



Our Vision:

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

**Executive Committee Meeting
Agenda**

March 15, 2023

3:00 p.m. – 4:30 p.m.

**4071 Port Chicago Highway, Conference Room A
Concord, CA 94520**

**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 January 11, 2023 Meeting**

**3:30 PM ACTION ITEM
A1 Approve Transfer of Funds
A2 Establish a Nominating Committee for Board Chair & Vice Chairs
A3 Approve Modified WDBCCC Board Committee Meeting Calendar 2023**

**4:00 PM INFORMATIONAL/UPDATE
I1 Teleconferencing Options Under the Brown Act**

4:30 PM ADJOURN

Upcoming Committee Meetings:

BED Committee is on Wednesday, April 5, 2023

FULL BOARD Meeting is on Tuesday, May 2, 2023

YOUTH Committee Meeting is on Tuesday, May 9, 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 925.671.4560

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

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



EXECUTIVE COMMITTEE MINUTES

Wednesday, January 11, 2023

The Executive Committee met on Wednesday, January 11, 2023 via a ZOOM meeting. Chair Yolanda Vega called the meeting to order at 3:08 pm, and reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Yolanda Vega, Joshua Anijar, Thomas Hansen, Kwame Reed

MEMBERS ABSENT: Michael McGill, Terry Curley, Stephanie Rivera (Excused)

OTHERS PRESENT: Celina Shands, Alyson Greenlee, Balvinder Kumar

WDB STAFF PRESENT: Tamia Brown, Maureen Nelson, Rochelle Soriano, Verneda Clapp, Patricia Conley, Donn Matsuzaki, LaTosha Stockholm, and Jed Silver

PUBLIC COMMENT

None

DIRECTOR'S REPORT

STAFFING

- Commend all the hard work Patricia Conley as a board staff support
- Welcome back Rochelle, she was truly missed while she was out on leave.
- Jennifer Joel, has been promoted and moving on with Public Works; big loss to our team.
- We are 50% down with staffing it is a challenge; appreciate the staff for stepping up.

FUNDING

- Governor's budget was released and the County has started its budget season
- WDB has put in staffing request hopefully could matched our workload.
- Local and Regional Plan is a work in progress. Thank you for all who attended inputs session and Regional Plan session will kick off next week as scheduled public input session.
- Continues work on Health Care Initiative and Advanced Manufacturing Initiatives
 - successful recruitment exceeding our target goals

WEBSITE

- Revamping, marketing and strategy
- Website facelift
- Communication strategy business throughout the county.

COMMITTEE CHAIR REPORTS

- **Business Services Chair** (Kwame Reed) reported BED Committee met on December 7th.
 - Full Capacity Marketing facilitated Business Resources Center discussion.
 - Business Resource Center (Celina Shands, Full Capacity Marketing)
 - WARN updates influx of lay-offs
- **Youth Committee Tomas Hansen** reported Youth Committee met on January 10th.
 - Presentation was by John Muir Land Trust Family Harvest Farm (Garden Apprenticeship Program)
 - Potential Field visits with COVID-19 easing will have further discussion on next YC meeting meeting
 - Update on RFI#744 Measure X Youth Center Status

CONSENT AGENDA

C1 Approve October 12, 2022 Executive Committee Meeting Minutes

Motion/Second Thomas Hansen/Joshua Anijar

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Thomas Hansen, Kwame Reed

NAYS: None

ABSENT: Michael McGill, Robert Muller, Terry Curly, Stephanie Rivera

ABSTAIN: None

ACTION ITEMS

A1 Approve Board Application

Executive Committee recommend for appointment to the Workforce Development Board of Contra Costa County: Sean R. Laurant fill Governmental, Economic, and Community Development Seat #1

Motion/Second Thomas Hansen/Kwame Reed

Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Thomas Hansen, Kwame Reed

NAYS: None

ABSENT: Michael McGill, Robert Muller, Terry Curley, Stephanie Rivera

ABSTAIN: None

A2 Approve Draft CEO Agreement

Executive Committee approve the DRAFT 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) as presented.

Motion/Second Joshua Anijar/Thomas Hansen

Motion Approved

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

NAYS: None

ABSENT: Michal McGill, Robert Muller, Terry Curley, Stephanie Rivera

ABSTAIN: None

THE MEETING ADJOURNED AT 3:41PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

DATE: March 15, 2023
TO: Executive Committee
FROM: Verneda Clapp, Adult and Dislocated Worker Program Manager
RE: **Approve Funds Transfer Request for FY 2022-23 funds**

RECOMMENDATION

That the Executive Committee to approve the WDBCCC to initiate a funds transfer request to EDD, which, if approved, would move \$1,000,000 out of the WIOA Dislocated Worker program into the WIOA Adult program to balance each of these funding streams in accordance with customer demand, priority of service provisions, and changes in the local labor market.

A. BACKGROUND

Workforce Innovation and Opportunity Act (WIOA) formula funds (Adult, Dislocated Worker, and Youth) make up a significant portion of the WDBs revenue and provide funding for three (3) types of job-seeker populations as well as for services to support the needs of businesses. WIOA funds have a two-year lifespan, meaning that funds that appropriated July 2022 are available for use through June 2024.

WIOA allows the transfer of funds between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide Local Workforce Development Boards (Local Boards) with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133(b)(4) states that up to and including 100 percent of funds allocated to Title I Adult and Dislocated worker programs may be transferred between these two funding streams.

Adult funds can be used to support workforce activities for individuals aged 18 and older. Although there are numerous ways to be eligible for the Adult program, most Adult program participants tend to have less attachment to the labor market than their Dislocated Worker counterparts. This often means that the Adult program participants have lower incomes and may have other attributes that impede their employment. In contrast, eligibility for the Dislocated Worker program is for people who were displaced from jobs through no fault of their own and are unlikely to return to their previous occupation without acquiring additional skills.

B. CURRENT SITUATION

Adult program has exhausted all of the round 1 funding and round 2 funds have a remaining balance of \$848,592. As of mid-February, Dislocated Worker funds has a total remaining balance of \$1,769,889 (\$103,386 of Round 1 funds and the full Round 2 funds allocation of \$1,666,503).

Lay-offs have slowed in Contra Costa County and Dislocated Workers are not seeking career and training services as much as their Adult counterparts, which has reduced the demand for DW formula funds. To balance formula funding, a transfer of funds is being requested.

WIOA places a priority of service in the WIOA Adult program (individualized career services and training services) for individuals who are low-income, public assistance recipients or basic skills deficient (reading and math levels below high school level). The COVID-19 pandemic had presented a special set of problems in identifying and serving Dislocated Workers and federal grants for displaced workers such as National Dislocated Worker Grants (NDWGs) were made available to assist in employment recovery for DWs. This increase in funding for displaced workers as a result of COVID-19 has decreased the demand for Dislocated Worker Formula funds.

C. FISCAL IMPACT

The \$1,000,000 transfer of funds from Dislocated Worker to Adult will help balance the revenues and expenditures in each of these respective funding streams and has a net zero effect on the overall budget.

D. SCHEDULE

The transfer of funds from WIOA Dislocated Worker to WIOA Adult will also be processed immediately as a part of this action.

E. ATTACHMENTS

A1a Transfer of Funds Request Form

A1b Budget Plan Form

A1c Participant Plan Form

Transfer of Funds Request

1. Local Area Workforce Development Board of Contra Costa County

2. Subgrant Number AA311003 3. Request Date 3/15/2023

4. Program Year PY 22-23 5. Transfer Request No 1

6. Direction of Transfer (Check One):

Adult program to Dislocated Worker program Dislocated Worker program to Adult program

201 → 299

501 → 499

202 → 200

502 → 500

7. Amount of Transfer \$1,000,000

8. Contact Person Debbie Rodrigues

9. Contact Person's Telephone Number 925-608-4839

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer March 15, 2023

Date of Local Board meeting to approve transfer March 15, 2023

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board meeting on the date indicated above.

Signature _____

Name Tamia Brown

Title Executive Director

Date 3/15/23

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 4 of the Directive, describe the Local Board's reasoning to request a transfer of funds.

The Contra Costa Local Workforce Development Area (LWDA) is requesting to transfer \$1,000,000 from the Dislocated Worker funding stream to the Adult funding stream in order to align revenues and expenditures with the participants being served. While formula funding allocations for Dislocated Workers has tended to be greater than Adult allocation levels for this program year, the demand from the eligible Dislocated Worker population has reduced and the need for services from that population is also being served by other grant funding. As the East Bay labor market has improved for those with transferable skills (mainly DWs), there has been an increase in demand for Adult services from those with barriers to employment. In addition to the priority of service provisions outlined in WIOA legislation, the local board has established a priority of service that focuses on reaching the very hard to serve such as those that are basic skills deficient, low income, formerly incarcerated individuals and those currently on County Supervision. The local board is also actively engaged in connecting better with emancipated foster youth, immigrants, refugees and the housing-insecure. Adult participants tend to be enrolled in the WIOA program longer and require significantly more individualized staff time and resources. Making this transfer will balance the resources allocated to provide eligible participants with appropriate services under the Workforce Innovation and Opportunity Act.

Transfer of Funds Request Budget Plan

Local Area <u>Workforce Development Board Contra Costa County</u>	Date Prepared <u>2/28/2023</u>
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Subgrant Number <u>AA311003</u>	Grant Code	Adult to DW	DW to Adult
Year of Appropriation <u>FY22-23</u>		<input type="checkbox"/> 201 → 299 <input type="checkbox"/> 202 → 200	<input type="checkbox"/> 501 → 499 <input checked="" type="checkbox"/> 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	1,684,446	2,085,982
2. Prior Adjustments - Plus or Minus		
3. Previous Amounts Transferred		
4. Current Amount to be Transferred	1,000,000	(1,000,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	2,684,446	1,085,982

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	2,416,002	977,384
a. Career Services	1,607,668	650,589
b. Training Services	805,334	325,795
c. Other	3,000	1,000
7. Administration	268,445	108,598
8. TOTAL (Lines 6 plus 7)	2,684,446	1,085,982

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2022	252,904	108,354
10. December 2022	835,853	267,727
11. March 2023	1,363,698	540,479
12. June 2023	1,891,544	742,390
13. September 2023	2,419,389	944,302
14. December 2023	2,684,446	1,085,982
15. March 20__		
16. June 20__		

COST COMPLIANCE PLAN (maximum 10%)		
17. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

<u>Debbie Rodrigues, Fiscal Analyst WDB of Contra Costa County</u>	<u>925-608-4839</u>
Contact Person, Title	Telephone Number

Comments

Transfer of Funds Request Participant Plan

Local Area: <u>Workforce Development Board Contra Costa County</u>	Prepared Date <u>2/27/2023</u>
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Enter the number of individuals in each category.

TOTALS FOR PY 20__	ADULT	DW
1. Registered Participants Carried in from PY 2021__	183	22
2. New Registered Participants for PY 2022	275	34
3. Total Registered Participants for PY 2022_ (Line 1 plus 2)	458	56
4. Exiters for PY 2022__	120	7
5. Registered Participants Carried Out to PY 2022_ (Line 3 minus 4)	338	49

PROGRAM SERVICES		
6. Career Services	858	112
a. Basic Career Services	400	56
b. Individualized Career Services	458	56
7. Training Services	120	12

Contact Person, Title

Telephone Number

Comments:

DATE: March 15, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Establish a Nominating Committee for Board Chair & Vice Chairs**

RECOMMENDATION

That the Executive Committee is to establish a nominating committee to review and suggest candidates for a preliminary Slate of Officers for the 2023-2024 fiscal year.

A. BACKGROUND

The Ad Hoc Nominating Committee was established by a vote of the Workforce Development Board (WDB) of Contra Costa County and charged with developing a Slate of Officers for upcoming fiscal years.

Per the WDB bylaws:

ARTICLE V - OFFICERS AND ELECTIONS

- A. A Nominating Committee shall be convened each fiscal year to designate a new slate of officers for the following fiscal year. The Nominating Committee shall be chaired by the Immediate Past Chairperson who shall appoint at least two (2) other Board members, a majority of whom shall represent the business community. In the event the position of Immediate Past Chairperson is vacant, the Chairperson shall appoint the Chair of the Nominating Committee.
- B. The period for officer nominations shall commence upon the establishment of the Nominating Committee and will close 30 days prior to the final regularly scheduled full board meeting of the fiscal year.
- C. A report from the Nominating Committee on selection of officers shall be provided to the members in advance of officer elections and made available to the public. Additional nominations from the floor will be accepted by the chair or acting chair of the WDBCCC before the vote takes place.
- D. An election of officers shall be held no later than the final regularly scheduled full WDBCCC meeting of the fiscal year, though the election date may be changed in any given year if formally determined necessary by the WDBCCC membership. Officers shall be elected by a majority vote of the members present.
- E. Officers' terms will commence on July 1 and end on June 30 of the following calendar year.

In accordance with the Workforce Innovation and Opportunity Act (WIOA), the Chair of the WDB must represent private business. The WDB bylaws also include other provisions related to the selection and term lengths of officers.

The committee will review eligible candidates from among presently seated business members, contact suggested candidates regarding their willingness to serve, and formalize the slate to be presented to the Full Board for approval.

B. SCHEDULE

The election of officers is currently scheduled to be conducted at the regularly scheduled full WDB meeting on August 1, 2023.

C. ATTACHMENTS

A1a: [WDB Bylaws](#)

A1b: [WDB Public Roster 2023](#)

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



DATE: March 15, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Modified WDBCCC Board Committee Meeting Calendar 2023**

RECOMMENDATION

That the Executive Committee to approve the modified WDBCCC Board Committee Meeting Calendar 2023 as presented.

A. BACKGROUND AND DISCUSSION

The Workforce Development Board staff has typically worked out a calendar based on the frequency and agreed upon schedule for all meetings and revised it based on holidays. Periodically, there is a reason, including lack of a quorum and emergency actions that have required us to deviate from that published schedule. The County has recently adopted a ***New Brown Act Teleconferencing Rules*** that may affect the present and future scheduling.

Refer to [“Teleconferencing Options Under the Brown Act for Members of County Boards, Commissions, and Committees,” memo from Office of the County Counsel, Contra Costa County, to the Board of Supervisors](#)

B. ATTACHMENT

A3a: 2023 WDB Committee Meeting Calendar - MODIFIED

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

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

**Workforce Development Board of Contra Costa County
Board Committee Meeting Calendar Year 2023**

MODIFIED

A3a

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

FEBRUARY				
M	T	W	T	F
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY				
M	T	W	T	F
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15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
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19	20	21	22	23
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JULY				
M	T	W	T	F
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31				

AUGUST				
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28	29	30	31	

SEPTEMBER				
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OCTOBER				
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16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER				
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27	28	29	30	

DECEMBER				
M	T	W	T	F
				1
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11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Legend:

- Full Board**
- Executive**
- BED Committee**
- Youth Committee**
- Holidays**

- (1st Tuesday in Feb, May, Aug & Nov. from 3:00 pm to 5:00 pm)
- (2nd Wednesday of alternate month of Full Board from 3:00 pm to 5:00 pm)
- (1st Wednesday of the month from 3:00 pm to 5:00 pm)
- (2nd Tuesday of the month from 12:00 pm to 1:30 pm)
- (Legal holidays)

DATE: March 15, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Teleconferencing Options Under the Brown Act**

On February 1, 2023, County Counsel notified the Board of Supervisors (BOS) that once the statewide state of emergency is lifted on February 28, 2023, the BOS and Board-appointed bodies, such as the Workforce Development Board and its subcommittees, may continue to attend remotely under either 1) the new Brown Act teleconferencing rules or 2) the traditional Brown Act teleconferencing option. In addition, hybrid meetings which allow in-person and remote attendance, may continue but some form of remote participation for the public must be in place in order to use the new "just cause" or "emergency circumstances" options (described below).

- **New Brown Act teleconferencing rules.** Board members may attend remotely for "just cause" or due to "emergency circumstances." Certain legal requirements must be met and members may attend remotely a limited number of times per year.
 - For *just cause*, the member must notify the body before or at the start of the meeting, citing: 1) caregiving obligations, 2) contagious illness, 3) disability, or 4) travel on official business.
 - For *emergencies*, the member must submit a short description of the physical or family medical emergency, and the body must take action on the request at the meeting. It must be approved by majority vote. The requestor may not vote.
 - Body must provide a two-way audiovisual platform and the member must participate through both audio and visual technology.
 - Member must disclose whether individuals at least 18 years old are in the room.
 - At least a quorum must participate in person.
 - Remote option limited to two meetings per individual per calendar year, and a member may not use this option more than three consecutive months or 20% of meetings.
 - All votes must be taken by roll call.
 - *The agenda need not be posted at the remote location, include the address of the remote location, or provide for public access to the remote location.*

- **Traditional Brown Act teleconference option.** Board members may participate in meetings by teleconference if the location from where they are participating is listed on the agenda and other legal requirements are met:
 - At least a quorum must participate from locations in the County.
 - Each teleconference location and meeting location must be shown on agenda for the meeting. In addition, agenda must provide opportunity for members of the public to

- give comment from each teleconference location.
- In addition to the usual agenda-posting agenda locations and the County website, an agenda must be posted at each teleconference location *at least 96 hours in advance of the meeting* under the County's Better Government Ordinance, or at least 24 in advance for a special meeting.
- Each teleconference location must be open and accessible to members of the public.
- All votes taken during a teleconference meeting must be by roll call.

See a side-by-side comparison of requirements, see the table “Teleconference Meeting Participation Options” in County Counsel’s memo, attached.

NOTE: Beginning January 1, 2026, only the traditional Brown Act teleconference rules will be available.

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

ATTACHMENT:

I1a - [“Teleconferencing Options Under the Brown Act for Members of County Boards, Commissions, and Committees,” memo from Office of the County Counsel, Contra Costa County, to the Board of Supervisors](#)