



Our Vision:

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

**Executive Committee Meeting
Agenda**

April 12, 2023

3:00 p.m. – 4:30 p.m.

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

- 3:00 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST
PUBLIC COMMENT**
- 3:05 PM DIRECTORS REPORT
CHAIR REPORT
COMMITTEE CHAIR REPORTS**
- 3:25 PM CONSENT AGENDA
C1 Approve minutes from January 11, 2023 Meeting**
- 3:30 PM ACTION ITEM
A1 Approve Transfer of Funds
A2 Establish a Ad-Hoc Nominating Committee for Board Chair & Vice Chairs
A3 Approve Modified WDBCCC Board Committee Meeting Calendar 2023
A4 Approve Appointment and Re-Appointment to the Board
A5 Approve Application for Local Area Designation and Recertification under WIOA**
- 4:00 PM INFORMATIONAL/UPDATE
I1 Teleconferencing Options Under the Brown Act
I2 Social Media Activity Year to Date Report**
- 4:30 PM ADJOURN**

Upcoming Committee Meetings:

BED Committee is on Wednesday, April 26, 2023

FULL BOARD Meeting is on Tuesday, May 2, 2023

YOUTH Committee Meeting is on Tuesday, May 9, 2023

Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 4071 Port Chicago Highway, Suite 250 Concord, CA during normal business hours.

The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Board at 925.671.4560

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

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



EXECUTIVE COMMITTEE MINUTES

Wednesday, January 11, 2023

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

ATTENDANCE

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

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

OTHERS PRESENT: Celina Shands, Alyson Greenlee, Balvinder Kumar

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

PUBLIC COMMENT

None

DIRECTOR'S REPORT

STAFFING

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

FUNDING

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

WEBSITE

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

COMMITTEE CHAIR REPORTS

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

CONSENT AGENDA

C1 Approve October 12, 2022 Executive Committee Meeting Minutes
Motion/Second Thomas Hansen/Joshua Anijar
Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Thomas Hansen, Kwame Reed
NAYS: None
ABSENT: Michael McGill, Robert Muller, Terry Curly, Stephanie Rivera
ABSTAIN: None

ACTION ITEMS

A1 Approve Board Application
Executive Committee recommend for appointment to the Workforce Development Board of Contra Costa County: Sean R. Laurant fill Governmental, Economic, and Community Development Seat #1
Motion/Second Thomas Hansen/Kwame Reed
Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Thomas Hansen, Kwame Reed
NAYS: None
ABSENT: Michael McGill, Robert Muller, Terry Curley, Stephanie Rivera
ABSTAIN: None

A2 Approve Draft CEO Agreement
Executive Committee approve the DRAFT Amended And Restated Agreement between the Workforce Development Board of Contra Costa County and the Contra Costa County Board of Supervisors (Chief Elected Official Agreement for the Administration of the Workforce Innovation and Opportunity Act of 2014) as presented.
Motion/Second Joshua Anijar/Thomas Hansen
Motion Approved

AYES: Yolanda Vega, Joshua Anijar, Michael McGill, Terry Curley, Thomas Hansen
NAYS: None
ABSENT: Michal McGill, Robert Muller, Terry Curley, Stephanie Rivera
ABSTAIN: None

THE MEETING ADJOURNED AT 3:41PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms

DATE: April 12, 2023
TO: Executive Committee
FROM: Verneda Clapp, Adult and Dislocated Worker Program Manager
RE: **Approve Funds Transfer Request for FY 2022-23 funds**

RECOMMENDATION

That the Executive Committee approve the Workforce Development Board of Contra Costa County funds transfer in the amount of \$1,000,000 million from the Workforce Investment and Opportunity Act (WIOA) Dislocated Worker program into the Adult program.

A. BACKGROUND

WIOA formula funds (Adult, Dislocated Worker, and Youth programs) make up a significant portion of the Workforce Development Board of Contra Costa County revenue and provide funding for job-seeker populations and for services to support the needs of local businesses. WIOA funds have a two-year lifespan, meaning that funds that appropriated July 2022 are available for use through June 2024.

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

Adult program funds can be used to support workforce activities for individuals aged 18 and older. Although there are numerous ways to be eligible for the Adult program, most Adult program participants tend to have less attachment to the labor market than their Dislocated Worker program counterparts. This often means that the Adult program participants have lower incomes and may have other barriers that impede their employment. In contrast, eligibility for the Dislocated Worker program is for people who were displaced from jobs through no fault of their own and are unlikely to return to their previous occupation.

B. CURRENT SITUATION

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

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

C. FISCAL IMPACT

The \$1,000,000 transfer of funds from Dislocated Worker program to Adult program has a net zero effect on the overall budget.

D. SCHEDULE

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

E. ATTACHMENTS

A1a Transfer of Funds Request Form

A1b Budget Plan Form

A1c Participant Plan Form

Transfer of Funds Request

1. Local Area Workforce Development Board of Contra Costa County

2. Subgrant Number AA311003 3. Request Date 4/12/2023

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

6. Direction of Transfer (Check One):

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

201 → 299 501 → 499

202 → 200 502 → 500

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

8. Contact Person Debbie Rodrigues

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

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

Date of Local Board meeting to discuss transfer April 12, 2023

Date of Local Board meeting to approve transfer April 12, 2023

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

Signature _____

Name Tamia Brown

Title Executive Director

Date 4/12/23

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

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

Transfer of Funds Request Budget Plan

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

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

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

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

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

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

Comments

Transfer of Funds Request Participant Plan

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

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

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

Donn Matsuzaki, Administrative Services Assistant III
Contact Person, Title

925-671-4545
Telephone Number

Comments:



DATE: April 12, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Establish an Ad-Hoc Nominating Committee for Board Chair & Vice Chairs**

RECOMMENDATION

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

A. BACKGROUND

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

Per the WDB bylaws:

ARTICLE V - OFFICERS AND ELECTIONS

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

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

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

B. SCHEDULE

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

C. ATTACHMENTS

A2a: [WDB Bylaws](#)

A2b: [WDBCCC Board Members Roster 03.23.2023](#)

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

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

ARTICLE I – NAME AND ADHERENCE TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The name of this organization shall be the Workforce Development Board of Contra Costa County, hereinafter referred to as the WDBCCC. The WDBCCC is established as the local workforce development board pursuant to the legislative mandates outlined in the Workforce Innovation and Opportunity Act of 2014 (WIOA), 29 U.S.C. 3101 et seq., Public Law 113-128, 128 Stat.1425). In accordance with 20 Code of Federal Regulations (CFR), Parts 678, 679, 680, 681,683, and WIOA Sections 106, 107, 108, 111, 121, 122, 123, 129 and 134 for the East Bay Workforce Development Area/Region, the functions of the WDBCCC shall be performed in partnership with the County Chief Elected Official (CEO).

ARTICLE II - SCOPE AND RESPONSIBILITIES

As set forth in the Workforce Innovation and Opportunity Act of 2014 (WIOA) and as an advisory body to the Contra Costa County Board of Supervisors, the responsibilities of the WDBCCC are:

- A. Work with the Contra Costa County Board of Supervisors and Chief Elected Official (CEO) to develop a vision and strategy to coordinate a workforce development network of public, private, community-based, and other partners to enhance the competitiveness of the local workforce and support economic vitality for Contra Costa County and the broader East Bay region.
- B. Develop and submit a local workforce development plan to the Governor, in partnership with the County Board of Supervisors, for the Contra Costa County Local Workforce Development Area (LWDA), as designated by the California Workforce Development Board (CWDB) to include the entirety of Contra Costa County, exclusive of the City of Richmond.
- C. Develop and submit a regional workforce development plan to the Governor, in partnership with other local LWDAs in the East Bay Regional Planning Unit. Other East Bay LWDAs include Alameda County, the City of Oakland, and the City of Richmond.
- D. With the agreement of the Contra Costa County Board of Supervisors, designate one-stop operator(s) and terminate the eligibility of such operator(s) for cause; identify eligible provider(s) of youth activities in the Contra Costa County LWDA by awarding grants or contracts on a competitive basis, based on recommendations of the WDBCCC; identify eligible providers of training services for adults and dislocated workers; and identify eligible one-stop operators and providers of career services by awarding contracts which may be on a competitive basis..
- E. Develop a budget for purposes of carrying out the duties of the WDBCCC subject to the approval of the Contra Costa County Board of Supervisors. The WDBCCC may solicit and accept grants and donations from sources other than federal funds.
- F. In partnership with the Contra Costa County Board of Supervisors, conduct oversight with respect to local programs of youth activities and local employment and training activities for employers,

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adults, and youth at the one-stop centers in the LWDA.

- G. Negotiate and reach agreement on WIOA local performance measures with the Contra Costa County Board of Supervisors and the Governor, and certify comprehensive One Stop Center(s).
- H. Assist the Governor in the development of a statewide employment statistics system (e.g., labor market information system pursuant to the Wagner-Peyser Act).
- I. Coordinate workforce development activities carried out in the LWIA with economic development strategies and develop other employer linkages.
- J. Promote the active participation of the private sector in the local workforce investment system.

ARTICLE III - MEMBERSHIP

- A. Members of the WDBCCC shall be appointed by the Contra Costa County Board of Supervisors in accordance with federal and state law, and as further described below in Article III, Paragraphs B, and C.
- B. Membership of the WDBCCC shall be composed as follows:
 - 1. Majority business members who are individuals with optimum policymaking or hiring authority on behalf of the entity he or she represents (50% + 1) and are:
 - a. Business owners, or
 - b. Chief executives, or operating officers, or
 - c. Other business executives, or
 - d. Employers.
 - 1. These representatives shall include a representative(s) of small businesses
 - 2. Private sector representatives may be from organizations representing businesses, that provide employment opportunities in the Contra Costa County workforce area, in in-demand industry sectors or occupations or provide employment opportunities that, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area
 - 2. Workforce representatives who shall comprise at least 20% of local board members, including the following provisions:
 - a. Two (2) or more of the members must be representatives of labor.
 - b. One (1) or more of the members must be representatives of a joint labor-management, or union affiliated, registered apprenticeship program in Contra Costa County, who is a training director or a member of a labor organization.
 - c. To meet the twenty percent (20%) requirement the Board may include one or more representatives of community-based organizations (CBO) who:

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1. Have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans, or;
 2. Provide or support competitive integrated employment for individuals with disabilities; or;
 3. Represent organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.
3. Representatives of entities administering education and training activities in Contra Costa County, who shall include
- a. A representative of eligible providers administering adult education and literacy activities under WIOA title II, and;
 - b. A representative of institutions of higher education providing workforce investment activities (including community colleges)
 1. This category of membership may include representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
4. Representatives of governmental and economic and community development entities who shall include
- a. A representative of economic and community development entities
 - b. A representative from the State Employment Service Office under the Wagner-Peyser Act
 - c. A representative of the programs carried out under title I of the Rehabilitation Act of 1973
 - d. This category of members may include representatives of agencies or entities administering programs in Contra Costa County relating to transportation, housing, and public assistance, or representatives of philanthropic organizations serving Contra Costa County
5. Such other individuals or representatives of entities, as the chief elected official for Contra Costa County determines to be appropriate.
- C. To be eligible for appointment to the WDBCCC, members must be nominated as set forth below for the category to which they are appointed:
1. Nominations to the private sector seats on the WDBCCC shall:
 - a. Be made by business, professional and/or trade organizations in the Contra Costa County area. There shall be at least one nomination for each vacancy.
 - b. Be a result of recruitments from Chambers of Commerce, trade associations or other business organizations.

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Organization Bylaws

- c. Be individuals with "optimum policy-making authority." These individual are expected to be able to speak affirmatively on behalf of the entity s/he represents and to commit the entity to a chosen course of action.
 - d. Include representatives from small business.
 - e. Include representatives from the industry clusters identified by Contra Costa County labor market information research.
 - f. Include representatives to provide for geographic representation from all parts of Contra Costa County.
 - g. Include representatives who have an expressed interest and expertise in the economy of the County.
 2. Representatives of labor organizations shall be nominated by local labor federations or other representatives of employees where there are no labor federations.
 3. Nominations to the Adult and Family Literacy seat shall be solicited from the local providers of Adult and Family Literacy in the Contra Costa County workforce development area. .
 4. Economic development agency members shall be selected from:
 - a. An entity representing economic development in Contra Costa County
 5. Appointment of such other representatives of organizations referred to in WIOA as flex seats shall be selected from:
 - a. An individual having "demonstrated experience and expertise" in the field of workforce development; and/or
 - b. An individual who contributes to the field of workforce development, human resources, training and development, or a core program function or;
 - c. An individual who the Local Board recognizes for valuable contributions in education or workforce development related fields.
- D. Members of the WDBCCC shall either reside in or be representatives of businesses, organizations or agencies with interests that are located within the LWDA boundaries.
- E. Seat terms shall be staggered and of four years' duration. The term of each seat will commence on July 1st and terminate on June 30th four calendar years later.
- F. The WDBCCC may recommend to the Contra Costa County Board of Supervisors changes to the size and composition of its membership, provided that two-thirds of its members have voted to recommend the change. Recommended changes to size and composition of the WDBCCC membership must be approved by the Contra Costa County Board of Supervisors.
- G. The members of the WDBCCC shall not be paid for their services, but shall be reimbursed for their necessary and actual expenses incurred in the performance of their duties connected with their activities or responsibilities under the WIOA and/or other programs under the purview of the

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

WDBCCC. All requests for reimbursement must be submitted in accordance with approved travel and expense reimbursement policies and procedures of the WDBCCC's respective administrative entity.

ARTICLE IV: DUTIES OF MEMBERS

- A. Members shall attend meetings of the WDBCCC and of committees to which they are appointed. The Executive Committee shall routinely review member attendance at WDBCCC and committee meetings.
- B. Members shall notify the Executive Director and/or staff of the WDBCCC, of any expected absence for a meeting at least 48 hours before a regularly scheduled WDBCCC or Committee meeting, indicating good and sufficient reasons for the absence. Such notification may be direct or through staff of the WDBCCC.
- C. Each member of the WDBCCC should serve on at least one standing committee as necessary.

ARTICLE V - OFFICERS AND ELECTIONS

- A. At a minimum, there shall be a Chairperson and Vice-Chairperson. Additional officers (if any) shall be determined by the WDBCCC membership. Any two officer positions, except those of the Chairperson and Vice-Chairperson, may be held by the same person. Whenever possible, the outgoing Chair will continue to serve as an active board member as the Past Chair for at least one year.
- B. The Chairperson shall preside at all WDBCCC meetings, represent the WDBCCC whenever the occasion demands, appoint members to committees, and call special meetings at any time necessary.
- C. The Vice-Chairperson(s) shall assist the Chairperson and assume all the obligations and authority of the Chairperson in his/her absence, and shall chair the Executive Committee. In the event that the Vice-Chairperson(s) are not available, the Past Chair shall serve in this capacity.
- D. The Chairperson and Vice-Chairperson(s) of the WDBCCC will be selected from among business members. If there is no Vice Chairperson, the Chair shall appoint a Vice Chairperson on a quarterly rotating basis. In making such appointments, the Chair will give preference to eligible Committee Co-Chairs.
- E. A WDBCCC member may serve as Chairperson for a period of no longer than two (2) years and as a Vice-Chairperson for no longer than three (3) years.
- F. Any officer may be removed from office by the affirmative vote of fifty percent (50%) rounded-up, plus one (1) of the full membership for conduct, activities or interest detrimental to the interest of

**Workforce Development Board Of Contra Costa County (WDBCCC)
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the WDBCCC, in accordance with Article X, Section C.

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

ARTICLE VI - VACANCIES

- A. The WDBCCC or its Executive Committee shall review scheduled and unscheduled membership vacancies as they occur and assess associated needs with appointing a replacement. The WDBCCC and Executive Committee shall consider applicable federal, state, and local membership guidelines in formulating a recommendation for review. A majority vote of members present at a WDBCCC or WDBCCC Executive Committee meeting is needed to affirm the recommendation.
- B. The WDBCCC Chairperson shall immediately report to the Contra Costa County Board of Supervisors any unscheduled vacancy.
- C. A vacancy in any officer position may be filled by the WDBCCC for the unexpired term of the position by a majority vote of the members attending a called meeting of the full WDBCCC membership or the WDBCCC Executive Committee.
- D. Nominations for appointment to the WDBCCC shall be made in accordance with the Workforce Innovation and Opportunity Act. Nominees will be presented by the WDBCCC to the appropriate committee of the Contra Costa County Board of Supervisors' for review and advancement to the Board of Supervisors for final appointment to the WDBCCC.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

ARTICLE VII – MEETINGS, QUORUM REQUIREMENTS, AND RULES OF PROCEDURE

- A. All WDBCCC meetings shall be open, public and noticed in conformance with the provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq., as amended and the Contra Costa County Better Government Ordinance (BGO). Meetings held at a location within Contra Costa County, California that satisfies the access requirements of the Americans with Disabilities Act.
- B. Regular meetings of the WDBCCC shall be held at least once each calendar quarter, and shall be conducted in accordance with all applicable federal, state and local laws.
- C. Special or emergency meetings of the WDBCCC may be called at any time by the Chairperson, the Executive Committee, or upon written request of at least a majority of WDBCCC members. Notice of a special or emergency meeting will include the time, date, place, and purpose. The notice, time permitting, shall be not less than one working day before such meeting date. All meetings will be subject to applicable laws and ordinances.
- D. Alternative technological means such as telephone or video conferencing may be used at a WDBCCC standing or ad hoc meeting as technological resource availability permits and as permissible by the Ralph M. Brown Act.
- E. Fifty percent (50%) rounded-up of the filled number of seats will constitute a quorum of the full WDBCCC or a WDBCCC committee. In the absence of 50 percent rounded-up in attendance, the meeting shall be cancelled no later than thirty (30) minutes after scheduled meeting time provided that entire WDBCCC has been given proper notice as stated in these bylaws.
- F. When issues arise that require members to recuse themselves from the voting process and there is not a quorum due to a conflict of interest, the vote shall be moved to another meeting when there are sufficient unconflicted members to vote.
- G. When a quorum is present, each regular voting member shall have one (1) vote when present. No proxies or absentee votes shall be permitted. A quorum must be maintained at all times for voting purposes. .
- H. All meetings of the WDBCCC and its committees shall be guided by the current edition of Roberts Rules of Order, Revised.
- I. The WDBCCC shall be governed in its activities by all applicable laws, regulations and instructions.

ARTICLE VIII - COMMITTEES

- A. The WDBCCC Chairperson may establish Standing Committees, Ad Hoc Committees and Task Forces as necessary and shall designate the chairpersons.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

- B. The size and purpose of each Standing or Ad Hoc Committee shall be determined by the WDBCCC Chairperson, in consultation with any designated Committee Chairperson(s). Every effort shall be made to ensure that each Standing committee is comprised of five (5) or more members of the WDBCCC.
- C. Each WDBCCC Standing Committee will have a minimum of one (1) chairperson with responsibility for conducting the regular business of that respective committee.
- D. Any WDBCCC member may serve as a Committee Chairperson or Co-Chairperson. WDBCCC members may serve as Chairs of a single WDBCCC Standing Committee for a period or no more than two (2) years.
- E. There shall be an Executive Committee composed of the WDBCCC Chairperson, the Vice-Chairperson(s), and a past WDBCCC Chairperson, one (1) to two (2) voting members-at-large, and the Chairpersons of Standing Committees. In the event a past Chairperson is not available, the Chair may appoint an additional member-at-large. At least fifty percent (50%) plus one of the Executive Committee members shall be business member representatives.
- F. The Executive Committee shall meet at a regularly scheduled time and is authorized to act on behalf of the Workforce Development Board on those matters delegated to it by the WDBCCC. For those matters not delegated to it by the WDBCCC, the Executive Committee is authorized to meet and act on behalf of the WDBCCC at such times as may be determined necessary by the Chairperson, provided that such actions taken by the Executive Committee shall be ratified by the WDBCCC at its next regularly scheduled meeting.

The responsibilities of the Executive Committee shall include:

- Approving annual budgets and forwarding to the WDBCCC for review;
- Obligating and approving awards of contracts, grants, and/or other funding related to programmatic and/or operational objectives (requires a 2/3 vote of Executive Committee members present for approval) before the recommendation to the Board of Supervisors;
- Hearing budget related matters and forwarding appropriate items to the WDBCCC
- Developing legislative/advocacy platforms and position statements
- Developing operational and policy objectives
- Appointing non-WDBCCC members to serve on WDBCCC Standing committees. These members may vote on matters put forth to the respective WDBCCC committee(s), but they are not voting members of the WDBCCC.
- Recommending membership appointments and resignations from the WDBCCC to the Board of Supervisors as necessary

At least once a year the Executive Committee will be charged with examining WDBCCC planning documents and priorities. The Executive Committee will coordinate committee activities, review committee reports and provide recommendations and advice to the WDBCCC on all matters within the jurisdiction of the bylaws.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

ARTICLE IX - STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

Members of the Workforce Development Board will:

- A. Avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain by recusing themselves from the discussion and action taken.
- B. Exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- C. Disclose potential financial conflict of interest by filing Form 700 and all other necessary and required documents
- D. Not solicit or accept money or any other consideration from any person for the performance of an act reimbursed in whole or part with Workforce Innovation and Opportunity Act funds.
- E. Not participate nor vote on contracts or grants relating to services provided by that member or the entity he or she represents, if the member or the entity financially benefits from the decision.
- F. Abide by all conflict of interest codes and attend requisite training.

ARTICLE X - TERMINATIONS

Any member may be terminated from membership on the WDBCCC by one of the following actions:

- A. Resignation. Resignation of WDBCCC members should be effected by a written letter of resignation submitted to the Chairperson of the WDBCCC and the Contra Costa County CEO.
- B. Failure to attend three consecutive regularly scheduled full WDBCCC and/or committee meetings, excessive excused absences from regularly scheduled WDBCCC and/or committee meetings, or failure to resign when he/she ceases to be a representative of the group from which he/she was selected. Said conduct shall automatically be reviewed by the WDBCCC Executive Committee, which in turn shall present a recommendation to the WDBCCC. A majority vote of the WDBCCC membership is needed to affirm the recommendation.
- C. For conduct, activities, or interest detrimental to the purpose of the WDBCCC. Said conduct is subject to review by the Executive Committee, which in turn shall present a recommendation to the WDBCCC. An affirmative vote of fifty percent (50%) rounded-up, plus one (1) of the full membership is needed to ratify the recommendation.

**Workforce Development Board Of Contra Costa County (WDBCCC)
Organization Bylaws**

ARTICLE XI - AMENDMENTS

These bylaws may be altered, amended or repealed at any regular meeting of the WDBCCC by a vote of two-thirds (2/3) of the voting members present where there is a quorum, provided notice of the proposed change shall have been disseminated to each representative no less than seven (7) days prior to such meeting.

Adopted by Workforce Development Board on **August 2, 2016**

Approved by the Contra Costa County Board of Supervisors on **July 18, 2017**



BOARD MEMBERS Public Roster

Tamia Brown
Executive Director

BUSINESS SEATS

BUSINESS SEATS		
MICHAEL MCGILL	JERRY L. ARANAS	YOLANDA VEGA (CHAIR)
MMS Design Associates, Inc. President/Principal Engineer Committee: Executive & Youth Committee Business Seat #1 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	Lam Research Business Manager Committee: Youth Committee Business Seat #2 Appointment Date: 7/26/2022 Term End Date: 6/30/2026	Peak Performance Corporate Training Principal Committee: Executive & Business & Economic Dev. Business Seat #3 Appointment Date: 7/1/2020 Term End Date: 6/30/2024
TERRY CURLEY (VICE CHAIR)	DOUGLAS R. LEZAMETA	SARAH A. CHODAKEWITZ
Executive Vice President United Business Bank Committee: Executive & Business & Economic Dev. Business Seat #4 Appointment Date: 7/26/2022 Term End Date: 6/30/2026	Founder Fusion Latina Network Committee: Business & Economic Development Committee Business Seat #5 Appointment Date: 08/01/2021 Term End Date: 06/30/2025	Director, Government and Community Affairs John Muir Health Committee: Business & Economic Development Committee Business Seat #6 Appointment Date: 6/7/2022 Term End Date: 6/30/2026
NICHOL CARRANZA	VACANT	ROBERT MULLER (RE-APPOINTMENT)
Sr. Rep. Corporate Social Responsibility & Public Affairs Marathon Petroleum Corporation Committee: Business & Economic Development Committee Business Seat #7 Appointment Date: 6/7/2022 Term End Date: 06/30/2026	Committee: Business Seat #8 Appointment Date: Term End Date: 6/30/20XX	Martinez Refining Company Learning Manager Committee: Executive & Youth Committee Business Seat #9 Appointment Date: 7/11/2017 Term End Date: 6/30/2023
LAURA TREVINO - FERNANDEZ	STEPHANIE RIVERA (VICE CHAIR)	MONICA MAGEE
Hargrove Engineer & Contractors Senior Recruiter Specialist Committee: Business & Economic Development Committee Business Seat #10 Appointment Date: 7/1/2020 Term End Date: 06/30/2024	Lazarex Cancer Foundation Chief Executive Officer Committee: Executive & Business & Economic Dev. Committee Business Seat #11 Appointment Date: 7/1/2020 Term End Date: 06/30/2024	Bishop Ranch Director of Marketing Committee: Business & Economic Development Committee Business Seat #12 Appointment Date: 7/1/2020 Term End Date: 06/30/2024
CORRY KENNEDY		
Chevron Human Resource Manager Committee: Business & Economic Development Committee Business Seat #13 Appointment Date: 7/1/2020 Term End Date: 06/30/2024		



BOARD MEMBERS
Public Roster

Tamia Brown
Executive Director

WORKFORCE AND LABOR SEATS

THOMAS HANSEN	JOSHUA ANIJAR (RE-APPOINTMENT)	TIMOTHY JEFFRIES
IBEW Local 302 Business Manager Committee: Executive & Youth Committee Workforce & Labor Seat #1 Appointment Date: 07/01/2021 Term End Date: 6/30/2025	Central Labor Council Contra Costa County Executive Director Committee: Executive Workforce and Labor Seat # 2 Appointment Date: 12/10/2019 Term End Date: 6/30/2023	Boilermakers Local 549 Business Manager/ST Committee: Workforce and Labor Seat #3 Appointment Date: 07/1/2021 Term End Date: 6/30/2025
STEVE OLDER	TRACI YOUNG	
Machinists Union Local 1173 Area Director/Business Representative Committee: Workforce and Labor Seat #4 Appointment Date: 08/01/2021 Term End Date: 6/30/2025	Central Labor Council Contra Costa County Community Services Director, Labor Liaison to UWBA Committee: Business & Economic Development Committee Workforce and Labor Seat #5 Appointment Date: 08/01/2021 Term End Date: 6/30/2025	

EDUCATION AND TRAINING SEATS

STEVEN A. FRANCE	KELLY SCHELIN	
Del Valle Education Center Director Committee: Education & Training Seat #1 Appointment Date: 12/1/2022 Term End Date: 06/30/2026	Contra Costa College Associate Vice Chancellor, Educational Services Committee: Business & Economic Development Committee Seat No: Business #2 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT SEATS

SEAN A. LAURANT (PENDING APPROVAL BOS)	RICHARD JOHNSON	KWAME REED
Department of Rehabilitation District Administrator Committee: Governmental & Eco. & Community Dev. Seat #1 Appointment Date: Term End Date: 6/30/2027	California Employment Development Department Employment Service/Program Manager II Committee: Business & Economic Development Committee Governmental & Eco. & Community Dev. Seat #2 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	City of Antioch Economic Development Director Committee: Executive & Business & Economic Dev. Governmental & Eco. & Community Dev. Seat #3 Appointment Date: 7/1/2020 Term End Date: 6/30/2024



BOARD MEMBERS
Public Roster

Tamia Brown
Executive Director

FLEX SEATS

LESLAY CHOY	DEVONN POWERS	ALISON MACKEE (PENDING APPROVAL)
San Pablo Economic Development Executive Director Committee: Business & Economic Development Committee Flex Seat #1 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	Humanity Way, Inc. Founder/Chief Executive Director Committee: Flex Seat #2 Appointment Date: 12/1/2020 Term End Date: 6/30/2024	Contra Costa County Library County Librarian Committee: Flex Seat #3 Appointment Date: Term End Date: 6/30/2027



DATE: April 12, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Modified WDBCCC Board Committee Meeting Calendar 2023**

RECOMMENDATION

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

A. BACKGROUND AND DISCUSSION

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

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

B. ATTACHMENT

A3a: 2023 WDB Committee Meeting Calendar - MODIFIED

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

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

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

MODIFIED

A3a

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

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

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

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

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JULY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

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

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Legend:

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

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

DATE: April 12, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Appointment and Re-appointment to the Board**

RECOMMENDATION

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

Joshua Anijar re-appointment fill Workforce and Labor Seat #2

Robert Muller re-appointment fill Business Seat #9

Alison McKee to fill Flex Seat #3

A. BACKGROUND AND DISCUSSION

The Workforce Innovation and Opportunity Act (WIOA) calls for the majority of the members of local workforce boards to come from private sector businesses. With, 1 Business seat vacancy, WDBCCCC staff and board members will continue to strategically recruit key leaders to fill the position.

Per WDBCCC ByLaws Section B, business seat appointments should reflect the following:

1. Majority business members who are individuals with optimum policymaking or hiring authority on behalf of the entity he or she represents (50% + 1) and are:
 - a. Business owners, or
 - b. Chief executives, or operating officers, or
 - c. Other business executives, or
 - d. Employers.
 1. These representatives shall include a representative(s) of small businesses
 2. Private sector representatives may be from organizations representing businesses, that provide employment opportunities in the Contra Costa County workforce area, in in-demand industry sectors or occupations or provide employment opportunities that, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area

Refer to WDBCCC ByLaws for definition of all board seat designations.

B. CURRENT SITUATION

Filling all seats on our board is an important criterion in how our local area will continue to be viewed by the CWDB as part of continued board recertification and subsequent designation of our local area.

C. SCHEDULE

Action on this item will result in applicant's approval and final appointment will be then be made at the Board of Supervisors' meeting.

D. ATTACHMENTS

A4a WDBCCC BYLAWS

A4b Joshua Anijar application form

A4c Robert Muller application form

A4d Alison McKee application form

A4e [WDBCCC Board Members Roster 05.2022.pdf](#)

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



Contra
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Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Joshua	Middle Initial A	Last Name Anijar	
Home Address - Street [REDACTED]	City Martinez	State CA	Postal Code 94553
Primary Phone (best number to reach you) [REDACTED]	Email Address [REDACTED]		
Resident of Supervisorial District (if out of County, please enter N/A): [REDACTED]		District Locator Tool	
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, in which District do you work? 5	
Current Employer Contra Costa Labor Council	Job Title Contra Costa Labor Council	Length of Employment 4 years	
How long have you lived or worked in Contra Costa County? 4 years			

Board, Committee, or Commission WorkforceBoard	Seat Name Labor Seat
Have you ever attended a meeting of the advisory board for which you are applying?	
Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? over 10	

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
Arizona State University	B.A. Political Science	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
University. Of Massachusetts Amherst	M.S. Labor Studies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed: [REDACTED]

Other Trainings Completed: [REDACTED] **Certificate Awarded for Training?**
 Yes No
 Yes No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain:

[REDACTED]

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

Please explain why you would like to serve on this particular board, committee, or commission.

As the executive director of the Labor Council I care deeply in finding ways to bring high road training partnerships that led to middle class jobs to our county.

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

I served on this board and would like to continue my tenure

I am including my resume with this application:

Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Workforce

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

COVID-19 Vaccine Equity Board

List any volunteer and community experience, including any boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

[Redacted Signature]

Date:

3/20/23

Submit this application to: ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at
ClerkofTheBoard@cob.cccounty.us*

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra
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Please return completed applications to:

Clerk of the Board of Supervisors

1025 Escobar Street, 1st Floor

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Robert	Middle Initial A	Last Name Muller
Home Address - Street [REDACTED]	City Walnut Creek	State CA
Postal Code 94595	Primary Phone (best number to reach you) [REDACTED]	Email Address [REDACTED]
Resident of Supervisorial District (if out of County, please enter N/A): 2 District Locator Tool		
Do you work in Contra Costa County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in which District do you work? 5		
Current Employer MARTINEZ REFINING COMPANY	Job Title LEARNING + DEVELOPMENT MANAGER	Length of Employment 36 Years
How long have you lived or worked in Contra Costa County? 60 Years		

Board, Committee, or Commission Workforce Development Board of Contra Costa County	Seat Name Business Seat #9
Have you ever attended a meeting of the advisory board for which you are applying? Please check one: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many? Approximately 24	

EDUCATION

Check appropriate box if you possess one of the following:

High School Diploma CA High School Proficiency Certificate G.E.D. Certificate

Colleges or Universities Attended	Degree Type/ Course of Study/Major	Degree Awarded	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Occupational Licenses Completed:	[REDACTED]
Other Trainings Completed:	[REDACTED]
	Certificate Awarded for Training? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have any obligations that might affect your attendance at scheduled meetings? Yes No

If Yes, please explain:

Would you like to be considered for appointment to other advisory bodies for which you may be qualified? Yes No

Are you a veteran of the U.S. Armed Forces? Yes No

Please explain why you would like to serve on this particular board, committee, or commission.

I am currently a member of the Workforce Development Board, have been for the past four (4) years and am applying for reenlistment. In my time on the board I've met people with very diverse backgrounds and have gained an understanding of the barriers that people must overcome to enter and stay in the workforce. I feel that based on my background and life experiences, I am uniquely qualified to assist in ensuring that local programs and systems are properly aligned to provide beneficial outcomes for educators, businesses and job-seekers in Contra Costa County.

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

In my role as the Learning and Development Manager for one of the largest employers in Contra Costa, I am directly involved with recruitment, selection, on-boarding, and all phases of training for new employees. I have been a member of the LMC PTEC Advisory Committee for the past 12 years, helping their faculty evolve the curriculum and processes to meet industry needs. I also manage our Ambassador Team, attending career fairs and employment events throughout the county. I speak with high school, community college and adult school students on careers in the manufacturing industry as well as coach students on resume building and provide employment interview tips and techniques.

I am including my resume with this application:

Please check one: Yes No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

Currently a member of the Workforce Development Board of Contra Costa County.

If Yes, please also list the Contra Costa County advisory board(s) on which you have **previously** served:

[Empty text box for previously served advisory boards]

List any volunteer and community experience, including any boards on which you have served.

Workforce Development Board - 4 years
WIOA Youth Committee - 5 years
LMC PTEC Advisory Board - 12 years
Martinez Ambassador Program 5 years
Christmas Angel Program - 10 years
Food Bank of Contra Costa - 5 years

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section on page 3 of this application or Resolution No. 2021/234).

Please check one: Yes No

If Yes, please identify the nature of the relationship: [Empty text box]

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship: [Empty text box]

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed: [REDACTED] Date: 3/22/23

Submit this application to: ClerkofTheBoard@cob.cccounty.us OR Clerk of the Board
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships: (1) Mother, father, son, and daughter; (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter; (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter; (4) Registered domestic partner, pursuant to California Family Code section 297; (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner; (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Application Form

Profile

Alison _____ McKee _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Concord _____ CA _____ 94521
 City State Postal Code

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 4

Contra Costa County _____ County Librarian _____
 Employer Job Title

Length of Employment

21 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

5

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

24 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Workforce Development Board: Submitted

Seat Name

Education and Training

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

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

San Jose State University

Degree Type / Course of Study / Major

Master of Library and Information Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

San Francisco Conservatory of Music

Degree Type / Course of Study / Major

Music Performance

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Indiana University

Degree Type / Course of Study / Major

Music Performance

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I believe that the county library can and should be playing a more active role in supporting the WFDB in meeting their goals and objectives.

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

I am currently the county librarian for Contra Costa. The library provides significant and numerous free job training resources to any member of the community. The library also is a place for trainings to be conducted and for potential employees to receive work experience.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

Economic Opportunity Council

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

I am a current county employee

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

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 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

DATE: April 12, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Approve Application for Local Area Designation and Recertification under WIOA**

RECOMMENDATION

That the Executive Committee authorize the WDB Chair to sign the “Local Area Subsequent Designation and Local Board Recertification Application for Program Years 2023-25” and submit these documents to the Contra Costa County Board of Supervisors for approval and signature.

A. BACKGROUND AND DISCUSSION

WIOA requires the Governor to designate and certify local areas within the state. These designations and certifications are subject to renewal/recertification on a regular basis. This brings forward to the Board the request to approve the WDBCCC local area designation and recertification effective July 1, 2023, for a two –year period, ending June 30, 2025 per EDD Directive WSDD-245.

WIOA Sections 106 and 107 provide criteria for subsequent designation of Local Areas and recertification of Local Boards. Specifically, WIOA Section 106 requires the Governor to designate Local Areas within the state, and WIOA Section 107 requires the Governor to certify one Local Board for each Local Area.

According to WIOA Section 106, a Local Area must have performed successfully, sustained fiscal integrity, and engaged in the regional planning process to receive subsequent designation. According to WIOA Section 107, a Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification.

The applications for Local Area subsequent designation and Local Board recertification have been combined into one application. Approved applications will be effective July 1, 2023 – June 30, 2025.

B. CURRENT SITUATION

To meet the established deadline in WSDD-245, WDB staff completed the attached “Local Area Subsequent Designation and Local Board Recertification Application for Program Years 2023-25” to ensure that a document is submitted in a timely manner to the EDD.

C. SCHEDULE

For the WDB to be designated as a local area under WIOA, signed documents must be submitted to the California Workforce Investment Board and California Employment Development Department no later than April 14, 2023.

Pending approval of the Full WDB, this matter would then be placed on the next available agenda of the Contra Costa County Board of Supervisors in order to ensure final submittal of a signed request for local area designation and local board recertification.

D. ATTACHMENTS

A5a Local Area Subsequent Designation and Local Area Recertification Application PY 2023-25

A5b [WDBCCC Board Members Roster 03.23.2023.pdf](#)

A5c [EDD Directive WSDD-245 March 13, 2023 Local Area Subsequent Designation & Local Board Recertification PY 23-25](#)

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

**Local Area Subsequent Designation and
Local Board Recertification Application
For Program Year 2023-25**

**Local Workforce Development Area
Workforce Development Board
of Contra Costa County**

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, April 14, 2023, to the CWDB at PolicyUnit@cwdb.ca.gov.

Workforce Development Board of Contra Costa
County

Name of Local Area

4071 Port Chicago Highway, Ste. 250

Mailing Address

Concord, CA

City, State, ZIP

04/14/2023

Date of Submission

Tamia Brown

Contact Person

925.671.4514

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board’s business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board’s business members and identify the chairperson by typing CHAIR after their name:

LOCAL BOARD BUSINESS MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Michael McGill	President/Principal Engineer	MMS Design Associates, Inc.	7/1/2020	6/30/2024
Jerry L. Aranas	Business Manager	Lam Research	7/26/2022	6/30/2026
Yolanda Vega - CHAIR	Principal	Peak Performance Corporate Training	7/1/2020	6/30/2024
Terry Curley	Executive Vice President	United Business Bank	7/26/2022	6/30/2024
Douglas R. Lezameta	Founder	Fusion Latina Network	8/1/2021	6/30/2025
Sarah A. Chodakewitz	Director, Government & Community Affairs	John Muir Health	6/7/2022	6/30/2026
Nichol Carranza	Sr. Rep. Corporate Social Responsibility & Public Affairs	Marathon Petroleum Corporation	6/7/2022	6/30/2026
Robert Muller	Learning Manager	Martinez Refining Company	7/11/2017	6/30/2023
Laura Trevino-Fernandez	Vice President of Sales	Hargrove Engineer & Contractors	7/1/2020	6/30/2024
Stephanie Rivera	Chief Executive Officer	Lazarex Cancer Foundation	7/1/2020	6/30/2024
Monica Magee	Director of Marketing	Bishop Ranch	7/1/2020	6/30/2024
Corry Kennedy	Human Resource Manager	Chevron	7/1/2020	6/30/2024

Category: Labor – At least 20 percent of the Local Board members shall be labor representatives from the Local Area’s workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board’s labor members:

LOCAL BOARD LABOR MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Thomas Hansen	Business Manager	IBEW Local 302	7/1/2021	6/30/2025
Joshua Anijar	Executive Director	Central Labor Council Contra Costa County	12/10/2019	6/30/2023
Timothy Jeffries	Business Manager/ST	Biolermakers Local #549	7/1/2021	6/30/2025
Steve Older	Area Director/Business Representative	Machinists Union Local 1173	8/1/2021	6/30/2025
Traci Young	Community Services Director, Labor Liaison to UWBA	Central Labor Council Contra Costa County	8/1/2021	6/30/2025

Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers; and
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

List the Local Board’s education members:

LOCAL BOARD EDUCATION MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Steve France	Director	Del Valle Education Center	8/1/2021	6/30/2025
Kelly Schellin	Associate Vice Chancellor, Educational Services	Contra Costa College	7/1/2020	6/30/2024

Category: Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state’s employment service office under the *Wagner-Peyser Act*.
- Programs carried out under Title I of the federal *Rehabilitation Act*.

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board’s economic and community development members:

LOCAL BOARD ECONOMIC AND COMMUNITY DEVELOPMENT MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Richard Johnson	Employment Service/Program Manager II	California Employment Development Department	7/1/2020	6/30/2024
Kwame Reed	Economic Development Director	City of Antioch	7/1/2020	6/30/2024

ADDITIONAL MEMBERS

Name	Title	Entity	Appointment Date	Term End Date
Leslay Choy	Executive Director	San Pablo Economic Development	7/1/2020	6/30/2024
Devonn Powers	Founder/ Chief Executive Director	Humanity Way, Inc.	12/1/2020	6/30/2024

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 OR PY 21-22, as described in Workforce Services Directive *Calculating Local Area Performance and Nonperformance* (WSD20-02) dated September 18, 2020, for the following primary indicators of performance:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

PY 20-21 Individual Indicator Scores		
Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	<u>59.8%</u>	<u>57.8%</u>
Median Earnings 2 nd Quarter After Exit	<u>\$67.6</u>	<u>\$10,300</u>
PY 20-21 Individual Indicator Scores		
Indicators of Performance	Youth	
Employment or Education Rate 2 nd Quarter after Exit	<u>67.6%</u>	
Median Earnings	BASELINE	

PY 21-22 Individual Indicator Scores		
Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	<u>63.2%</u>	<u>69.7%</u>
Median Earnings 2 nd Quarter After Exit	<u>\$9,049</u>	<u>\$9,492</u>
PY 21-22 Individual Indicator Scores		
Indicators of Performance	Youth	
Employment or Education Rate 2 nd Quarter after Exit	<u>71.2%</u>	
Median Earnings	BASELINE	

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation:

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

Local Area Assurances

Through PY 23-25, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements* (WSD19-05), dated December 4, 2019.
- All close out reports will comply with the policies and procedures listed in *WIOA Closeout Requirements* (WSD16-05), dated July 29, 2016.

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Area will select the America's Job Center of CaliforniaSM operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.

- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.

- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).

- H. The Local Area will participate in regional performance negotiations.

- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.

- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Yolanda Vega

Supervisor John Gioia

Name

Name

Board Chair

Board of Supervisor's Chair

Title

Title

Date

Date



BOARD MEMBERS Public Roster

Tamia Brown
Executive Director

BUSINESS SEATS

BUSINESS SEATS		
MICHAEL MCGILL	JERRY L. ARANAS	YOLANDA VEGA (CHAIR)
MMS Design Associates, Inc. President/Principal Engineer Committee: Executive & Youth Committee Business Seat #1 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	Lam Research Business Manager Committee: Youth Committee Business Seat #2 Appointment Date: 7/26/2022 Term End Date: 6/30/2026	Peak Performance Corporate Training Principal Committee: Executive & Business & Economic Dev. Business Seat #3 Appointment Date: 7/1/2020 Term End Date: 6/30/2024
TERRY CURLEY (VICE CHAIR)	DOUGLAS R. LEZAMETA	SARAH A. CHODAKEWITZ
Executive Vice President United Business Bank Committee: Executive & Business & Economic Dev. Business Seat #4 Appointment Date: 7/26/2022 Term End Date: 6/30/2026	Founder Fusion Latina Network Committee: Business & Economic Development Committee Business Seat #5 Appointment Date: 08/01/2021 Term End Date: 06/30/2025	Director, Government and Community Affairs John Muir Health Committee: Business & Economic Development Committee Business Seat #6 Appointment Date: 6/7/2022 Term End Date: 6/30/2026
NICHOL CARRANZA	VACANT	ROBERT MULLER (RE-APPOINTMENT)
Sr. Rep. Corporate Social Responsibility & Public Affairs Marathon Petroleum Corporation Committee: Business & Economic Development Committee Business Seat #7 Appointment Date: 6/7/2022 Term End Date: 06/30/2026	Committee: Business Seat #8 Appointment Date: Term End Date: 6/30/20XX	Martinez Refining Company Learning Manager Committee: Executive & Youth Committee Business Seat #9 Appointment Date: 7/11/2017 Term End Date: 6/30/2023
LAURA TREVINO - FERNANDEZ	STEPHANIE RIVERA (VICE CHAIR)	MONICA MAGEE
Hargrove Engineer & Contractors Senior Recruiter Specialist Committee: Business & Economic Development Committee Business Seat #10 Appointment Date: 7/1/2020 Term End Date: 06/30/2024	Lazarex Cancer Foundation Chief Executive Officer Committee: Executive & Business & Economic Dev. Committee Business Seat #11 Appointment Date: 7/1/2020 Term End Date: 06/30/2024	Bishop Ranch Director of Marketing Committee: Business & Economic Development Committee Business Seat #12 Appointment Date: 7/1/2020 Term End Date: 06/30/2024
CORRY KENNEDY		
Chevron Human Resource Manager Committee: Business & Economic Development Committee Business Seat #13 Appointment Date: 7/1/2020 Term End Date: 06/30/2024		

WORKFORCE AND LABOR SEATS

THOMAS HANSEN	JOSHUA ANIJAR (RE-APPOINTMENT)	TIMOTHY JEFFRIES
IBEW Local 302 Business Manager Committee: Executive & Youth Committee Workforce & Labor Seat #1 Appointment Date: 07/01/2021 Term End Date: 6/30/2025	Central Labor Council Contra Costa County Executive Director Committee: Executive Workforce and Labor Seat # 2 Appointment Date: 12/10/2019 Term End Date: 6/30/2023	Boilermakers Local 549 Business Manager/ST Committee: Workforce and Labor Seat #3 Appointment Date: 07/1/2021 Term End Date: 6/30/2025
STEVE OLDER	TRACI YOUNG	
Machinists Union Local 1173 Area Director/Business Representative Committee: Workforce and Labor Seat #4 Appointment Date: 08/01/2021 Term End Date: 6/30/2025	Central Labor Council Contra Costa County Community Services Director, Labor Liaison to UWBA Committee: Business & Economic Development Committee Workforce and Labor Seat #5 Appointment Date: 08/01/2021 Term End Date: 6/30/2025	

EDUCATION AND TRAINING SEATS

STEVEN A. FRANCE	KELLY SCHELIN	
Del Valle Education Center Director Committee: Education & Training Seat #1 Appointment Date: 12/1/2022 Term End Date: 06/30/2026	Contra Costa College Associate Vice Chancellor, Educational Services Committee: Business & Economic Development Committee Seat No: Business #2 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT SEATS

SEAN A. LAURANT (PENDING APPROVAL BOS)	RICHARD JOHNSON	KWAME REED
Department of Rehabilitation District Administrator Committee: Governmental & Eco. & Community Dev. Seat #1 Appointment Date: Term End Date: 6/30/2027	California Employment Development Department Employment Service/Program Manager II Committee: Business & Economic Development Committee Governmental & Eco. & Community Dev. Seat #2 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	City of Antioch Economic Development Director Committee: Executive & Business & Economic Dev. Governmental & Eco. & Community Dev. Seat #3 Appointment Date: 7/1/2020 Term End Date: 6/30/2024

FLEX SEATS

LESLAY CHOY	DEVONN POWERS	ALISON MACKEE (PENDING APPROVAL)
San Pablo Economic Development Executive Director Committee: Business & Economic Development Committee Flex Seat #1 Appointment Date: 7/1/2020 Term End Date: 6/30/2024	Humanity Way, Inc. Founder/Chief Executive Director Committee: Flex Seat #2 Appointment Date: 12/1/2020 Term End Date: 6/30/2024	Contra Costa County Library County Librarian Committee: Flex Seat #3 Appointment Date: Term End Date: 6/30/2027

DATE: April 12, 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **Teleconferencing Options Under the Brown Act**

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

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

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

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

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

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

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

ATTACHMENT:

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

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

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

Date: February 1, 2023

To: Board of Supervisors

From: Thomas L. Geiger, Chief Assistant County Counsel 

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

SUMMARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Teleconferencing Under Traditional Brown Act Rules

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

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

TLG:

Teleconference Meeting Participation Options

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

Teleconference Meeting Participation Options

	AB 361- State of Emergency Teleconferencing (Gov. Code, §54953(e).)	AB 2449 Just Cause/Emergency Circumstances Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)	Traditional Teleconferencing (Gov. Code, § 54953(b).)
<p>Notification and Approval Requirements</p>	<ul style="list-style-type: none"> ▪ The body must reconsider the circumstances of the state of emergency every 30 days and find that the emergency continues to exist and either: <ol style="list-style-type: none"> (1) it continues to directly impact the ability of officials and members of the public to meet safely in person; or (2) state or local officials continue to impose or recommend measures to promote social distancing. 	<ul style="list-style-type: none"> ▪ To attend remotely for: <ul style="list-style-type: none"> ▶ “Just Cause” <ul style="list-style-type: none"> ▪ The member must notify the body at the earliest possible opportunity, including at the start of a regular meeting, of the need to participate remotely. ▪ The member must provide a general description of the circumstances necessitating the remote appearance. ▪ The body need not take action in response. ▶ “Emergency Circumstances” <ul style="list-style-type: none"> ▪ The member’s request to appear remotely must include a general description of the need to appear remotely, which need not exceed 20 words, and need not include any personal medical information. ▪ The member must make the request to participate remotely as soon as possible and must make a separate request for each meeting. ▪ The body must take action on the request at a public meeting. ▪ If there is insufficient time to include the item on a posted agenda, the body may take action at the beginning of the meeting. ▪ Approval must be by majority vote. 	<ul style="list-style-type: none"> ▪ No additional requirements.

Teleconference Meeting Participation Options

	AB 361- State of Emergency Teleconferencing (Gov. Code, §54953(e).)	AB 2449 Just Cause/Emergency Circumstances Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)	Traditional Teleconferencing (Gov. Code, § 54953(b).)
Agenda and Public Access and Comment Requirements	<ul style="list-style-type: none"> ▪ The notice and agenda are required to state the means by which the public may access the meeting and provide public comment. ▪ The agenda does not need to be posted at each teleconference location or identify each teleconference location. ▪ The body is not required to provide a physical location from which the public may attend or comment. ▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time. ▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting. 	<ul style="list-style-type: none"> ▪ Must provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment. ▪ The agenda must include an opportunity for all persons to attend and address the body via a call-in option, an internet-based service option, and at the in-person location. ▪ The law does not require that the agency post an agenda at the remote location, include the address of the remote location, or provide for public access to the remote location. ▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time. ▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting. 	<ul style="list-style-type: none"> ▪ The teleconference location must be open to the public. ▪ The agenda must be posted at all meeting locations, including the teleconference location. ▪ The agenda must identify all meeting locations, including the teleconference location. ▪ The agenda must provide for public comment at all meeting locations, including the teleconference location.
Voting Requirements	<ul style="list-style-type: none"> ▪ Members must vote by roll call. 	<ul style="list-style-type: none"> ▪ Members must vote by roll call. 	<ul style="list-style-type: none"> ▪ Members must vote by roll call.

Teleconference Meeting Participation Options

	AB 361- State of Emergency Teleconferencing (Gov. Code, §54953(e).)	AB 2449 Just Cause/Emergency Circumstances Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)	Traditional Teleconferencing (Gov. Code, § 54953(b).)
Technological Requirements	<ul style="list-style-type: none"> ▪ Members of the public must be able to attend via a call-in option or an internet-based service option. 	<ul style="list-style-type: none"> ▪ The public must be able to remotely hear and visually observe the meeting, and remotely address the body. Thus, the body must provide either: <ol style="list-style-type: none"> (1) a two-way audiovisual platform; or (2) a two-way telephonic service and a live webcasting of the meeting. 	
Other Requirements	<ul style="list-style-type: none"> ▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency’s control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1. 	<ul style="list-style-type: none"> ▪ If a member participates remotely, the member must also: <ol style="list-style-type: none"> (1) Publicly disclose at the meeting before any action is taken, whether any other individuals 18 years or older are in the room at the remote location with the member and the general nature of the member’s relationship with such individuals; and (2) Participate through both audio and visual technology. ▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency’s control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption 	

Teleconference Meeting Participation Options

	AB 361- State of Emergency Teleconferencing (Gov. Code, §54953(e).)	AB 2449 Just Cause/Emergency Circumstances Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)	Traditional Teleconferencing (Gov. Code, § 54953(b).)
		<p>that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1.</p> <ul style="list-style-type: none"> ▪ The body must have and implement a procedure for receiving and quickly resolving reasonable accommodation requests for individuals with disabilities. Any doubt should be resolved in favor of accessibility. 	
Limitations on Frequency of Remote Appearances	<ul style="list-style-type: none"> ▪ None. 	<ul style="list-style-type: none"> ▪ A member may participate remotely for “just cause” no more than two times per calendar year. ▪ A member may not participate remotely for more than three consecutive months or 20 percent of the regular meetings for the local agency within the calendar year, or more than two meetings if the body regularly meets less than 10 times per year. 	<ul style="list-style-type: none"> ▪ None.