

Full Board/Executive Committee

AGENDA

December 4, 2024

3:00 p.m. – 5:00 p.m.

4071 Port Chicago Highway, Conference Room A

Concord, CA 94520

500 Ygnacio Valley Rd. Walnut Creek, CA

Join Zoom Meeting

<https://us06web.zoom.us/j/86234058360?pwd=hJxzcsHsC9WL8Qi2iJohnJFY0iCE4P.1>

Meeting ID: 862 3405 8360 Passcode: 195595

- 3:00 PM** WELCOME AND CALL TO ORDER
REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT
- 3:05 PM** DISCUSSION ITEM
D1 Regional and Local Strategic Planning 2025-2028 by Glen Price Group
- 3:55 PM** CONSENT AGENDA
C1 Approve May 7, 2024 Full Board/Executive Committee Minutes
C2 Approve for Board Resignation
C3 Approve WDB Board Committee Meeting Calendar 2025
C4 Accept WDBCCC Annual Report
C5 Approve Regional Local Plan Schedule
- 4:00 PM** ACTION ITEMS
A1 Approve Board Seat Member Applications (Ratify)
A2 Approve the Slate of Officers Nomination
A3 Approve PY 2024-2025 WDBCCC Rebalanced Budget
A4 Approve Selection of Provider – Online Training Platform (Ratify)
A5 Approve Biennial Notice – WDBCCC Conflict of Interest
A6 Approve AJCC Certification
- 4:35 PM** INFORMATIONAL/UPDATE ITEM(S)
I1 WIOA Performance Report FY 2023-2024
I2 Early Childhood Care and Education Initiatives
I3 EMT 4 Equity Close-Out Report
I4 CCWORKS Quarter 1 Report
I5 Marine Trades Skills Trainings (MTST) Program Update
- 4:50** DIRECTORS REPORT
5:00 PM ADJOURN

UPCOMING COMMITTEE MEETINGS

Executive Committee Meeting: Wednesday, January 8, 2025

Youth Committee Meeting: Tuesday, January 14, 2025

Full Board: Tuesday, February 4, 2025

BED Committee Meeting: Wednesday March 5, 2025,

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

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Maureen Nelson, Administrator
RE: Local Strategic Plan PY 2025-28 – Board Input

A discussion of the requirements of the Local Strategic Plan will be led by Glen Price Group in order to garner the Board’s perspective and input on chief priorities, approaches and possible collaborations.

A. BACKGROUND

Under WIOA, an update of the [Regional](#) and [Local](#) plans is required every four years to ensure they are responsive to changes in labor market, economic conditions and other factors, as well as remain in alignment with the updated [State Plan](#) developed by the California Workforce Development Board (CWDB). The objectives of strategic planning at all levels is to implement a shared vision of a comprehensive system that impacts poverty, promotes income mobility and embeds equity. In addition a valuable resource to use is the [Economic Overview – Contra Costa County, developed by the Contra Costa Economic Partnership](#) to inform and guide the planning process. This document provides a detailed analysis of the county’s economic conditions, workforce trends, and other relevant factors that can help local and regional planning efforts remain aligned with both current and future labor market needs. The East Bay Regional Planning Unit (RPU) includes four local Workforce Development Boards: Alameda County, Contra Costa County, City of Oakland, and the City of Richmond.

- **Regional Plans** are used to articulate how the local boards will collaborate around industry sectors, program implementation, and career pathways – with the goal to expand equity and improve outcomes across multiple jurisdictions.
- **Local Plans** are used to articulate how boards will coordinate with their local partners to deliver services through the America’s Job Center of CaliforniaSM (AJCC) system. Local plans discuss how braided funding has been used and how the system is equipping staff to serve those marginalized because of race, color, national origin, sexual orientation or gender identity.

Both plans include analysis that takes into account impacts due to current events such as economic cycles, climate change, natural disasters, and the amplified movement for racial justice, among others.

WIOA Core and Required Partner Coordination

This section of the Local Plan addresses coordination with partners identified under WIOA Section 121:

WIOA Title II - Adult Education and Literacy	Veterans
WIOA Title III - Wagner-Peyser	Youth Build
WIOA Title IV - Vocational Rehabilitation	Trade Adjustment Assistance Act
Carl Perkins Career Technical Education	Community Services Block Grant
Title V Older Americans Act	Housing and Urban Development
Job Corps	Unemployment Compensation

How should the Local Area...

- Coordinate services/resources with their required [MOU] partners?
- Work towards co-enrollment to leverage benefits of different programs?
- Facilitate access to the system through technology and other means?
- Coordinate workforce and education activities with supportive services?
- Ensure physical and programmatic accessibility for individuals with disabilities?

State Strategic Partner Coordination and Environmental Sustainability

This portion of the Local Plan addresses how AJCC partners coordinate to meet workforce needs, align with state zero emissions goals, and support a climate-neutral economy. Agencies such as the Employment Training Panel (ETP), the Community Colleges, and the Department of Industrial Relations-Division of Apprenticeship Standards (DIR-DAS) are examples of the collaboratives that can help serve disadvantaged communities in an economy aiming for environmental sustainability.

How should the Local Area support...

- Individuals who access CalFresh Employment and Training services?
- Non-custodial parents who have a case with local child support agencies?
- Individuals with developmental and intellectual disabilities to access competitive employment?
- English language learners, foreign-born, and/or refugees?
- Veterans and the agencies who serve them?
- Strategic Planning partners to address environmental sustainability?

WIOA Title I Coordination

This section of the Local Plan addresses staff development to ensure those working at the AJCCs are equipped to help those visiting the AJCCs.

How should the Local Area train staff to be competent in helping...

- Those who come from a culture different from their own?
- Trauma-exposed populations?

How should the Local Area ensure staff...

- Have knowledge of digital tools and distance learning sufficient to assist others?
- Are able to coordinate Rapid Response and Layoff Aversion Activities?
- Are knowledgeable about the type and availability of employment and training in the area?
- Understand WIOA Adult Program Priority of Service requirements?
- Understand WIOA Youth Program requirements?
- Are knowledgeable about services appropriate for youth, including those geared toward increasing the digital literacy of youth with disabilities.

By integrating our workforce development activities to best serve historically marginalized populations and leveraging the power of partnerships in our Local Area, we can ensure that our efforts are tailored, effective, and aligned with the State's directives, leading to positive outcomes for our community.

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



FULL BOARD/EXECUTIVE COMMITTEE MINUTES

Tuesday, May 7, 2024

The Executive Committee met on Tuesday, May 7, 2024 at 4071 Port Chicago Highway, Conference Room A and via a ZOOM meeting. Chair Yolanda Vega called the meeting to order at 3:07 pm and reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Nichol Carranza, Leslay Choy, Terry Curley, Steve France, Tom Hansen, Devonn Powers, Kwame Reed, Richard Johnson, Michael McGill, Alison McKee, Kelly Schelin, Yolanda Vega

MEMBERS ABSENT: Joshua Anijar, Jerry Aranas, Sarah Chodakewitz (EX), Sean Laurant (EX), Douglas Lezameta (EX), Monica Magee, Steve Older, Timothy Jeffries, Traci Young

OTHERS PRESENT:) Vi Ngo (Rubicon), Kevin Kenny (Cal State East Bay), Celina Shands (Full Capacity Marketing), Suzanne Murphy (Martinez Adult School), Christine Markle (IRC), Anna Ramos (MDUSD)

WDB STAFF PRESENT: Maureen Nelson, Noramah Burch, Verneda Clapp, Rochelle Soriano, Patricia Conley, Serena Moore, Jon Rodriguez, Ken Austin, Yelena Miakinina, Charles Brown, Iyadunni Adeyemi, Brandi Cleveland

PUBLIC COMMENT

None

CHAIR’S REPORT

None

COMMITTEE CHAIR REPORTS

- **Business Economic & Development Committee** meeting on March 6, 2024 was cancelled due to no quorum. The next meeting is scheduled on June 5, 2024.
- **Youth Committee** met on April 22, 2024.
 - Presentation on First Place for Youth Pre-Apprenticeships
 - Update on Measure X Youth Centers Community Engagement
 - Action Items – Approve the following:
 - Approve Ad Hoc Committee for Measure X Youth Centers
 - Release of Request for Proposal (RFP) for WIOA Youth Services
 - Recruitment of Youth for WDB Youth Committee

CONSENT AGENDA

C1 Approve February 6, 2024 Executive Committee Meeting Minutes

Motion/Second Tom Hansen/Terry Curley

Motion Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Kwame Reed, Tom Hansen

NAYS: None

ABSENT: Joshua Anijar, Stephanie Rivera

ABSTAIN: None

C2 Approve Board Resignation

1. Laura Trevino-Fernandez, Hargrove Engineer & Contractors

Business Seat # 10

Motion/Second **Tom Hansen/Terry Curley**
Motion **Approved**

AYES: Yolanda Vega, Michael McGill, Terry Curley, Kwame Reed, Tom Hansen

NAYS: None

ABSENT: Joshua Anijar, Stephanie Rivera

ABSTAIN: None

PRESENTATION ITEM

P1 Del Valle Education Center & Martinez Adult Education Center

BIOGRAPHY OF SPEAKER

Steven France, Director

Del Valle Education Center

Steven France brings 24 years of public school education at the high school and adult education levels. He began his career as a high school English and Leadership teacher in the Mt. Diablo Unified School District prior to his 2005 appointment as Vice Principal within the same district. In 2007, Steven became Associate Principal in the Acalanes Union High School District and in 2012, was promoted to Coordinator of Acalanes Center for Independent Study and Student Services. Since 2015, Steven France has served as Director of the Del Valle Education Center, overseeing adult education, School Attendance Review Board (SARB), Home and Hospital Instruction, and various credit recovery options.

Suzanne Murphy, Director

Martinez Adult Education

Suzanne Murphy has been working in education for the last 18 years. She has been working in Adult Education as her primary career and taught part time with Napa Valley College in the Business and Computer Studies Department. Suzanne has served as the Director of Adult Education for Martinez Unified School District for the last seven years and co-chairs the Steering Committee, for the Contra Costa County Adult Education Consortium.

Summary Presentation:

Contra Costa County Adult Education Career Pathways

Contra Costa Adult Education Consortium

- Contra Costa Community College District (Contra Costa College, Diablo Valley College, Los Medanos College)
- Contra Costa County Office of Education
- Adult Education/School (Acalanes, Antioch, Liberty, Martinez, Mt. Diablo, Pittsburg, West Contra Costa)

Healthcare Career Pathways

Contra Costa County Adult Education Consortium (CCCAEC) offers a variety of healthcare career pathways to support adults with acquiring the knowledge and training for specific healthcare field for potential employment.

Pathways offered include, but are not limited to:

- Certified Nursing Assistant (CNA);
- Dental Assistant;
- Emergency Medical Technician;
- Home Health Care Aide;
- Medical Assistant;
- Medical Billing and Coding;
- Optical Assistant/Dispensing Optician;
- Pharmacy Technician;
- Phlebotomy; and Surgical Technology.

Healthcare Career Pathways

In addition to the pathways, CCCAEC offers English Language Learner (ELL) classes:

- to improve English language acquisition
- Computer literacy
- First Aid/CPR/AED/EpiPen/Inhaler for Adult, Child, and Infant Certification, and,
- Pre-apprenticeship, Bootcamps, and IET, Integrated Education and Training
- Support for ESL students at all Adult School Sites, with communication, English proficiency, and confidence in using English
- Career aligned software available through mobile apps designed for second language learners (Engen)

ELL Supports at Adult School

- Careers in Healthcare, job and career fair
 - 400 attendees, 20 programs and employers, focus on bilingual and multilingual candidates, increase diversity in healthcare fields
- Work-Based learning Opportunities
- Integrated Education and Training (IET)
- Pre-apprenticeship
- Bootcamps
- Other models

Importance to Workforce

- Untapped talent
- Diversity
- Programs serving ELL students, could benefit all
- State funded, and outcome driven
- Supported by local employers

Key Takeaway

- Essential and Employability Skills
- Strong Partnership = Employability
- Serves ALL in Contra Costa County

ACTION ITEMS

A1 Establish an Ad-Hoc Nominating Committee for Board Chair & Vice Chairs

That the Full Board/Executive Committee to establish a nominating committee to review and suggest candidates for a preliminary Slate of Officers for the 2024-2025 fiscal year.

Volunteers: Devonn Powers
Kelli Schelin
Steve France

Motion/Second **Michael McGill/Tom Hansen**
Motion **Approved**

AYES: Yolanda Vega, Michael McGill, Terry Curley, Kwame Reed, Tom Hansen

NAYS: None

ABSENT: Joshua Anijar, Stephanie Rivera

ABSTAIN: None

A2 Approve Release of Request for Proposal (RFP) for WIOA Youth Services

That the Executive Committee approve the Youth Committee’s recommendation to approve the release of an RFP for WIOA Youth Services with a release date in the Fall.

Motion /Second **Tom Hansen/Terry Curley**
Motion **Approved**

AYES: Yolanda Vega, Michael McGill, Terry Curley, Kwame Reed, Tom Hansen

NAYS: None

ABSENT: Joshua Anijar, Stephanie Rivera

ABSTAIN: None

A3 Approve Release of Request for Proposal (RFP) for Pre-Apprenticeship Training Services

That the Executive Committee approve the development and release of an RFP for program year (PY) 2025-2026 of Workforce Innovation Opportunity Act (WIOA) and other discretionary funds for the purpose of providing Pre-Apprenticeship training services in the Workforce Development Board identified sectors.

Motion /Second **Terry Curley/Tom Hansen**
Motion **Approved**

AYES: Yolanda Vega, Michael McGill, Terry Curley, Kwame Reed, Tom Hansen

NAYS: None

ABSENT: Joshua Anijar, Stephanie Rivera

ABSTAIN: None

A4 Approve Release of Request for Proposal (RFP) for Marketing Services and Public Relations

That the Executive Committee approve the Youth Committee’s recommendation to approve the release of an RFP for WIOA Youth Services with a release date in the Fall.

Motion /Second **Terry Curley/Tom Hansen**
Motion **Approved**

AYES: Yolanda Vega, Michael McGill, Terry Curley, Kwame Reed, Tom Hansen

NAYS: None

ABSENT: Joshua Anijar, Stephanie Rivera

ABSTAIN: None

A5 Approve PY 2024-2025 Proposed Budget

That the Executive Committee approve the PY 2024-25 Proposed Budget.

Motion /Second **Terry Curley /Kwame Reed**
Motion **Approved**

AYES: Yolanda Vega, Michael McGill, Terry Curley, Kwame Reed, Tom Hansen

NAYS: None

ABSENT: Joshua Anijar, Stephanie Rivera

ABSTAIN: None

INFORMATIONAL/UPDATE ITEMS

Disseminated information to the board and public.

I1 Family Human Services Committee Presentation

I2 WIOA Performance Report

THE MEETING ADJOURNED AT 4:50 PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms



Date: December 4, 2024

TO: Full Board/Executive Committee

FROM: 
Rochelle Martin-Soriano
WDB Staff

RE: **BOARD RESIGNATION – LABOR SEAT #5**

On May 5, 2024, WDB Board Secretary received resignation from Board member Traci Young, Community Services Director, Labor Liason to UWBA at Central Labor Council Contra Costa County via email. As a result, effectively immediately Labor Seat # 5 is vacant.

/rms



Date: December 4, 2024
TO: Full Board/Executive Committee

FROM: 
Rochelle Martin-Soriano
WDB Staff

RE: **BOARD RESIGNATION – BUSINESS SEAT #6**

On October 31, 2024, WDB Board Secretary received resignation from Board Member Sarah A.Chodakewitz, Director for Government and Public Affairs at John Muir Health via email. As a result, effectively immediately Business Seat # 6 is vacant.

/rms

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **2025 WDB Board Committee Meeting Calendar**

RECOMMENDATION

That the Full Board/Executive Committee approve the 2025 WDB Board Committee Meeting Calendar.

A. BACKGROUND AND CURRENT SITUATION

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.

If approved, the WDB Board Committee Calendar of 2025 meeting schedule would be as follows:

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

- Tuesday, Feb. 4, 2025
- Tuesday, May 6, 2025
- Tuesday, August 5, 2025
- Tuesday, November 4, 2025

EXECUTIVE COMMITTEE - (2ND Wednesday in Jan., April, Aug. & Oct. from 3:00 pm to 5:00 pm)

- Wednesday, January 15, 2025* - (*3rd Wednesday)
- Wednesday, April 8, 2025
- Wednesday, August 13, 2025
- Wednesday, October 8, 2025

YOUTH COMMITTEE - (2nd Tuesday of the first month of each quarter from 12 noon – 1:30pm.)

- Tuesday, January 14, 2025
- Tuesday, April 8, 2025
- Tuesday, July 8, 2025
- Tuesday, October 14, 2025

BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE - (1ST Wednesday of the month of each quarter from 3:00 pm to 5:00 pm)

- Wednesday, March 5, 2025
- Wednesday, June 4, 2025
- Wednesday, September 3, 2025
- Wednesday, December 3, 2025

NOTE

- *Subject to change if needed*
- *Committee Meets once every Quarter*
- *No Committee Meetings for the Month of July*

For any questions, please contact Tamia Brown, Executive Director at 925-671-4513 or email tbrown1@ehsd.cccounty.us

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Accept WDBCCC Annual Report**

RECOMMENDATION

That the Full Board/Executive Committee accept the WDBCCC Board Annual Report.

A. BACKGROUND AND CURRENT SITUATION

One of the goals for the work plan to create and present to the Board of Supervisors an Annual Report. WDB staff, board members, and partners have been working on the development of the report.

The report is designed to give community, business and workforce/economic development leaders an overview of the work completed and underway as well as the results achieved of the WDB. Additionally, we believe that it will deepen the understanding of workforce development. We hope that the report will also allow our own members and staff to feel accomplished and proud of the work we do.

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

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Maureen Nelson, Administrator
RE: **Approval of WDBCCC Regional and Local Strategic Plan PY 2025-28 Schedules**

RECOMMENDATION

That the Full Board/Executive Committee approve the schedules for the Regional and Local Strategic Plans 2025-28.

Regional Plan Schedule

Time	Activity
Nov 8, 2024	Kick-off meeting: East Bay RPU leadership and contractor
Nov 2024 – Dec 2024	Generate economic analytical overview of the region
Dec 2024 – Mid-Jan, 2025	Stakeholder/Community Forums
Dec 16, 2024	Public Meeting #1 (<i>virtual</i>)
Jan 8, 2024	Public Meeting #2: Alameda/Oakland (<i>in person, morning</i>) Public Meeting #3: Contra Costa/Richmond (<i>in person, afternoon</i>)
Feb 3, 2025	Draft Regional Plan complete
Feb 3 – 10, 2025	Internal draft review
Feb 10 – 17, 2025	Potential revisions
Feb 20 – Mar 20, 2025	Regional Plan public comment period
Mar 21 – 24, 2025	Regional Organizer compiles Local/Regional Plan package
Week of Mar 27, 2025	Contractor presents Plan (<i>virtual</i>) to WDBs, Local Area management and staff, Regional partners and stakeholders
Mar 28, 2025	Regional Organizer submits Regional Plan to CWDB

Local Plan Schedule

Nov 14, 2024	Kick-off meeting: WDB staff and contractor
Dec 4, 2024	Gather Board Input on Local Plan
Dec 11, 2024	Public Meeting #1 (<i>virtual</i>)
Dec 18, 2024	Public Meeting #2 (<i>virtual</i>)

Jan 8, 2025	Public Meeting #3 in Richmond (<i>in person</i>)
Dec 2024 – Jan 2025	Draft Local Plan sections (contractor and WDB staff)
Dec 2024 – Jan 2025	Review and revise drafts
Feb 5 – Mar 3, 2025	Local Plan public comment period
Feb 2025	Gather feedback from WDB staff, Board (at Feb 4, 2025 meeting), and public
Feb 4, 2025	Draft Plan provided to Board for approval
Mar 4 – 7, 2025	Public comments, if any, appended to Plan by contractor
Mar 21, 2025	Plan submitted to Regional Organizer for inclusion with Regional Plan
Mar 28, 2025	Regional Organizer submits Regional Plan and Local Plans to CWDB (deadline: March 31, 2025)
Jun 15, 2025	State Board approves/conditionally approves local plans
Jul 3, 2025	State Board notifies local boards of any deficiencies
Aug 1, 2025	Final corrected plans due with CLEO signature
Sep 1, 2025	State Board provides final approval of local plans

A. BACKGROUND

On September 18, 2024, the Employment Development Department issued a draft directive, *WSDD-262, Local and Regional Plans for PY 25-28*, to guide the strategic planning process, including conditions to incorporate the voice of stakeholders. The Regional and Local plans are due to the CWDB no later than March 31, 2025. They will need to be out for public comment for 30 days prior to that and will need local elected official and Board of Supervisors approval.

B. CURRENT SITUATION

The Workforce Development Board of Contra Costa County is the fiscal lead within the East Bay Regional Planning Unit (RPU) which includes the four local Workforce Development Boards: Alameda County, City of Oakland, and the City of Richmond. The new plans 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.

C. FISCAL IMPACT

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

D. CUSTOMER IMPACT

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

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

E. ATTACHMENTS

C5a [WSDD-262 Regional and Local Planning Guidance for PY 25-28](#)

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

DATE: August 14, 2024
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Recommend Appointment to the Workforce Development Board**

RECOMMENDATION

That the Full Board/Executive Committee recommend for appointment and re-appointment to the Workforce Development Board of Contra Costa County:

- Michael McGill** re-appointment to fill Business Seat #1
- Devonn Powers** re-appointment to fill Business Seat #3
- Brandon Leidgen** to fill Business Seat #8
- Natasha Paddock** to fill Business Seat #10
- Brandon Matson** to fill Business Seat #11
- Kelly Schelin** re-appointment to fill Education & Training Seat #2 (Higher Education)
- Richard Johnson** re-appointment to fill Education & Training Seat #4 (Wagner-Peyser)
- Leslay Choy** re-appointment to fill Economic/Community Development Seat #3
- Greg Brooks** to fill Flex Seat #1

A. BACKGROUND AND DISCUSSION

Local board structure and size:

The Workforce Innovation and Opportunity Act (WIOA) of 2014 requires a business and industry majority and ensuring representation from labor and employment and training organizations.

The WDB approved a Board of twenty-five (25) members. This option meets the WIOA requirements for the composition of the local board in the following enumerated categories:

- 1) Category – Representatives of Business (WIOA Section 107(b)(2)(A))
 - (52%) representatives
- 2) Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))
 - (20%) representatives
- 3) Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))
 - One (1) Adult Education/Literacy Representative (WIOA title II)
 - One (1) Higher Education Representative
 - One (1) Economic and Community Development Representative
 - One (1) Wagner-Peyser Representative
 - One (1) Vocational Rehabilitation Representative

B. CURRENT SITUATION

With, three Business seats, one Labor seat and one Education and Training Vocational Rehabilitation seats vacant, the Workforce Development Board of Contra Costa County staff and board members will continue to strategically recruit key leaders to fill the positions.

C. SCHEDULE

Action on this item will result in applicant's approval and final appointment by the Board of Supervisors'.

D. ATTACHMENTS

- A1a [WDBCCC BYLAWS](#)
- A1b [Michael McGill](#) application form
- A1c [Devonn Powers](#) application form
- A1d [Brandon Leidgen](#) application form
- A1e [Natasha Paddock](#) application form
- A1f [Brandon Matson](#) application form
- A1g [Kelly Schelin](#) application form
- A1h [Richard Johnson](#) application form
- A1i [Leslay Choy](#) application form
- A1j [Greg Brooks](#) application form
- A1k [WDBCCC Board Members Roster 07.2024.pdf](#)

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



BOARD MEMBER PUBLIC ROSTER

A1j

BUSINESS SEAT	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
BUSINESS 1	Michael McGill	MMS Design Associates	Construction	District #2
BUSINESS 2	Jerry L. Aranas	Lam Research	Computer & Technology	District # -
BUSINESS 3	Devonn Powers	Humanity Way, Inc.	Social Service	District #4
BUSINESS 4	Terry Curley	United Business Bank	Banking	District #4
BUSINESS 5	Douglas Lezameta	Fusion Latina Network	Advertising & Marketing	District #4
BUSINESS 6	Sarah A. Chodakewitz (RESIGNED 10.31.2024)	John Muir Health	Health care	District #4
BUSINESS 7	Nichol Carranza	Marathon Petroleum Corporation	Advanced Manufacturing	District #5
BUSINESS 8	VACANT			
BUSINESS 9	VACANT			
BUSINESS 10	Natasha Paddock	C.O.P.E. Family Support Center Inc.	Social Service	District #5
BUSINESS 11	Brandon Matson	Martinez Refining Company	Advanced Manufacturing	District #5
BUSINESS 12	VACANT			
BUSINESS 13	VACANT			
WORKFORCE/LABOR	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
LABOR SEAT # 1	Thomas Hansen	IBEW Local 302	Advanced Manufacturing	District #5
LABOR SEAT # 2	Joshua Anijar	Central Labor Council Contra Costa County	Skilled Trades	District #5
LABOR SEAT # 3	Timothy Jefferies	Boilermakers Local 549	Advanced Manufacturing	District #5
LABOR SEAT # 4	Steve Older	Machinists Union Local 1173	Advanced Manufacturing	District #4
LABOR SEAT # 5	Traci Young (RESIGNED 05.05.2024)	Central Labor Council Contra Costa County	Skilled Trades	District #5
EDUCATION & TRAINING	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
EDUCATION & TRAINING #1 (ADULT EDUCATION)	Steven France	Del Valle Education Center	Education	District #4
EDUCATION & TRAINING #2 (HIGHER EDUCATION)	Kelly Schelin	Contra Costa Community College District	Education	District #1
EDUCATION & TRAINING #3 (ECO./COMMUNITY DEV.)	Lestay Choy	San Pablo Economic Development	Advertising & Marketing	District #1
EDUCATION & TRAINING # 4 (WAGNER PEYSER)	Richard Johnson	California Employment Development Department	Government	District #4
EDUCATION & TRAINING # 5 (VOCATIONAL REHAB.)	VACANT			
FLEX SEAT	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
FLEX SEAT #1	Gregory Brooks	West Contra Costa Unified School District	Education	District #1
FLEX SEAT # 2	Alison McKee	Contra Costa County Library	Government	District #5

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Ad-Hoc Nominating Committee
RE: **Approval of Slate of Officers for 2024-2025**

RECOMMENDATIONS BY AD-HOC NOMINATING COMMITTEE

1. That the Full Board/Executive Committee approve nominations for Chair and Vice-Chair.

Nominations for the Chairs:

- **Chair**

1. Terry Curley, United Business Bank (Business Seat # 4)

Nominations for the Vice-Chairs:

- **Vice-Chairs**

1. Thomas Hansen, IBEW Local 302 (Labor Seat #1)
2. Nichol Carranza, Marathon Petroleum Corporation (Business Seat #7)

A. BACKGROUND AND CURRENT SITUATION

An Ad-Hoc Nominating Committee was approved and established at the May 7th Executive Committee for the Slate of Officers for Fiscal Year 2024-2025.

The Full Board and Executive Committee reviewed eligible candidates from among presently seated business members, contacted suggested candidates regarding their willingness to serve, and formalized the slate to be presented.

Officers shall be elected by a majority vote of the members present. Terms of office shall start at the beginning of each fiscal year and new officers will officially take office at the Board's first meeting.

ARTICLE V- OFFICERS AND ELECTIONS

H. 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.

B. ATTACHMENT

A2a: WDBCCC Board Roster Public 11.2024

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



BOARD MEMBER PUBLIC ROSTER

A2a

BUSINESS SEAT	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
BUSINESS 1	Michael McGill	MMS Design Associates	Construction	District #2
BUSINESS 2	Jerry L. Aranas	Lam Research	Computer & Technology	District # -
BUSINESS 3	Devonn Powers	Humanity Way, Inc.	Social Service	District #4
BUSINESS 4	Terry Curley	United Business Bank	Banking	District #4
BUSINESS 5	Douglas Lezameta	Fusion Latina Network	Advertising & Marketing	District #4
BUSINESS 6	Sarah A. Chodakewitz (RESIGNED 10.31.2024)	John Muir Health	Health care	District #4
BUSINESS 7	Nichol Carranza	Marathon Petroleum Corporation	Advanced Manufacturing	District #5
BUSINESS 8	VACANT			
BUSINESS 9	VACANT			
BUSINESS 10	Natasha Paddock	C.O.P.E. Family Support Center Inc.	Social Service	District #5
BUSINESS 11	Brandon Matson	Martinez Refining Company	Advanced Manufacturing	District #5
BUSINESS 12	VACANT			
BUSINESS 13	VACANT			
WORKFORCE/LABOR	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
LABOR SEAT # 1	Thomas Hansen	IBEW Local 302	Advanced Manufacturing	District #5
LABOR SEAT # 2	Joshua Anijar	Central Labor Council Contra Costa County	Skilled Trades	District #5
LABOR SEAT # 3	Timothy Jefferies	Boilermakers Local 549	Advanced Manufacturing	District #5
LABOR SEAT # 4	Steve Older	Machinists Union Local 1173	Advanced Manufacturing	District #4
LABOR SEAT # 5	Traci Young (RESIGNED 05.05.2024)	Central Labor Council Contra Costa County	Skilled Trades	District #5
EDUCATION & TRAINING	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
EDUCATION & TRAINING #1 (ADULT EDUCATION)	Steven France	Del Valle Education Center	Education	District #4
EDUCATION & TRAINING #2 (HIGHER EDUCATION)	Kelly Schelin	Contra Costa Community College District	Education	District #1
EDUCATION & TRAINING #3 (ECO./COMMUNITY DEV.)	Lestay Choy	San Pablo Economic Development	Advertising & Marketing	District #1
EDUCATION & TRAINING # 4 (WAGNER PEYSER)	Richard Johnson	California Employment Development Department	Government	District #4
EDUCATION & TRAINING # 5 (VOCATIONAL REHAB.)	VACANT			
FLEX SEAT	NAME	ORGANIZATION	INDUSTRY	District # (Employment)
FLEX SEAT #1	Gregory Brooks	West Contra Costa Unified School District	Education	District #1
FLEX SEAT # 2	Alison McKee	Contra Costa County Library	Government	District #5



DATE: December 4, 2024
TO: Workforce Development Board of Contra Costa County (WDBCCC)
FROM: Tamia Brown, Executive Director
RE: PY 2024/25 WDBCCC Rebalanced Budget

RECOMMENDATION

That the Full Board/Executive Committee approve the PY 2024/25 Budget Rebalance as of September 30, 2024, that includes four new funding sources.

A. BACKGROUND

The WDBCCC annually approves the Fiscal Year (FY) rebalanced 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 funds. The additional funding sources for FY 2024/25 and information about them are below:

- **California Jobs First, Total award \$100,000 (\$40,000)** - California Jobs First's goal is to build a sustainable and equitable economy across California, with a focus on supporting new strategies to diversify local economies and develop industries that create high-quality, broadly accessible jobs for all Californians in the transition to a carbon-neutral economy.
- **James Irvine Foundation, Total award \$25,000 (\$25,000)** - The goal of which was to assist workforce development boards in building their capacity to advance racial equity, promote holistic service delivery and create quality jobs both internally and in the communities being served. Grant funds will be used to increase partnerships in the workforce system through professional development for staff, hosting non-profit community and business-facing events/open houses; and procuring advertising materials not otherwise allowable by WDBCCC's other funding sources.
- **Prison 2 Employment 2.0, Total award \$122,901 (\$122,901)** - The Prison to Employment Initiative (P2E) is a grant program that was included in the Governor's 2018 Budget proposal and includes \$37 million to operationalize integration of workforce and reentry services in the state's 14 labor regions. The goal is to improve labor market outcomes by creating a systemic and ongoing partnership between rehabilitative programs within California Department of Corrections and Rehabilitation (CDCR) and the state workforce system by bringing CDCR under the policy umbrella of the State Workforce Plan.
- **Department of Labor Building Pathways, Total award \$5,000,000 (\$685,000)** - The purpose of the Department of Labor (DOL) Building Pathways to Infrastructure Jobs Grant Program is to fund public-private partnerships to develop, strengthen, and scale promising and evidence-based training models in H-1B industries and occupations

critical to meeting the goals of the Bipartisan Infrastructure Law (BIL) and to maximize the impact of these investments.

B. CURRENT SITUATION

The rebalanced 2024/25 budget is due to the County Administrators Office 12/20/24 for approval. Any key budget update narratives are due to the County Administrators Office 03/03/25. The rebalanced budget is scheduled for adoption 05/20/25. The counties 2025/26 budget process has begun, and we anticipate level funding.

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 EHSF Fiscal to balance and monitor expenditures for the budget.

E. ATTACHMENT

A3a – FY 2024-25 WDBCCC Rebalanced Budget (handout)

A3b – Acceptance of CA Jobs First Funding Report

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

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Acceptance of California Jobs First Funding**

A. BACKGROUND

California Jobs First (“CJF”), the project formerly known as Community Economic Resilience Fund, was awarded a grant by California Employment Development Department, Governor’s Office of Business and Economic Development, and Governor’s Office of Planning and Research. The goal is to build a sustainable and equitable economy across California, with a focus on supporting new strategies to diversify local economies and develop industries that create high-quality, broadly accessible jobs for all Californians in the transition to a carbon-neutral economy. California Jobs First supports the planning and development of high-road economic development plans to create equitable access to quality jobs. High-road economic development supports environmentally sustainable businesses that pay living wages and create opportunities for career growth.

Bay Area Good Jobs Partnership for Equity (“BAGJPE”) is the Fiscal Agent for the California Employment Development Department California Jobs First (“CJF”) on behalf of the Regional Convener and the Bay Area High Road Transition Collaborative. BAGJPE is an unincorporated association of Bay Area workforce development boards (WDBs), including the California Workforce Association, Alameda County WDB, WDB of Contra Costa County, NOVAworks, Oakland WDB, the Office of Economic and Workforce Development (OEWD) of San Francisco, Richmond WDB, WDB of Solano County, Sonoma WDB, work2future (San Jose), and Workforce Alliance of the North Bay (Marin and Sonoma).

In August of 2022, the Board approved the collective partnership agreement with Bay Area Jobs First Collaborative (BAJFC) formally known as the Bay Area High Road Transition Collaborative. The BAJFC refers to the project and stakeholders funded through the California’s Jobs First initiative and includes representation from workforce, community, labor, business, government, economic development, education, philanthropy, and indigenous communities.

B. CURRENT SITUATION

As a member of the BAGJPE, WDBCCC will receive funding to promote engagement in the sub-regional area of Contra Costa County, as well as to create additional options for sub-grantee structure moving forward.

The funding will be used to build community capacity and develop economic and workforce priorities in the local area. WDBCCC will ensure community engagement and facilitate community convenings to further the goals of California Jobs First.

C. FISCAL IMPACT

The WDBCCC will contract with Office of Economic and Workforce Development (OWED), a department of the City and County of San Francisco. OWED is Fiscal agent for the California Jobs First award to the Bay Area High Road Transition Collaborative grant. If accepted, will fund community engagement through September 30, 2026. The PY 24/25 budget will have \$40,000. The PY 25/26 budget will have the remaining \$60,000, totaling \$100,000.

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



DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Verneda Clapp, Adult & Dislocated Worker Program Manager
RE: **Approve Selection of Provider – Online Training Platform**

RECOMMENDATION

That the Full Board/Executive Committee hereby ratifies the approval of the selection of New York Wired for Education (NY Wired) for Metrix Learning online platform under the terms of the proposed two-year contract.

A. BACKGROUND AND DISCUSSION

Metrix Learning is an online self-paced training program with over 7,000 short courses organized into career pathways such as business, health care, technology, customer service, and skilled trades. Each pathway moves from entry-level to managerial level, teaching relevant job skills along the way. Users can assess their skills, take courses (including remedial if needed), and prepare to sit for tests to attain industry credentials. Metrix Learning courses are available at no cost to participants California Workforce Opportunity and Responsibility to Kids (CalWORKs), Workforce Innovation and Opportunity Act (WIOA) and America’s Job Center of California (AJCC).

NY Wired was the sole respondent to an EHSD Request for Proposal and has a history of providing the platform for Contra Costa residents and businesses.

B. FISCAL IMPACT

The funding for Metrix Learning platforms is sourced from 100% Workforce Investment Opportunity Act (WIOA).

C. SCALE OF USE

User Summary	07/23-09/23 (Qtr)	10/23-12/23 (Qtr)	01/24-03/24 (Qtr)	04/24-06/24 (Qtr)
Accounts Registered	126	157	140	146
Clients with 1+ Accesses	95	132	142	123
Clients with 1+ Completions	46	75	83	77

Training Summary	07/23-09/23	10/23-12/23	01/24-03/24	04/24-06/24
Avg Completions per active client	5.9	12.1	12.2	13.2
Avg hours per active client	6.5	8.6	7.7	8.5
Total training time	297.2	641.6	638.4	655.9
Total Completions	271	911	1011	1017

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

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Tamia Brown, Executive Director
RE: **WDBCCC Conflict of Interest Code – Biennial Notice**

RECOMMENDATION

That the Full Board/Executive Committee approve the proposed revisions to the WDB Conflict of Interest Code based on the 2024 Local Agency Biennial Notice provisions for amendments.

A. BACKGROUND

Often referenced at meetings, the WDBCCC has a conflict of interest code in order to ensure the complete and accurate disclosure of information by WDBCCC members as it relates to the work of our board as a public body responsible for overseeing federal workforce development funds under the auspices of the Contra Costa County Board of Supervisors. The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. More specifically, each agency must submit a notice indicating whether an amendment is necessary to the Clerk of the Contra Costa County Board of Supervisors.

As stated in Contra Costa County’s 2024 local agency biennial notice, “The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).”

B. CURRENT SITUATION

The WDB’s Conflict of Interest Code (COIC) is in need of review and updating. While the WDB took action in 2020 to make minor updates to its COIC, current amendments are necessary because

- 1) there have been substantive changes to WDB organizational structure since the last code was approved
- (2) titles of existing positions have been revised

C. SCHEDULE

If approved, the 2024 Local Agency Biennial Notice will be forwarded for review to the appropriate code review body (Clerk of the Board), and then forwarded for approval to the Contra Costa Board of Supervisors.

D. ATTACHMENT

A5a 2024 Local Agency Biennial Notice

A5b WDBCCC Conflict of Interest Code (*Executive Committee Adopted on 09.09.2020 and BOS Approved on 10.13.2020*)

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

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX)*:

An amendment is required. The following amendments are necessary:

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other *(describe)* _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CONFLICT OF INTEREST CODE
OF THE
WORKFORCE DEVELOPMENT BOARD
OF
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg., § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees establishing disclosure categories, shall constitute the conflict of interest code of the Workforce DEVELOPMENT Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction (Gov. Code § 81008).

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Workforce Development Board Member	1,2
Executive Director	1,2
One-Stop Administrator	1,2
Adult & Dislocated Worker Program Manager - Workforce Services Specialist	1,2
Youth Program Manager - Workforce Services Specialist	1,2
Business Services Manager - Workforce Services Specialist	1,2
<u>Program/Projects Coordinator</u>	<u>1,2</u>
<u>Business Services Representative</u>	<u>1,2</u>
Subsidized Employment Program Manager	1,2
Business Systems Analyst	1,2
Contracts & Fiscal Manager - Administrative Services Assistant III	1,2
Consultants *	1,2
* The Chair of the Workforce Development Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.	

APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and

status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing business within Contra Costa County, or if the business entity is doing business or planning to do business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce Development Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce Development Board of Contra Costa County or the County of Contra Costa.

CONFLICT OF INTEREST CODE
OF THE
WORKFORCE DEVELOPMENT BOARD
OF
CONTRA COSTA COUNTY

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Reg., § 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees establishing disclosure categories, shall constitute the conflict of interest code of the Workforce DEVELOPMENT Board of Contra Costa County.

Designated officials and employees shall file their disclosure statements with the Executive Director who will forward the statements to the Clerk of the Board of Supervisors of Contra Costa County. Copies of the statements will be retained by the Executive Director who will make the statements available for public inspection and reproduction (Gov. Code § 81008).

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Category</u>
Workforce Development Board Member	1,2
Executive Director	1,2
One-Stop Administrator	1,2
Adult & Dislocated Worker Program Manager – Workforce Services Specialist	1,2
Youth Program Manager – Workforce Services Specialist	1,2
Business Services Manager – Workforce Services Specialist	1,2
Subsidized Employment Program Manager	1,2
Business Systems Analyst	1,2
Contracts & Fiscal Manager – Administrative Services Assistant III	1,2
Consultants *	1,2
* The Chair of the Workforce Development Board may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The written determination is a public record and shall be retained for public inspection.	

APPENDIX "B"

DISCLOSURE CATEGORIES

1. Designated Officials and Employees in Category "1" must report:

All investments, interests in real property and business entities sources of income, and status as a director, officer, partner, trustee, employee, or holder of any position of management in any business entity. These financial interests are reportable only if located within or doing business within Contra Costa .County, or if the business entity is doing business or planning to do

business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa (and such plans are known by the designated official) or has done business with the Workforce Development Board of Contra Costa County or with the County of Contra Costa at any time during the two years prior to the close of the filing period for which the statement is made.

2. Designated Officials and Employees in Category "2" must report:

Investments in any business entity, income from any business entity, and status as a director, officer, partner, trustee, employee, or holder or a position of management in any business entity, which has within the two years prior to the close of the filing period for which the statement is made, contracted with the Workforce Development Board of Contra Costa County or with the County of Contra Costa to provide services, supplies, materials, machinery or equipment to the Workforce Development Board of Contra Costa County or the County of Contra Costa.

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Verneda Clapp, Adult & Dislocated Worker Program Manager
RE: **America Job Center of California (AJCC) Comprehensive Certification**

RECOMMENDATION

1. That the Full Board/Executive Committee accept the AJCC Certification report that includes the Baseline Certification and the AJCC Certification Indicator Assessment.
2. Authorize the Chair of the Board to sign the report.

A. BACKGROUND AND DISCUSSION

Under the Workforce Innovation and Opportunity Act (WIOA), Local Workforce Development Boards are tasked with overseeing a network of high-quality America's Job Center of California (AJCC) locations. These centers integrate publicly and privately funded education, employment, and training services to meet local workforce needs. To fulfill this responsibility, Local Boards must certify AJCCs within their jurisdictions. This certification process is guided by criteria and procedures established by the California Workforce Development Board (CWDB) and the WIOA Joint Final Rule, which outlines three core certification requirements. These requirements ensure that AJCCs provide accessible, effective, and integrated services to job seekers and employers.

CWDA has established two sets of criteria for AJCC Certification: **Baseline Certification Process** which ensures that every comprehensive AJCC complies with key WIOA statutory and regulatory requirements and the **Certification Indicator Assessment**, (formerly "Hallmarks of Excellence") highlight areas where AJCCs can continuously improve their service delivery, with seven indicators used to measure continuous improvement for all AJCCs.

B. CURRENT SITUATION

Attached, you will find the completed Baseline Certification Process and Certification Indicator Assessment reports, which were submitted to the regional advisor on November 1, 2024, in compliance with the deadline. Staff are now developing the continuous improvement plan for the comprehensive AJCC at Port Chicago. This document is being collaboratively created with our current One-Stop Operator, Rubicon Programs, and the workforce collaborative partnership. The team is on track to finalize and submit the improvement plan by December 31, 2025.

C. Directive TIMELINE

Schedule as listed in Directive WSD23-05.

November 1, 2024	Local Boards submit the Baseline Criteria Matrix, and the AJCC Certification Indicator Assessment to their assigned Regional Advisor.
December 6, 2024	Local Boards receive the CWDB certification status for each comprehensive or affiliate/specialized AJCC.
December 31, 2024	Local Boards submit continuous improvement plans for each comprehensive AJCC.

D. ATTACHMENTS

A6a: [AJCC Comprehensive and Affiliate/Specialized Certification - WSD23-05](#)

A6b: Comprehensive AJCC Certification Baseline Matrix –ATTACHMENT 1

A6c: AJCC Certification Indicator Assessment – ATTACHMENT 3

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

Comprehensive AJCC Baseline Certification Matrix

The baseline criteria to certify an America’s Job Center of CaliforniaSM (AJCC) are intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements.

Local Workforce Development Boards (Local Board) must submit a completed matrix to their Regional Advisor for each comprehensive AJCC by **November 1, 2024**.

Name of Local Board Workforce Development Board of Contra Costa County

Name of AJCC America’s Job Center of Concord

Implements the signed Memorandums of Understanding (MOU)	Yes	No
An MOU (meeting the requirements in Workforce Services Directive WSD18-12) has been signed by all the required AJCC partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The signed MOU identifies the AJCC as a comprehensive.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC is implementing the MOU specifications applicable to comprehensive centers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider	Yes	No
The AJCC Operator selected is in compliance with WSD22-13, <i>Selection of AJCC Operators and Career Services Providers</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The roles and responsibilities of the AJCC Operator are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The Career Services Provider selected is in compliance with WSD22-13.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The roles and responsibilities of the AJCC Career Services Provider are clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)	Yes	No
The AJCC has at least one Title I staff person physically present. (Note: Consideration may be given to remote/virtual services implemented due	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)	Yes	No
to the COVID-19 pandemic.)		
The AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides access to training services for adult and dislocated workers identified in WIOA Joint Final Rule Section 680.200	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides workforce and labor market information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The AJCC provides customers with access to programs, services, and activities during regular business hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 <i>Code of Federal Regulations</i> Part 38.</p> <p>The <i>Americans with Disabilities Act</i> (ADA) Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with the following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> • <i>Fair Employment and Housing Act</i> (California Government Code Section 12900-12996) • <i>Unruh Civil Rights Act</i> (California Civil Code Section 51) • <i>Disabled Persons Act</i> (California Civil Code Section 54) • <i>California Building Code</i> Title 24 Chapter 11B • <i>California Government Code</i> 7405 • <i>California Government Code</i> 11135-11139 <p>Such requirements include, but are limited to, the following:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
<ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities. • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities. • Allow service animals to be permitted, even if there is a “no pets” policy. • Administering programs in the most integrated setting appropriate. • Communicating with persons with disabilities as effectively as with others. • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in and enjoy the benefits of the program or activity. • Providing physical accessibility of the AJCC to individuals with disabilities. 		
Was WIOA Section 188 compliance monitoring completed for PY 2021-22?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Did the AJCCs have any findings when WIOA Section 188 compliance monitoring was completed?</p> <p>If yes, briefly describe the findings. Click here to enter text.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Was a corrective action plan submitted? NA	<input type="checkbox"/>	<input type="checkbox"/>
Is the status of the findings open? NA	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is the status of the finding closed? NA</p> <p>If closed, as of what date? Click here to enter text.</p>	<input type="checkbox"/>	<input type="checkbox"/>
The AJCC meets all Baseline Criteria for Baseline AJCC Certification	Yes YES	No

Ensures Equal Opportunity for Individuals With Disabilities	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Local Board Chair must attest to the Local Board's certification decision by signing below.

Signature

Terry Curley

Name

Board Chair

Title

December 5, 2024

Date

AJCC Certification Indicator Assessment

The America’s Job Center of CaliforniaSM (AJCC) Certification Indicator Assessment is intended to encourage continuous improvement by identifying areas where an AJCC is exceeding quality expectations, as well as areas where improvement is needed. The Certification Indicators were developed in alignment with the Training and Employment Guidance Letter 04-15, California's Unified Strategic Workforce Development Plan (State Plan), and the AJCC Certification Workgroup’s vision for California’s One-Stop delivery system.

The matrix below describes each Certification Indicator using both characteristics of a high-quality AJCC and the overall vision and strategies of the State Plan. Additionally, the Certification Indicators are provided as guidance for the evaluator to use to note the assessment of the AJCC’s strengths and continuous improvement opportunities. The Local Board may establish additional criteria or set higher standards for continuous improvement than those suggested by the state criteria below.

Local Workforce Development Boards (Local Board) must submit a completed AJCC Certification Indicator Assessment to their Regional Advisor for each comprehensive and/or affiliate/specialized AJCC by **November 1, 2024**.

Name of Local Board: Workforce Development Board of Contra Costa County

Name of AJCC: America’s Job Center of Concord

AJCC Type: Comprehensive

AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.

U.S. Department of Labor Characteristics of a High Quality AJCC

- A. Reflect a welcoming environment to all customer groups who are served by the AJCC. All AJCC staff are courteous, polite, responsive, and helpful to job seekers, businesses, and others who visit the AJCC location, or by telephone or e-mail. AJCC staff are sensitive to the unique needs of individuals with disabilities and are prepared to provide necessary accommodations.
- B. Ensure meaningful access to all customers. AJCCs must be physically and programmatically accessible to all customers, including individuals with disabilities. In doing so, AJCCs use principles of universal and human-centered design, such as flexibility in space usage, the use of pictorial, written, verbal, and tactile modes to communicate with customers with disabilities or Limited English Proficiency; providing clear lines of sight to information for seated or standing users; providing necessary accommodations; and providing adequate space for the use of assistive devices or personal assistants. AJCCs use assistive technology and flexible business hours to meet the range of customer needs.
- C. Include both virtual and center-based service delivery for job seekers, workers, and employers. Both methods of delivery support the talent needs of the regional economy, although each may better serve different customers with different levels of service needs at any given time. The system can expand its reach by delivering robust virtual services; and increasing the accessibility of those services through community partners, such as libraries, community and faith-based organizations, and other partners.

California State Plan Vision and Strategies

Enabling upward mobility for all Californians, including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and is able to access the level of education necessary to ensure economic self-sufficiency and security.

AJCC Certification Workgroup's Vision

- All AJCC staff honor and accommodate diversity and are comfortable and adept in providing services to diverse customers, including individuals with disabilities, cultural differences, and all individuals with barriers to employment.

- The local Equal Opportunity Officer (EOO) periodically reviews the AJCC's policies, procedures, and the facility for accessibility and equal opportunity. The EOO then provides recommendations and staff training, where needed.
- The AJCC has a Limited English Proficiency Plan to provide meaningful access for individuals who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English.
- The AJCC uses the principles of universal and human-centered design to ensure inclusive space and materials are available to individuals regardless of their range of abilities, mobility, age, language, learning style, or educational level.
- The AJCC implements the veteran's preference and priority of service requirements.
- The AJCC provides services outside of regular business hours where there is a workforce need as defined by the Local Board.
- The AJCC delivers both AJCC-based and virtual services.
- The AJCC ensures that people with disabilities can access virtual services in a manner that is comparable to those without a disability.

AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Staff are courteous and responsive to job seekers, businesses and others who visit. The center uses the principles of human-centered design to provide access to all customers including individuals with disabilities, English Language Learners and other barriers. The Resource Room is spacious, providing a clear line of sight for seated or standing customers to staff and most resources. There is space for assistive devices or personal assistants. Veteran representative and UI Navigators (EDD staff) are onsite. Veterans are given priority of service in WIOA and other programs where priority is mandated (e.g., SCSEP). In addition, to veterans, we also prioritize services for the following populations: justice-involved, low-income, English Language Learners, Dislocated Workers and Senior workers.

We provide services outside of regular business hours on an ad hoc basis (e.g., Rapid Response) and offer virtual services (online learning, Zoom workshops/meetings, Bounceback Contra Costa, EDD UI Navigation, Job Fairs/Recruitment events), allowing options and flexibility for customers to access services. There are also options for customers to co-enroll into multiple programs through collaborative partnerships and different grants. Text messaging has also been implemented for some of our programs to better communicate with customers and clients. While we have several bilingual Spanish speakers and subscription to the Language Line for translation into 150 languages, there is not a workstation specifically dedicated to the language line. Therefore, a language line workstation is recommended to improve visibility and accessibility to individuals with language barriers. We also have a DCARA representative for deaf and hard-of-hearing customers and staff who can assist those who are vision-impaired with using Merlin.

The building is ADA compliant as it includes a handicap door opener at the building entrance and an elevator option to access the AJCC which is located on the 2nd floor. However, it is recommended that a handicap door opener also be placed at the suite entrance where the AJCC is located. There is sufficient navigational signage throughout the center, which identifies various areas of the resource room and that of which points customers to meeting rooms. Signage has been placed in locations which ensures height compliance in that they are visible to all customers.

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AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.

U.S. Department of Labor Characteristics of a High Quality AJCC

Reflect on the establishment of robust partnerships among partners. The AJCC operator facilitates an integrated, co-located partnership that seamlessly incorporates the services of all the AJCC partners.

California State Plan Vision and Strategies

Aligning, coordinating, and integrating programs and services to economize limited resources while also providing the right services to clients based on each client's particular and potentially unique needs to facilitate skills attainment.

AJCC Certification Workgroup's Vision

- A system is in place to assess the satisfaction of both co-located and non-co-located partners with the AJCC and its services.
- Both co-located and non-co-located partners believe that the AJCC adds value to their program and customers.
- The required AJCC partners meet on a regular basis to discuss the One-Stop system and the AJCC's contribution to the system, and make recommendations for continuous improvement.
- The AJCC actively outreaches and provides access to non-co-located partner customers to participate in AJCC-based services, such as workshops and recruitment events.
- An inventory and overview of all partner programs and services are available to all AJCC staff, and all AJCC staff has received an orientation to all partner programs and services.
- One-Stop system marketing materials that overview all partner programs and services for distribution to customers at the AJCC and at all non-co-located partner locations have been developed.
- The AJCC's partner referral process (as outlined in the Memorandum of Understanding) is being implemented with a focus on quality referrals that are likely to convert to service.
- Referrals are recorded, and a system is in place for partners to follow through and report progress on referrals made.
- The AJCC connects to the community through multiple community partnerships and community access points.

AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The AJCC builds and maintains its partnerships four ways: 1) Monthly Contra Costa Workforce Collaborative (CCWC) Steering Committee meetings to share information, discuss items of mutual benefit and resolve site/structural issues. 2) Quarterly County Workforce Integration Network (WIN) meetings – attended by partners throughout Contra Costa county via Teams/Zoom. Non-located community partners are often guest speakers at both these meetings. WIN meetings normally have an average of 40 attendees and 3) Bi-Weekly AJCC Staff Partnership Meeting – attended by colocated managers and additional staff

CCWC Steering Committee meetings are currently held both virtually via Microsoft Teams and in-person at neutral locations. The Chief Executive Officer of AJCC Operator (Rubicon Programs) leads these meetings, which include representatives of nine local entities that are partner members in the collaborative. These entities are located throughout each region of the county and work together to ensure WIOA services are accessible to all residents. Each CCWC partner has WIOA Case Managers specifically assigned to their respective sites.

WIN meetings are also held both virtually and in-person. If in-person, meetings are either held at a neutral location or rotate to each partner's site. The Concord AJCC Site Manager from Rubicon Programs (AJCC Operator) is the Chair and other Rubicon staff rotate as Co-Chair. These meetings are great places for information sharing, cross-promotion, cross-referral and networking. Partners have taken on projects such as developing a Directory of Services (program description, eligibility criteria and contact information), cross-referral forms and hosting events. Sites have hosted (virtually and in-person) community resource fairs, job fairs and program/training info sessions.

WINs often have guest speakers, including local community-based and government agencies, educational entities, employers and training providers. We maintain a partner mailing list of 140-plus partners. WIN meetings have received great feedback from partners, as it allows them to connect and network with other like-minded entities throughout the county.

Bi-weekly AJCC Staff partnership meetings include managers and additional non-management representatives from each colocated partner. This meeting normally covers items that are relative to the operations of the AJCC.

The AJCC also has a standing partnership with SCSEP (Senior Community Service Employment Program), who also colocated part-time at the center. The partnership with SCSEP provides mutual benefits for all parties colocated at the AJCC. SCSEP refers clients for hands-on training opportunities at the center, in which such clients support center operations.

Partner program information regarding partner services is available online through the EASTBAY Works website. Such information is also distributed by AJCC staff and partners to share with the public upon reception via email or onsite. Job opportunities, job fairs and events are regularly shared among collocated partners and CCWC access points.

Each agency collocated at the AJCC maintains an Excel spreadsheet to record referrals, follow-ups and outcomes. Such participant information is also recorded on CalJOBS, which each AJCC partner has access to (Rubicon, EDD, WDBCCC).

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AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.

U.S. Department of Labor Characteristics of a High Quality AJCC

- A. Organize and integrate services by function, rather than by program; when permitted by a program's authorizing statute and as appropriate, and by coordinating staff communication, capacity building, and training efforts. Functional alignment includes having AJCC staff who perform similar tasks serve on relevant functional teams, (e.g., skills development team). Service integration focuses on serving all customers seamlessly, including targeted populations, by providing a full range of services staffed by cross-functional teams, consistent with each program's purpose, scope, and requirements.
- B. Use an integrated and expert intake process for all customers entering the AJCCs. Frontline staff are highly familiar with the functions and basic eligibility requirements of each program. They can appropriately assist customers and make knowledgeable referrals to partner programs, as needed and as appropriate, given the authorized scope of the program.

- C. Develop and maintain integrated case management systems that inform customer service throughout the customer's interaction with the integrated system and allow information collected from customers at intake to be captured. Customer information is properly secured in accordance with personally identifiable information guidelines and facilitated as appropriate, with the necessary MOU or other forms of confidentiality and data sharing agreements. Data, however, would be shared with other programs within the One-Stop system only after the informed written consent of the individual has been obtained, where required.

California State Plan Vision and Strategies

- A. Integrated Service Delivery: braiding resources and coordinating services at the local level to meet client needs.
- B. Customer-Centered Service Design: use of customer-centered design to involve frontline staff and customers in the development, prototyping, and evaluation of AJCC services, resources, tools, and systems.

AJCC Certification Workgroup's Vision

- AJCC staff identifies with the AJCC system (and not just their specific program), believes that all AJCC customers are shared customers, and contributes to providing a positive AJCC experience for every AJCC customer.
- AJCC staff have received customer service and customer-centered design training.
- AJCC staff is cross trained in program partner eligibility and services, so they have the capacity to functionally serve customers well.
- The AJCC has clearly identified the roles, responsibilities, and authorities of both functional leaders and the supervisors of program partners, and the AJCC has an integrated functional organizational chart.
- The AJCC has a system in place to promptly greet all AJCC customers, identify the reason for their visit and their needs, and connect them to appropriate services as quickly as possible.
- The AJCC has developed integrated customer flow procedures that respond to customer need and moves customers seamlessly between AJCC entry and service delivery with as few hand-offs as possible.
- All AJCC co-located partners have identified the Career Services that apply to their program, and the AJCC has developed methods to align/integrate the delivery of those services.
- The AJCC has established protocols to co-enroll customers in more than one partner program when there is value to customers and has a strategy for effectively sharing case management when customers are co-enrolled.

AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Regardless of the customer's need, they will always be informed of all offerings and services that they might benefit from. With several partners located in the center, referrals are easy and timely. All staff have received customer service training and most have had customer-centered design training. AJCC staff are cross trained in partner program eligibility and services. The AJCC Site Manager and Site Coordinator are also active participants in an innovation project through Human-Centered Design in relation to the Homeless and Workforce System Redesign. This involves a partnership of several agencies/organizations throughout Contra Costa County who are collaborating to develop an efficient system which will better connect the homeless population with employment services.

In the AJCC's customer flow, a receptionist greets all visitors, identifies their needs (through an interest card) and connects them to the appropriate agency. If they are new to the center and do not have a CalJOBS, they are directed to register for CalJOBS on one of the resource room computer stations and offered a mini orientation/tour of the center (room layout, resources, calendars, processes). Front desk staff are available to assist with CalJOBS registration, if necessary. AJCC's collocated partners work together to leverage services for the customer, avoid service duplication and share case management and outcomes.

With regard to co-enrollments, procedures have been implemented to ensure referrals are appropriately accommodated in an efficient manner. Typically, the partner agency will refer their client to a program staff member, who will collaborate with the Case Manager (of the referring agency) to accumulate eligibility documents needed for enrollment. This process has also been established with our collocated partners (EDD). However, AJCC Case Managers attend EDD's RESEA workshops as an alternative method of receiving referrals.

Through bi-weekly staff meetings, the AJCC clearly identifies the roles and responsibilities of collocated leadership, staff and program partners. The AJCC also has an integrated organizational chart which has been shared among all collocated partner staff.

The AJCC frequently invites non-collocated partners to market their services in the center, encouraging them to have a regular presence. Such partners have responded with enthusiasm about having a presence at the center, which has allowed them to connect with customers more efficiently.

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AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and attaining industry-recognized credentials that meet the needs of targeted regional sectors and pathways.

U.S. Department of Labor Characteristics of a High Quality AJCC

- A. Improve the skills of job seekers and worker customers. AJCCs offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers to compete successfully in today's global economy.
- B. Value skill development by assessing and improving each individual's basic, occupational, and employability skills.
- C. Balance traditional labor exchange services with strategic talent development within a regional economy.
- D. Create opportunities for individuals at all skill levels and levels of experience by providing customers as much timely, labor market, job-driven information, and choice as possible related to education and training, careers, and service delivery options while offering customers the opportunity to receive both skill-development and job placement services.

California State Plan Vision and Strategies

- A. Career Pathways: enabling progressive skills development through education and training programs, using multiple entry and exit level of skills development corresponds with a labor market payoff for those being trained or educated and results in industry-recognized credentials.
- B. Earn and Learn: a subsidized program that allows individuals to gain work experience while getting paid. Individuals receive training and education that combine applied learning opportunities while participating in the labor market.
- C. Supportive Services: providing supportive services like childcare, transportation, and counseling to facilitate program completion by those enrolled in training and education courses.
- D. AJCCs as an access point for programs providing "demand-driven skills attainment." From this perspective, AJCCs operate as an "on-ramp" or "gateway" to the "Regional Sector Pathways" programs either built out or identified through the regional planning process described above.
- E. AJCCs will continue to provide the full array of Career Services and function as labor exchanges. Still, there will be much greater emphasis on treating AJCCs as an access point for education and training services for those who want and need them.

AJCC Certification Workgroup's Vision

- All AJCC staff (i.e., the staff of all co-located partners regardless of staff position or program) value both skill development and employment outcomes and know how they can promote and contribute to both.
- All AJCC staff knows the regional target sectors, can identify regional sector career pathways, and can understand what those mean in terms of providing services to customers.
- The AJCC has skill development and training opportunities for customers at all skill and experience levels.
- The AJCC staff assist customers in accessing and enrolling in robust training services, including career pathways, integrated education and training, workforce preparation, work-based learning, and apprenticeship.
- AJCC staff are committed to and competent in helping customers navigate career pathways that result in industry-recognized credentials.
- The AJCC does not implement a “sequence of service requirement” for training and does not have cumbersome entry steps that prohibit easy access to education and training that leads to industry-recognized credentials.
- The AJCC ensures that supportive services are available to customers, as appropriate, to facilitate participation in training services.
- The AJCC strives to increase the number of all AJCC customers receiving skill development and training services, resulting in industry-recognized credentials.

AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials that meet the needs of targeted regional sectors and pathways.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The Concord AJCC has an Assessment Lab with 16 computers on which customers may take career assessment exams to further tailor their interests. Staff are knowledgeable about regional and local priority sectors and encourage customers to explore career opportunities in these industries. An EDD labor market information (LMI) consultant is collocated in the AJCC; they email monthly LMI reports to all staff (partners can opt in) and are accessible to WIOA staff for consultation. However, it is suggested that the LMI consultant be occasionally included in workforce program-related meetings to provide further insight into LMI reports.

The AJCC encounters customers of all skill and work experience levels. If a customer is interested in training, staff help them connect with the appropriate resources to accommodate their interests. Staff are competent in helping customers navigate training options that result in industry-recognized credentials. Multiple program and skill-based workshops and info Sessions are held monthly (sometimes multiple times a month). Customers in priority groups (e.g., veterans, justice-impacted, Dislocated Workers) are often given expedited enrollment. Co-enrollments are encouraged to leverage funding, allowing additional support.

Supportive services are offered based on a need basis for program participants actively in training to support with related supplies, equipment and textbooks. Work-based learning is also emphasized to assist clients to obtain real-world skills efficiently as possible. Examples of work-based learning are partnering with local pre-apprenticeship programs that practically guaranteed pick up by unions and use of on-the-job training (OJT) in targeted industry sectors.

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AJCC Certification Indicators #5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.

U.S. Department of Labor Characteristics of a High Quality AJCC

- A. Design and implement practices that actively engage industry sectors and use economic and labor market information, sector strategies, career pathways, registered apprenticeships, and competency models to help drive skill-based initiatives.
- B. Develop, offer, and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.
- C. To support area employers and industry sectors most effectively, AJCC staff identify and clearly understand industry skill needs, identify appropriate strategies for assisting employers, and coordinate business services activities across AJCC partner programs, as appropriate.
- D. To incorporate an integrated and aligned business services strategy among AJCC partners to present a unified voice for the AJCC in its communications with employers.
- E. Additionally, AJCCs use the forthcoming performance measure(s) on effectiveness in serving employers to support continuous improvement of these services.

California State Plan Vision and Strategies

- A. Regional partnerships: building partnerships between industry leaders, workforce professionals, education and training providers, and economic development leaders to develop workforce and education policies that increase job quality and support regional economic growth.
- B. Sector strategies: aligning workforce and education programs with leading and emergent industry sectors' skills needs.
- C. Fostering demand-driven skills attainment: workforce and education programs must align program content with the state's industry sector needs to provide California's high road employers and businesses with the skilled workforce it needs to compete in the global economy.

AJCC Certification Workgroup's Vision

- All AJCC staff have advanced knowledge of the regional economy, labor market conditions, business talent supply chains, and the needs of high-growth sectors and high road employers.
- The AJCC focuses on quality jobs by actively promoting targeted sector opportunities and high-demand occupations to all AJCC customers.

- The AJCC promotes systems and partnerships that connect workers to high-quality jobs or entry-level work with clear routes to advancement.
- The AJCC has a defined strategy in place to regularly seek and capture employer advice in the design and delivery of demand-driven services for job seekers.
- The AJCC is an integral partner in the implementation of the Local Board's integrated business services strategy and seeks to minimize redundant employer contacts while maximizing access to system-wide, integrated business services.
- The AJCC offers a wide range of AJCC-based services for employers, including referral of qualified candidates, on-site recruitment, pre-employment testing, skill verification, and hiring and training subsidies.
- The AJCC consistently seeks feedback and satisfaction data from businesses on the delivery of business services and applies it for continuous improvement.

AJCC Certification Indicators #5: The AJCC actively engages industry and labor, and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

AJCC staff are knowledgeable about the regional economy (and regional collaboratives, such as Sparkpoint), LMI conditions and the high-growth industry sectors — and can steer job seekers toward these sectors. Business Services representatives communicate frequently with employers; employer skill needs, and job descriptions get passed to clients through Case Managers. Frequent virtual and onsite recruitments (including company info sessions) allow job seekers to interact with employers directly.

AJCC partners support training providers in promoting their training and apprenticeship programs through various outlets. Examples of the apprenticeships are FutureBuild (pre-apprenticeship), Electronics Tech (ETEC), Process Tech (PTEC), Forklift Logistics Operations & Warehouse (FLOW), and the EMT cohort program through Mt. Diablo Adult Education. These efforts result in several cohorts graduating and being placed in jobs with employers seeking properly trained workers.

The AJCC regularly participates in and hosts employer-focused groups. Entities part of the Workforce Integration Network (WIN) work closely with local economic development agencies throughout the county to ensure all community partners and businesses alike are heard and served.

The Business Service teams from each of the AJCC collocated partners often collaborate and coordinate activities in effort to develop relationships with employers in priority industry sectors. This usually takes place through I-BEST meetings, where these entities and sometimes employer partners check in monthly to discuss current developments, labor market/industry trends and needs, in addition to collaborative organization and coordination of large-scale employment-based events such as job/resource fairs.

Business Services at the AJCC also offers a wide range of employment-based support such as virtual and on-site recruitments (OSRs), on-the-job training wage reimbursements (OJTs), Rapid Response and referral/prescreening of qualified applicants and info sessions pertaining to specific industry sectors. The system has many examples of new store/restaurant/warehouse openings where we helped staff the entire site (dozens or hundreds of people).

The AJCC seeks feedback on the delivery of services by conducting surveys after hosting recruitment events, business forums, expos, etc. Both electronic tools (Survey Monkey) and paper-and-pencil tools are used to garner responses. The AJCC also holds debrief meetings after large-scale events with staff to share employer comments and learn about areas of improvement and to plan accordingly.

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AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.

U.S. Department of Labor Characteristics of a High Quality AJCC

- A. Train and equip AJCC staff in an ongoing learning process with the knowledge, skills, and motivation to provide superior service to all job seekers, including those with disabilities and businesses, in an integrated, regionally focused framework of service delivery. AJCC staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. Cross-training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers. AJCC staff are routinely trained and are keenly aware of how their particular function supports and contributes to the overall vision of the local board.
- B. The AJCC center is staffed with highly trained career counselors, skilled in advising job seekers of their options, knowledgeable about local labor market dynamics, and aware of available services inside and outside the AJCC.

California State Plan Vision and Strategies

Certification criteria will include an assessment of professional development and staff capacity building.

AJCC Certification Workgroup's Vision

- The AJCC has regular staff meetings with all AJCC staff (i.e., the staff of all co-located partners regardless of program) to build relationships, provide updates on center activities, and discuss strategies for AJCC improvement.
- Partners have agreed to provide training to all AJCC staff on a regular basis.
- There is a capacity building and/or professional development plan for staff and partners.
- All AJCC staff has received training on the services of One-Stop partners, eligibility for those services, and the process for referring customers to partners.
- All AJCC staff has received training on how to use labor market information to help customers identify career pathways, develop in-demand skills and credentials, and find jobs.
- All AJCC staff has received training to effectively assist customers in registering with CalJOBS and match customers to available jobs.
- All AJCC staff has received training on serving individuals with barriers to employment, including customers with disabilities.
- All AJCC staff has received training on providing excellent customer service and customer-centered design.
- All AJCC staff has received training on sector strategies, career pathways, job quality, and high road training partnerships.

AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The AJCC has a series of bi-weekly, monthly and quarterly meetings to discuss site issues, policies, procedures, program changes, activities and strategies for improvement. All meetings include frequent guest speakers:

- Partner Staff Meetings: Collocated partner staff – Rubicon, WDB and EDD (bi-weekly)
- Monthly CCWC Steering Committee Meetings: Staff representatives from the CCWC access points
- Bi-weekly WIOA Team Meetings: WIOA managers, Case Managers, Employer Liaisons and Quality Assurance
- Quarterly Workforce Integration Network (WIN) Meetings: Contra Costa County community-based and government organizations, agencies and educational entities; to share information and updates on programs and services. Also, aid in cross-promotion.
- Bi-weekly Rapid Response: WDB, Business Services and WIOA Case Managers (Career pathways in priority industry sectors and new occupational/industry trends and labor market for the local area)
- Weekly RESEA: EDD and Rubicon Case Management staff; to aid in cross-promotion, and cross-referral. Eligibility, services and referral processes are shared between partner programs (bi-weekly)
- Monthly I-BEST: Rubicon, EDD, WDB Business Services teams (and occasionally employer partners); discuss current developments concerning labor market/industry trends and needs, employer partnerships, in addition to the collaborative organization and coordination of large-scale employment-based events such as job/resource fairs.

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AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.

U.S. Department of Labor Characteristics of a High Quality AJCC

- A. Use common performance indicators to ensure that federal investments in employment and training programs are evidence-based, labor market-driven, and accountable to participants and taxpayers. Center performance is transparent and accountable to the communities and regions served; data entry staff are trained and understand the importance of data validation, data collection processes, and the importance of accurate reporting.
- B. Develop and implement operational policies that reflect an integrated performance, communication, and case management system, and use technology to achieve integration and expanded service offerings.

California State Plan Vision and Strategies

Certification criteria will include an assessment of the way the AJCC will use data for continuous improvement.

AJCC Certification Workgroup's Vision

- The AJCC contributes to the achievement of WIOA performance indicators for all core program partners.
- The AJCC reports to the Local Board on an ongoing basis the number of customers served, the types of services provided, and the outcomes of those services.
- The AJCC operates in a cost-efficient manner, and the results justify the resources invested.
- The AJCC has a system in place to collect satisfaction data from individuals and employers using the AJCC's services.
- The AJCC has a system in place to capture and respond to specific customer feedback, complaints, and compliments.
- The AJCC regularly reviews and analyzes performance, customer satisfaction, and service data and develops specific plans for AJCC service improvements.
- The AJCC regularly identifies areas of needed technical assistance to improve business results and taps available resources to obtain needed assistance.

AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

All partners have committed to refer customers through a single point of contact at each agency via email or in-person. A cross-organizational referral system has also been implemented among collocated partners through the Bounceback Contra Costa website and other platforms depending on the involved agencies and programs.

CalJOBS is the central data management system used to provide the Local Board with access to real-time customer-counts, services provided and outcomes. AJCC Operations routinely communicates participant data and outcomes for Special Grants as well using the CalJOBS platform. The AJCC has also used data such as the ratio of referrals-to-enrollments to identify additional outreach strategies and modify intake processes to make programs more accessible to participants seeking services.

The Comprehensive AJCC has a long history of meeting or exceeding WIOA Performance outcomes while focusing on serving the most-in-need. Services are tailored to individuals as much as possible.

The center uses Survey Monkey and other tools to collect feedback from employers after events. A "How Are We Doing?" pencil-and-paper form are at the front desk for customers (job seekers, employers, other visitors) to provide feedback. These forms go to the Site Coordinator and then are forwarded to the WDB and EDD for collection, aggregation and trend analysis.

Managers, staff and partners meet regularly to review performance at center and develop plans for continuous service improvement.

The AJCC takes advantage of numerous opportunities for technical assistance:

- Webinars (via Workforce GPS or GeoSolutions)
- Workforce Integration Networks (WIN) presentations
- Informational trainings at staff meetings (e.g., serving PWDs, services for homeless)
- Trainings offered through Employment and Human Services Department's Staff Development unit
- CalJOBS and program service-delivery refreshers, provided by WDB, East Bay Works, Rubicon QA staff.
- Regional technical assistance trainings (East Bay Region)

· Trainings offered by any of the AJCC partners are made available to all, when relevant and depending on capacity.

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By signing below, the Local Board Chair agrees with the **AJCC's Certification Indicator Assessment** and attests to develop a continuous improvement plan with target dates.

Signature

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Name

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Title

Local Board Chair

Date

WIOA PERFORMANCE REPORT
ADULTS, DISLOCATED WORKERS AND YOUTH
 PY 23-24 Report
 7/1/2023 - 6/30/2024

	In-School & Out-of-School Youth			WIOA Adults			Dislocated Workers		
Performance Attainments									
SUMMARY INFORMATION									
	Current Total			Current Total			Current Total		
Total Exiters	118			306			31		
Total Participants Served	224			685			131		
CORE INDICATORS OF PERFORMANCE									
	Total Current Period	PY 23-24 Goals	% of Goals	Total Current Period	PY 23-24 Goals	% of Goals	Total Current Period	PY 23-24 Goals	% of Goals
Placement Rate 2nd Quarter Post Exit	62.7%	70.0%	90%	67.9%	64.4%	105%	66.1%	69.7%	95%
Placement Rate 4th Quarter Post Exit	52.2%	68.0%	77%	68.9%	63.9%	108%	69.7%	70.0%	100%
Median Earnings 2nd Quarter Post Exit	\$5,262	\$ 3,870	136%	\$9,689	\$ 7,800	124%	\$6,854	\$ 10,000	69%
Credential Rate	22.7%	60.5%	38%	50.8%	62.9%	81%	61.1%	68.6%	89%
Measurable Skills Gain	48.6%	67.8%	72%	50.0%	56.3%	89%	54.0%	60.5%	89%
BARRIERS TO EMPLOYMENT (Priority Populations)									
		% of Total Served			% of Total Served			% of Total Served	
Eligible Veterans		0%			2%			0%	
Individuals with Disabilities		11%			6%			1%	
Low-income individuals		100%			60%			27%	
Justice Involved		17%			7%			1%	
Homeless individuals or runaway youth		31%			3%			2%	
Current or former foster care youth		28%			0%			0%	
English language learners, individuals with low levels of literacy or facing substantial cultural barriers		10%			14%			4%	
Single parents (Including single pregnant women)		2%			3%			2%	
Long-term unemployed (27 or more consecutive months)		67%			20%			27%	

Due the nature of core indicators a rolling 4 quarter period is used
 Not final published numbers



DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Serena Moore, Program Manager
RE: **Early Childhood Care and Education (ECCE) Initiatives**

A. BACKGROUND

In February of 2023, the Board of Supervisors approved the administration of the ECCE programs funded by Measure X. Early childhood care encompasses a wide range of services and support aimed at promoting the development and well-being of young children, typically from birth to age five.

Early childcare shortages identified in Contra Costa County are lack of sufficient and accessible childcare services for families, often characterized by a shortage of available slots in childcare facilities, a lack of qualified staff, and high costs. Addressing early childcare shortages requires a multifaceted approach, including increasing public investment, supporting the childcare workforce, expanding facilities, and making childcare more affordable for families. The WDBCCC initiatives designed for childcare aim to attract, retain, and support qualified professionals in the field of early childhood education and care.

Measure X is a countywide 20-year, half-cent sales tax approved by Contra Costa County voters on November 3, 2020. Collection of the tax began on April 1, 2021. The ballot measure language stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers, emergency response; support crucial safety-net services; **invest in early childhood services**; protect vulnerable populations; and for other essential county services.”

The WDBCCC administers three projects for ECCE funded by Measure X.

PROGRAM HIGHLIGHTS

1. Executed an contract with First Five Contra Costa
 - Inclusion of Children with Disabilities Project to develop a three-year comprehensive plan to support community-based providers serving children ages 0-5 with disabilities and expand access to inclusive care and learning settings. The staff have launched research through landscape scan interviews and focus groups.
 - Conducted interviews with Contra Costa ECE providers to document services, capacity, gaps, and barriers; developed SharePoint site for file sharing and maintained regular communication with stakeholders.
 - Provided concrete professional development opportunities and support for early care and education (ECE) providers.
 - Direct assistance to providers through professional development and on-site consultations.
 - Engaged with families in the community to support inclusive practices.

- Created various outreach materials to raise awareness and increase community knowledge and understanding of the importance of inclusion practices.
2. Executed a contract with CocoKids Stipends Program
 - To implement the distribution of stipends to early childhood teachers and family childcare providers prioritizing after-hours and weekend care, and services for children with disabilities.
 - Comprehensive weighted rubric scoring system to prioritize funding, ensuring that the most urgent childcare needs, such as after-hours and weekend care for children with disabilities, are addressed first.
 - Targeted financial assistance program will establish support for retention and growth of childcare providers in underserved areas, enhancing stability and continuity in early childhood education.
 3. Executed an contract with CocoKids Vouchers Program
 - Enhance early education quality through the distribution of childcare vouchers to eligible families, ensuring access to affordable, quality care.
 - Provide a suite of comprehensive services designed to support parents, providing them with the resources and assistance needed to access quality childcare and early education.
 - Childcare Subsidy Administration, a program to make childcare more affordable, directly benefiting families and improving access to quality care.
 - Access to Learning Tools, resources to enhance the quality of early education through specialized training and professional development opportunities for childcare providers.

For any questions, please contact Serena Moore, Program Manager at 925-671-4529 or email at smoore@ehsd.cccounty.us

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Jed Silver, Program Manager
RE: **EMT 4 Equity Close-out Report**

A. BACKGROUND

Workforce Development Board of Contra Costa County (WDBCCC)'s submission entitled EMT for Equity (E4E) was awarded \$250,000 to assist 20 people to be trained and placed in jobs with local ambulance companies as licensed Emergency Medical Technicians (EMTs). E4E spanned from June 2022 through March 2024 and prioritized the recruitment of COVID impacted and people of color from underserved communities, foster and out-of-school youth, people with disabilities, as well as justice-involved individuals. The project produced a replicable and scalable program design and model for using WIOA and Employment Training Panel (ETP) funds to develop comprehensive wrap-around and support service model for healthcare training programs. The closeout was on July 15, 2024 with the following performance metrics that far exceeded the goals originally set forth for the project.

B. KEY PARTNERS

- Bay Area Health Workforce Partnership (strategy and technical assistance)
- Mt. Diablo Adult Education (training, exam prep, tutoring and participant supports)
- AMR (employment, career counseling, mentorship and stipends)
- Sequoia College (ETP contract vehicle)
- LEMSA (accreditation and oversight)
- AFSCME (worker voice and representation)
- Rubicon (enrollment and case management)

C. PERFORMANCE

- 49 participants served (goal was 20)
- 44 completed training and received certificate
- 32 successfully passed national EMT exam (goal was 20)
- 26 achieved employment (goal was 20)
- Over \$75,000 in stipends distributed to participants

D. HIGHLIGHTS

- Health Initiative model presented at CWA Meeting of the Minds Conference
- Model became basis for ETP / WDB Monthly Working Group
- Testing fees, uniforms, background checks and DMV report costs covered
- Articulation agreement between Contra Costa College and Mt. Diablo Adult Education
- Education to ensure college credit for EMT program

E. CHALLENGES

- New & Evolving Internal Revenue Service “stipend” interpretations
- Some participants who completed course not following through with taking national exam
- Some who passed exam not following through on EMT jobs arranged for them
- Some instances of participants not reporting progress post-graduation

F. FUTURE IMPACT

- WDB looking to adopt Health Initiative Model (direct placement, stipends, tutoring, braided funds) as standard for all programs
- Replicating Mt. Diablo Adult Education EMT partnership with Contra Costa College
- E4E evolves into Paramedics 4 Equity (P4E) registered apprenticeship program

For any questions, please contact Jed Silver, Program Manager at 510-387-9249 or email at jsilver@ehsd.cccounty.us



DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: LaTosha Stockholm, Workforce Services Specialist & CCWORKS Program Manager
RE: **CCWORKS Report Q1 through Q3, January 2024-September 2024**

A. BACKGROUND

The CCWORKS subsidized employment program is administered by the Workforce Development Board of Contra Costa County (WDBCCC), in partnership with the Workforce Service Bureau. The CCWORKS program provides employment placement services to CalWORKS and Welfare-to-Work (WTW) participants of Contra Costa County. The CCWORKS programs provides participating employers with a subsidy of \$16.00 to \$21.00 per hour, to employ participants for up to six months, with the possibility of a six-month extension, so that they may gain the skills and work experience necessary to enter permanent unsubsidized employment as a result. Employment Counselors work with employers and participants to job match with skill sets.

B. PERFORMANCE

- 67 Clients Served
- 15 CCWORKS (Subsidized Employment) Work Experience (WEX) Placements
- 11 Unsubsidized Employment Placements (Non-CCWORKS)

C. SUCCESSES

- Wage increases coming in Fall 2024.

D. CHALLENGES

- Wages not competitive/livable wage
- Summer Youth Employment Program postponed indefinitely due to reductions in state-level funding

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

DATE: December 4, 2024
TO: Full Board/Executive Committee
FROM: Patricia Conley, Program Manager
RE: **Marine Trade Skills Training (MTST) Program**

A. BACKGROUND

Bay Area employers, including some of the largest ship repair and maintenance facilities on the West Coast, have reported a significant shortage of skilled workers in the marine trades. In response, the Workforce Development Board of Contra Costa County (WDBCCC) received a grant in March 2023 to develop and launch the Marine Trades Skills Training (MTST) Program. This program became the pilot initiative for the High Road Training Partnership Marine Trades and Waterfront Transportation Careers grant.

The MTST program prioritizes Diversity, Equity, and Inclusion by focusing on strategic outreach efforts. It collaborates with local partners in underserved communities to recruit individuals who may otherwise lack exposure, access, or opportunities in the maritime industry. Priority is given to English language learners, the homeless and housing-insecure, immigrants, justice-involved individuals, people with disabilities, veterans, and women.

The program offers an accelerated 10-week curriculum, which was designed and approved by leading industry employers such as Bay Ship & Yacht and Mare Island Dry Dock. Entry-level maritime jobs typically start at \$50,000 annually, with the potential for rapid career advancement to six-figure salaries. Four recruitment information sessions were held, attracting 160 applicants.

B. CURRENT SITUATION

- 25 participants began training for Cohort 1 on September 9th.
- The Friends of the Port (FOP) dba Working Waterfront Coalition, a nonprofit advocacy group of maritime businesses and transportation, secured a 2-year lease on a training facility on Mare Island, Vallejo. The facility is within walking distance from the Water Emergency Transportation Authority and includes access of their Maintenance Facility, which will be tracked as an In-Kind Match.
- A Maritime Captain and two instructors provided core training in several areas, including:
 - Marine Shipwright Carpenter, Rigging, and Welding
 - OSHA 10 Construction Safety
 - First Aid/CPR
 - Career Pathway Development, including placements in union, non-union, and apprenticeship programs
 - Essential Soft Skills, financial literacy, resume development, and interview preparation
- On November 15, 2024, 24 graduates completed training program, a 96% success rate! One participant dropped out due to an outside job offer.

- Of the graduates, six have been hired by Bay Ship & Yacht in positions such as Marine Painters, Machinists, and Welders. An additional six graduates have pending job offers for roles as Engineering Assistants and Masters, Mates, and Pilots with Blue and Gold Fleet and Red and White Fleet.
- WDBCCC continues discussions with the Metropolitan Transportation Commission for addressing transportation barriers for trainees.
- Information Sessions for Cohort 2 will begin in the first weeks of December, with training scheduled to start on January 13, 2025.

For any questions, please contact Patricia Conley, Program Manager at 925-671-4552 or email at pconley@ehsd.cccounty.us