



**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.

## Special Executive Committee Meeting Agenda

August 22, 2023

1:00 p.m. – 2:00 p.m.

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

**ZOOM Meeting**

**Meeting ID: 823 5567 9212**

**Passcode: 240791**

<https://us06web.zoom.us/j/82355679212?pwd=d2VDRzdpYkFzSUxPd0dDVlByN2JLZz09>

**Join In Dial-In**

1-669-444-9171

1-719-359-4580

**1:00 PM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST  
PUBLIC COMMENT**

**1:05 PM ACTION ITEMS**

- A1 Approve Extended Procurement Cycle for WIOA Contracts**
- A2 Approve Award RFI# 763 Healthcare Initiative Management Services**
- A3 Approve BOS RESOLUTION No.**

**2:00 PM ADJOURN**

**Upcoming Committee Meetings:**

*Youth Committee Meeting is on Tuesday, September 12, 2023*

*Executive Committee Meeting is on Wednesday, September 13, 2023*

*BED Committee is on Wednesday, October 4, 2023*

*FULL BOARD is on Tuesday, November 7, 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 925.671.45*

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

Charter Element	Charter Agreement Information
<b>Business Objective</b>	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.
<b>Case for Action`</b>	<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"> <li>• 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;</li> <li>• The employment gap is widening between those with higher levels of education and credentials and those who lack them;</li> <li>• 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;</li> <li>• 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</li> <li>• 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.</li> </ul>
<b>Requirements</b>	<p>The WDB Executive Committee will:</p> <ul style="list-style-type: none"> <li>• Improve and expand the Workforce Development Board's communications systems and networks</li> <li>• Develop and present legislative/advocacy platforms and position statements for consideration by the Contra Costa County Board of Supervisors and other local elected officials</li> <li>• 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</li> <li>• Support and strengthen administrative, fiduciary, management, and oversight roles and responsibilities of the WDB, including monitoring performance of the WDB Executive Director</li> <li>• Help secure, leverage, and expand resources that help to support workforce and economic development in Contra Costa County and the greater region</li> </ul>
<b>Boundaries / Guidelines</b>	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.
<b>Team Membership</b>	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.
<b>Timing</b>	The work of the Executive Committee is aligned with the timeline of the WDB’s 2021-2024 Strategic Plan.
<b>Resources</b>	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.
<b>Review Process</b>	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.



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**DATE:** August 22, 2023  
**TO:** Executive Committee  
**FROM:** Tamia Brown, Executive Director  
**RE:** **APPROVE Extended Procurement Cycle for WIOA Contracts**

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## RECOMMENDATION

That the Executive Committee:

- R1. Approve a four-year procurement cycle for contracts and sub-awards funded by WIOA in accordance with WIOA's Requirement to procure One-Stop Operators at least once every four years and issue a policy to that effect.
- R2. Approve a one-year renewal or amendment for existing contracts and subawards that are in their 3<sup>rd</sup> year of operation:
- a. Pittsburg Power/Future Build – pre-apprenticeship construction training
  - b. Full Capacity Marketing – marketing
  - c. Contra Costa County Office of Education – operation of the WIOA Youth Program
  - d. Mount Diablo Unified School District – operation of the WIOA Youth Program

## A. BACKGROUND AND DISCUSSION

“Uniform Guidance” (Title 2 Code of Federal Regulations (CFR) Part 200) and “DOL Exceptions” (Title 2 CFR Part 2900) govern Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The regulations requires Local Boards to conduct an open and competitive process to select their AJCC Operators (WIOA Section 121[d][2][A] at least once every four years.

In addition to the requirement to use a competitive process to select an AJCC Operator, WIOA and its implementing regulations also strongly encourage the use of a competitive procurement process in the selection of providers for other program activities and services. These activities and services include but are not limited to adult services providers, youth service providers, and other contractors and lower tier sub-recipients.

The WDBCCC has been procuring services at three year intervals by issuing RFIs, RFPs and/or soliciting quotes.

## B. CURRENT SITUATION

The length of time to obtain quotes or post an RFI/RFP, select a contractor, negotiate contract terms and process a contract through the EHSD Contracts Unit can easily exceed eight to nine

months. This timeline does not account for the significant WDBCCC staff time needed to conduct stakeholder engagement prior to releasing a solicitation and drafting the solicitation package.

Changing to a 4-year procurement cycle for all WIOA Contracts and Sub-recipient agreements would align with WIOA procurement requirements for selection of the AJCC Operator (as recommended by the DOL); make more efficient use of staff resources; and allow time for substantive stakeholder engagement to be done prior to initiating the procurement process.

**C. CITATIONS AND REFERENCES**

- WIOA (Public Law 113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Department of Labor [DOL] Exceptions) Title 20 CFR Part 678: Description of the One-Stop Delivery System Under Title I of the Workforce Innovation and Opportunity Act
- Title 20 CFR Part 679: Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act
- Training and Employment Guidance Letter (TEGL) 15-16, Competitive Selection of One-Stop Operators (January 17, 2017)

**D. ATTACHMENTS**

**A1a** - Policy on Intervals for procurement of WIOA Contractors and Sub-recipients.

For any questions, please contact Tamia Brown, Executive Director at 925-671-4514 or email at [tbrown1@ehsd.cccounty.us](mailto:tbrown1@ehsd.cccounty.us)



August 2023

**Workforce Policy Bulletin 23-01**  
**Intervals for Procurement of WIOA Contractors and Sub-recipients**

This policy establishes the intervals for procurement of WIOA Contractors and Sub-recipients.

**Background:**

“Uniform Guidance” (Title 2 Code of Federal Regulations (CFR) Part 200) and “DOL Exceptions” (Title 2 CFR Part 2900) govern Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The regulations require Local Boards to conduct an open and competitive process to select their AJCC Operators (WIOA Section 121[d][2][A] at least once every four years.

In addition to the requirement to use a competitive process to select an AJCC Operator, WIOA and its implementing regulations also strongly encourage the use of a competitive procurement process in the selection of providers for other program activities and services. These activities and services include but are not limited to adult services providers, youth service providers, and other contractors and lower tier sub-recipients.

**Policy:**

The WDBCCC has adopted a procurement interval of four years. Open and competitive procurement of WIOA activities and services shall occur every four years to align with WIOA Section 121[d][2][A] which governs the selection and frequency of procurement of the One-Stop Operator. The procurement interval shall also apply to the procurement of adult services providers, youth services providers and other contractors and lower tier sub-recipients.

This policy only establishes the intervals for procurement. It is not intended to replace or alter any of the terms and conditions written into a contract or sub-recipient agreement.

**Effective Date:** Upon Approval by the WDBCCC Executive Committee

**Expiration:** None

Date Approved by the WDBCCC Executive Committee: \_\_\_\_\_

## **Workforce Policy Bulletin 23-01**

### **Intervals for Procurement of WIOA Contractors and Sub-recipients**

#### **Citations & References:**

- WIOA (Public Law 113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Department of Labor [DOL] Exceptions) Title 20 CFR Part 678: Description of the One-Stop Delivery System Under Title I of the Workforce Innovation and Opportunity Act
- Title 20 CFR Part 679: Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act
- Training and Employment Guidance Letter (TEGL) 15-16, Competitive Selection of One-Stop Operators (January 17, 2017)



**DATE:** August 22, 2023  
**TO:** Executive Committee  
**FROM:** Tamia Brown, Executive Director  
**RE:** **Approve Award under RFI #763 for Healthcare Initiative – Management Services**

**RECOMMENDATION**

That the Executive Committee approve:

- 1) The selection of Contra Costa Economic Partnership to provide leadership, program management and program implementation of the Healthcare Initiative Management Services for WDBCCC.
- 2) Staff to the enter contract negotiations.
- 3) Award of contract in the amount of \$195,000.00/year for a total of \$585,000 for a 29-month contract.

**A. BACKGROUND**

WDBCCC released an RFI to procure a Community Based Organization (CBO) to expand healthcare career pathways that connect participants to education and training opportunities that lead to income mobility and quality careers in the Healthcare sector. The RFI sought an organization to advance the Healthcare Initiative by working with relevant stakeholders including educational institutions, healthcare industry employers, labor unions, and community-based organizations to:

- Increase training opportunities,
- Expand paid work-based learning opportunities and
- Enhance the workforce development system's strategies in health care to align with the 2021-2024 WDBCCC Local Strategic Plan.

**B. CURRENT SITUATION**

WDBCCC received two responses which were distributed for evaluation to a team of Reader/Raters. All proposals showed interest in the Healthcare Initiative. Only one CBO met the qualifications of being industry driven.

Reader Rater Summary and Aggregate Scores:

Reader/Rater Recap RFI 744 (2)		
	Average Score (100 total possible points)	Recommended for Funding
Contra Costa Economic Partnership	89	YES
International Rescue Committee, Inc.	59	NO

**C. FISCAL IMPACT**

Funding for the WDB’s Healthcare Initiative may come from multiple grants including but not limited to High Road Training Partnership (H RTP); Workforce Accelerator Fund (WAF); Division of Apprenticeship Standards (DAS) in an amount up to \$195,000 per year or up to \$585,000 for the duration of the project (29 months).

For any questions, please contact Tamia Brown, Executive Director at 925-671-4514 or email at [tbrown1@ehsd.cccounty.us](mailto:tbrown1@ehsd.cccounty.us)



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**DATE:** August 22, 2023  
**TO:** Executive Committee  
**FROM:** Tamia Brown, Executive Director  
**RE:** **APPROVE Board of Supervisors - RESOLUTION NO.**

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## RECOMMENDATION

That the Executive Committee approve the submittal on behalf of the Workforce Development Board Contra Costa County an Resolution to the Board of Supervisors, that authorizes and directs the Executive Director, or designee to execute Workforce Innovation and Opportunity Act grant agreements, amendments, modifications, grant applications and any other documents required by federal and state governments.

### A. BACKGROUND

This agreement acknowledges the shared objectives of the WDBCCC and the BOS to develop and administer a successful workforce development system to serve and benefit the residents of Contra Costa County through the partnership established between the BIOS and the WDB the parties will endeavor to provide effective local policy development for an administration and oversight of the WIOA and its programs.

Action on this item will result in the approval from the full board and request for approval from the Board of Supervisors however this agreement will need to be reviewed by both the County Council and the county administrators office before going to the Board of Supervisors this can take this can often take a great deal of time and necessitate some negotiation in language if there is significant rewrites required from CC and CAO the agreement will need to come back before the WDB for subsequent approval of any significant changes.

### B. ATTACHMENT

**A3a – Draft BOS RESOLUTION NO.**

For any questions, please contact Tamia Brown, Executive Director at 925-671-4514 or email at [tbrown1@ehsd.cccounty.us](mailto:tbrown1@ehsd.cccounty.us)

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA  
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on \_\_\_\_\_ by the following vote:

**John Gioia**  
**Candace Andersen**  
**Diane Burgis**  
**Ken Carlson**  
**Federal D. Glover**

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:



**Resolution No.**

IN THE MATTER OF: Executing and meeting requirements for disbursement of funds under the Workforce Innovation and Opportunity Act Grant Agreement between the State of California Employment Development Department (EDD) and Contra Costa County, on behalf of Workforce Development Board of Contra Costa County (WDBCCC).

WHEREAS, the Workforce Development Board of Contra Costa County serves as the Local Workforce Development Area designated by the California Workforce Development Board; and

WHEREAS, the Workforce Innovation and Opportunity Act grant programs or Adult, Dislocated Worker and Youth; and grant funds are available for job seekers to access to employment, education, training and support services in the labor market; and

WHEREAS, the Board previously authorized the Workforce Development Board of Contra Costa County, or designee, to apply for other workforce related funding, the WDBCCC may apply for additional funding it deems appropriate to support and/or leverage existing workforce development policies and activities approved under the Local Plan, and

WHEREAS, the State EDD has selected the Workforce Development Board of Contra Costa County for grant funding for planning, policy, design, and the workforce development system; and

WHEREAS, the State EDD has provided a subgrant agreement to the Workforce Development Board of Contra Costa County and assigned it Subrecipient CON (Grant Agreement).

NOW, THEREFORE, BE IT RESOLVED that Contra Costa County, on behalf of the Workforce Development Board of Contra Costa County:

1. Accepts the grant funds offered for the Workforce Innovation and Opportunity Act grant program; and
2. Authorizes and Directs the Executive Director of the Workforce Development Board of Contra Costa County, or designee, to execute the Grant Agreement, amendments, modifications, grant applications and any other documents required by federal and state governments; and
3. Authorizes and Directs the Executive Director of the Workforce Development Board of Contra Costa County, or designee, to execute payment requests and sign requests for disbursement of State funds under the Grant Agreement.

This Authorization shall remain in full force and effect indefinitely until revoked by appropriate resolutions of the Board of Supervisors.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact:

**ATTESTED:**  
\_\_\_\_\_, County Administrator and Clerk of the Board of Supervisors

By:

cc: