



Our Mission:
The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.

Business & Economic Development Committee Special Meeting

Agenda

April 26, 2023

3:00 p.m. – 4:30 p.m.

4071 Port Chicago Highway, Conference C

Concord, CA 94520

**3:00 p.m. CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
INTRODUCTION OF COMMITTEE MEMBERS**

**3:05 p.m. CONSENT ITEM
C1 Approve Minutes from February 1, 2023 meeting**

**3:10 p.m. PRESENTATION ITEM
P1 Diablo Valley Tech Initiative – Jags Krishnamurthy, Chief Technology Officer**

**3:45 p.m. DISCUSSION ITEM
D1 WDBCCC Action Plan 2022 - Business & Economic Development
D2 Business Resource Center Adhoc Committee - Data Mining
Celina Shands, President of Full Capacity Marketing Inc.**

**4:05 p.m. INFORMATIONAL ITEMS
I1 Layoff/Worker Adjustment Retraining Notice Update
I2 Teleconferencing Options Under the Brown Act**

**4:20 p.m. CO-CHAIRS' REPORTS
Committee Agenda Item Requests**

4:30 p.m. ADJOURN

Next BED Meeting: Wednesday, June 7, 2023, from 3:00 p.m. to 4:30 p.m.

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, 2nd Floor, 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.

WORKFORCE DEVELOPMENT BOARD (WDB) OF CONTRA COSTA COUNTY
BUSINESS & ECONOMIC DEVELOPMENT (BED) COMMITTEE CHARTER

Charter Element	Charter Agreement Information
Business Objective	The primary objective of the Business & Economic Development (BED) Committee is to meet the workforce needs of high-demand sectors of the local and regional economies.
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 BED Committee will:</p> <ul style="list-style-type: none"> • Analyze and understand trends in order to respond to business needs • Bring industry and education together to address workforce needs in priority sectors • Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors • Work with WDB partners to develop an array of innovative workforce services supports • Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities
Boundaries / Guidelines	The BED Committee advises and influences the direction and implementation of business services strategies as outlined the WDB 2021-2024 Strategic Plan, including playing an advisory role to the Contra Costa Small Business Development Center (SBDC).
Team Membership	<p>The BED Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The BED Committee co-chairs are members of the WDB Executive Committee and all members of the BED Committee hold a seat on the Workforce Development Board. The BED Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the BED 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.</p>
Timing	The work of the BED Committee is aligned with the timeline of the WDB’s 2021-2024 Strategic Plan.
Resources	The WDB and the BED 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 WDB and the BED 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.

BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE MINUTES

Wednesday, February 1, 2023

The Business & Economic Development (BED) Committee met via Zoom on Wednesday, February 1, 2023. Co-Chair Kwame Reed called the meeting to order at 3:05 pm and reminded everyone of potential conflicts of interest.

ATTENDANCE

MEMBERS PRESENT: Kwame Reed, Douglas Lezameta, Kelly Schelin, Leslay Choy, Richard Johnson, Terrence Cole, Terry Curley, Traci Young, and Yolanda Vega

MEMBERS ABSENT: Stephanie Rivera, Corry Kennedy, Nichol Carranza

OTHERS PRESENT: Clair Whitmer, Juliet Moeur, George Carter, Vincent McCoy, Celina Shands, Monica Wilson, Lubna Hanif, Nicole Stone, Michael Covarrubias, Samuel Ojo, Bob Redlo, G. Vittoria Abate, Gloribel Pastrana, Kayla Toy, Maria-Clarimar Vargas, Ricardo Noguera, Tanya Birely, Vi Ngo, Monica Wilson

Workforce Development Board of Contra Costa County (WDBCCC) STAFF PRESENT: Tamia Brown, Patience Ofodu, Jed Silver, Donn Matsuzaki, LaTosha Stockholm, Charles Brown III, Patricia Conley

PUBLIC COMMENT

None

ACTION ITEMS

A1 Approve February 1, 2023 Business & Economic Development Committee Meeting Minutes

Motion/Second Yolanda Vega/Leslay Choy

Motion Approved

AYES: Kwame Reed, Douglas Lezameta, Kelly Schelin, Leslay Choy, Richard Johnson, Terrence Cole, Terry Curley, Traci Young, and Yolanda Vega

NAYES: None

ABSENT: Stephanie Rivera, Corry Kennedy, Nichol Carranza

ABSTAIN: None

PRESENTATION ITEMS

P1 Employment Development Department (EDD) Labor Market Update

Juliet Moeur, Labor Market Consultant

December 2019 before the pandemic began, the unemployment rate in Contra Costa County (CCC) was 2.9%. In April 2020, the rate shot up to 14.8%, the highest on record. It decreased in December 2021 to 4.1%, and to 2.9% in December 2022.

Since data is not available from EDD until March 2023 for CCC, the following information sourced as indicated.

Jobs Lost/Gained in Major Industries

1-Year January 2022 to January 2023

- Most Jobs Lost: Manufacturing -16032, Retail -5128, and Administrative Support Services -3461
- Most Jobs Gained: Services +3730, Finance +3400, Health Care +2983, Professional Services +2148, Pub Admin/Education Services +2019

5-Year 2018-2023

- Most Jobs Lost: Public Admin/Educational Services -15423, Information Based Industries -10611, Manufacturing -8450, Retail -6010
- Most Jobs Gained: Services +11320, Professional Services +9416, Construction +7020, Health Care +5427, Real Estate +3123

Source: Dun & Bradstreet

Online Job Vacancy Statistics Past 90 Days

- Hard to Fill Jobs: Registered Nurse 1759, Retail Sales 1261, Retail Store Manager 811, Caregiver 753

Source: The Conference Board (Burning Glass), Help Wanted Online Data Series Included Postings: All Available Jobs Past 90 Days

- Cities with Most Jobs Posted: Concord 5822, Walnut Creek 5735, San Ramon 3594, Richmond 3004, Antioch 2215
- Employers with Most Job Openings: Contra Costa Community College District 374, Mt Diablo Unified School District 316, Kaiser Permanente 277, Promedica Senior Care 163
- Most Job Ads: Health Care & Social Assistance 3544, Retail Trade 2073, Accommodation & Food Services 1312, Finance & Insurance 1243, Educational Services 1109, Professional/Scientific/Technical Services 991, Manufacturing 696

Source: Labor Insight (Burning Glass Technologies)

Questions and Comments:

- Staff may share slides with members and use for WDBCCC presentations.
- Do you find that employers are still offering sign-up incentives to get employees?
 - LMI does not have more detailed information about job postings.
- Is there a high unemployment rate in education due to teachers retiring rather than working from home?
 - People actively seeking a job determine unemployment numbers; people who are retiring are not included.
- Is there higher unemployment in certain sectors due to those businesses closing, for instance in retail or restaurant?
 - Retail industry has had a higher unemployment rate due to increase of e-commerce.
- What conclusions may be gleaned from this presentation?
 - Overall, the labor force has been stagnant in this area in the past few months. Although leisure & hospitality has been making a comeback and leading the area for employment gains.
- How would we incentivize nurses in health care?
 - Labor market information (LMI) does not look at incentives. However, consideration that the bay area pays higher than other areas may be an incentive for nurses to come here.
- Does EDD forecast forward in years to come?
 - Yes, EDD will release LMI 2020 – 2030 projections this June, available only at the metro level. Currently posted on the EDD website are 2018 – 2028 projections.

INFORMATIONAL ITEMS

I2 Business Resource Center Adhoc Committee Update – Data Mining Celina Shands, President of Full Capacity Marketing (FCM)

Business Resource Center (BRC) Adhoc Committee met December 7, 2022 with a lot of discussion about 1) who we are serving and 2) what the solutions are going to be. The REDI (race, equity, diversity, inclusion) principles will be the concept behind the BRC, serving those that want to start, retain, or grow their businesses. Unsure if services will be virtual or at an onsite location. To avoid duplicating efforts there was a brainstorming session, those attending named organizations they were aware of that currently serve businesses; this regional asset map is a starting place to add to through our research. It will list the organization's contact info, what they provide, and their social media handles to collaborate and build relationships. Obtain a meta-analysis of the data, preferably in the regional level. FCM requested data from the SBDC even if not current. Between the meta-analysis data and asset map, will discuss what the gaps are and where we can collaborate, to determine the

service lines for starting, retaining or growing businesses, by sometime next month for a second BRC Adhoc Committee meeting.

PRESENTATION ITEMS continued

P2 Support for Small Business Owners from the State of California

Clair Whitmer, Northern California Regional Advisor for Office of the Small Business Advocate at California Governor's Office of Business & Economic Development (GO-Biz)

The Office of the Small Business Advocate (CalOSBA) is an independent office within GO-Biz. Because of Covid, they have grown from five employees to more than 20, and are still growing in the year she has been in the job. CalOSBA administered the largest direct relief program in the country for Covid with \$4 billion in small business Covid direct relief grants.

Their four mission objectives are: 1) provide information, content and resources to small businesses; 2) advocate for the 4.2 million CA small businesses; 3) advance resiliency through disaster preparedness and economic recovery initiatives; 4) drive economic mobility through advancing entrepreneurship.

CalOSBA is the agency that puts California (CA) general fund monies into the SBDC Technical Assistance Network. The Governor has now permanently funded SBDC's at \$23 million a year; a supplemental budget to the federally funded SBDC's. See other Community Partner Resources, Access/Connection to Capital, and Round 2 of the Microbusiness Grant, and other available grants listed on their website at calosba.ca.gov. The U.S. Treasury put \$1.2 billion into the iBank and CPCFA for small businesses, specifically for underserved communities in CA. CalOSBA will be working with SBDC and other partners to help businesses get loan ready so they will have the best chance to access financing.

Small Business Ecosystem Expansion: Accelerate California Inclusive Innovation Hubs (iHub²) Program \$20 million; CA Regional Initiative for Social Enterprises (RISE) Program \$25 million; Women's Business Center Enhancement Program \$8 million.

New Direct Grant Programs: Small Agricultural Business Drought Relief Grant Program \$75 million, Small Business and Nonprofit Covid-19 Supplemental Paid Sick Leave Relief Grant Program \$150 million.

The Small Business Administration is continuing to list Contra Costa as a contiguous county, which means CCC businesses are eligible for Economic Injury Disaster Loans (EIDL).

Questions and Comments:

- Is there a distribution list for available grants?
 - Sign up for the CalOSBA Newsletter which will have available grants and RFP's (Request for Proposals), which are also announced through social media channels and can be received by following CalOSBA.
- Covid revealed that small businesses are important to not only our economy but also our communities.
- As a lender, that participates the SBLGP state guaranteed program through iBank, and also as a CalCAP lender, some loans that originated pre Covid in 2019 have been difficult for people who did not have any cash flow 2020-2021, showing some promise with 2022 financial statements and that things are turning around. The state guaranteed programs make it palatable for lenders to participate in these programs, because they offer an 80-90% guarantee, making it easier to help the small businesses in the community.
- More small business were created during Covid that are now experiencing rising interest rates and inflationary pressure; CalOSBA is available to support these new businesses so they make it during the three year critical period for survival of a new business.

INFORMATIONAL ITEMS continued

I1 Layoff/Worker Adjustment Retraining Notice Update

WDBCCC staff have not received a Worker Adjustment Retraining Notice (WARN) since December 2022. A partner informed WDBCCC that Blue Shield of California laid off 11 remote workers residing in CCC whom staff contacted. There are no new updates about the closure of USS-Posco/UPI from the City of Pittsburg-Economic Development Department.

DISCUSSION ITEM

D1 WDBCCC Action Plan 2022 – Business & Economic Development

At the May 2022 Board of Directors retreat there were four key strategy areas of the WDBCCC Action Plan 2022, as part of the Local/Regional plan two-year modification. The list was included in the BED Committee meeting agenda packet under D1.

The BED Adhoc Committee continues to work on B) Development of Community Business Resources Center Focusing on Small Minority & Micro-owned Business.

One of the things that the State wants WDB's to focus on in the modification are the principles of equity and economic justice. There are six elements listed under A) Incorporate Race, Equity, Diversity & Inclusion (REDI) Principles in all Business Services. The Board has to define what equity means and ensure in our work, in our sector pathways, earn & learn opportunities, and other support services, that we are practicing the principles with our participants. There may be discussion on how to increase access to good jobs to the marginalized populations at the next Board meeting; will bring back discussion points to the BED Committee if so. The Chair would also like agendized at the next BED meeting; Committee members share what REDI principles their businesses are planning or practicing, and REDI principles done.

The Health sector has received over \$1 million in training grants going through until 2024. Every dollar goes to programs where the number one priority is equity and social economic mobility. The jobs are available before the training takes place.

The SBDC is seeing people, who are starting businesses or already have one, want to contribute to social and economic injustice. The challenge is how to contribute while running their business successfully.

CO-CHAIRS' REPORTS

Chair requested next agenda items, and/or to email them to the Chair or WDBCCC staff.

- FCM report on what Adhoc Committee is working on.

The Chair asked Committee members to make their best effort to attend BED meetings in order to fulfill their commitment to meet quorum. Staff has sent hold the meeting dates for Committee members to accept, which will put the dates on their calendars.

The Executive Director announced that with the Governor's ending State of Emergency and lifting restrictions, the WDBCCC Board of Directors have approved virtual meetings until 2024. At the request of the Board Chair, the Board meetings will be in person.

The Board Chair requested staff to send a meeting reminder on the morning of the meeting.

Next BED Committee Meeting: Wednesday, April 5, 2023, from 3:00 p.m. to 4:00 p.m.

THE MEETING ADJOURNED AT 4:30 PM

Respectfully Submitted,
Patricia Conley, Business Services Representative

/pc



DATE: April 26, 2023
TO: Business and Economic Development Committee
FROM: Tamia Brown, Executive Director
RE: Diablo Valley Tech Initiative Overview

Diablo Valley Tech Initiative
Jags Krishnamurthy, Chief Technology Officer

The presentation will cover the Diablo Valley Tech Initiative (DVTI) studies and promotes the ideas that enable the Diablo Valley region to cultivate and benefit from a thriving technology sector.

Jags Krishnamurthy is a local tech executive with extensive experience in enterprise technology. He currently serves as CTO of Object Edge. As CEO of Object Edge, he follows how technology changes the landscape for businesses across the world. He's motivated by happy, engaged people.



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



DATE: April 26, 2023
TO: Business and Economic Development Committee
FROM: Tamia Brown, Executive Director
RE: **WDBCCC Action Plan 2022 – Business & Economic Development**

A. BACKGROUND & CURRENT SITUATION

There has been a great deal of time, effort, and resources devoted to developing an action plan. WDBCCC staff report brings forward a status report on this item and invites board members to enter a discussion around potential recommendations for more specific metrics that align with proposed outcomes and impact measures as described in the submitted version of the plan.

The BED committee is tasked with reviewing the attached Action Plan to become more familiar with its contents and begin to explore prioritization of strategies and activities in support of this workgroup, with particular emphasis on the Business Services section

The WDBCCC Action Plan will help to prioritize and align the WDB's investments in different programs, initiatives, and activities supporting the workforce system in Contra Costa County and the region.

B. ATTACHMENT

D1a WDBCCC Action Plan 2022 Business & Economic Development

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

**Contra Costa County Workforce Development Board Action Plan 2022
Business & Economic Development**

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

1	<p>Student/business speed dating: career exploration within communities</p> <ul style="list-style-type: none"> • Coordinate to schedule event • Secure racially diverse business guest speakers • Promote to students • Orient and prepare both groups on what to expect
2	<p>Offer REDI workshops for HR for businesses</p> <ul style="list-style-type: none"> • Engage California Employer Association
3	<p>Regular Partner meetings</p> <ul style="list-style-type: none"> • Weekly meetings with Rubicon and EDD; monthly iBEST meetings • Semi-annual Partner/Provider Convening (last one on 6/24/22)
4	<p>Host events with CBO's (Local and Regional)</p> <ul style="list-style-type: none"> • Monument Impact, RCF Connects, Contra Costa Employer Advisory Council, iBest Career Fair, EC² (East County Economic Coalition), Untapped Talent #3: Employer Forum, City of Pinole, WINs, H-WIN, WDB Partners Meeting
5	<p>Marketing and relationship building among Business/CBOs/Government</p> <ul style="list-style-type: none"> • Serving as a resource for information, programs, services and talent for businesses, for example: Advising them of tax incentives for hiring from diverse pools of talent. • Supporting minority businesses to ensure they are aware of, and take advantage of, incentives • Promote at Partners Meeting, Pinole Strategic Planning meetings, Contra Costa Economic Partnership (CCEP)
6	<p>Partner with organizations that are REDI ready – e.g., Fair Chance employers</p> <ul style="list-style-type: none"> • RCF Connects, Rubicon, HealthRIGHT 360, Re-entry Success Center

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

1	<p>Inventory Community Resources</p> <ul style="list-style-type: none"> • Conduct landscape scan of partners (mandated, ancillary, WIN, H-WIN) <ul style="list-style-type: none"> ○ Include 211 Information and Referral service
2	<p>Work with Contractor Full Capacity Marketing to Plan and Implement</p> <ul style="list-style-type: none"> • Conduct market analysis on small biz; who they are and what they need

	<ul style="list-style-type: none"> • Develop and implement brand strategy, communication plan and outreach • Develop business plan for Business Resource Center (location, staff, funding, navigators) • Develop and implement business owner mentorship: “Pay it Forward” • Identify metrics and business success stories
3	<p>Training + Technical Assistance (TA) on language and culture. For example, ESL, understanding culture, hiring vulnerable populations.</p> <ul style="list-style-type: none"> • Serve on state Immigrant Mobility workgroup (and WIOA committee) to strategize on increasing access to services for immigrants • Highlight programs for minorities, newcomers, English Language Learners in our publications and assets <ul style="list-style-type: none"> ○ Refugee Career Pathways Program by International Rescue Committee (IRC) highlighted on WDB website site in first quarter 2022

C. Creation & Expansion of Earn and Learn Models

Delegated primarily to the Youth Committee.

D. Serving Vulnerable Populations to Build Transferrable Skills

5	<p>Educate employers to overcome stereotypes + encourage hiring, <i>Short-Term (ST) & Long Term (LT) plans</i></p> <ul style="list-style-type: none"> • Educate employers about Business Services and incentives and how they can benefit from them
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DATE: April 26, 2023
TO: Business and Economic Development Committee
FROM: Patience Ofodu, Business Services Manager
RE: **Business Resources Center Ad Hoc Committee - Data Mining**

A. BACKGROUND & CURRENT SITUATION

Celina Shands, President, and CEO of Full Capacity Marketing Inc, a consultant with WDBCCC, facilitated a conversation among the committee members on strategies for establishing a Business Resources Center at WDBCCC.

The Board approved strategies are:

- Create community resource centers that support all businesses with an emphasis on minority-owned and micro businesses to gain greater access to appropriate resources.
- Encourage diversity, equity, and inclusion in all outreach and resource sharing with local businesses and organizations.

The Business Resource Center Ad Hoc Committee met with Full Capacity Marketing (FCM) who has developed an initial report and recommendations that have been distributed to the committee for review/input. Using primary and secondary research, FCM completed a market analysis of the most critical needs of companies and the challenges they face in 2023. Additionally, FCM has completed a regional asset map that identifies community partners who service businesses to overcome these key challenges, their area(s) of speciality and services, executive directors' contact information and social media handles. The asset map will support the Ad Hoc Committee in determining a set of collaborative partners to help bring the vision of the BRC to fruition.

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



DATE: April 26, 2023
TO: Business and Economic Development Committee
FROM: Charles Brown, Business Services Representative
RE: **Layoff and Worker Adjustment Retraining Notices (WARN)**

RAPID RESPONSE/OUTPLACEMENT SERVICES

In the past few months of Q1, the Workforce Development Board of Contra Costa County (WDBCCC), Rapid Response staff continues to see an increase in layoffs in the Bay Area, especially from tech companies. On April 12, 2023, according to a [techtaraget.com article](https://techtaraget.com/article), large tech layoffs continue through 2023 with headlines showing thousands of people losing their jobs.

February

WDBCCC Rapid Response staff received two WARNs in February, from SAP America, Inc., in San Ramon, and IMI Norgren LLC., in Concord. SAP America, Inc., permanently laid off 65 affected employees on April 19, 2023. All employees worked remotely. Before the layoff date, WDBCCC Rapid Response staff spoke with the employer and sent over Rapid Response-Outplacement services information.

The original WARN from IMI Norgren LLC was for 29 affected employees. WDBCCC Rapid Response staff, along with Rapid Response partners, EDD, Rubicon Programs, Covered California, and DOL, held a Rapid Response orientation for IMI Norgren LLC at their facility on February 21, 2023. There were 20 employees in attendance.

On March 14, 2023, IMI Norgren LLC, HR staff informed WDBCCC Rapid Response staff that nine formally affected employees had accepted job offers to remain with the company and transfer to other worksites in Minnesota and Massachusetts. IMI Norgren LLC requested to host a Rapid-Reemployment Hiring fair at their facility, for their 20 remaining affected employees. These employees have many years of experience as Assemblers. WDBCCC Rapid Response staff agreed to set up a mini career fair that would include five manufacturing companies that are hiring.

The Rapid-Reemployment Hiring fair was scheduled for April 6, 2023. The following companies participated and attended the event: Coast Personnel Services, Moxion Power, k2 Pure Solutions, TESLA, and Nelson Connects. IMI Norgren LLC plans to permanently lay off 20 affected employees on April 28, 2023.

March

WDBCCC Rapid Response staff received two WARNs in March, from Glassdoor, in San Francisco and Nutiva, in Richmond. Glassdoor permanently laid off two affected employees on March 31, 2023. The affected employees worked remotely in the cities of San Ramon and Walnut Creek. The San Francisco

WDB was the lead agency, that before the layoff date, spoke with the employer and sent over Rapid Response-Outplacement services information.

The original WARN from Nutiva was for 63 affected employees. The Richmond WDB requested support from the WDBCCC Rapid Response staff. The WDBCCC Rapid Response staff coordinated the scheduling of the Rapid Response partners, EDD, Rubicon Programs, Covered California, and DOL. In partnership with the Richmond WDB, a Rapid Response orientation for Nutiva at their facility was held on March 30, 2023. There were 47 employees in attendance.

On April 4, 2023, the Richmond WDB requested support from the WDBCCC Rapid Response staff. The Richmond WDB informed us that Nutiva requested to host a Rapid-Reemployment Hiring fair at their facility, for their affected employees. They would like to have 10 manufacturing companies participate in the event. These employees have many years of experience as Assemblers, Warehouse Workers, Packagers, and Admin/Clerical Support. The WDBCCC Rapid Response staff agreed to recruit companies for the event and to be present. The Rapid-Reemployment Hiring Fair is scheduled for May 19, 2023.

For any questions, please contact Charles Brown, Rapid Response Coordinator, at 925-671-4536 or email at cbrown2@ehsd.cccounty.us.

DATE: April 26, 2023
TO: Business Economic Development 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](#)

Office of the County Counsel
1025 Escobar Street, 3rd Floor
Martinez, CA 94553

Contra Costa County
Phone: (925) 655-2200
Fax: (925) 655-2263

Date: February 1, 2023

To: Board of Supervisors

From: Thomas L. Geiger, Chief Assistant County Counsel 

Re: **Teleconferencing Options Under the Brown Act for Members of County Boards, Commissions, and Committees**

SUMMARY

Members of the Board of Supervisors may continue attending meetings remotely until the current statewide state of emergency ends on February 28, 2023. Once the state of emergency ends, Board members may participate in meetings remotely under new Brown Act teleconferencing rules that allow Board members to attend remotely for limited reasons and a limited number of times per year. Specifically, these new rules allow individual members of the Board to participate in Board meetings by teleconference for “just cause” reasons or due to “emergency circumstances” when certain legal requirements are met. Board members may also participate in meetings remotely under the traditional Brown Act teleconference option. This option allows individual Board members to participate in meetings by teleconference if the location from where they are participating is listed on the agenda and other legal requirements are met.

In addition to applying to the Board of Supervisors, the new teleconferencing rules and the traditional teleconferencing option apply to all County boards, commissions, and committees that are subject to the Brown Act. These County boards, commissions, and committees are considered “legislative bodies” under the Brown Act and include, in addition to the Board of Supervisors: (1) committees created by statute; (2) committees created by formal action of the Board of Supervisors, whether composed of lay persons or a combination of lay persons and Board members; (3) standing committees, composed solely of members of the Board, that have a continuing subject matter jurisdiction (for example, the Board’s Internal Operations committee); and (4) standing committees created by a Board-appointed committee and composed solely of members of that body (for example, a subcommittee of the Mental Health Commission). Once the state of emergency ends on February 28, all members of County legislative bodies will be required to meet in person unless they attend remotely under the new or traditional Brown Act teleconferencing rules.

The Board of Supervisors previously directed that meetings of County legislative bodies provide for remote attendance by the public. These “hybrid” meetings, which allow in-person and remote attendance, may continue unless the Board of Supervisors directs otherwise, but as discussed below, some form of remote public participation must be in place for members of legislative bodies to use the new “just cause” or “emergency circumstances” options.

TELECONFERENCING OPTIONS AVAILABLE TO ALL COUNTY BOARDS, COMMISSIONS, AND COMMITTEES

1. Teleconferencing Is Allowed Under the Brown Act for “Just Cause” Reasons or Under “Emergency Circumstances”

Assembly Bill 2449 amended the Brown Act (Government Code sections 54950-54963) to provide an alternative to the traditional Brown Act teleconferencing rules. Specifically, AB 2449 amended Government Code section 54953 to permit individual members of a County legislative body to participate in meetings by teleconference for “just cause” or due to “emergency circumstances” when certain legal requirements are met. (Gov. Code, § 53953(f).)

Teleconference Participation for Just Cause. If a member of a County legislative body wishes to attend a meeting remotely for “just cause,” the member must notify the County legislative body at the earliest opportunity, up to and including the start of a regular meeting, of the need to participate remotely. The member must provide a general description of one of the following “just cause” circumstances:

- There is a childcare or caregiving need for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
- A contagious illness that prevents the member from attending in person.
- A need related to a physical or mental disability that is not otherwise accommodated for.
- Travel while on official business of the County legislative body or another state or local agency.

Teleconference Participation for Emergency Circumstances. If a member of a County legislative body wishes to attend a meeting remotely due to “emergency circumstances,” the member must provide a general description of the need to appear remotely, which need not exceed 20 words or include any personal medical information. The member must make the request to participate remotely as soon as possible. “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

Legislative Body Action Requirements. The County legislative body need not take action to allow a member to attend remotely for “just cause.” To allow a member to attend remotely for “emergency circumstances,” the County legislative body must take action on the request at the meeting. If there is insufficient time to include the item on a posted agenda, the County legislative body may take action on the request at the beginning of the meeting. Approval for the member to participate remotely based on the “emergency circumstances” exception must be by majority vote. The member requesting the remote appearance may not vote on the request or be counted as part of the quorum until the legislative body approved the “emergency circumstances” exception.

Participation Requirements. A member appearing by teleconference under one of the AB 2449 options must participate in the meeting through both audio and visual technology.

Disclosure Requirements. A member appearing by teleconference under an AB 2449 option must publicly disclose at the meeting whether any other individuals 18 years or older are in the room at the remote location with the member and must publicly disclose the general nature

of the member's relationship with these individuals. This disclosure must occur before any action is taken.

Quorum Required. If a teleconference meeting is conducted with a member participating under an AB 2449 option, at least a quorum of the County legislative body must participate in person, and the quorum must meet in a single, physical location identified on the agenda that is open to the public and situated within the County.

Limitations on Number of Remote Appearances. A member may not use a "just cause" reason to appear remotely for more than two meetings per calendar year. In total, a member may not participate remotely under an AB 2449 option for more than three consecutive months or 20 percent of the regular meetings of the County legislative body within the calendar year, or for more than two meetings if the body regularly meets less than 10 times per year.

Roll Call. All votes taken during a teleconference meeting conducted under this option must be by roll call.

Technological and Access Requirements. If a member participates remotely under an AB 2449 option, the County legislative body must also provide either a two-way audiovisual platform, or a two-way telephonic service and a live webcasting of the meeting, so that the public may remotely hear and visually observe the meeting, and remotely address the legislative body.

The body must provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment. The agenda must include an opportunity for all persons to attend and address the legislative body via a call-in option, via an internet-based service option, and at the in-person location of the meeting.

If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency's control prevents members of the public from commenting using the phone or internet service, the legislative body may not take any action at the meeting until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be subject to legal challenge.

When a member appears remotely for a just cause or emergency circumstances reason, the Brown Act does not require that the agency post an agenda at the remote location, include the address of the remote location, or provide for public access to the remote location.

The body may not require public comments to be submitted in advance of the meeting and must allow the public to address the body and comment in real time.

An individual may be required to register for public comment before being allowed to provide comment, where the body uses a third-party platform (like Zoom) for the meeting.

The Brown Act rules allowing "just cause" or "emergency circumstances" participation remain in effect through 2025. Beginning January 1, 2026, only the traditional Brown Act teleconference rules will be available (unless further legislation is adopted in the meantime).

2. Teleconferencing Under Traditional Brown Act Rules

Members of County legislative bodies also may continue to participate remotely under the traditional Brown Act teleconferencing rules in Government Code section 54953(b). Under these rules:

- At least a quorum of the legislative body must participate from locations in the County.
- Each telephone conference location and the meeting location must be shown on the agenda for the meeting. In addition, the agenda must provide an opportunity for members of the public to give public 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.

TLG:

Teleconference Meeting Participation Options

	AB 361- State of Emergency Teleconferencing (Gov. Code, §54953(e).)	AB 2449 Just Cause/Emergency Circumstances Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)	Traditional Teleconferencing (Gov. Code, § 54953(b).)
Applicable Timeframe	<ul style="list-style-type: none"> ▪ Available until the state of emergency ends, currently scheduled for February 28, 2023. In no event may the AB 361 rules continue past December 31, 2023. 	<ul style="list-style-type: none"> ▪ Available beginning <u>January 1, 2023</u>, and ending <u>December 31, 2025</u>. 	<ul style="list-style-type: none"> ▪ Available anytime.
Who May Appear Remotely and Quorum Requirements	<ul style="list-style-type: none"> ▪ Any or all board members. 	<ul style="list-style-type: none"> ▪ Individual board members if: <ol style="list-style-type: none"> (1) a quorum of the members participates in person; and (2) the quorum meets in a single, physical location clearly identified on the agenda that is open to the public and situated within the agency’s jurisdiction. 	<ul style="list-style-type: none"> ▪ Individual board members, if at least a quorum of the members of the body participate from locations within the jurisdictional boundaries of the body.
Bases for Remote Appearance	<ul style="list-style-type: none"> ▪ Must be a proclaimed state of emergency; and either: <ol style="list-style-type: none"> (1) State or local officials have imposed or recommended measures to promote social distancing; (2) The body is holding a meeting to determine if meeting in person would present imminent risks to the health or safety of attendees; or (3) The body finds that meeting in person would present imminent risks to the health or safety of attendees. 	<ul style="list-style-type: none"> ▪ A member may appear remotely for “Just Cause” or “Emergency Circumstances”: <ul style="list-style-type: none"> ▶ “Just cause” is any of the following: <ol style="list-style-type: none"> (1) A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner; (2) A contagious illness that prevents a member from attending in person; (3) A need related to a physical or mental disability that is not otherwise accommodated for; or (4) Travel while on official business of the body or another state or local agency. ▶ “Emergency circumstances” is a physical or family medical emergency that prevents a member from attending in person. 	<ul style="list-style-type: none"> ▪ Applies when a board member is unable to attend in person.

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<p>Notification and Approval Requirements</p>	<ul style="list-style-type: none"> ▪ The body must reconsider the circumstances of the state of emergency every 30 days and find that the emergency continues to exist and either: <ol style="list-style-type: none"> (1) it continues to directly impact the ability of officials and members of the public to meet safely in person; or (2) state or local officials continue to impose or recommend measures to promote social distancing. 	<ul style="list-style-type: none"> ▪ To attend remotely for: <ul style="list-style-type: none"> ▶ “Just Cause” <ul style="list-style-type: none"> ▪ The member must notify the body at the earliest possible opportunity, including at the start of a regular meeting, of the need to participate remotely. ▪ The member must provide a general description of the circumstances necessitating the remote appearance. ▪ The body need not take action in response. ▶ “Emergency Circumstances” <ul style="list-style-type: none"> ▪ The member’s request to appear remotely must include a general description of the need to appear remotely, which need not exceed 20 words, and need not include any personal medical information. ▪ The member must make the request to participate remotely as soon as possible and must make a separate request for each meeting. ▪ The body must take action on the request at a public meeting. ▪ If there is insufficient time to include the item on a posted agenda, the body may take action at the beginning of the meeting. ▪ Approval must be by majority vote. 	<ul style="list-style-type: none"> ▪ No additional requirements.

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Agenda and Public Access and Comment Requirements	<ul style="list-style-type: none"> ▪ The notice and agenda are required to state the means by which the public may access the meeting and provide public comment. ▪ The agenda does not need to be posted at each teleconference location or identify each teleconference location. ▪ The body is not required to provide a physical location from which the public may attend or comment. ▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time. ▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting. 	<ul style="list-style-type: none"> ▪ Must provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment. ▪ The agenda must include an opportunity for all persons to attend and address the body via a call-in option, an internet-based service option, and at the in-person location. ▪ The law does not require that the agency post an agenda at the remote location, include the address of the remote location, or provide for public access to the remote location. ▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time. ▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting. 	<ul style="list-style-type: none"> ▪ The teleconference location must be open to the public. ▪ The agenda must be posted at all meeting locations, including the teleconference location. ▪ The agenda must identify all meeting locations, including the teleconference location. ▪ The agenda must provide for public comment at all meeting locations, including the teleconference location.
Voting Requirements	<ul style="list-style-type: none"> ▪ Members must vote by roll call. 	<ul style="list-style-type: none"> ▪ Members must vote by roll call. 	<ul style="list-style-type: none"> ▪ Members must vote by roll call.

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Technological Requirements	<ul style="list-style-type: none"> ▪ Members of the public must be able to attend via a call-in option or an internet-based service option. 	<ul style="list-style-type: none"> ▪ The public must be able to remotely hear and visually observe the meeting, and remotely address the body. Thus, the body must provide either: <ol style="list-style-type: none"> (1) a two-way audiovisual platform; or (2) a two-way telephonic service and a live webcasting of the meeting. 	
Other Requirements	<ul style="list-style-type: none"> ▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency’s control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1. 	<ul style="list-style-type: none"> ▪ If a member participates remotely, the member must also: <ol style="list-style-type: none"> (1) Publicly disclose at the meeting before any action is taken, whether any other individuals 18 years or older are in the room at the remote location with the member and the general nature of the member’s relationship with such individuals; and (2) Participate through both audio and visual technology. ▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency’s control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption 	

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		<p>that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1.</p> <ul style="list-style-type: none"> ▪ The body must have and implement a procedure for receiving and quickly resolving reasonable accommodation requests for individuals with disabilities. Any doubt should be resolved in favor of accessibility. 	
<p>Limitations on Frequency of Remote Appearances</p>	<ul style="list-style-type: none"> ▪ None. 	<ul style="list-style-type: none"> ▪ A member may participate remotely for “just cause” no more than two times per calendar year. ▪ A member may not participate remotely for more than three consecutive months or 20 percent of the regular meetings for the local agency within the calendar year, or more than two meetings if the body regularly meets less than 10 times per year. 	<ul style="list-style-type: none"> ▪ None.