority of the impacted workers were from the Hispanic community and a few were from other minority communities.

Silicon Valley Staffing Group, a fair chance employer, had two On-Site Recruitment (OSR) events held at the America's Job Center Concord. 21 job seekers attended, nine were hired as Machine Operators with a starting wage of \$18 an hour.

The Microbusiness and Nonprofit Covid-19 Relief Grant Application outreach and support session was held at the AJCC computer lab. Employers with technical and language challenges were assisted to complete the application.

The East Contra Costa Hiring & Resources Fair held at the Antioch Community Center had ten resource providers and 34 employers with 1498+ job opening. 278 jobseekers attended, 100 registered and 178 walked in without registering. It was coordinated by the Business Services Team and Urban League, hosted by the City of Antioch, and co-sponsored by Chevron Richmond. The California Workforce Association (CWA) invited staff to give a presentation to state partners on Successful Career Fair Coordination.

Employers, including chamber members, small businesses, and other interested parties were invited to the California Employers Association "2023-Labor Law Update" webinar. There were 111 registrations. Survey results conveyed the presentation was useful and of value.

WDBCCC is partnering with California Emerging Technology Fund Broadband Partnership, the Employment and Human Services Department and CCC Library and other community based organizations in an effort to promote broadband access.

Layoff and Worker Adjustment and Retraining Notification (WARN)

WDBCCC received and processed WARNs from: Direct Delivery Services Richmond for 49 layoffs, IMI Norgren Concord for 29, Go Fund Me San Ramon for one, Sandhills Global Inc for one, and Zendesk for six CCC remote workers. A combined total of 86 laid off employees in CCC. Staff contacted the employers to introduce Rapid Response (RR) outplacement services and offered orientations for impacted workers.

Staff supported Richmond WDB career fair and four RR orientations for Hello Fresh 647 laid off workers, some reside in CCC.

CHALLENGES

- Job placement results are difficult to capture following the job fair due to little response to survey requests from employers and jobseekers.
- Business services decrease since October 2022 due to staff reassignments and increased vacancies across the department.
- Pandemic barriers continue to challenge with low attendance and event cancellations.

ATTACHMENTS

[I4 - CCC 2022 Economic Overview by Juliet Moeur, East Bay Labor Analyst.pdf](#)

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