



**Workforce**  
Development Board  
Contra Costa County

[www.wdbccc.com](http://www.wdbccc.com)

**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

November 17, 2023

12:30 p.m. – 1:30 p.m.

4071 Port Chicago Highway, Conference Room A

Concord, CA 94520

- 12:30 PM**      **WELCOME AND CALL TO ORDER**  
**REMINDER OF POTENTIAL CONFLICT OF INTEREST**  
**PUBLIC COMMENT**
- 12:35 PM**      **EXECUTIVE DIRECTOR REPORT**  
**CHAIRS REPORT**  
**COMMITTEE CHAIR REPORTS**
- 12:45 PM**      **CONSENT AGENDA**  
**C1**    **Approve Minutes from June 14, 2023 & August 22, 2023 Meeting Minutes**
- 12:50 PM**      **ACTION ITEM**  
**A1**    **Approve Board Committee Meeting 2024 Calendar**  
**A2**    **Approve Additional Space (4071 Port Chicago Highway, Concord)**  
**A3**    **Approve Year-End Expenditure Report FY 2022-2023**
- 1:15 PM**      **INFORMATIONAL/UPDATE ITEM(S)**  
**I1**    **WIOA Program Performance Quarter 1 Report**  
**I2**    **WIOA Youth Program Quarter 1 Report**  
**I3**    **MEASURE X Youth Centers & Youth Summits Quarter 1 Update**  
**I4**    **Launch – Business Resource Centers Report**
- 1:30 PM**      **ADJOURN**

**UPCOMING COMMITTEE MEETINGS:**

*Executive Committee Meeting: Wednesday, December 13, 2023*

*Youth Committee Meeting: Tuesday, January 23, 2024*

*Full Board: Tuesday, February 6, 2024*

*BED Committee Meeting: Wednesday, March 6, 2024*

*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*

**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.