



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**

June 14, 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 April 12, 2023 Meeting**

- 3:30 PM ACTION ITEM
A1 Approve PY 2023-24 WDB PROPOSED BUDGET – (Hand Out)**

- 4:00 PM INFORMATIONAL/UPDATE
I1 YOUTH SUMMIT - UNLOCK YOUR GREATNESS**

- 4:30 PM ADJOURN**

Upcoming Committee Meetings:

*FULL BOARD Meeting is on Tuesday, August 1, 2023
BED Committee is on Wednesday, August 2, 2023
YOUTH Committee Meeting is on Tuesday, September 12, 2023
EXECUTIVE Committee is on Wednesday, September 13, 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 925.671.456

**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, April 12, 2023

The Executive Committee met on Wednesday, April 12, 2023 via a ZOOM meeting. Chair Yolanda Vega called the meeting to order at 3:10 pm, and reminded everyone of potential conflict of interest.

ATTENDANCE

MEMBERS PRESENT: Yolanda Vega, Michael McGill, Kwame Reed, Stephanie Rivera, Terry Curley, Joshua Anijar

MEMBERS ABSENT: Thomas Hansen

OTHERS PRESENT: Timothy Jeffries (Board Member), Celina Shands, (Full Capacity Marketing)

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

PUBLIC COMMENT

None

DIRECTOR'S REPORT

CONFERENCES

- CWA Day at the Capitol 2023 attended along with Noramah Burch and Donn Matsuzaki
 - Meeting with key legislators and staff in Sacramento to discuss the workforce development goings-on in our members' local areas as well as to inform legislators about the bills that CWA is sponsoring, supporting and opposing that are coming before them.
- NAWB FORUM 2023 @ Washington, DC attended along with Verneda Clapp and Yolanda Vega
 - DOL Officials offered technical assistance on apprenticeship, equity and inclusion, marketing vs outreach, and more.
 - Over 150 speakers engaged attendees in issue Sessions, Table Talks, Pop Ups, and focus groups that moved the workforce system forward.
- CA Labor Federation Annual Conference @ San Diego, CA
 - It is a diverse group of labor leaders, local and state policymakers, community advocates, educators, and job training and economic development professionals to learn best practices, and discuss critical issues of the economy and future of our society.

BOARD MEMBER APPLICATION (Pending for Approval)

- Alisson McKee, County Librarian of Contra Costa County

LOCAL AND REGIONAL PLAN

- Staff worked hard and it was submitted on time

CHAIR'S REPORT

- NAWB FORUM 2023 @ Washington, DC attended and there were a lot of workshops offered.
- Take away is to lead by example and be a service to our communities
- We need to hear stories and we can learn from them

COMMITTEE CHAIR REPORTS

- **Business Services Chair** (Kwame Reed) reported BED Committee is set to meet on April 26, 2023.

- **Youth Committee Chair** (Michael McGill) reported Youth Committee met on March 14, 2023
 - One member of short of a quorum
 - Next meeting date is on Tuesday, May 9, 2023

CONSENT AGENDA

C1 Approve January 11, 2023 Executive Committee Meeting Minutes with corrections

Motion/Second Michael McGill/Kwame Reed
Motion Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Stephanie Rivera, Joshua Anijar, Kwame Reed

NAYS: None

ABSENT: Thomas Hansen

ABSTAIN: None

Motion to move A5 Approve Application for Local Area Designation and Recertification under WIOA to A1 as an action item on the agenda

Motion /Second Yolanda Vega/ Michael McGill
Motion Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Stephanie Rivera, Joshua Anijar, Kwame Reed

NAYS: None

ABSENT: Thomas Hansen

ABSTAIN: None

ACTION ITEMS

A1 Approve Application for Local Area Designation and Recertification under WIOA

Motion /Second Michael McGill/Stephanie Rivera
Motion Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Stephanie Rivera, Joshua Anijar, Kwame Reed

NAYS: None

ABSENT: Thomas Hansen

ABSTAIN: None

A2 Approve Transfer of Funds

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 Innovation and Opportunity Act (WIOA) Dislocated Worker program into the Adult program.

Motion/Second Terry Curley/Kwame Reed
Motion Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Stephanie Rivera, Joshua Anijar, Kwame Reed

NAYS: None

ABSENT: Thomas Hansen

ABSTAIN: None

A3 Establish an Ad-Hoc Nominating Committee for Board Chair and Vice Chairs 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.

Volunteer: Joshua Anijar

Motion/Second Motion Kwame Reed/Joshua Anijar Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Stephanie Rivera, Joshua Anijar, Kwame Reed

NAYS: None

ABSENT: Thomas Hansen

ABSTAIN: None

A4 Approve Modified WDBCCC Board Committee Meeting Calendar 2023

That the Executive Committee to approve the modified WDBCCC Board Committee Meeting Calendar 2023 as presented and will be revisit for the year 2024.

Motion/Second Motion Michael McGill/Kwame Reed Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Stephanie Rivera, Joshua Anijar, Kwame Reed

NAYS: None

ABSENT: Thomas Hansen

ABSTAIN: None

A5 Approve Appointment and Re-Appointment to the Board

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

Motion/Second Motion Kwame Reed/Michael McGill Approved

AYES: Yolanda Vega, Michael McGill, Terry Curley, Stephanie Rivera, Kwame Reed

NAYS: None

ABSENT: Thomas Hansen

ABSTAIN: Joshua Anijar

INFORMATIONAL/UPDATE

I1 Teleconferencing Options under the Brown Act

The Board of Supervisors strongly suggested to meet in-person since the lifting of the Emergency Order. County is tracking cancelled meetings, attendance, etc.

I2 Social Media Activity Year to Date Report

Social Media Engagement (WDB Website, Facebook, Twitter, & LinkedIn)

Activity	Description	FY22/23 YTD
Impression	A post was seen on a social media feed	~117,464
Engagement	A viewer clicked on, commented, shared, retweeted, or liked a post	~3,517

Post Link Clicks	A viewer clicked through the WDBCCC website or external link	~996
Video Views	A viewer clicked through to watch campaign videos	~25,765

THE MEETING ADJOURNED AT 4:02PM

Respectfully Submitted,
Rochelle Martin-Soriano, Board Secretary

/rms



DATE: June 14 2023
TO: Executive Committee
FROM: Tamia Brown, Executive Director
RE: **APPROVE PY 2023-24 WDB PROPOSED BUDGET**

RECOMMENDATION

That the Executive Committee to approve the PY 2023-24 Proposed Budget.

A. BACKGROUND AND CURRENT SITUATION

The WDBCCC annually approves the Fiscal Year (FY) budget for the activities and services implemented in the Local Workforce Development Area (Local Area). The budget includes the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Rapid Response, and Youth funding allocated to the Local Area. The budget also includes discretionary revenues. Staff will bring back a mid-year budget to balance revenues (and specific funding sources) with expenditures, as well as account for changes in our funding sources and/or amounts.

B. FISCAL IMPACT

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

C. SCHEDULE

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

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

YOUTH & YOUNG ADULTS:

YOUTH SUMMIT: UNLOCK YOUR GREATNESS

Spend the day learning how to shift your perspective and other strategies to improve your life and meet your goals. Learn how to overcome limiting beliefs, identify opportunities and take action towards creating a future that excites you.

WITH

ARELMOODIE

Professional Speaker and Host of
"Family Reboot" on 

By the end of the day know how to identify your goals, overcome obstacles and create a roadmap for success.



Free Event with Prizes and Raffles!

June 27 Centre Concord, Concord

OR

June 28 Marina Community Center, Pittsburg

Doors open at 9 AM

Program from 9:30 AM - 4 PM

Snacks and Refreshments Provided

Contact wdb@ehsd.cccounty.us or

Call 925-671-4560 with any questions

You Must Pre-Register on Eventbrite, or click the QR below

Presented By:

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