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**Workforce**  
Development Board  
Contra Costa County

**Our Mission:**

*The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.*

**Business and Economic Development Committee Meeting**

**AGENDA**

**June 4, 2025**

**3:00 pm – 4:30 pm**

**4071 Port Chicago Hwy, Conference Room A, Concord, CA**

**ZOOM Meeting ID: 817 5071 8079 Passcode: 410830**

**<https://us06web.zoom.us/j/81750218079?pwd=21d3Jp88e7LSTCatyJHAUPFQp2bkUL.1>**

- 3:00 pm WELCOME AND CALL TO ORDER**  
**REMINDER OF POTENTIAL CONFLICT OF INTEREST**  
**PUBLIC COMMENT**
- 3:10 pm PRESENTATION ITEM**  
**P1 Labor Market Information**  
**Juliet Moeur, Labor Market Researcher**  
**California Employment Development Department**
- 3:40 pm CONSENT AGENDA**  
**C1 Approve March 12, 2025 Business & Economic Development Minutes**
- 3:50 pm INFORMATION ITEMS**  
**I1 Rapid Response Services Report**
- 4:10 pm DIRECTOR'S REPORT and NEXT AGENDA ITEMS**
- 4:30 pm ADJOURN**

**Upcoming Committee Meetings: September 3, 2025, 3:00 pm – 4:30 pm**  
**December 3, 2025, 3:00 pm – 4:30 pm**  
**March 4, 2026, 3:00 pm – 4:30 pm**  
**June 3, 2026, 3:00 pm – 4:30 pm**

*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 96 hours prior to that meeting are available for public inspection at 4071 Port Chicago Highway, Concord, during normal business hours.*

*The Workforce Development Board will provide reasonable accommodations for individuals with disabilities planning to attend Board meetings. Arrangements can be made by contacting the Workforce Development Board at 925-671-4560.*

WORKFORCE DEVELOPMENT BOARD (WDB) OF CONTRA COSTA COUNTY  
BUSINESS & ECONOMIC DEVELOPMENT (BED) COMMITTEE CHARTER

Charter Element	Charter Agreement Information
<b>Business Objective</b>	The primary objective of the Business & Economic Development (BED) Committee is to meet the workforce needs of high-demand sectors of the local and regional economies.
<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 BED Committee will:</p> <ul style="list-style-type: none"> <li>• Analyze and understand trends in order to respond to business needs</li> <li>• Bring industry and education together to address workforce needs in priority sectors</li> <li>• Collaborate with industry and education partners to develop solutions for workers to acquire essential skills in high-growth, high-demand sectors</li> <li>• Work with WDB partners to develop an array of innovative workforce services supports</li> <li>• Support development and evolution of regional workforce and economic development networks to address workforce education and training priorities</li> </ul>
<b>Boundaries / Guidelines</b>	The BED Committee advises and influences the direction and implementation of business services strategies as outlined the WDB 2021-2024 Strategic Plan, including playing an advisory role to the Contra Costa Small Business Development Center (SBDC).
<b>Team Membership</b>	<p>The BED Committee brings together leaders from business, economic development, education, labor, community-based organizations, and the public sector. The BED Committee co-chairs are members of the WDB Executive Committee and all members of the BED Committee hold a seat on the Workforce Development Board. The BED Committee and the WDB work on behalf of the Contra Costa County Board of Supervisors and the businesses and residents of Contra Costa County.</p> <p>The WDB and the BED 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.</p>
<b>Timing</b>	The work of the BED Committee is aligned with the timeline of the WDB's 2021-2024 Strategic Plan.
<b>Resources</b>	The WDB and the BED 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 WDB and the BED 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.



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**DATE:** June 4, 2025  
**TO:** Business and Economic Development Committee  
**FROM:** Patricia Conley, Workforce Services Specialist  
**RE:** Contra Costa County 2024 Labor Market Information Economic Overview

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**Employment Development Department Labor Market Update**  
**Juliet Moeur, MS, Labor Market Researcher**



The presentation will cover Labor Market Information for the East Bay area, focusing on Contra Costa County. Labor force data, industry employment trends, and online job vacancies statistics data will be reviewed for 2024.

Juliet Moeur is a Labor Market Researcher for the California Employment Development Department (EDD) covering the East Bay area.

Ms. Moeur graduated with a Bachelor of Arts in psychology from California State University Sacramento in 2018, and has worked for the State of California EDD since. She later went on to pursue her Master of Science from Grand Canyon University in 2022 to further progress her statistical knowledge.

Ms. Moeur specializes in analyzing and explaining the East Bay labor market and has a passion for helping economic developers, employers, career counselors, workforce partners, and job seekers make data-driven decisions through utilizing and understanding labor force and industry employment estimates.

For more information, contact Juliet Moeur at [Juliet.moeur@edd.ca.gov](mailto:Juliet.moeur@edd.ca.gov).

For any questions, please contact Patricia Conley, Workforce Services Specialist at 925-655-3818 or email at [pconley@ehsd.cccounty.us](mailto:pconley@ehsd.cccounty.us).

## **BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE MINUTES**

Wednesday, March 12, 2025

The Business & Economic Development (BED) Committee of the Workforce Development Board of Contra Costa County (WDBCCC) met at 4071 Port Chicago Highway, Concord, and via Zoom on Wednesday, March 12, 2025. Chair Nichol Carranza called the meeting to order at 3:25 pm. She reminded everyone to let her know if there are any potential conflicts of interest.

### **ATTENDANCE**

MEMBERS PRESENT: Nichol Carranza, Leslay Choy, Terry Curley, Richard Johnson, Steve Older

MEMBERS ABSENT: Douglas Lezameta, Kelly Schelin, Terrence Cole

OTHER ATTENDEES: Nayab Siddiqi (Presenter), George Carter, Kevin Kenny, Jerry Aranas (Zoom), Greg Brooks (Zoom), Patience Ofodu (Zoom)

WDBCCC STAFF PRESENT: Executive Director Tamia Brown – WDBCCC Executive Director, Patricia Conley, Verneda Clapp, Ken Austin, Marco Patitucci, Jon Rodriguez, and Anisa Smith

### **PUBLIC COMMENT**

None

### **PRESENTATION ITEM**

#### **P1 SCORE Small Businesses Support**

**Presenter: Nayab Siddiqi, Mentor, Chair of Outreach Committee SCORE-East Bay Chapter**

- **SCORE Support for Small Businesses**

SCORE is a volunteer run non-profit resource partner of the United States Small Business Administration and has served more than 17 million entrepreneurs. SCORE has a nationwide network of more than 10,000 volunteers serving all 50 states and territories.

- **SCORE Services:**

- ✓ Business expertise across a multitude of fields
    - ✓ Free confidential business advice
    - ✓ Free one-on-one multi-lingual mentoring (in person and virtually)
    - ✓ Free low-cost workshops, seminars, and events
    - ✓ Free business tools and templates

- **Service Areas:**

- ✓ Alameda County
    - ✓ Contra Costa County
    - ✓ Solano County
    - ✓ Zoom or In-person

- **Focus:**
  - ✓ SCORE provides services for small to medium size businesses and will assist with applications for funding, scaling, business innovation, selling businesses and much more
  - ✓ Pre-startup and start up, in operation and transitioning businesses
- **Impact:**
  - ✓ 88 volunteers
  - ✓ 2,784 mentoring sessions in 2023 (2024 unavailable at time of presentation)
  - ✓ 50+ live workshops in 2023
  - ✓ Hundreds of new businesses started
  - ✓ Over 300 jobs created (based on 2022 data), increased 45% from 2021
  - ✓ Increased revenue due to mentoring
  - ✓ Unlimited hours for mentoring and support

### **CONSENT ITEM**

**C1      Approve June 12, 2024 Business and Economic Development Committee Meeting Minutes**

**Motion/Second      Terry Curley/Leslay Choy**

**Motion                      Approved**

**AYES:** Nichol Carranza, Leslay Choy, Richard Johnson, Steve Older, and Terry Curley

**NAYS:** None

**ABSENT:** Douglas Lezameta, Kelly Schelin, Terrance Cole

**ABSTAIN:** None

### **ACTION ITEMS**

#### **A1      BED Chair and Co-Chair Nominations**

That the Business and Economic Development (BED) Committee accept nominations from the membership and forward the recommendation to the Executive Committee for approval.

The Executive Director stated the BED Committee has already selected a Chair for the committee and is requesting a Co-Chair for nomination. There were no standing nominations; the Committee is currently open to Co-Chair nominations. Two members of the BED Committee were suggested as possible nominations for the Co-Chair position. The Committee deferred to the Executive Director who will follow up with the nominees to discuss the position and inquire whether they would like to accept or decline their nomination. No action was taken at this time.

### **INFORMATIONAL ITEMS**

#### **I1.      Rapid Response Services Report**

The Layoff and Worker Adjustment Retraining Notices (WARN) report reflects WARN notices submitted from Contra Costa County businesses to date and back to the last BED Committee meeting on June 12, 2024. The report lists the business names and cities, anticipated layoffs, number of individuals affected and timing; also listed is the Rapid Response action provided by WDBCCC and Employment Development Department (EDD) Workforce Services. Remote workers that reside in Contra Costa County are included in the layoff notices and are eligible to for services. All the employers are contacted and offered outplacement services.

#### **I2.      Business Services Update**

- WDBCCC supports all businesses in Contra Costa County and Greater East Bay.

- **Business Services Outreach**

- ✓ WDBCCC represented at and/or sponsored 27 events from June 2024 through April 2025; event names and dates provided in the Business Services Update report.
  - ✓ WDBCCC is a member of 15 Contra Costa County Chambers of Commerce and hosts tables and attends business mixers and summits.
  - ✓ WDBCCC is very active and working to remain engaged with Community Based Organizations (CBO), education partners, stakeholders, and other businesses.
  - ✓ WDBCCC continues to provide and/or support Job Fairs throughout Contra Costa County.
- California Employers Association (CEA), a Human Resources (HR) company, provides businesses support at no cost with HR questions via a Hotline that began during COVID and is still available. Quarterly webinars are offered on topics of interest to small/medium-sized businesses. HR hotline flyer and outcomes were provided.
    - The number of calls has lessened since COVID. The Executive Director questioned if the HR Hotline is still providing a service and worth the continued investment. The Committee shared feedback on how to move forward on the July 1, 2025 next budget cycle.
    - The Committee inquired about advertising and if marketing the HR Hotline could increase awareness and the volume of calls.
    - There is typically a peak in calls in January when labor laws change. Due to the minimal cost of the HR Hotline, WDBCCC was encouraged to keep it by a committee member, who intends to coordinate with the California Advisory Council that markets directly with employers. This may raise awareness and increase use of the HR Hotline.

#### **DIRECTOR'S REPORT and NEXT AGENDA ITEMS**

- A Request for Proposal (RFP) is open for Communications, Public Relations and Marketing services which closes on March 14, 2025, and scheduled to have a contract in place by July 1, 2025. The RFP was approved and is now in procurement. Full Capacity Marketing was the previous contract holder and provided quarterly reports/presentations to the Committee with WDBCCC social media, website, and other status updates and outcomes. Due to the four-year procurement requirement an RFP had to be released for the new contract.
- The Executive Director, Board Chair, and Interim Administrator attended a Day at the Capital. Nothing to report on the federal level at this time. However, pertaining to the State – California Jobs First (CJF), a two-year planning cycle is coming to an end and CJF has started the implementation phase. CJF awarded \$50 million for shelf ready projects, and planning grant funds were awarded to 13 regions across the state. There was also a catalyst project and an open procurement for Sector Navigators. WDBCCC work is shifting and funding will come from this initiative.
  - Goals for California Jobs First include:
    - ✓ Support sustainable and equitable growth across regions and populations
    - ✓ Invest in the workforce for the sectors of the future
    - ✓ Create an attractive environment for and with job creators
    - ✓ Strengthen California's innovation economy and entrepreneurial culture

WDBCCC leadership met with state leaders, California WDB Director and Secretary of Labor, and Deputy Director from EDD.

- Master Plan of Education is to create state and regional coordinated bodies that make it easier to access information, funding, and support to align Transitional Kindergarten (TK)-12, Post-Secondary Education, and workforce training opportunities, so it is easier to build skills in variety of settings. This is a strong initiative that shifts our work to align with community colleges and ensures that the workforce training meets the needs of the employer.
- The WDBCCC is currently evaluating funding and how to align with partners to apply for additional funding.
- A report from the Contra Costa Economic Partnership and an attachment of the Economic Overview was shared with the Committee.

Next BED Committee Meeting: Wednesday, September 3, 2025, 3:00 pm - 4:30 pm

**THE MEETING ADJOURNED AT 4:03 PM**

Respectfully Submitted,  
Anisa Smith, Business Services Representative

/as



**DATE:** June 4, 2025  
**TO:** Business and Economic Development Committee  
**FROM:** Patricia Conley, Workforce Services Specialist  
**RE:** **Layoff and Worker Adjustment Retraining Notices (WARN)**

### RAPID RESPONSE/OUTPLACEMENT SERVICES

The following businesses submitted a WARN notice. The WDBCCC Rapid Response Coordinator contacted them to offer outplacement services. Laid-off employees receive resources for employment transition, such as unemployment insurance information, employment training opportunities, affordable health care, and more. WARN notices were also received from companies outside of the County, if they employed remote workers residing in Contra Costa.

Upcoming Career Fairs scheduled: NA

WARN	Company / City	Laid Off / Month	Rapid Response (RR)
May 2025	Rite Aid Pleasant Hill	18 workers in June	UFCW Local 5 union, CA Labor Fed contacted.
	Elijah House Foundation Walnut Creek	31 workers in June	WARN verified. Sent employer RR info.
	Unitek Learning San Pablo	54 workers in July	WARN verified. Sent employer RR info.
April 2025	Wells Fargo Bank Concord	5 workers in June	WARN verified. Sent employer RR info.
	Wells Fargo Bank Concord	51 workers in June	WARN verified. Sent employer RR info.
	Wells Fargo Bank Concord	1 worker in June	WARN verified. Sent employer RR info.
	Highlands Community Charter & Technical School San Pablo	1 worker in June	WARN verified. Sent employer RR info.
	Chevron San Ramon	600 workers in June	WARN verified. Sent employer RR info. Scheduled 2 orientations: 1 Virtual 6/10 & 1 In-Person 6/17
March 2025	SSC Services for Education Danville	13 workers in May	WARN verified. Sent employer RR info.
	Corteva Agriscience Pittsburg	1 worker in July	WARN verified. Sent employer RR info.
	Central Garden & Pet Richmond	5 workers in May	Referred to Richmond WDB; emailed CalJOBS WARN.



	Corteva Agriscience Pittsburg	20 workers in February & March	1 orientation in Mar – 13 attendees.
	Starbucks Coffee Company Brentwood, Concord, Moraga, Walnut Creek, Richmond	5 remote workers in May & July	Sent employer RR info.

For any questions, please contact Patricia Conley, Workforce Services Specialist, at 925-655-3818 or email at [pconley@ehsd.cccounty.us](mailto:pconley@ehsd.cccounty.us)